U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

ORDER 8100.8C

National Policy

Effective Date:
May 4, 2007

SUBJ: Designee Management Handbook

FOREWORD

This order is a comprehensive publication establishing policy and procedures for the selection, appointment, orientation, training, oversight, renewal, tracking, and termination of certain representatives of the Administrator, under the cognizance of the Aircraft Certification Service and Flight Standards Service. The information contained in this order is the result of an ongoing effort to improve the processes involving representatives of the Administrator and to update the procedures as appropriate.

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CHAPTER 1. INTRODUCTION

1. PURPOSE. This order establishes the Federal Aviation Administration (FAA) procedures to be used by the Aircraft Certification Service (AIR) and Flight Standards Service (AFS) for managing the FAA's representatives of the Administrator (designee) program. In addition, this order provides geographic restriction procedures and authorized designee functions. These procedures are designed to ensure they are applied in an unbiased manner to all qualified private persons. Specific designee procedures covered in this order include the following areas:

a. FAA roles and responsibilities.

b. Initial selection and appointment.

c. Orientation, including designee authority and responsibilities.

d. Training.

e. Oversight.

f. Renewal.

g. Termination and appeals.

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 Service directorates and regional Flight Standards Service 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. CANCELLATION. This order cancels FAA Order 8100.8B, Designee Management Handbook, dated July 14, 2003, and its associated changes.

4. BACKGROUND. A national Designee Standardization Team (DST) was chartered to establish a single, standardized, national management handbook for manufacturing, engineering, and maintenance designees. As a result, the DST evaluated new and existing criteria for training, oversight, renewal, and termination procedures for incorporation into this order. On the basis of a national evaluation conducted in 1998, the DST determined that it was not necessary to make significant changes to the existing processes. The primary goals of designee management are safe aircraft, continuous improvement, and process standardization. Title 49, United States Code § 44702(d) (formerly the Federal Aviation Act of 1958, Title III, § 314(a)), authorizes the Administrator to delegate to private persons any function relating to examinations, inspections, and testing of aircraft, subject to any regulations, supervision, and review that the Administrator may prescribe. Under this section, the Administrator may also rescind any such delegation, at any time, for any reason considered appropriate; however, § 44702(d) does not provide a

comprehensive procedure for appeal of such action by the designee. Therefore, the Office of the Chief Counsel has developed procedures for termination actions. These procedures can be found in chapter 11, Termination of Designations, of this order.

5. EXPLANATION OF CHANGES. This revision of the order—

a. Incorporates Order 8100.8B, changes 1 through 3.

b. Updates the Acknowledgment of Responsibilities form.

c. Clarifies limits of multiple appointments as designees and with respect to their involvements with engineering and inspection of the same product.

d. Identifies specialized experience requirements for the issuance of special flight permits (function codes 04 and 16).

e. Revises paragraphs 406 and 510 for clarity and to make policy easier to understand.

f. Revises chapter 8 to clarify designee training requirements.

g. Revises termination requirements and clarifications.

h. Updates and/or clarifies AFS policy regarding on-the-job training in chapter 14, AFS DAR and ODAR Procedures.

i. Includes suggestions and improvements from previous reviews.

j. Incorporates changes necessary to comply with Order VS 1100.2, Managing AVS Delegation Programs.

6. GENERAL.

a. Section 44702(d) empowers the Administrator to "...delegate a qualified private person, or to an employee under the supervision of that person, a matter related to the examination, testing, and inspection necessary to issue a certificate, and issuing the certificate." Title 14, Code of Federal Regulations (14 CFR) part 183, Representatives of the Administrator, prescribes the requirements for designating private persons to act as representatives of the Administrator for the purpose of issuing airmen and aircraft certificates. Part 183, subpart B, Certification of Representatives, empowers the FAA to select designees from qualified persons who apply by letter accompanied by a statement of qualifications. The delegations are limited in scope in that all requirements, policy, direction, and interpretations must reside with the Administrator.

b. Section 183.29, Designated Engineering Representatives, defines the types of designated engineering representative (DER) appointments in the following technical disciplines:

(1) Structural engineering.

(2) Powerplant engineering.

(3) Systems and equipment engineering.

(4) Radio engineering.

(5) Engine engineering.

(6) Propeller engineering.

(7) Flight analyst.

(8) Flight test pilot.

(9) Acoustical engineering.

c. Section 183.31, Designated Manufacturing Inspection Representatives, defines the privileges of a designated manufacturing inspection representative (DMIR) appointment.

d. Section 183.33, Designated Airworthiness Representative, defines the privileges of a designated airworthiness representative (DAR) appointment.

e. Section 183.15, Duration of Certificates, defines the duration of the above appointments and identifies that the appointments are subject to periodic renewal.

f. Section 183.15(d) identifies the causes for termination of a designation made under part 183.

g. It is essential that designees be familiar with, and have ready access to, all appropriate FAA publications and documents.

h. A designation is a privilege, not a right, and not every qualified applicant will be granted a designation. The FAA is SOLELY responsible for determining if there is sufficient need to justify the appointment of a designee, and that there are adequate FAA resources available to manage the designee. If either of these conditions cannot be met, or for any other reason that the Administrator prescribes, the designee appointment WILL NOT be made. Subsequent to appointment, a designation may be terminated in accordance with § 183.15(d) and chapter 11 of this order.

i. The FAA is responsible for determining when the services of a designee may be used.

(1) Consistent with general principles of management, the oversight portion of this order addresses setting performance expectations, monitoring performance, and taking any appropriate corrective action. Manufacturing aviation safety inspector (ASI) certification functions will be delegated to the fullest extent practical, but not to the extent an advisor's technical skills are jeopardized.

(2) Designees must perform only those functions for which they have been authorized, including any unique function(s) specifically authorized on a case-by-case basis. All certification functions identified in this order will be performed on behalf of the FAA and not on

behalf of the aviation industry. In addition, a designee is not considered an employee of the U.S. Government and is not federally protected for the work performed or the decisions made as a designee. The limits of Federal protection for FAA employees are defined by Title 28, United States Code § 2679.

j. Section 44702(d) states that when delegation to a qualified private person is made, or to an employee under the supervision of that person, the designee is subject to regulations, supervision, and review. Designee oversight constitutes the supervision and review of designees and is the process by which the FAA compares designee performance to stated expectations.

k. Designee renewal is made subject to the FAA's determination of the continued need, ability to manage, and continuous satisfactory designee performance, which in turn justifies the continuation of the appointment and designee renewal. The designee renewal process provides the FAA the opportunity to identify and correct any designee performance deficiencies. When a performance deficiency is communicated to the designee, renewals are contingent on the FAA and the designee reaching an agreement that will result in satisfactory work performance by the designee for future activities.

l. The FAA will terminate a designee when it determines that the appointment is not warranted under chapter 11 of this order. Designees are cautioned that because the appointment is a privilege and not a right, the FAA is authorized to terminate a designation in accordance with § 183.15(d).

m. The applicant does not have any appeal rights when there is no FAA need or resources to manage the designation. The managing office(s) should write a courtesy letter notifying the applicant that the FAA is not accepting applications for the requested delegation and that the applicant may reapply at a future date. Current designees may appeal in accordance with the guidelines in chapter 6, AIR Appeal Process, and chapter 11 of this order.

7. CHANGES TO THIS ORDER. The authority to revise or cancel material in this order resides with AIR, coordinated by the Production and Airworthiness Certification Division (AIR-200) in conjunction with the Aircraft Engineering Division (AIR-100) and AFS.

8. DEVIATIONS. Adherence to procedures in this order is necessary for uniform administration of this directive material. Any deviations from this guidance material must be coordinated and approved by AIR-100 for engineering designee issues and by AIR-200 for manufacturing and maintenance designee issues, in coordination with the Aircraft Maintenance Division (AFS-300). If a deviation becomes necessary, the FAA employee involved should ensure the deviation is substantiated, documented, and concurred with by the appropriate supervisor. A copy of the deviation must be submitted to AIR-100/AIR-200 for review and concurrence.

9. RECORDS MANAGEMENT. Refer to FAA Order 0000.1, Subject Classification System, FAA Order 1350.14, Records Management, and FAA Order 1350.15, Records Organization, Transfer, and Destruction Standards, or your office Records Management Officer (RMO)/Directive Management Officer (DMO) for guidance regarding retention or disposition of records.

10. DEFINITIONS.

a. Advisor. An aviation safety engineer (ASE), a flight test pilot (FTP), or a manufacturing or maintenance ASI with a similar discipline as the applicant, who is assigned as the primary individual with the responsibilities of performing the initial evaluation and continuous oversight after appointment.

b. Appeal Panel. The appeal panel consists of at least three persons equivalent to the advisor level or above who were not involved in the original denial or termination decision.

c. Appointing Office. The aircraft certification office (ACO), manufacturing inspection office (MIO), manufacturing inspection district office (MIDO), certificate management office (CMO), or regional office (RO) having selection, appointment, and management orientation responsibilities for the following designees:

(1) Designated Engineering Representative (DER). The appointment is signed by the manager of the appropriate ACO or the manager's designee within the ACO. The ACO is delegated responsibility as the appointing office for processing the initial appointment applications, performing continuous oversight, and issuing renewals.

(2) Designated Manufacturing Inspection Representative (DMIR), Designated Airworthiness Representative (DAR), and Organizational Designated Airworthiness Representative (ODAR) - Manufacturing. The appointment is signed by the manager of the appropriate MIDO. The MIDO manager is delegated responsibility as the appointing official for processing the initial appointment applications and/or issuing renewals. For administrative efficiency, the MIDO manager may further delegate to manufacturing inspection satellite office (MISO) personnel the renewal of a DMIR, DAR, or ODAR.

NOTE: DMIR/DAR/ODAR appointment authority may be retained at the MIO level.

(3) DAR and ODAR - Maintenance. The appointing office is the flight standards RO in the geographic region where the designee is located or has a primary place of business, and where the authorized functions will be performed. The RO also retains renewal responsibility.

d. Authorized Area. For DERs, an authorized area applies to the specific portion or system of the aircraft, or the type of engine or propeller, or specialized area to which a delegated function applies.

e. Authorized Representative. Any individual within an organizational delegation that is authorized in the procedures manual to making findings of compliance, and determinations of conformity and/or airworthiness on behalf of the FAA.

f. Certificate of Authority (COA). An FAA letter and/or supplement specifying the kinds of designation for which the person concerned is qualified. The COA also indicates the expiration date and is updated upon issuance of any subsequent renewals. This COA is not the same type of certificate as described in 14 CFR part 13, Investigative and Enforcement Procedures, § 13.19. The FAA may revoke the designee COA at any time, for any reason the Administrator considers appropriate.

g. Certificate of Designation (COD). A certificate that specifies the kind of designation for which the designee is qualified; it is used for display purposes.

h. Compliance Inspection. A physical inspection performed by the ACO engineer or the DER when authorized. This inspection provides an opportunity to review an installation and its relationship to other installations on a product to determine compliance with 14 CFR/Civil Air Regulation (CAR) requirements, which cannot be adequately determined from an evaluation of the technical data.

i. Conformity Inspection of Prototype Products and Related Parts. An inspection to determine the applicant's compliance to 14 CFR part 21, Certification Procedures for Products and Parts, § 21.33(b) and any other inspections necessary to determine that the prototype products and related parts conform to the proposed design drawings and specifications.

j. Conformity Inspection of Production Products and Related Parts. An inspection that may be necessary to determine that completed production products and related parts conform to the approved type design and are in a condition for safe operation.

k. Delegated Function. For DERs, a delegated function applies to the technical areas involved in determining compliance with applicable airworthiness regulations.

l. Designated Airworthiness Representative (DAR) - Maintenance. An individual appointed in accordance with § 183.33 who holds a mechanic's certificate with an airframe and powerplant (A&P) rating under 14 CFR part 65, Certification: Airmen Other Than Flight Crewmembers, or a person who holds a repairman certificate and is employed at a repair station certificated under 14 CFR part 145, Repair Stations, and who meets the qualification requirements of this order.

m. Designated Airworthiness Representative (DAR) - Manufacturing. An individual appointed in accordance with § 183.33 who possesses aeronautical knowledge and experience, and meets the qualification requirements of this order.

n. Designated Engineering Representative (DER). An individual appointed in accordance with § 183.29 who holds an engineering degree or equivalent, possesses technical knowledge and experience, and meets the qualification requirements of this order.

(1) Company. An individual appointed to act as a company DER for the employer to approve or recommend approval of technical data to the FAA.

(2) Consultant. An individual appointed to act as an independent (self-employed) consultant DER to approve or recommend approval of technical data to the FAA.

o. Designee File. A file maintained at the branch or office level that contains all information to support the delegation.

p. Designee Information Network (DIN). An automated information system designed to support the designee management process by providing a consolidated designee information repository for tracking designee personnel data.

q. Designated Manufacturing Inspection Representative (DMIR). An individual appointed in accordance with § 183.31 who possesses aeronautical knowledge and experience, is employed by a production approval holder (PAH) or a PAH's approved supplier, and meets the qualification requirements of this order.

r. Designee Process Coordinator (DPC). The FAA individual who initiates the formal selection, orientation, and appointment review process, and coordinates all subsequent FAA actions including documenting oversight, renewal, and termination procedures.

> **NOTE: For manufacturing, the aviation assistant or equivalent may perform administrative functions as a DPC, but not the technical tasks of designee management.**

s. Dual Appointment. An individual may be appointed, for example, as a DAR or a company DER as well as a DAR or consultant DER, in situations where the DAR or DER is performing functions for more than one applicant.

t. Evaluating Office. The office that has the technical expertise necessary to make a determination of the technical qualifications of an applicant. The evaluating office becomes the managing office upon appointment.

u. Evaluation Panel (EP). Two or more technical specialists assigned to evaluate an applicant's qualifications to the appointment criteria to determine denial, candidacy, or appointment and delegated authority, as appropriate.

v. Evaluator. The engineer or pilot who has a technical specialty other than that of the advisor. The evaluator is responsible during appointment and renewal for completing the evaluation form for that specialty and coordinating with the advisor.

w. Executive Level. A person who holds the company position of president, vice president, chief engineer, chief inspector, owner, part owner, director of engineering or quality assurance, etc.

x. Guidance Material. The direction provided by a guide; these are FAA policy and advisory material.

y. Interaction Tracking Form. A required annual submittal (FAA Form 8110-29, DER/FAA Interaction Tracking Form) from a DER to the FAA describing work conducted by the designee in support of FAA responsibilities for certification and/or continued airworthiness.

z. Knowledge-Based Test. A simple evaluation tool to be used in conjunction with other qualification criteria in assessing an applicant's eligibility. There is no specific pass or fail criteria established for eligibility.

aa. Managing Office. The FAA office assigned the responsibility by the appointing office for supervising, monitoring, training, tracking, and recommending renewal of a designee.

bb. Manufacturer. See Production Approval Holder (PAH). For the purpose of this order, "manufacturer" and "PAH" are used interchangeably. A manufacturer is a PAH.

cc. Mentor. A designee who works with a candidate on behalf of the advisor to ensure that the candidate is progressing to become qualified as a designee.

dd. Monitoring. That portion of oversight responsibilities of assigned designees that includes the reviewing of type, production, and airworthiness certification documentation and reports for accuracy, and observing that satisfactory procedures, inspection techniques, and methods are used.

ee. Multiple Appointment. An individual may be appointed as more than one type of designee. For example, DAR and DMIR; or DAR, DMIR, and DER, as long as all appointment criteria are met. The regulatory authority for the individual's appointments will be in more than one of the following sections: §§ 183.29, 183.31, and 183.33.

ff. Multiple Disciplines. An individual may be appointed as one type of designee with different technical disciplines (for DERs) or authorized functions (for manufacturing or maintenance designees). The regulatory authority for the individual's appointments will be in accordance with one of the following sections: § 183.29, § 183.31, or § 183.33.

gg. Organizational Authorized Representative. An individual within the ODAR who is permitted to perform authorized functions on behalf of the FAA.

hh. Organizational Designated Airworthiness Representative (ODAR) - Maintenance. An organization appointed in accordance with § 183.33 that meets the qualification requirements of this order and that holds a repair station certificate with appropriate ratings or an air carrier operating certificate with an FAA-approved Continuous Airworthiness Maintenance Program.

ii. Organizational Designated Airworthiness Representative (ODAR) - Manufacturing. An organization that holds an FAA production approval or a non-PAH that has a high probability of obtaining a production certificate (PC). An ODAR is appointed in accordance with § 183.33 who possesses aeronautical knowledge and experience and meets the qualification requirements of this order.

jj. Oversight. See Supervision. For the purpose of this order, "oversight" and "supervision" are used interchangeably.

kk. Performance Evaluation Form. An annual report (FAA Form 8110-30, DER Performance Evaluation Form) submitted by an FAA employee evaluating a DER's performance in support of FAA activities. The report documents annual oversight and review of the DER's assistance to the FAA. In addition, the report provides an indication of FAA monitoring and counseling for correction of DER deviant action noted during the evaluation period. Finally, the report also provides a documented recommendation for renewal of the designation in accordance with § 183.15(b).

ll. Person. An individual, firm, partnership, corporation, company, association, joint-stock association, or government entity. It includes a trustee, receiver, assignee, or similar representative of any of them.

mm. Production Approval Holder (PAH). The holder of a PC, an approved production inspection system (APIS), a parts manufacturer approval (PMA), or a technical standard order authorization, issued under the provisions of part 21, who controls the design and quality of the product/part.

nn. Program Tracking and Reporting System (PTRS). An automated information tracking system that includes the tracking of all designee activities by AFS.

oo. Recurrent Seminars. The FAA conducts two types of recurrent seminars:

(1) A DER recurrent seminar provides an update on general policy and specific technical topics applicable to DER disciplines.

(2) A DMIR/DAR/ODAR recurrent seminar provides instruction concerning designee authority and responsibility, and current rules, regulations, and policy.

pp. Renewal. The act of authorizing a designee to continue performing delegated functions.

qq. Special Authorization Letter. For DERs, a special authorization letter states that the DER is permitted to make certain data approvals normally reserved for the FAA. The special authorization letter identifies these approvals, the project, and the duration for which the special authorization is valid. A special authorization letter is valid only at the ACO that issued the letter and only for the project for which it is generated.

rr. Standardization Seminars. The FAA conducts two types of standardization seminars:

(1) A DER standardization seminar provides a familiarization of FAA administrative procedures, DER roles and responsibilities, and an overview of the type certification process.

(2) A DMIR/DAR/ODAR standardization seminar provides a familiarization of FAA administrative procedures, methods, and practices used by persons involved in the civil certification process.

ss. Status Definitions of Designees. An indicated status of a designee's delegation within the DIN.

(1) Active. The appointed designee currently exercises the delegated authority.

(2) Applicant. The person who submitted an application is being evaluated prior to making a decision to deny or appoint them as a candidate or active designee.

(3) Candidate. The designee applicant is serving a period of training to prepare for appointment as an active designee.

(4) Denied. It is determined the applicant fails to meet the minimum qualifications of the delegation(s), and the delegation of designee-requested authority cannot be made.

(5) Idle. The appointed designee currently is not in a position to exercise the delegated authority, but in the interest of the FAA, the managing office agrees not to terminate the delegated authority.

> **NOTE: A designee in an idle status should be reviewed annually to determine whether the designee should remain in an idle status or terminated.**

(6) Suspended. Delegated authority has been immediately removed for cause.

(7) Terminated. Delegated authority has been removed for one or more of the following reasons:

(a) Deceased.

(b) Retired. In a typical case, a designee had worked for an established company and ceased to function as a designee upon retirement from the company.

(c) By Request. At the request of a designee or designee's employer or by the supplier to a PAH.

(d) Change of Employment. The designee leaves the employment of the company that requested the delegation.

(e) Misconduct. The designee has not properly exercised or performed the duties of the delegation.

(f) Insufficient Activity. The designee has not had sufficient activity to warrant continuance of the delegation.

(g) Lapse in Qualifications. The designee's qualifications for a specific activity have lapsed.

(h) Certificate Suspension, Cancellation, or Revocation. The certificate that is required by a designee or the designee's employer is suspended, canceled, or revoked.

(i) Lack of Care, Judgment, or Integrity. The designee has not demonstrated the care, judgment, or integrity required to exercise the delegation properly.

(j) Lack of FAA Need and Ability To Manage. The managing office no longer needs the services of the designee, or no longer has the resources to manage the designee.

(k) Nonsubmittal of the Interaction Tracking Form (DER Only). The DER failed to submit the Interaction Tracking Form by the expiration date of appointment.

(l) Any Other Reason. For any other reason deemed necessary by the Administrator.

(8) Transferred. The designee has transferred from one appointment office jurisdiction to another.

(9) Withdrawn. The person has voluntarily withdrawn an application.

tt. Selection, Appointment, and Renewal (SAR) System. The SAR system automates and tracks the selection, appointment, and renewal workflow. This automation capability is accomplished through the DIN and the Internet. Internal data will be available in a centralized location for authorized FAA personnel to access regardless of their physical office location, provided network connectivity exists.

Note: For the purpose of this revision, only the automation of renewal will be addressed. Selection and appointment DIN automation are future capabilities.

uu. Supervision. That portion of oversight responsibilities for assigned designees that includes the following:

(1) Documenting and maintaining current and accurate records.

(2) Informing designees of their duties and responsibilities.

(3) Authorizing activities outside the managing office's geographic area.

(4) Providing guidance and direction in the implementation of all assigned duties.

(5) Providing designee training.

(6) Notifying designees of their performance.

(7) Initiating corrective action, as required.

vv. Tracking. The portion of oversight responsibilities for assigned designees that includes documenting the designee's activities.

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

14 CFR	Title 14, Code of Federal Regulations
A&P	airframe and powerplant
AC	advisory circular
ACO	aircraft certification office
AD	airworthiness directive
AFS	Flight Standards Service
AIR	Aircraft Certification Service
APIS	approved production inspection system
AR	authorized representative
ASE	aviation safety engineer
ASI	aviation safety inspector
BAA	Bilateral Airworthiness Agreement
BASA	Bilateral Aviation Safety Agreement
CAA	Civil Aviation Authority
CAR	Civil Air Regulation
CHDO	certificate holding district office
CMO	certificate management office
COA	Certificate of Authority
COD	Certificate of Designation
DAR	designated airworthiness representative
DER	designated engineering representative
DIN	Designee Information Network
DME	designated mechanic examiner
DMIR	designated manufacturing inspection representative
DPC	designee process coordinator
DPRE	designated parachute rigger examiner
DST	Designee Standardization Team
EASA	European Aviation Safety Agency
EP	evaluation panel
FAA	Federal Aviation Administration
FSDO	flight standards district office
FTP	flight test pilot
HIRF	high-intensity radiated field
ID	identification
IFO	international field office
IPA	Implementation Procedures for Airworthiness
JAA	Joint Aviation Authorities
JAR	Joint Aviation Requirements
MIDO	manufacturing inspection district office
MIO	manufacturing inspection office
MISO	manufacturing inspection satellite office
NEB	National Examiner Board
ODAR	organizational designated airworthiness representative
OJT	on-the-job training
PAH	production approval holder

PC	production certificate
PMA	parts manufacturer approval
PTRS	Program Tracking and Reporting System
RO	regional office
SAR	selection, appointment, and renewal
STC	supplemental type certificate
TC	type certificate
U.S.	United States
VLA	very light aircraft

12. FORMS, LETTERS, AND FORMATS. Examples of appropriate forms, letters, and formats referenced in this order are provided in the appendixes.

13. INFORMATION CURRENCY. Any deficiencies found, clarifications needed, or improvements suggested regarding the content of this order should be documented on an FAA Form 1320-19, Directive Feedback Information (located in the back of the order) and forwarded to the Planning and Financial Resources Management Branch, AIR-530, Attention: Directive Management Officer, for consideration. A copy may be forwarded to the Production and Airworthiness Certification Division (AIR-200), Delegation and Airworthiness Programs Branch (AIR-140), and Aircraft Maintenance Division (AFS-300), Attention: Comments to Order 8100.8. If an interpretation is urgently needed, you may contact AIR-100 or AIR-200, or for Flight Standards concerns, AFS-300. Always use Form 1320-19 to follow up each verbal conversation.

CHAPTER 2. AIR ROLES AND RESPONSIBILITIES

200. GENERAL. This chapter describes roles and responsibilities of the DPC, advisor, appointing office manager, EP, appeal panel, evaluator, and managing office manager in the selection, appointment, oversight, and tracking processes.

201. TRAINING.

a. Initial Training. ASIs, ASEs, and FTPs must complete FAA Academy course 21050, Delegation Management Job Functions, or course 23005, Designee Management for AIR and AFS, before being assigned designee management duties as a designee advisor and/or Organizational Management Team member/leader, unless they are assigned a mentor for designee management as described below. ASIs, ASEs, and FTPs who have more than 1 year of experience working for the FAA but have not completed the Designee Management course may manage designees when assigned a mentor who has successfully completed the Designee Management course. The mentor and/or one of the managing office's qualified ASIs, ASEs, or FTPs will provide guidance and be available to answer any designee management-related questions. ASIs, ASEs, and FTPs who have less than 1 year of FAA experience and who have not completed the Designee Management course may not manage designees.

b. Recurrent Training. ASIs, ASEs, and FTPs should attend the same recurrent seminars that their assigned designees attend. Annual attendance is encouraged but attendance every 4 years is required. A detailed description of the designee recurrent seminars is provided in chapter 8.

202. DESIGNEE PROCESS COORDINATOR. The DPC is responsible for initiating the formal selection and appointment process, and coordinating all subsequent FAA actions for the applicant. Specifically, the DPC will perform the following:

a. Prepare the applicant/designee file.

b. Prepare, coordinate, and send all letters to the applicant.

NOTE: For manufacturing, if the DPC is the aviation assistant or equivalent, they should not author any technical letters; however, they may perform the administrative functions.

c. Enter the information into the DIN at the beginning and completion of the process.

d. Ensure the applicant has provided all the information required under paragraph 401 of this order.

e. Send the application package and file to the advisor for review.

f. Review the file after completion by the advisor to determine if the applicant is being recommended to an EP.

g. Schedule meetings, notify all parties involved, and provide copies of all necessary documentation. The DPC also may chair and/or facilitate EP meeting(s) and ensure all appropriate documents are in the designee file.

> **NOTE: For manufacturing, if the DPC is the aviation assistant or equivalent, they will not chair EP meetings. The appointing office manager or an ASI member to the EP will chair the meeting.**

h. Prepare and coordinate appointment letters/certificates and send them to the applicant, or give the letters/certificates to the advisor for presentation or mailing to the applicant, as appropriate.

i. Provide a letter to the applicant and request that any appointment decision appeals be received within 60 days.

j. Prepare and distribute the designee renewal package to those participating in the renewal process. Refer to chapter 10, AIR Designee Renewal, of this order.

k. Inform the managing office manager within 2 weeks of receipt of any termination decision appeals from the applicant.

203. ADVISOR. For the purpose of designee appointment, the advisor conducts a preliminary review of the application package and either denies or makes a recommendation to the EP. For the management of the designee, the advisor oversees the designee's activity and is responsible for addressing, in a timely manner, questions from a designee concerning certification procedures or policies. For the purpose of renewal, the advisor is responsible for conducting a review of the designee. The advisor will accomplish the following:

a. Review the application package and designee file for completeness.

b. Maintain the designee file and ensure timely updates.

c. Review the application package for general qualifications and scope/specialty, including the knowledge-based test.

d. Consult the appropriate manager to determine the FAA's need and ability to manage the applicant, if the applicant were to be appointed.

e. Document the justification for the appointment or denial.

f. Conduct a preliminary technical review of the application package and seek technical input from other FAA sources, as necessary.

g. Contact the applicant's references, if required.

h. Contact the applicant at any point during the evaluation process for additional information and/or documentation.

i. Reduce the scope of the functions sought, or deny applications, when appropriate.

j. Recommend to the EP appointment or candidacy including any limitations.

k. Conduct initial orientation of the newly appointed designee or candidate.

l. Ensure that the designee signs the Designee Acknowledgment of Responsibilities.

m. Respond to questions from the designee concerning FAA-accepted methods of compliance and procedures for certification activity.

n. Permit the designee to exercise the appointment authority by performing authorized functions in certification activity.

o. Review technical compliance data from the designee or participate with the designee in certification activities, as appropriate.

p. Provide feedback to the designee concerning performance.

q. Identify and justify a minimum level of oversight for assigned designees.

r. Verify the designee's completion of required training.

s. Participate in a scheduled review of designee performance leading to designee renewal.

t. Participate, as needed, in activities supporting FAA decisions for termination of a designee appointment.

u. Review data for entry into the DIN for completeness and accuracy.

204. APPOINTING OFFICE MANAGER. The appointing office manager's responsibilities in the designee management process are to accomplish the following:

a. Determine that the FAA has the ability to manage the designee.

b. Determine the FAA's need for the requested designation.

c. Determine the assignment of an advisor.

d. Select EP members.

e. Sign (or delegate signature authority) for all designee correspondence.

f. Sign or coordinate on all designee appointments or candidacies after the EP decision has been reached.

g. Serve as an appeal panel member.

h. Participate with the advisor in establishing a minimum level of oversight for assigned designees.

i. For purposes of designee management, ensure that a minimum level of oversight is conducted for each designee.

j. For purposes of designee renewal, ensure that according to the duration of their appointments, all assigned designees are reviewed and renewed, as appropriate.

205. EVALUATION PANEL. The purpose of the EP is to compare qualifications to the appointment criteria and to determine denial, candidacy, appointment, and delegated authority, as appropriate. The EP must consist of at least two individuals who are in the same discipline as the applicant and who are familiar with the selection and appointment process. The applicant's assigned advisor may be a member of the EP. The EP will accomplish the following:

> **NOTE: Management participation should be reserved for potential appeals; therefore, managers should not serve as EP members. A manager who serves as a member of an EP may not serve on any appeal panel for the same applicant.**

a. Meet person to person, but may participate by teleconference, if necessary.

b. Review the application package submitted by the advisor.

c. Interview the applicant or document the reasons why an interview was not necessary.

d. Reach consensus for each selection or appointment.

e. Document all meetings and sign all EP forms.

f. Give the completed documentation to the DPC for retention in the applicant's file.

206. APPEAL PANEL. The appeal panel provides an avenue for the applicant to appeal the decision regarding a request for appointment as a designee. The decisions of the appeal panel are FINAL. The appeal panel will consist of at least three persons equivalent to the advisor level or above who were not involved in the original denial or termination decision. The appeal panel will accomplish the following:

a. Determine if the appointment process was conducted properly and either upholds the previous decision, override that decision, or request that any part of the appointment process be repeated.

b. Make decisions by reviewing the documentation in the appellant's file, the EP's written justification, and any other information.

c. Invite other persons to be resources at its deliberations, when required.

d. Conduct any interviews, as necessary.

e. Initiate corrective action to prevent recurrence if discrepancies are found during the review of the EP decision.

f. Complete deliberations and reach a decision by consensus within 45 days from the date of the appeal.

g. Document and sign all appeal panel decisions.

207. EVALUATOR. The evaluator assists the advisor by providing technical specialist input during initial review and annual review of designee performance. The evaluator has a technical specialist background different from that of the advisor. The evaluator's responsibilities are to provide the following:

a. Technical specialist input to the advisor during the application review process.

b. Orientation applicable to the evaluator's technical specialty to the designee.

c. Technical specialist input to the advisor to support the scheduled renewal process for the assigned designee.

208. MANAGING OFFICE MANAGER. The managing office manager is responsible for supervising, monitoring, training, and tracking assigned designees. The managing offices are the ACOs, CMOs, and MIDOs in their respective geographic areas. The managing office manager's responsibilities are to ensure the following:

a. FAA employees are responsive to assigned designees when questions concerning FAA policy and procedures arise.

b. An assigned designee's activities have at least a minimum level of oversight.

c. Designee performance is reviewed and recommendations concerning renewal are made in accordance with this order.

CHAPTER 3. AIR DESIGNEE AUTHORITY AND RESPONSIBILITIES

300. GENERAL. AIR designees, within limits and under the supervision of the advisor, may be authorized to perform examinations, inspections, and witness tests in the manufacturing and engineering areas.

a. Designees must be familiar with and have ready access to all appropriate FAA publications and documents. Designees may not perform any functions until the required documents are obtained. Material may be downloaded from the FAA Designee and Delegation Web site at http://www.faa.gov.

b. Designees ARE NOT authorized to perform evaluations, surveillance, or investigation of quality control systems data, procedures, methods, or service difficulty reports, on behalf of the FAA.

c. Designees ARE NOT authorized to approve departures from specific policy and guidance, new/unproven technologies, equivalent level of safety findings, special conditions, or exemptions. These are inherently governmental functions and cannot be delegated to a designee.

d. Designees ARE NOT authorized to issue U.S. airworthiness certificates or special flight permits on non-U.S.-registered aircraft.

e. The FAA inspector or engineer WILL NOT authorize any privileges not covered in part 183. Designees will perform only authorized functions within the limits of designated authority.

f. Designees, while acting pursuant to their appointment, are representatives of the Administrator for specified functions and ARE NOT considered employees of the FAA. Designees are authorized to use their titles (for example, DMIR or DAR) only when performing those functions specifically delegated by the FAA managing office.

g. All applicants must review and sign a Designee Acknowledgment of Responsibilities to confirm their understanding that an appointment as a designee is a privilege and not a right and can be terminated by the FAA at any time. This may be done through SAR when available.

h. Designees are responsible for obtaining and maintaining all guidance material (including FAA forms) necessary to perform their authorized functions. All designees are encouraged to obtain guidance material through the reference library located on the Designee Web site. The reference library is intended to be the primary source of electronic designee guidance material. AFS and AIR maintain this Web site. If designees are unable to obtain guidance material through the Internet, they may contact their managing/appointing offices for assistance. Designees also may request guidance material from the U.S. Department of Transportation, Subsequent Distribution Office, Ardmore East Business Center, 3341 Q 75th Avenue, Landover, MD 20785; telephone number 301-322-4779; fax number 301-386-5394.

301. MANUFACTURING DESIGNEE AUTHORITY.

a. Manufacturing DMIRs are responsible for performing authorized functions in accordance with the pertinent regulations, FAA directives, and any specific instructions conveyed by their managing office(s). A DMIR will—

(1) Be authorized to assume responsibility for performing authorized functions concerning products and/or parts that are produced and controlled by their employer's production approval,

(2) Not issue U.S. airworthiness certificates or special flight permits for non-U.S.-registered aircraft,

(3) Perform functions only within the limits of their authority, and

(4) Provide information related to their accomplishments in accordance with the schedule established by their managing office.

b. Manufacturing DARs are responsible for performing authorized functions in accordance with the pertinent regulations, FAA directives, and any specific instructions conveyed by their managing office(s). A DAR will—

(1) Perform only authorized functions within the limits of their authority,

(2) Contact their managing office for authorization BEFORE accepting any certification or inspection activity requested by an applicant. Obtain any special directions or instructions deemed necessary by the advisor requesting the inspection activity,

(3) Provide information relating to their accomplishments in accordance with the schedule established by their managing office,

(4) Ensure that FAA forms, certificates, and other official documents are properly safeguarded. Under no circumstance may any certificate be in the possession of an applicant until the DAR has completed and signed the certificate. All airworthiness certificates or approvals and related documents (for example, application for airworthiness certificates, limitations cited and attached to FAA Form 8130-7, Special Airworthiness Certificate, and FAA Form 8100-2, Standard Airworthiness Certificate) will indicate the DAR's printed or typed name, signature, and designation number,

(5) Not perform any mechanical, maintenance, or inspection function on behalf of an applicant (for example, owner, agent, repair station, or PAH) on products for which an airworthiness certificate or approval is sought. This would not preclude the DARs 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,

(6) Ensure a product meets the FAA-approved type design data, is in a condition for safe operation, and complies with all applicable regulations (for example, marking requirements, registration, and special importing requirements) before issuing an airworthiness certificate. The DARs will seek guidance from their managing office when problems arise that they cannot resolve,

(7) Ensure FAA Form 8100-1, Conformity Inspection Record, is used to record conformity inspections conducted during type or airworthiness certification activities,

(8) Submit applicable original or duplicate documents within 7 days of completion to the managing office for review,

(9) 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 also must obtain a completed FAA Form 8130-9, Statement of Conformity, from an applicant before performing any inspections, and

(10) Ensure special flight permits issued for overweight operations are in accordance with the latest revisions of all applicable guidance material (for example, FAA Order 8130.2, Airworthiness Certification of Aircraft and Related Products; FAA Order 8300.10, Airworthiness Inspector's Handbook; and other policy documents). The DAR will contact the managing office to obtain any special directions or instructions BEFORE issuing a special flight permit for overweight operations.

c. Manufacturing ODARs are responsible for performing authorized functions in accordance with the FAA-approved ODAR Procedures Manual. An ODAR will—

(1) Perform functions only within the limits of their authority,

(2) Provide information related to their accomplishments in accordance with the schedule established by their managing office.

302. RESERVED.

303. ENGINEERING DESIGNEE - DUAL APPOINTMENTS. An individual may be appointed to act as both a company DER and a consultant DER. In such a case, two separate appointments will be made and separate certificates of delegation issued.

a. The ACO will advise the DER that the employer should be informed of the dual appointment. In the case of dual appointments, the consultant DER delegation may be authorized for areas different from the company DER delegation, depending on the applicant's experience and the limitations the ACO may place on the DER.

b. Each of these appointments should be managed by the same appointing ACO. If the company DER delegation and the consulting DER delegation would be in the geographic area of responsibility of two different ACOs, the two ACOs will determine which office will manage the dual delegation.

304. CROSS-UTILIZATION OF DARs/ODARs. While manufacturing inspectors/designees primarily are responsible for original airworthiness certification, and flight standards airworthiness inspectors/designees primarily are responsible for recurrent airworthiness certification, original and recurrent airworthiness certifications may be authorized to a manufacturing DAR/ODAR for specific function codes. When the manufacturing managing office is delegating both original and recurrent functions (under the manufacturing function codes), the managing office should coordinate with the maintenance managing office on the intent to delegate "recurrent" (manufacturing function codes) functions to eliminate any potential issues that may arise.

a. An individual may be authorized to perform original and recurrent functions when the individual meets both sets of qualification criteria and has the applicable function code(s) authority. Each designee should be carefully evaluated to ensure the correct function codes with appropriate limitations for those functions are delegated.

b. For new applicants requesting original and recurrent functions (under the manufacturing function codes), the appropriate manufacturing managing office must obtain concurrence of recurrent functions under the manufacturing function codes from the appropriate AFS managing office before delegating the applicant as a manufacturing designee.

c. For existing manufacturing designees who already have been delegated both original and recurrent activity, the designee must obtain concurrence from the appropriate maintenance advisor before performing delegated recurrent functions as a manufacturing designee.

d. CMOs/FSDOs/MIDOs must ensure that documentation (for example, e-mails, faxes, and phone logs) of the mutual agreement/concurrence by the two managing offices is maintained in the designee's file.

305. MANUFACTURING DESIGNEES - INTERNATIONAL OPERATING PROCEDURES.

a. Operating Outside Geographic Boundaries. It is the FAA's intention that all manufacturing designees perform their authorized functions within the managing office's geographic boundaries. However, a managing office may authorize a manufacturing designee to perform authorized functions outside its geographic boundaries (including other countries) on a case-by-case basis when the FAA's ability to adequately monitor and supervise the designee is maintained. The manufacturing DMIR/DAR/ODAR will submit FAA Form 8130-13, Designee Geographic Expansion Authorization, to the managing office for authorization to work outside the assigned geographic area. For processing Form 8130-13, refer to paragraph 904 of this order.

b. Feedback to Foreign Authorities. On some occasions, manufacturing designees may conduct activities in foreign facilities that hold an approval from their local Civil Aviation Authority (CAA). If problems are encountered during a U.S. project, the designee must provide the details to the managing office. The managing office will determine if any system issues or major problems should be forwarded to the applicable CAA for its consideration. For example, if the outcome of a test fails or articles are nonconforming, it may be evidence of a system breakdown or a compliance problem at that facility.

306. ENGINEERING DESIGNEE - DER AUTHORITY. The DER may approve engineering technical data within the limits of the authority assigned by means of FAA Form 8110-3, Statement of Compliance with the Federal Aviation Regulations, and, when authorized by the ACO, may witness FAA compliance tests and perform compliance inspections. DERs will follow the procedures of FAA Order 8110.4, Type Certification Process. The specific roles, authorized areas, and responsibilities of the DER will be established by agreement between the ACO and the DER.

NOTE: On a case-by-case basis, with proper coordination with the MIDO and assurance of technical ability, the ACO and MIDO may authorize a DAR to witness a compliance test or conduct a compliance inspection.

307. ENGINEERING DESIGNEE APPOINTMENTS - COMPANY/CONSULTANT CATEGORIES.

a. Company DER. An individual may be appointed to act as a company DER for the individual's employer and may approve, or recommend approval to the FAA of, only technical data for the company. Company DERs may perform their FAA functions at different administrative levels, as agreed upon between the FAA and the company. In some cases, a DER personally may evaluate and approve technical data. In other cases, a DER may ensure, through the company management system, the proper evaluation of technical data by other persons; then the DER will approve that data by certifying that the data comply with the applicable regulations. If a company DER is assigned to work in a consortium, business arrangement (such as using other companies' DERs), partnership, licensing agreement, etc., the company should request in writing to expand the existing delegation. If the expansion of the DER company delegation involves the geographic area of responsibility of two different ACOs, the two ACOs will determine which office will manage the expanded delegation.

b. Consultant DER. An individual may be appointed to act as an independent (self-employed) consultant DER to approve, or recommend approval of, technical data to the FAA for a client.

c. Multiple Specialty Appointments. A qualified person may be appointed to act as more than one type of DER listed in part 183. The appointee personally must be qualified to determine compliance with 14 CFR in authorized areas and delegated functions assigned from those listed in appendix 1, figure 3 of this order (refer to DER Application Evaluation - General Technical Criteria).

308. ENGINEERING DESIGNATIONS.

a. Structural DERs may approve, within the limits of their appointment, the following items that comply with pertinent regulation(s):

(1) Engineering reports.

(2) Drawings.

(3) Test witnessing and reports (with prior FAA approval).

(4) Material and process specifications used in structural applications.

(5) Other data relating to structural considerations.

b. Powerplant DERs may approve, within the limits of their appointment, the following items that comply with pertinent regulation(s):

(1) Engineering reports.

(2) Drawings.

(3) Test witnessing and reports (with prior FAA approval).

(4) Other data relating to powerplant installations, including all systems and equipment necessary for the proper operation of the powerplant.

c. Systems and equipment DERs may approve, within the limits of their appointment, the following items that comply with pertinent regulation(s):

(1) Engineering reports.

(2) Drawings.

(3) Test witnessing and reports (with prior FAA approval).

(4) Other data relating to aircraft systems and equipment design not covered by the structural or powerplant DER.

d. Radio DERs may approve, within the limits of their appointment, the following items that comply with pertinent regulation(s):

(1) Engineering reports.

(2) Drawings.

(3) Other data relating to the design and operating characteristics of radio equipment being manufactured and/or modified.

e. Engine DERs may approve, within the limits of their appointment, the following items that comply with pertinent regulation(s):

(1) Engineering reports.

(2) Drawings.

(3) Test witnessing and reports (with prior FAA approval).

(4) Other data relating to durability, materials, and processes employed in engine design, operation, and maintenance.

f. Propeller DERs may approve, within the limits of their appointment, the following items that comply with pertinent regulation(s):

(1) Engineering reports.

(2) Drawings.

(3) Test witnessing and reports (with prior FAA approval).

(4) Other data relating to propeller blade and hub design, pitch control, propeller governing, and maintenance, provided these items comply with the pertinent regulation(s).

g. Flight analyst DERs may approve, within the limits of their appointment, the following items that comply with pertinent regulation(s):

(1) Aircraft performance flight-test data.

(2) Aircraft quantitative operating data.

(3) Flight characteristic data.

h. FTP DERs may conduct and approve, within the limits of their appointment, flight tests of new or modified aircraft.

i. Acoustical DERs, when delegated on a case-by-case basis, may witness and approve, within the limits of their appointment, the following items that comply with pertinent regulation(s):

(1) Noise certification tests conducted in accordance with an FAA-approved test plan.

(2) Noise data.

(3) Noise analyses.

(4) Test results that were measured and evaluated as prescribed in 14 CFR part 36, Noise Standards: Aircraft Type and Airworthiness Certification, subparts A through J, or by an equivalent procedure previously approved by the FAA Office of Environment and Energy (AEE-1).

309. ENGINEERING SPECIAL AUTHORIZED AREAS - DESIGNATIONS. A DER may be appointed to approve technical data not specifically listed in the charts of appendix 1, figure 3 of this order. Each chart has an authorized area of “special” delegated functions to cover this contingency. The DER’s COA, or related documentation, will list the authorized area of “special” with the delegated function specifically defined. The following are examples of common special delegations:

a. Administrative/Management DERs. A qualified person may be appointed as an administrative coordinator or as a manager of an applicant’s certification program. This person will be assigned the authorized designation of administrative DER or management DER. These

special designations encompass all technical disciplines; therefore, they may not be associated with a particular chart in appendix 1 of this order. These designations relieve the FAA from having to perform the normal project administration, technical coordination, and guidance usually associated with a certification program.

(1) Administrative DER. The administrative DER, usually a company DER, acts as a focal point for FAA coordination activity, including organizing technical DER activity, correspondence, schedules, meetings, conformity inspections, and FAA participation in official tests.

(2) Management DER. The management DER, usually a consultant DER, performs FAA certification project management duties for the FAA. In this capacity, the DER performs duties similar to the FAA program manager. These duties include organizing the certification program, and directing, overseeing, and managing the tasks of technical assessments and findings of compliance. This DER ensures that all technical data required are reviewed and approved by the appropriate DER for compliance, except in those areas reserved for FAA approval. This DER must first be appointed under one of the delegations listed in § 183.29.

b. Major Repairs and Alterations. Specific authorization is required to examine and approve data for alterations and repairs. The DER should be assigned the authorized area of "special - major repairs and/or alterations," which will be related to the DER's basic delegations. A sample letter authorizing data approval for repairs and alterations is shown in appendix 5, figure 5 of this order. The three specific authorizations are as follows:

(1) Special - major repairs.

(2) Special - major alterations.

(3) Special - major repairs and major alterations.

c. PMA Identicality. Specific authorization is required to examine and make findings of identicality for the purpose of obtaining PMA. Test and computation are authorized within the scope of the DER's delegation according to § 183.29.

310. ENGINEERING DESIGNEES - SPECIAL AUTHORIZATIONS. The level of data approval granted to the DER may vary from project to project depending on the complexity of the project. Therefore, the appointing ACO manager or manager's representative may issue a special authorization letter to permit a DER to approve data normally reserved for the FAA. The special authorization letter must be specific in its delegation, and limited in its duration, and valid only at the ACO that issued the letter. Verbal authorization from the ACO is permitted in some cases (for example, witnessing tests), provided it is documented on the subsequent Form 8110-3. Refer to FAA Order 8110.37, Designated Engineering Representative (DER) Guidance Handbook, appendix 1, Limitations on DER Functions, for activities that may be permitted by special authorization letter.

311. ENGINEERING DESIGNEES - DELEGATED FUNCTIONS/AUTHORIZED AREAS.

a. Delegated Functions. A delegated function applies to the technical areas involved in determining compliance with applicable airworthiness regulations.

b. Authorized Areas. An authorized area applies to the specific portion or system of an aircraft or the type of engine or propeller or specialized area to which a delegated function is applicable applies.

c. DER Authorization. The delegated functions and authorized areas for each DER will be established from the appendix 1, figure 3 charts of this order, before the applicant's original appointment, and again during review at the DER's authority change or renewal date. These will be listed on the COA, the letter of appointment, or any letter(s) of renewal or authority for expansion or deletion. Any other limitations appropriate to the appointment, such as certain CAR or other regulation(s), are also listed on the form. "Recommend approval" may be used only for those delegated functions authorized on the COA. The scope of the designation, and any limitation considered necessary at the time of appointment, will be clearly indicated on the COA or other related documentation.

d. Predecessor Regulations, Harmonized Regulations, or Other Acceptable Airworthiness Requirements. The delegation of a specific portion of 14 CFR also may include the delegation for predecessor and other applicable regulations. Approval for predecessor regulations typically would be limited to 14 CFR or CAR airworthiness requirements.

(1) Example of Predecessor Regulations. The delegation of 14 CFR part 25, Airworthiness Standards: Transport Category Airplanes, includes CAR part 4b.

(2) Example of Harmonized and Predecessor Regulations. The delegation of 14 CFR part 23, Airworthiness Standards: Normal, Utility, Acrobatic, and Commuter Category Airplanes, includes CAR part 3 or Joint Aviation Requirements (JAR) 23.

(3) Example of Acceptable Airworthiness Requirements. The delegation of JAR-Very Light Aircraft (VLA) and the airworthiness standards accepted for primary category airplanes.

312. ENGINEERING DESIGNEES - LIMITED APPOINTMENTS. A DER may be appointed for, or limited to, specific types of work. For example, a systems and equipment DER could be limited to handling approval of alterations to specific types of systems (for example, hydraulic and pressurization on only one airplane model), or an FTP DER could be limited to conducting flight tests on fixed wing aircraft of a specified maximum gross weight. Caution should be exercised in making delegations so narrowly limited that they become burdensome to the FAA.

313. ENGINEERING DESIGNEES - LIMITATIONS ON DER FUNCTIONS. The FAA retains authority and responsibility for examining and approving certain items. This limits the data that the DER can approve. Order 8110.37, appendix 1, lists those areas that would more than likely be reserved for FAA approval but that could be delegated to a DER.

314. ENGINEERING DESIGNEES - INTERNATIONAL OPERATING PROCEDURES.

a. Finding Compliance to Foreign Regulations.

(1) Approval Basis. The ACO may authorize a DER to make compliance findings to specific foreign regulations delegated to the FAA by a foreign CAA. This can be done in accordance with Implementation Procedures for Airworthiness (IPA) under a Bilateral Aviation Safety Agreement (BASA) or some other written FAA-approved arrangement with that country (after consultation with the International Airworthiness Programs staff, AIR-4). If the FAA accepts the delegation of a compliance finding from a bilateral or Joint Aviation Authorities (JAA) member country or from the JAA under the BASA IPA, that finding could be made either directly by the FAA or by an appropriately qualified designee. The decision to delegate the compliance finding, as well as the decision to provide this special authorization to a designee, is made by the FAA only, depending on availability of resources. A DER who is granted such approval authority must have demonstrated knowledge of the foreign regulations and their application to the appointing ACO. This typically will be evidenced by participation on previous validation programs with the foreign CAA and the FAA.

NOTE: For paragraph 314a(1) above, the JAA/EASA may be substituted as a foreign CAA.

(2) Form 8110-3 Distribution. The DER will provide the original Form 8110-3 to the project ACO. The DER must also send a copy of the form to the appointing ACO, if different from the project ACO. The substantiating data must be provided to the project ACO if the Recommend Approval block is checked. The substantiating data must be made available to the project ACO if the Approval block is checked. The project ACO will transmit FAA final approval for the compliance finding to the foreign CAA. In that final approval, the FAA confirms that compliance has been demonstrated and findings of compliance have been made.

(3) Completion of Form 8110-3. A DER with this specific authorization is permitted to approve data only to the additional technical requirements for the affected CAA as specified in the agreed certification basis or as written on the type certificate data sheet of the affected product. A DER may approve this data only for the aircraft models for which the DER is authorized. When approving data to harmonized requirements, the DER should complete Form 8110-3 to identify the applicable portion(s) of 14 CFR rather than the foreign regulations.

b. FAA-Accepted Foreign Requirements. A finding of compliance also may be made to requirements that have been adopted or accepted by the FAA, such as JAR-VLA, when used in certifying certain small aircraft. Form 8110-3 is used to approve or recommend approval with U.S. requirements or foreign CAA regulations as authorized by the ACO.

c. Compliance Findings Outside the United States. A DER may be authorized to find compliance to 14 CFR on behalf of the FAA in a country other than the United States under the following conditions and limitations:

(1) Project ACO. The project ACO must coordinate, as applicable, with the certificate managing ACO for significant projects as noted in paragraph 2-4c. of Order 8110.4.

(2) DER Access. The DER and the FAA should be aware that some countries do not allow FAA designees to operate in their jurisdiction, or prefer to be given the opportunity to participate on major FAA projects themselves, in lieu of a DER conducting the requested tasks.

(3) U.S.-Certificated and Foreign-Registered Aircraft. The DER may engage only in activities pursuant to a U.S. type certificate (TC)/FAA approval or by direction of the project ACO.

NOTE: DERs are never authorized to work for another CAA in their FAA DER capacity.

(a) U.S.-Registered Aircraft. Before a project ACO authorizes a DER to perform any authorized function(s) outside the United States, the project ACO must provide the cognizant CAA with written notification before the DER's arrival, unless prior written CAA acknowledgment exists. The notification will outline the proposed visit (anticipated activities, length of stay, etc.).

NOTE 1: The FAA is responsible for contacting the CAA to provide notification and (if required by the CAA) concurrence for the designee's activities.

NOTE 2: For CAAs with bilateral agreements, notification of a U.S. designee working outside the United States on a U.S. certification project using a U.S.-registered aircraft is provided as a courtesy to the CAA where the work is being performed. For a list of bilateral agreements, go to the Aircraft Certification Service Products and Services Web site at http://www.faa.gov.

(b) Foreign-Registered Aircraft. If an aircraft is on a foreign registry, the project ACO must have requested and received written permission/authority from the country of registry before conducting any activity with the aircraft. The applicant must submit the letter, or the ACO must obtain the letter from the airworthiness authority of the country of registry with the supplemental type certificate (STC) application, unless prior written permission exists. The foreign CAA letter should state that the CAA will accept the modification itself and that the CAA has no objections to the use of FAA designees to approve this work (for example, FAA DARs making findings of conformity, or DERs making findings of compliance for modifications/alterations on the aircraft registered in their country).

NOTE 1: The FAA is responsible for contacting the CAA of the country of registry to obtain CAA concurrence for the designee's activities.

NOTE 2: Agreement from the CAA of the country of registry is required by the International Civil Aviation Organization as evidence of the CAA's awareness of its continued airworthiness and reporting obligations for the modification.

(4) Conformity Inspections. A DAR/DMIR with proper FAA authorization may conduct and verify conformity inspections required for the project. The DER should meet with the project ACO/MIDO as an initial step in the project to establish that the proposed DER and DAR/DMIR have the knowledge of the aircraft type design necessary to make findings of data compliance and conformity. For additional guidance concerning conformity inspections, refer to Order 8110.4.

(5) Reporting Activities. During the DER's stay outside the United States, the project ACO may require the DER to report activities periodically.

(6) FAA-Approved Repair Stations. DERs working with FAA-approved repair stations in foreign countries must give prior notification, in writing, to the FAA flight standards international field office (IFO) having cognizance over the particular repair station involved. For identification and location of IFOs, DERs should consult the ACO or a regional FSDO.

(7) Feedback to Foreign Authorities. On some occasions, DERs may conduct certification activities in facilities that hold an approval from their local CAA. Problems may be encountered during the U.S. project certification activities, such as test failures due to nonconforming test articles or inattention to test plan details. Such experience might be evidence of a system breakdown or major problem at the facility. If such problems are encountered, the DER must advise the project ACO by providing the details of any problems experienced. The ACO will then determine if any systemic issues or major problems should be forwarded to the applicable CAA for its consideration.

CHAPTER 4. AIR APPLICATION PROCESS

400. GENERAL. This chapter describes the process by which a qualified private person may apply for appointment as an AIR designee. The initial contact may be a verbal request for information or a request for an application package. Initial contacts are opportunities for the FAA to share with the prospective applicant the responsibilities, expectations, and qualification requirements of designees. By providing this information, the FAA may find that some individuals elect not to submit an application based on their inability to satisfy the high qualification requirements for appointment. This initial contact stating the high FAA expectations for designee appointment may eliminate resource hours being expended on application packages that would be rejected.

a. When an individual elects to pursue appointment, the managing office responsible for the geographic area in which the applicant's place of business is located (for AIR geographic locations, refer to appendix 1, figures 7 and 8 of this order) will forward all requests to the person who will serve as the DPC. Any false statements made by the applicant in the application package are grounds for denial of appointment.

b. The DPC will prepare and forward an application package, based on the areas of interest, to the prospective applicant. The application package for designees will include a cover letter (refer to appendix 1, figures 2 and 4 of this order), a copy of this order, FAA Form 8110-14, Statement of Qualifications, an explanation of the appointment criteria, the applicable evaluation forms, and a knowledge-based test, all of which will be used to evaluate the applicant. When the prospective applicant returns the completed application package, the DPC will initiate the formal review process and coordinate all subsequent FAA actions.

> **NOTE: There may be local working agreements between the appointing ACO/MIO/MIDO/CMO and specific companies that provide guidelines for identifying individuals as prospective designees; however, all prospective applicants must meet all qualification criteria before appointment.**

401. APPLICATION PACKAGE. The applicant must submit the following:

a. Cover Letter. A DAR applicant or consultant DER applicant must submit a cover letter requesting appointment. An applicant for a DMIR or company DER must submit a letter from the applicant's employer requesting an appointment and identifying any special recommendations or limitations considered appropriate with respect to the desired authority. The cover letter for all DER applications must include the applicant's plans for activity as a DER. Companies should apply for the appointment of only as many designees as they deem appropriate for the services to be rendered.

b. Form 8110-14. The applicant must submit a completed Form 8110-14 with an original signature (refer to appendix 1, figure 1 of this order). If the applicant is requesting appointment as a company designee, the employer must complete and sign item 13. When applicable, the company's address and phone number are required on the form.

c. Evaluation Forms. The applicant must complete and submit applicable portions of the evaluation forms (refer to appendix 1, figures 3 and 5 of this order) that are based on the specific designation being sought. The applicant also must submit supplemental documentation that substantiates experience in each of the four evaluation criteria (that is, regulatory, technical, interface, and standardization). The applicant must return the evaluation forms and supplemental information with the rest of the completed application package. When returned, the evaluation forms identify the delegations sought and provide a means for the FAA to record the evaluation and decision regarding the application. The evaluation of the applicant's information will determine if an applicant may be appointed, identified as a candidate, or denied appointment. Appointment is made when an applicant meets the criteria, has had direct FAA interaction (depending on the designation being sought), and provides verifiable documentation, and the FAA has the need and ability to manage the designation. Failure to meet the applicable criteria will result in a denial. The applicant's qualifications will be evaluated against the regulatory, technical, interface, and standardization appointment criteria found in tables 4-1 to 4-4 below:

TABLE 4-1. REGULATORY APPOINTMENT CRITERIA

DER	DMIR/DAR/ODAR
1. The applicant is cognizant of regulatory requirements and problems related to civil aircraft approvals and has direct experience requiring expertise in the general certification process. **2.** The applicant has a thorough working knowledge of the specific 14 CFR parts and predecessor regulations for which the designation is requested.	**1.** The applicant is knowledgeable of the pertinent regulations, directives, and related guidance material.

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA

DER	DMIR/DAR/ODAR
GENERAL **1.** Each applicant has been in a responsible position in connection with the type of work for which the designation is being sought, and is cognizant of related technical requirements and problems related to civil aircraft approval, or has otherwise demonstrated suitability for this designation; refer to appendix 1, figure 3 of this order.	**GENERAL** **1.** Each applicant must possess current technical knowledge and meet experience requirements in connection with the production or inspection of products or parts OF THE SAME TYPE AND COMPLEXITY for the functions sought; refer to appendix 1, figure 5 of this order.

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR/ODAR
2. The applicant has the basic engineering knowledge appropriate to the designation being sought, as demonstrated by 8 years of progressively responsible engineering experience for which an engineering degree may be substituted for up to 4 years maximum credit. An applicant who has not earned an engineering degree may substitute 40 credit hours of successfully completed course work in engineering or related curriculum for 1 year of experience, up to 4 years maximum credit. **3.** Three verifiable technical references are required to substantiate that the applicant possesses the required technical expertise for the areas of delegation being sought. These references may be the same persons used for character references. **4.** For company DERs, the application must include a statement from the company attesting to the applicant's technical competency. **NOTE: The applicant's documented technical expertise will be evaluated against the Delegated Functions/Authorized Area Charts and will be used to determine the scope of appointment.** **5.** For DER applicants who wish to be delegated authority to make compliance findings to foreign CAA's regulations, knowledge in the application and interpretation of the specific foreign regulations must be demonstrated.	**2.** Three verifiable technical references are required to substantiate that the applicant possesses the required technical expertise for the designation sought. These references may be the same persons used for character references. DMIR and ODAR applicants must include a letter of recommendation from the company attesting to the applicant's technical competency; this may be considered one of the three required technical references. **3.** A DMIR and ODAR must be employed by a PAH or a PAH's approved supplier and be familiar with the facilities, procedures, manufacturing practices, and inspection techniques in connection with type certification, original airworthiness certification, export certification, and parts approval and associated data, as appropriate for the functions sought. **4.** For an ODAR, 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 ensuring the individual authorized representative (ARs) 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 determination consistent with the type and complexity of authorized functions 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.

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR/ODAR
SPECIALIZED **1.** For an FTP DER designation, the applicant also must meet the following requirements: **a.** Hold a commercial pilot certificate with an instrument rating, and be qualified in aircraft of the same category and class and similar in design to that in which the applicant will be conducting tests. **b.** Have logged a minimum of 2,000 pilot-in-command flying hours (1,000 hours for helicopters) of which at least 100 hours have been logged within the past 12 months. **c.** Have logged a minimum of 100 hours of appropriate experimental flight testing experience in the same certification category and in a similar type of aircraft for which the DER appointment is requested. **NOTE: The requirements of 1b and 1c above are initial requirements, not annual requirements.** **2.** For a DER with a delegation of software approval, the applicant also must possess the following: **a.** A thorough working knowledge and understanding of RTCA Document DO-178 (as amended), Software Considerations in Airborne Systems and Equipment Certification. **b.** An understanding of and experience with DO-178 software life cycle data required for certification (for example, Plan for Software Aspects of Certification, Software Configuration Index, Software Accomplishment Summary, Software Quality Assurance Plan, Software Development Standards, Software Verification Plan, and	**SPECIALIZED** **1.** For the issuance of original standard and/or special airworthiness certificates for U.S.-registered aircraft, at least one of the following must apply: **a.** The applicant must have 5 years of experience in actually issuing (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. **b.** An organization holding an FAA PC or APIS must have a person(s) in its employ with 5 years of experience similar to that specified in paragraph 1a above. **2.** For the issuance of original airworthiness approvals for an aircraft engine, or propeller designated for domestic use, at least one of the following must apply: **a.** The applicant must have 5 years of experience in actually issuing (or having responsibility for managing programs leading to the issuance of) original domestic airworthiness approvals for products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought. **b.** An organization holding an FAA PC or APIS must have a person(s) in its employ with 5 years of experience similar to that specified in paragraph 2a above. **3.** For the issuance of original export airworthiness approvals for class I products, at least one of the following must apply: **a.** The applicant must have 5 years of experience in actually issuing (or having

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR/ODAR
Software Tool Qualification Plan). The applicant also should demonstrate the ability to assess the quality of all software life cycle data and the development team's adherence to approved plans and standards. **c.** Familiarity with the systems safety assessment process, specifically, those portions that establish the software criticality level. **d.** A demonstrated knowledge of the rationale for, and the significance of, each stage in the software development process, as well as its supporting standards, procedures, and documentation. The applicant should be able to identify the critical aspects and contents of each of the documents in DO-178. **e.** Experience gained from participation in some technically responsible capacity over a complete software development program life cycle. This qualification may be satisfied by an aggregate of different software development programs. **f.** Experience interacting with all phases of software development and testing processes addressed by DO-178, including use of the associated configuration and quality control procedures. This experience should include significant responsible involvement in several of those phases. When assessing an applicant's capabilities for making a knowledgeable finding of compliance, experience obtained in the requirements development or testing phases may, for example, be weighted more heavily than that obtained in the detail design or coding phases. **g.** Fluency in at least one high-level and one assembly-level programming language and familiarity with typical support software used in a software development process. Familiarity with typical software tools	responsibility for managing programs leading to the issuance of) original domestic and/or export airworthiness approvals for class I products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought. **b.** An organization holding an FAA PC or APIS must have a person(s) in its employ with 5 years of experience similar to that specified in paragraph 3a above. **4.** For the issuance of original airworthiness approvals designated for domestic use of a part (for example, module, subassembly, component, or article) made under an FAA production approval, the failure of which would jeopardize the safety of an aircraft, aircraft engine, or propeller, at least one of the following must apply: **a.** The applicant must have 3 years of experience in actually issuing (or having responsibility for managing programs leading to the issuance of) original airworthiness approvals for products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought. **b.** The applicant must show evidence of 3 years of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) conform to approved design and are in a condition for safe operation. This is to include knowledge of the following: **(1)** First article, in-process, and final assembly inspections.

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR/ODAR
available to facilitate the development, documentation, and consistency-checking processes is highly desirable. **h.** Demonstrated knowledge of the sources of software anomalies, the relative merits of the types of testing procedures available to protect against them, and the characteristics of a thorough test program. **i.** Familiarity with the aspects of computing peculiar to real-time avionics systems, such as the use of interrupts, multitasking, and software reentrancy. This should include an understanding of the types of analysis and testing necessary to ensure the integrity of these mechanisms. **j.** An understanding of the techniques that may be employed to reduce software criticality levels, such as system architecture, dissimilar software, and partitioning. This should include the ability to assess the adequacy of a proposed technique relative to the system integrity required. **k.** Knowledge of hardware characteristics such as input/output schemes, memory organization and multiport access, communication-bus protocols, and processor architecture, all of which have an impact on the software interface and the potential for the creation of anomalies. **l.** Demonstrated use of DO-178 objective tables and assessing a project's compliance to those objectives. This includes familiarity with the FAA's software review approach as explained in FAA policy and the job aid titled "Conducting Software Reviews Prior to Certification."	**(2)** Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, and plating). **(3)** Destructive and nondestructive inspections. **(4)** Manufacturing processes. **(5)** Airworthiness assurance. **(6)** Development and implementation of quality control systems and procedures. **(7)** Testing procedures. **(8)** Use of FAA-approved type design data. **c.** An organization holding an FAA production approval must have a person(s) in its employ with 3 years of experience similar to that specified in paragraphs 4a and/or 4b above. **5.** For the issuance of original export airworthiness approvals for class II products, at least one of the following must apply: **a.** The applicant must have 3 years of experience in actually issuing (or having responsibility for managing programs leading to the issuance of) original domestic and/or export airworthiness approvals for class II products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought. **b.** The applicant must show evidence of 3 years of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that class II products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for original

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR/ODAR
m. Experience with software verification process activities, including reviews, analyses, and testing. **n.** Experience with software structural coverage analysis, including determination of modified condition/decision, condition coverage (level A only), decision coverage (levels A and B), statement coverage (levels A, B, and C), and data coupling and control coupling analyses (levels A, B, and C), as appropriate for the software level being approved. **o.** Familiarity with post-certification software processes (for example, manufacturing quality control, factory configuration control, acceptance test procedures, factory installation and test equipment, production equipment control, and field-loadable software control). **p.** Familiarity with software modification processes, including change impact analyses, upgrading previously developed software, and regression analyses and testing. **q.** Familiarity with current FAA software policy (for example, policy on field-loadable software, software changes in legacy systems, user-modifiable software, software tool qualification, software review process, and previously developed software). **r.** A minimum level of successful experience before the DER is allowed to approve certain software. The experience of the DER to be considered in relation to software level is as follows:	export airworthiness approval comply with part 21, subpart L, Export Airworthiness Approvals, and any special requirements of the importing country. This is to include knowledge of the following: **(1)** First article, in-process, and final assembly inspections. **(2)** Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, and plating). **(3)** Destructive and nondestructive inspections. **(4)** Manufacturing processes. **(5)** Airworthiness assurance. **(6)** Development and implementation of quality control systems and procedures. **(7)** Testing procedures. **(8)** Use of FAA-approved type design data. **c.** An organization holding an FAA production approval must have a person(s) in its employ with 3 years of experience similar to that specified in paragraphs 5a and/or 5b above. **6.** For the issuance of original airworthiness approvals designated for domestic use of any component or part not included in paragraphs 2 and 4 above, including standard parts that are manufactured under a production approval, at least one of the following must apply: **a.** The applicant must be employed by a PAH or a PAH's approved supplier. The applicant must have 1 year of experience in actually issuing (or having responsibility for

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR/ODAR
(1) Level A Software. A DER should have at least 1 year of successful experience reviewing level A software data submittals before being designated to approve any level A data. **(2) Level B Software.** A DER should have at least 1 year of successful experience reviewing either level A or level B software data submittals before being designated to approve any level B data. **(3) Level C Software.** A DER should have at least 1 year of successful experience reviewing either level A, level B, or level C software data submittals before being designated to approve any level C data. **(4) Level D Software.** A DER may be designated to approve level D data if the qualification criteria for appointment as a DER with software approval have been met. **NOTE 1: The appointing ACO will determine what limitations, if any, will be placed on the DER's software approval level. These limitations may be expressed in the terms used in DO-178 and defined on related documentation.** **NOTE 2: Normally, the Plan for Software Aspects of Certification and Software Accomplishment Summary should be reserved for approval by the ACO.** **3.** For a structural DER with a delegated function of damage tolerance evaluation, the applicant should have the following: **a.** A degree in one of the following:	managing programs leading to the issuance of) original airworthiness approvals for products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought. **b.** The applicant must show evidence of 1 year of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) conform to approved design and are in a condition for safe operation. This is to include knowledge of the following: **(1)** First article, in-process, and final assembly inspections. **(2)** Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, and plating). **(3)** Destructive and nondestructive inspection. **(4)** Manufacturing processes. **(5)** Airworthiness assurance. **(6)** Development and implementation of quality control systems and procedures. **(7)** Testing procedures. **(8)** Use of FAA-approved type design data. **c.** An organization holding an FAA production approval must have a person(s) in its employ with 1 year of experience similar to that specified in paragraphs 6a and/or 6b above. Those person(s) authorized by the FAA to issue FAA Form 8130-3, Authorized Release Certificate, must perform or be directly in charge of inspections that determine

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR/ODAR
(1) Engineering mechanics. **(2)** Aerospace/Aeronautical engineering. **(3)** Mechanical engineering. **(4)** Civil engineering. **NOTE: In addition to one of the above, a course in fracture mechanics is desirable, if not taken during the degree program.** **b.** The equivalent of 2 full years of experience in damage tolerance analysis. The experience must be within the last 10 years before appointment. **4.** For a structural DER with delegated functions of fatigue analysis, the applicant should have the following: **a.** A degree in one of the following: **(1)** Engineering mechanics. **(2)** Aerospace/Aeronautical engineering. **(3)** Mechanical engineering. **(4)** Civil engineering. **NOTE: In addition to one of the above, a course in fatigue analysis is desirable, if not taken during the degree program.** **b.** The equivalent of 2 full years of experience in fatigue analysis. The experience must be within the last 10 years before appointment.	that products conform to the PAH's approved type design data and are in a condition for safe operation. **7.** For the issuance of original/recurrent export airworthiness approvals for class III products, at least one of the following must apply: * **a.** The applicant must be employed by a PAH or a PAH's approved supplier. The applicant must have 1 year of experience in actually issuing (or having responsibility for managing programs leading to the issuance of) original domestic and/or export airworthiness approvals for class III products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought. * **b.** The applicant must show evidence of 1 year of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that class III products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for original export airworthiness approval comply with part 21, subpart L, and any special requirements of the importing country. This should include knowledge of the following: **(1)** First article, in-process, and final assembly inspections. **(2)** Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, and plating). **(3)** Destructive and nondestructive inspection. **(4)** Manufacturing processes. **(5)** Airworthiness assurance.

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR/ODAR
5. A DER may be appointed for, or limited to, specific types of work. For example, a systems and equipment DER could be limited to handling approval of alterations to specific types of systems, such as hydraulic and pressurization, on only one airplane model. **6.** An administrative DER, who is usually a company DER, must have significant experience in direct contact with the FAA in which the applicant has been actively engaged in processing FAA approvals. This experience must enable the FAA to determine that the applicant is cognizant of the overall certification process and the administrative problems encountered in obtaining approvals. When the ACO has documented that an equivalent finding has been made to demonstrate that the applicant meets the intent of paragraph 2 of this table (Technical Appointment Criteria - General), and paragraph 4 of table 4-3, Interface Appointment Criteria, the ACO manager may, at their discretion, appoint an applicant who does not meet all of the other requirements of table 4-2. **7.** A management DER, who is usually a consultant DER, must have significant experience in direct contact with the FAA in which the applicant has been actively engaged in processing FAA approvals and has demonstrated technical DER knowledge over a variety of FAA projects. This experience must enable the FAA to determine that the applicant is cognizant of the overall certification process, has experience working with other technical disciplines, and is cognizant of the management problems encountered in obtaining approvals. Management DERs must first be appointed to one of the delegations listed in appendix 1 of this order.	**(6)** Development and implementation of quality control systems and procedures. **(7)** Testing procedures. **(8)** Use of FAA-approved type design data. **c.** An organization holding an FAA production approval must have a person(s) in its employ with 1 year of experience similar to that specified in paragraphs 7a and/or 7b above. Those person(s) authorized by the FAA to issue Form 8130-3 must perform or be directly in charge of inspections that determine that products conform to the PAH's approved type design data and are in a condition for safe operation. **8.** For making conformity determinations on aircraft and parts thereof (including those submitted for FAA tests) before the issuance of an FAA type design approval, at least one of the following must apply: **a.** The applicant must have 5 years of experience in making conformity determinations (or having responsibility for managing programs leading to the determinations) of that prototype or test articles that conform to the proposed type design being evaluated (including complete aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought). **b.** The applicant must show evidence of 5 years of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that prototype or test articles, parts, 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

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR/ODAR
	proposed type design being evaluated. This should include knowledge of the following: **(1)** First article, in-process, and final assembly inspections. **(2)** Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, and plating). **(3)** Destructive and nondestructive inspection. **(4)** Manufacturing processes. **(5)** Airworthiness assurance. **(6)** Development and implementation of quality control systems and procedures. **(7)** Testing procedures. **(8)** Use of FAA-approved type design data. **c.** An ODAR must have a person(s) in its employ with 5 years of experience similar to that specified in paragraphs 8a and/or 8b above. **9.** For the issuance of conformity certifications for components manufactured in the United States for non-U.S. product manufacturers, at least one of the following must apply: **a.** The applicant must have 3 years of experience in making conformity determinations (or having responsibility for managing programs leading to determinations) that prototype or test articles, parts, or installations (including completed aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought)

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR/ODAR
	conform to the proposed type design being evaluated by the FAA. **b.** The applicant must show evidence of 3 years of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that prototype or test articles, parts, 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, conform to the proposed type design being evaluated. This should include knowledge of the following: **(1)** First article, in-process, and final assembly inspections. **(2)** Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, and plating). **(3)** Destructive and nondestructive inspection. **(4)** Manufacturing processes. **(5)** Airworthiness assurance. **(6)** Development and implementation of quality control systems and procedures. **(7)** Testing procedures. **(8)** Use of FAA-approved type design data. **c.** An organization holding an FAA production approval must have a person(s) in its employ with 3 years of experience similar to that specified in paragraphs 9a and/or 9b above.

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR/ODAR
	10. For the issuance of special flight permits for U.S.-registered aircraft, at least one of the following must apply: **a.** The applicant must have 5 years of experience in actually issuing (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. **b.** An organization holding an FAA PC or APIS must have a person(s) in its employ with 5 years of experience similar to that specified in paragraph 10a above.

TABLE 4-3. INTERFACE APPOINTMENT CRITERIA

DER	DMIR/DAR/ODAR
1. The applicant must have sufficient command of the English language, both oral and written, to allow the applicant to perform the functions for which they seek delegation. **2.** Three verifiable character references are required to substantiate that the applicant possesses integrity and sound judgment. These references may be the same persons used for technical references. **3.** The applicant must possess a high degree of integrity, sound judgment, and a cooperative attitude. (Company applicants must include a statement from the company attesting to these attributes.) **4.** The applicant must have significant experience in a direct working relationship with the FAA office in which the applicant seeks appointment. The applicant's experience must be related to the processing of engineering data pertaining to FAA approval of the type in which the applicant is seeking appointment. The applicant's range of activities in obtaining FAA approvals must have been adequate enough to enable the FAA to determine that the applicant is cognizant of the technical and procedural requirements involved in obtaining such approvals and that the applicant is well-versed in all pertinent regulation(s). **NOTE: The criteria in paragraph 4 above need not be met for identification as a candidate. The applicant must satisfy all other criteria.** **5.** The applicant's place of residence must be in the United States, but U.S. citizenship is not a requirement for appointment.	**1.** The applicant must have sufficient command of the English language, both oral and written, to allow the applicant to perform the functions for which they seek delegation. **2.** Three verifiable character references are required to substantiate that the applicant possesses integrity and sound judgment. These references may be the same persons used for technical references. DMIR and ODAR applicants must include a letter of recommendation from the company attesting to these attributes; this may be considered one of the three required character references. **3.** The applicant must possess a high degree of integrity, sound judgment, and a cooperative attitude. Also, the applicant must be sufficiently knowledgeable in the technical and administrative functions associated with the appointment and must satisfactorily demonstrate this to the FAA before appointment. **4.** The applicant must have the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA. **5.** For DARs/ODARs, the applicant must have significant experience in a direct working relationship with the FAA in which the applicant was actively involved in tasks leading to the issuance of airworthiness certificates or approvals. **NOTE: The criteria in paragraph 5 above need not be met for identification as a DAR candidate. The applicant must satisfy all other criteria.**

TABLE 4-3. INTERFACE APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR/ODAR
6. For company DERs, the applicant must report to a level of management in the organization sufficient to enable the applicant to administer the pertinent regulations effectively without undue pressure or influence from other organizational elements. **7.** The applicant must have the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA. **8.** The applicant's position within a company should not result in any significant conflict of interest.	**6.** The DMIR applicant must have been in a responsible position (for example, supervisor, team leader, crew chief, or lead inspector) for a minimum of 1 year in connection with the type of work to be covered by the designation. Also, the DMIR/ODAR applicant must report to a level of management in the PAH or PAH's approved supplier organization sufficient to enable the applicant to administer the pertinent regulations effectively without undue pressure or influence from other organizational elements. **7.** The DMIR/DAR applicant's place of residence and place of business may be outside the United States if it has been determined there is no undue burden on the FAA. U.S. citizenship is not a requirement for appointment.

TABLE 4-4. STANDARDIZATION APPOINTMENT CRITERIA

DER	DMIR/DAR/ODAR
These criteria verify that the DER applicant possesses knowledge of the designee program, pertinent regulations, directives, and related guidance material, by the applicant's completion of all questions in the FAA designee knowledge-based test (refer to appendix 1, figure 3 of this order).	These criteria verify that the DMIR/DAR/ODAR applicant possesses knowledge of the designee program, pertinent regulations, directives, and related guidance material, by the applicant's completion of all questions in the FAA designee knowledge-based test (refer to appendix 1, figure 5 of this order).

402. FAA EMPLOYEE APPLICATIONS. Current FAA employees will not be appointed as designees until their employment with the FAA has been terminated. Former FAA employees who submit an application within 3 years from the time their FAA employment terminates are exempt from the Standardization and Interface portions of the application package. In lieu of the Standardization and Interface portions of the application package, applicants must submit a letter of recommendation from the manager of their former office. If a former FAA employee cannot get a letter from their former manager, they must submit the Standardization and Interface portions. All other portions of the application package are required to be filled out and returned to substantiate their 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.

403. MULTIPLE APPOINTMENTS. An individual may be appointed as more than one type of designee. For example: DAR and DMIR or DAR, DMIR, and DER, as long as all appointment criteria are met. In such cases, separate appointments will be made and separate certificates of designation issued. Separate entries will be required in the DIN for each appointment. A separate advisor should be identified for each functional organization with a DER and DAR appointment; the designee will report to two different offices and two advisors. If the delegations are in separate areas of responsibilities, but within the same geographic area, the two managing offices must ensure each office is aware of the delegations. If the delegations are in different geographic areas of responsibility, the two managing offices will determine which office will manage the delegation.

NOTE: A designee performing engineering and manufacturing DMIR/DAR functions (or other combination thereof) may not perform both functions on the same product. For example, a manufacturing DMIR/DAR cannot perform a conformity inspection on the same part for which they approved the design as a DER.

404. SUPPLIER DMIR APPLICATIONS.

a. Requests 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 must attest to the applicant's qualifications, integrity, sound judgment, and cooperative attitude, and it must be accompanied by a completed Form 8110-14. The request for appointment also must contain a letter from the PAH detailing the need for the DMIR appointment. The MIDO in the geographic area where the supplier is located will coordinate the appointment, including determining the need and ability to manage the designee, with the PAH's certificate management MIDO.

b. A supplier DMIR will be limited to perform authorized functions on products produced under a TC/STC for the PAH only for which the designee is appointed.

NOTE 1: If a PAH is supplying parts to a TC/STC applicant that does not hold a production approval, a DAR/ASI or an authorized DMIR at the PAH must perform a conformity inspection.

NOTE 2: If a TC/STC applicant that does not hold a production approval is having parts manufactured at a supplier that does not hold a production approval, a DAR/ASI must perform a conformity inspection.

c. When revisions are sought to authorized functions listed or referenced on a DMIR's COA, the PAH 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 COA must be substantiated by a PAH's letter of recommendation and concurrence from the cognizant FAA office. The appointing MIDO must issue and process a COA in accordance with chapter 5, AIR Designee Appointment Process, of this order. The DMIR will be provided the new COA and instructed to return the previously issued COA along with any supplements. The appointing office will coordinate any revisions to a supplier DMIR's COA with each appropriate MIDO.

405. RESERVED.

406. USE OF AN AUTHORIZED REPRESENTATIVE AT A PAH's SUPPLIER.

a. A PAH/ODAR may request to have functions performed by an AR—

(1) From the PAH's ODAR,

(2) Appointed at its supplier, or

(3) From a supplier who is a PAH and holds an ODAR.

b. Regardless of the method used, the PAH/ODAR remains responsible for all functions performed on its behalf.

c. An AR at a supplier is limited to—

(1) Suppliers located in the United States, unless otherwise approved by the CMO, MIDO, or MIO and coordinated with the local CAA.

(2) Products produced only for the PAH.

NOTE: Products produced only for the PAH means those suppliers that directly provide products to the PAH.

d. Use of an Authorized Representative from the PAH's ODAR. The PAH will submit a request to its managing office describing its need for performing authorized functions at a supplier. The PAH will provide the name and location of the supplier and the authorized functions to be performed within its prescribed limitations. For travel outside the geographic area, see paragraphs 406g and 904 of this order.

(1) The managing office will inform the PAH if its request to use an AR from the PAH's ODAR is approved or denied and update the PAH file in accordance with paragraph 505 of this order. If approved, the PAH's ODAR will update the procedures manual to reflect the name and location of the supplier, the authorized functions to be performed, and the name of the AR performing those functions.

(2) If the COA needs to be amended to include the authorized functions, the PAH must submit a letter referencing the existing appointment and requested revisions. The managing office will determine if a new Form 8110-14 is required. The appointing office will issue and process a COA in accordance with chapter 5 of this order. The PAH will be provided the new COA and instructed to return the previously issued COA along with any supplements. For expanded authority, see paragraph 510 of this order.

(3) Self-evaluations of the AR at the supplier must be performed and documented in accordance with paragraph 909 of this order.

e. Use of an Authorized Representative Appointed at a PAH's Supplier. The PAH will submit a letter to its managing office requesting the appointment of an individual at one of its suppliers as an AR under their ODAR. The PAH's letter will identify the individual and the requested authorized function(s), and attest to their integrity and technical qualifications. The PAH also will provide supplemental statements that include the individual's name and signature, and substantiate that their experience meets each of the evaluation criteria identified in table 4-2 of this order for the authorized functions being performed.

(1) The managing office will inform the PAH if its request for the appointment of an individual at one of its suppliers as an AR under their ODAR is approved or denied and update the PAH file in accordance with paragraph 505 of this order.

(2) If approved, the ODAR will update the procedures manual to reflect the name and location of the supplier, the authorized functions to be performed, and the name of the AR performing those functions.

(3) The PAH will submit a request to the managing office to revise the authorized functions listed or referenced on its COA. The PAH must submit a letter referencing the existing appointment and requested revisions. The managing office will determine if a new Form 8110-14 is required. The appointing office will issue and process a COA in accordance with chapter 5 of this order. The PAH will be provided the new COA and be instructed to return the previously issued COA along with any supplements.

f. Use of an Authorized Representative from a Supplier Who is a PAH and Holds an ODAR. The PAH will submit a request to the managing office requesting to use an individual at one of its suppliers who also holds a PAH ODAR. The PAH will provide the name and location of the supplier and the authorized functions to be performed within its ODAR prescribed limitations.

(1) The managing office will inform the PAH if its request to use an AR from a supplier's ODAR is approved or denied. If approved, the PAH will develop and maintain a list of ARs by name, location, and functions being performed at the supplier on its behalf.

(2) The supplier's ODAR COA will be updated to include the PAH for which the supplier is performing authorized functions. A listing of PAHs may be maintained on a supplement to reduce the number of COA revisions. If the PAH wishes to revise the authorized functions listed or referenced on its supplier ODAR COA, the PAH and the supplier ODAR must, in addition to the requirements identified in paragraph 510 of this order, submit a letter to

the PAH's managing office referencing the existing appointment and requested revisions. The managing office will determine if a new Form 8110-14 is required. The appointing office will issue and process a COA in accordance with chapter 5 of this order. The supplier will be provided the new COA and be instructed to return the previously issued COA along with any supplements.

(3) The supplier will provide a copy of the revised COA and any subsequent changes to the PAH for which the supplier performs authorized functions.

(4) The supplier will provide records associated with paragraphs 407a(1) to (3) and documents issued by the AR on the PAH's behalf, when requested by the PAH.

(5) After approval of the supplier ODAR AR, the first evaluation will be conducted onsite. On an alternating basis, onsite evaluations may be substituted with a review of the records associated with paragraphs 407a(1) to (3) of this order, completed FAA forms and reports, and airworthiness approvals issued. However, two consecutive annual evaluations through records review may not be substituted for onsite evaluations.

g. Use of an Authorized Representative at a Supplier's ODAR Outside a PAH's Geographical Area. The PAH will submit a letter to its managing office requesting the use of an AR from one of its supplier who holds an ODAR. The PAH must submit a list of proposed ARs by name, location, and function(s) to be performed by the supplier's ODAR on its behalf.

(1) As needed, a managing office may request assistance from a geographical office in determining the requested representative's qualifications, issuing and amending a COA, or providing oversight activities.

(2) The managing office will inform the PAH if its request to use an AR from a supplier's ODAR is approved or denied.

(3) If approved, the PAH must coordinate with the supplier's ODAR focal point who will then coordinate with its geographical managing office advisor to update the supplier ODAR's COA and DIN. A listing of PAH's may be maintained on a supplement to reduce the number of COA revisions.

(4) The PAH must maintain a list of ARs by name, location, and function being performed by the supplier's ODAR representative.

(5) If the supplier ODAR wants to request additional authorized functions, they must coordinate with the PAH and repeat the steps 406d(1) and (2) above.

(6) The supplier will provide a copy of the revised COA and any subsequent changes to the PAH for which the supplier performs authorized functions.

(7) The supplier will provide records associated with paragraphs 407a(1) through (3) and documents issued by the ARs on the PAH's behalf, when requested by the PAH.

h. PAH Responsibilities. When an AR from the supplier performs functions for the PAH, the PAH ODAR is responsible for evaluating and monitoring the AR. The PAH ODAR must accomplish the following:

(1) Verify the AR is qualified and trained to perform functions in accordance with the pertinent regulations, related policies, and procedures.

(2) Verify the AR performs only authorized functions within the prescribed limitations.

(3) Verify the AR has the data and other information necessary to perform the authorized functions.

(4) Conduct self-evaluations of the AR at a supplier and document the evaluation in accordance with paragraph 909 of this order.

(5) Conduct an annual evaluation from a sample of the work performed by the AR onsite at the supplier. Onsite evaluations will include a review of—

(a) The records associated with paragraphs 406d through g of this order,

(b) Completed FAA forms and reports, and

(c) Airworthiness approvals issued.

407. USE OF AN AUTHORIZED REPRESENTATIVE AT A NON-PAH SUPPLIER.

a. For products produced in support of a non-PAH ongoing type certification program, a non-PAH holding an ODAR may—

(1) Use its authorized ODAR representative to perform functions at its supplier(s).

(2) Use an AR from a supplier's ODAR to perform functions on its behalf.

(3) Request to appoint an AR at a supplier who is a non-PAH and holds an ODAR.

b. An AR for a non-PAH ODAR may not be used to conduct conformity inspections on behalf of another CAA or PAH.

c. The process for requesting the use of an AR is the same as that of the PAH. Refer to paragraphs 406d, e, and f.

d. The non-PAH responsibilities are the same as the PAH responsibilities described in paragraph 406h in this order.

e. The use of an AR at a supplier's ODAR outside a non-PAH geographical area will be in accordance with paragraphs 406g and 904 of this order.

408. APPOINTMENT OF DMIRs 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 applicable criteria found in tables 4-1 to 4-4 of this order. The application must be accompanied by adequate written justification providing all information (for example, work location, type of work, and duration) necessary for the FAA to render a judgment. A DMIR may be appointed and perform authorized function(s) outside the United States under the following conditions:

a. The managing office may permit the appointment of a DMIR only 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 will be made must have, or currently be working toward, a bilateral agreement with airworthiness provisions with the United States.

c. The managing office will notify the appropriate CAA of the application for a DMIR appointment in its country and accomplish the following:

(1) Ascertain that the CAA has no objection to the DMIR performing authorized functions on behalf of the FAA in its 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 must be conducted to ascertain the type of violation(s), any special or mitigating circumstance(s), and the attitude toward compliance with the CAA regulations. The selection and appointment process will continue in accordance with chapter 4, AIR Application Process, and chapter 5 of this order.

d. The PAH must apply for and receive an exemption from the requirements in § 21.325(b) or § 21.325(b)(3) when requesting to have a DMIR issue an export airworthiness approval from international location(s).

409. APPOINTMENT OF DARs/ODARs 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 manufacturing DARs/ODARs. Appointing offices should consider appointing a DAR in another country only 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 onsite visit per year to supervise, monitor, train, and track the DAR/ODAR's activity. These activities should be accomplished concurrently with other FAA activities. Applications must be accompanied by a letter from the CAA of the country, addressed to the appointing manager, stating that it has no objection to the DAR/ODAR making findings of conformity/compliance on aircraft/components located in its country.

b. Appointing offices must request information from the CAA to determine whether the applicant has a history of regulatory violations and process the application in accordance with chapter 5 of this order.

410. APPOINTMENT OF DERs OUTSIDE THE UNITED STATES. The FAA will not appoint as a DER an individual who does not have a legal permanent residence in the United States. The FAA has determined the burden to the agency of managing a DER who does not reside in the United States outweighs any FAA need that might be met by appointing such a DER.

CHAPTER 5. AIR DESIGNEE APPOINTMENT PROCESS

500. GENERAL. This section describes the procedure to process and evaluate an application. The selection and appointment process involves initial application review by the DPC, the appointing office manager's determination of need and ability to manage the designation, and the evaluation by the assigned advisor and the EP. This section also describes the processing of applications for expanded authority and the process by which an applicant can be identified as a candidate. The ACO or MIDO will complete application processing within 90 days of receipt of an acceptable package.

501. INITIAL APPLICATION PROCESSING.

a. The applicant submits the completed application package to the cognizant ACO or MIDO. All applications received will be given to the DPC for processing. Within 30 days of receipt, the DPC will review each application to ensure that all necessary information has been provided. If the application is incomplete, the DPC will request that the applicant provide any missing information. If the applicant has had previous designations terminated because of misconduct, the DPC will deny the application. When the package is acceptable, the DPC will accomplish the following:

(1) Send the applicant a letter that acknowledges receipt of the acceptable application package and identifies the assigned advisor. The letter should state that the applicant can expect an FAA decision within 90 days after receipt of an acceptable package.

(2) Ensure that the required information is entered into the DIN. The detailed information required to be entered into the DIN can be found in the online help section in the DIN.

(3) Prepare a designee file folder containing the application package.

b. When all initial application processing has been completed, the DPC will forward the designee file folder containing the application package to the evaluating office for action by the advisor.

502. ADVISOR'S EVALUATION OF THE APPLICATION.

a. The DPC contacts the appointing office for the advisor's name. The appointing office manager appoints an advisor who will have the primary responsibilities in the selection and appointment process for the assigned applicant. Upon receipt of the application package from the DPC, the advisor will accomplish the following:

(1) Consult the appointing office manager to determine FAA need and ability to manage. Need and ability to manage are based on a variety of factors such as project workload, geographic location, number of FAA employees, and ratio of designees to advisors. If there is an FAA need and a determination made that there are adequate FAA resources to manage the designee after appointment, the advisor will evaluate the application further. The appointing office manager will sign the Designee Appointment Tracking Document, item 3 (refer to

appendix 2, figure 1 of this order). If the appointing managing office manager determines that there is no FAA need, or the designation cannot be managed, the advisor will deny the application and document the decision in the DIN.

NOTE: The applicant does not have any appeal rights when there is no FAA need or ability to manage the designation. The appointing office(s) should write a courtesy letter notifying the applicant that the FAA is not accepting applications for the requested delegation and that the applicant may reapply at a future date.

(2) Conduct a preliminary review of the application package for general qualifications, scope, and specialty review of the knowledge-based test, and determine if there is a regulatory violation history (refer to FAA Order 2150.3, Compliance and Enforcement Program). If the applicant has a violation history, an evaluation must be conducted to ascertain the type of violation(s) and any special or mitigating circumstances, or attitude toward compliance with FAA regulations.

(a) For manufacturing designees, the advisor may obtain and review the violation history by using the Enforcement Information System or other means (for example, managing offices and character references). For example, if an applicant has an A&P mechanic's certificate, a search of the Flight Standards Airman System would reveal if that person has had any violations. It is strongly recommended that the advisor conduct a thorough interview of each applicant's character references.

(b) For manufacturing designees, the advisor will verify in the DIN whether the applicant has completed the part 1, Web-based designee seminar training. In addition, the advisor will discuss the knowledge-based test results with the applicant.

(c) For engineering designees, the advisor may have to rely solely on the character references provided by the applicant. It is strongly recommended that the advisor conduct a thorough interview of each applicant's character references.

NOTE: The ultimate decision for appointment of an applicant with a violation history must be the product of judgment and experience applied to the facts and circumstances of the individual case.

b. At the completion of the preliminary review, the advisor will either deny the application or make a recommendation to the EP. When denying an application, the advisor will document the justification and coordinate with the DPC and the office manager.

c. If the applicant is denied or the scope of the appointment is less than requested, the DPC will update the information in the DIN and notify the applicant of the actions by certified mail. The notification letter will provide the applicant specific justification for any denial or reduction in requested delegations. The letter also will advise the applicant of their right to appeal an EP decision within 60 days from the date of the letter (refer to appendix 4, figure 5 of this order).

d. On determining to continue the evaluation, the advisor may contact the applicant's references, based on existing knowledge of the applicant's technical capability and character. If the advisor decides not to contact the references, the advisor must document their justification and provide it to the EP.

e. The advisor may contact the applicant for an interview at any point during the evaluation process and may request additional information and/or documentation.

f. The advisor will assess all data relevant to the appointment and either deny the application or recommend appointment or candidacy along with any limitations to the EP. The advisor will document recommended limitations in the Designee Appointment Tracking Document and sign under item 10 (refer to appendix 2, figure 1 of this order). The advisor will consult with the office manager regarding the decision to deny the appointment. The application package, including the Designee Appointment Tracking Document, is then returned to the DPC.

g. Upon receiving the application package, the DPC reviews the file to determine whether the advisor recommends the applicant for approval to the EP. If so, the DPC will notify all parties of the EP meeting, provide copies of the application package for review, and contact the applicant if an interview is required.

NOTE: The DPC may facilitate EP meetings and interview applicants when required. The manufacturing aviation assistant may facilitate the EP meeting but may not interview applicants.

503. PURPOSE AND MAKEUP OF THE EVALUATION PANEL.

a. An EP will be formed to review each application package submitted by the DPC and will consider the advisor's recommendation. The EP will compare the applicant's qualifications to the appointment criteria and determine denial, candidacy, or appointment, and delegations as appropriate. The office manager will select a MINIMUM of two persons to be on the EP who are knowledgeable in the selection, orientation, and appointment process. Whenever possible, EP members should be in the same discipline as the applicant and may include only ASIs, ASEs, and FTPs. In addition, the applicant's assigned advisor may be a member of the EP.

b. EP members should meet in person but may participate by teleconference if necessary. The DPC (other than the manufacturing aviation assistant) may chair and/or facilitate the consensus process of each EP.

c. Management participation should be reserved for potential appeals; therefore, managers should not serve on the EP.

NOTE: If a manager does serve on the EP, that manager must not serve on an appeal panel for the same applicant.

504. EVALUATION PANEL REVIEW OF THE APPLICATION.

a. The EP's evaluation is limited to those delegations or limitations recommended by the advisor. The advisor may attend the EP meeting to explain the recommendation(s) and answer questions as needed. The EP is not authorized to appoint a designee when the advisor's recommendation is for candidacy only. The EP may downgrade the advisor's recommendation for appointment to candidacy, reduce delegations, or deny appointment. The EP may further limit the recommendation of the advisor, but cannot expand on it.

b. The EP either will interview the applicant or document why an interview was not necessary. The EP should determine what questions would be asked before meeting with the applicant.

c. The EP evaluates the applicant's qualifications against the appointment criteria and must arrive at a decision.

d. The EP will sign documentation of all their activities as follows:

(1) The Designee Appointment Tracking Document (refer to appendix 2, figure 1 of this order) will be completed and signed by each member of the EP supporting its decision for appointment, identification as a candidate, or denial.

(2) The EP must document the rationale for denied appointments by stating the specific reasons for the denial, criteria not met, or any delegations that were not granted but were recommended by the advisor. If delegations are reduced, the decision should be forwarded to the advisor and the office manager to concur that an FAA need still exists.

505. ADMINISTRATIVE REQUIREMENTS.

a. The EP will then give the completed documentation to the DPC for retention in the applicant's file. If the EP finds the applicant qualified for appointment, the DPC will update the DIN and obtain the designee's certificate number. The designee's certificate number will be composed of—

(1) The type of designation (DER, DMIR, DAR, or ODAR).

(2) The type of designation suffix. For DERs, a suffix is added after the designation type to identify the designee as either a consultant or company designee ("Y" for company and "T" for consultant). For DARs and ODARs, a suffix of "F" is added after the designation type to identify the designee as a manufacturing designee.

(3) The DIN-generated identification (ID) number (six digits).

(4) The geographic directorate code (that is, NM - Transport Directorate, CE - Small Airplane Directorate, SW - Rotorcraft Directorate, and NE - Engine and Propeller Directorate for AIR).

NOTE: For example, the designee's certificate number for a company DER who was appointed out of the Transport Directorate would be DERY-123456-NM. The designee's certificate number for a manufacturing DAR who was appointed out of the Transport Directorate would be DARF-123456-NM.

b. The DPC will then prepare and coordinate a letter of notification of appointment (refer to appendix 4, figures 7 and 10 of this order), which will serve as the designee's COA. The notification of appointment will include the authorized functions and limitations. The DPC also will prepare a full-size version of FAA Form 8000-5, Certificate of Designation, for display purposes and may prepare a wallet-sized reproduction for identification purposes, and send them to the designee. The DPC should schedule, with the advisor, the designee's orientation session in accordance with chapter 7, AIR Designee Orientation, of this order.

c. If the application is denied or scope of appointment is less than requested, the DPC will update the DIN and notify the applicant by certified mail, advising of the right to appeal the EP's decision within 60 days of the date of the letter. The letter will state the specific justification for any denial or reduction of requested delegations (refer to appendix 4, figure 5 of this order).

506. DER CANDIDATE IDENTIFICATION.

a. Candidate Identification. The applicant can be identified as a candidate when the applicant has met all criteria requirements but has not worked directly with the FAA on approvals of the type for which the appointment is requested. A mentor may be utilized to facilitate the candidacy. The mentor will provide guidance to the candidate during the candidacy period and help the advisor identify areas in which the candidate may need improvement. At the time of appointment as a candidate, the DPC, with the advisor, should schedule the candidate's orientation session in accordance with chapter 7 of this order.

b. Candidate Duration. The length of candidacy is based on performance competence. This performance should be diverse and comprehensive enough on actual projects to permit the FAA to determine the performance competency possessed by the candidate. The candidacy must be reviewed no later than 1 year after acceptance of candidacy and extended only if sufficient progress is being made and appointment is likely. If performance has not adequately progressed after ample opportunity (approximately 2 years), the candidacy and appointment will be denied based on a demonstrated lack of FAA need.

c. Candidate Responsibilities. The candidate must submit sufficient documentation showing adequate performance during the year that qualifies the candidate for appointment.

NOTE: Candidates do not approve or recommend approval on Form 8110-3. The certification paperwork should indicate that the documentation only was reviewed, signed, and dated by the candidate.

d. Mentor Responsibilities. If a mentor is used, the mentor will assist the advisor by providing guidance to the candidate and will identify any areas needing improvement to the advisor. The mentor will approve ALL work performed by the candidate before submittal to the FAA, except where limited by the FAA.

e. Advisor Responsibilities. The advisor will provide guidance to the candidate and identify any areas needing improvement. If a mentor is used, the advisor will communicate with the mentor to determine if the candidate is progressing to become fully qualified. After a review of the candidate's activity during the candidacy period, the advisor and the appointing office manager can determine if the range of the candidate's activity justifies the appointment and whether an EP is required. The advisor will coordinate with the office manager to determine candidacy. The DPC will then prepare and send a letter of notification to the candidate.

507. DAR CANDIDATE IDENTIFICATION.

a. The applicant can be identified as a DAR candidate when the applicant possesses all related technical knowledge and has not worked directly with the FAA. Appointment as a candidate allows for direct experience with the FAA and is appropriate provided there is an FAA need and ability to manage a candidacy. DAR candidacy can allow for the expansion of the authority of current manufacturing DARs and for the appointment of other qualified persons, including maintenance DARs as manufacturing DARs. However, the applicant must successfully complete the DAR Candidate Development Profile as outlined in appendix 3, figure 2 of this order. At the time of appointment as a candidate, the DPC, with the advisor, should schedule the candidate's orientation session in accordance with chapter 7 of this order.

b. The length of candidacy is based on performance competence through completion of the functions outlined in the development profile. This performance should be diverse and comprehensive enough to permit the FAA to determine the candidate's performance competence. The candidacy must be reviewed no later than 1 year after acceptance into the program and extended only if sufficient progress is being made and appointment is likely. If performance has not adequately progressed after ample opportunity (approximately 2 years), the candidacy should be canceled.

508. DER CANDIDATE PROCEDURES. The following paragraphs describe procedures that allow the DER candidate to obtain direct experience with the FAA. Other procedures may be adopted or tailored to the needs of the ACO or the applicant.

a. Forms. The DER candidate may use Form 8110-3, or the DER candidate form posted on the Designee Web site. This form might not be available or stocked by the local ACO. It may be copied and enlarged to standard size. It is recommended that colored paper, rather than white, be used to differentiate between the DER candidate form and Form 8110-3. One of the following procedures may be used:

(1) The DER candidate completes and submits the DER candidate form and accompanying data directly to the ACO for review and approval. Refer to the Designee Web site for a sample DER candidate form.

(2) The DER candidate completes and submits the DER candidate form and accompanying data to a DER having approval authority. Under this procedure, both the DER and the ACO audit the candidate's progress during the candidacy period. The DER reviews and, if all compliance items are satisfactorily addressed, approves the candidate's work on Form 8110-3 and submits both forms and the accompanying data to the ACO.

(3) The DER candidate prepares Form 8110-3 for the approving DER and enters the following note in the title box of the form: "The above data have been reviewed by DER candidate" followed by the printed name and written signature of the candidate. The DER candidate submits the form and accompanying data to an authorized DER who, when satisfied with the data submittal, approves the submittal by checking the Approve These Data block, signing in the signature block of Form 8110-3, and submitting the form and accompanying data to the ACO.

b. Responsibility. The DER candidate submittals should be accomplished on actual certification projects. These submittals should be diverse and comprehensive enough for the ACO to determine that the candidate is technically competent to resolve compliance findings within the scope of the designation requested. When the ACO considers the DER candidate as fully qualified, the "candidate" term is dropped, the DER is appointed, and the appropriate certificates are issued. Refer to paragraph 908 of this order for documentation of DER candidate activities.

509. DAR CANDIDATE DEVELOPMENT PROFILE. Each DAR candidate must successfully complete the development profile before appointment as a fully qualified DAR. The MIDO will establish a documented profile to include minimum performance requirements as outlined in appendix 3, figure 2 of this order, and any other training deemed necessary by the managing office. The MIDO will maintain a record of accomplishments for each DAR candidate as they complete a particular function. The responsible advisor will document the date, give a brief description of how and where the function was performed, and record each time a DAR candidate accomplishes a particular function. This record will provide substantiated evidence of the candidate's accomplishments.

a. The MIDO will ensure that the DAR candidate is supplied with, and guided by, the same requirements and instructions applicable to FAA inspectors in the performance of similar duties. The advisor will ensure that the DAR candidate understands and is knowledgeable of the following:

(1) All pertinent regulations, directives, and policies and procedures as they apply to the certification task(s) for which authorization is sought.

(2) FAA forms and their application as they relate to the specific authorization sought.

(3) The procedure for processing pertinent certification documents.

(4) The responsibilities of a representative of the Administrator.

b. The responsible managing office will provide the required on-the-job training and guidance to each DAR candidate before appointment.

c. The advisor will ensure that the DAR candidate possesses or has access to all current applicable regulations, internal directives, forms, and documents pertaining to those functions for which authorization is sought.

d. Depending on the type of authorization being sought, the DAR candidate will be required to accompany and assist an advisor as follows:

(1) During a minimum of three inspections of an ongoing TC or STC program.

(2) During inspections leading to the issuance of a minimum of three original airworthiness certificates or approvals.

e. The DAR candidate must demonstrate to the advisor, through actual demonstration and evaluation, the ability to make airworthiness certification determinations on a product of the type and complexity for which authorization is sought.

f. The DAR candidate will not charge any service fees during the candidacy period because the candidate is not acting in an official capacity as an FAA DAR.

g. The advisor will provide guidance to the candidate and identify any areas needing improvement. After completion of the development profile the advisor will perform one of the following:

(1) Forward the updated application to the EP with a recommendation for appointment as a DAR.

(2) Document why an EP is not required.

(3) Coordinate with the office manager, if candidacy is terminated. The DPC will then prepare and send a letter of notification to the candidate.

h. The EP may take one or more of the following actions:

(1) Interview the candidate.

(2) Appoint the candidate as a DAR.

(3) Continue the DAR candidacy.

(4) Terminate the DAR candidacy.

510. REQUESTS FOR MULTIPLE APPOINTMENTS, EXPANDED AUTHORITY, TRANSFER, AND REINSTATEMENT. This section provides the application and EP requirements for currently appointed designees seeking multiple appointments, expansion to their authority, or transfer, and for former designees seeking reinstatement.

a. Application Requirements. Both active and former designees must submit either a Form 8110-14 along with documents requested by the managing office or a complete application package in accordance with the requirements of this paragraph. A complete application package consists of a cover letter, Form 8110-14, and the applicable evaluation forms.

b. EP Requirements. The advisor and the office manager will review the application to determine whether an EP needs to be formed based on the requirements of this chapter. If an EP is not required, the advisor must document the rationale and place it in the designee's file. In addition, the DIN will be updated, and the administrative requirements will be accomplished in accordance with paragraph 505 of this order.

(1) Active Designee Who Previously Has Gone Through the EP Process. An EP is not required for an active designee who previously has gone through the EP process, unless otherwise determined by the advisor and the office manager.

(2) Active Designee Who Has Not Gone Through the EP Process. An EP is required for an active designee who previously has not gone through the EP process. These designees should be evaluated in accordance with the requirements of this paragraph.

c. Request for Multiple Appointments. A designee seeking multiple or dual appointments will submit a complete application package.

(1) A designee seeking dual appointments may have the EP waived with the agreement of the advisor and office manager.

(2) A designee seeking multiple appointments will require an EP because the addition of a multiple appointment usually requires a new managing office to assume designee management responsibilities.

d. Request for Expanded Authority.

(1) A DER seeking expansion to another technical discipline will submit a complete application package, but need not submit interface and standardization appointment criteria.

(2) A DER that has been though the EP process seeking expansion in the same discipline will submit a cover letter; updated FAA Form 8100-14, General Regulatory, General Technical; appropriate chart with expansion request(s) checked; and substantiating data. A DER who has not been through the EP process seeking expansion in the same discipline will submit the complete application package.

(3) A DMIR/DAR/ODAR seeking additional functions (with limitations, as appropriate) will submit a complete application package.

(4) A designee seeking an expansion to his or her authority with a new technical discipline will require an EP.

(5) A designee seeking an expansion to a different discipline, such as propeller to mechanical system, will be assigned an evaluator in that discipline and an EP must be held. An EP also will be held for a designee seeking the addition of an authorized function (for example, adding hardware to software authorized functions, adding parts conformity to parts installation authorized functions, or adding aircraft certification to issuance of special flight permits authorized functions). This EP would be used only to determine if the applicant is technically qualified for the new authorizations being requested.

NOTE: A designee seeking an expansion within the designee's existing discipline may not require an EP to evaluate the request. The decision to forgo an EP for expansion within a discipline is not intended to be a workaround for the convenience of appointing a designee. Rather, the advisor is declaring (and the FAA manager is agreeing) that the applicant meets the experience requirements of table 4-3 of this order.

e. Request for Transfer. An active designee who wishes to transfer to a different geographic area must make a request to the new ACO, CMO, or MIDO before submitting an application. This will allow the new ACO, CMO, or MIDO to determine if he or she has the need and ability to manage the designee and to prescribe the required content of the application under paragraph 510a of this order. Upon receiving an application, the new office will create a designee file and process the application. If the new office approves the transfer, the current managing office must update the DIN to reflect the transfer and ensure the transferred designee's updated information is entered into the DIN. The receiving office will document the results in the designee's file and accomplish the administrative requirements in accordance with paragraph 505 of this order. If the new office does not approve the transfer, the current managing office may have to terminate the authority if the designee still chooses to relocate.

(1) When requesting a transfer, an active designee who has previously gone through the EP process will submit Form 8110-14 to the new ACO, CMO, or MIDO. The new ACO, CMO, or MIDO may request a complete application package if necessary.

(2) When requesting a transfer, an active designee who has not previously gone through the EP process must reapply with a complete application package to the new ACO, CMO, or MIDO.

(3) A designee requesting a transfer to a new managing office may have the EP waived with the agreement of the advisor and office manager at the receiving office.

Note: A designee transferring to a new managing office must communicate with both the new managing office and the previous managing office to determine approval status during transfer deliberations. The two managing offices should coordinate their activities to minimize the time the designee is in transferred status and not authorized to perform functions.

f. Request for Reinstatement.

(1) A former designee applying for reinstatement to the ACO, CMO, or MIDO who last managed his or her delegation must submit a completed Form 8110-14 to that office. However, a complete application package may be required at the discretion of the office.

(2) A former designee seeking reinstatement of his or her previous authority and applying to the ACO, CMO, or MIDO that last managed the delegation may have the EP waived with the agreement of the advisor and office manager.

(3) A former designee who relocates to another ACO, CMO, or MIDO geographic area and requests reinstatement will be treated as an initial applicant and must submit a complete application package in accordance with chapter 4 of this order.

(4) A former designee who relocates to another ACO, CMO, or MIDO geographic area and requests reinstatement will be treated as an initial applicant and will require an EP.

CHAPTER 6. AIR APPEAL PROCESS

600. GENERAL. This chapter describes the process by which an applicant may appeal a decision regarding a denied or reduced designation. The applicant cannot file an appeal when—

a. The FAA has determined there is no FAA need or ability to manage the designation, or

b. The applicant has failed to complete the applicable standardization seminar (part 1 for manufacturing designee applicants).

601. APPEAL PANEL. If not satisfied with the decision, an applicant may, within 60 days of the date of receipt of the FAA decision letter, notify the FAA in writing and request a review by an appeal panel. The DPC must verify that the request for appeal was received within 60 days. If so, the DPC then schedules the meeting, notifies all parties involved, and provides appropriate copies of all documentation. In addition, the DPC may assist the chair or facilitate an appeal panel meeting. The appeal panel will consist of at least three persons equivalent to the advisor level or above who were not involved in the original decision for denial. An appeal panel must consider all available information and may interview the applicant and FAA personnel, or may invite other persons to be resources at its deliberations. An appeal panel decision is FINAL.

NOTE: For manufacturing inspection, if the DPC is the aviation assistant or equivalent, they may not chair appeal panel meetings. A technical person (for example, manager or advisor) must do this.

602. SCOPE OF APPEAL PANEL AUTHORITY. The appeal panel may consider the following actions:

a. Support the original decision.

b. Override the original decision.

c. Direct a repeat of any part of the appointment process.

603. FUNCTIONING OF APPEAL PANEL.

a. An appeal panel may determine whether the appointment process was conducted properly by reviewing the documentation in the appellant's file, the EP's written justification, and any other information deemed appropriate. If the appeal panel finds discrepancies, appropriate actions must be taken to ensure the future integrity of the appointment process.

b. An appeal panel must complete its deliberations within 45 days of receiving the appeal request.

c. Each appeal panel member must document and sign the decision in accordance with appendix 2, figure 1 of this order. The DPC will prepare the letter for the appointing office manager who will provide the decision to the appellant.

d. Notification of the appeal panel's decision must be made within 15 days of its determination.

CHAPTER 7. AIR DESIGNEE ORIENTATION

700. GENERAL. The advisor is responsible for the initial orientation of a newly appointed designee or candidate. For designees appointed in more than one discipline, appropriate orientation will be given in each area. At the completion of orientation, the designee must sign the Designee Acknowledgment of Responsibilities (refer to appendix 3, figure 1 of this order), which will then be retained in the designee's file.

701. GENERAL DESIGNEE ORIENTATION. During the initial orientation for each designee, the advisor should include the following items:

a. Aircraft Certification Service Headquarters and Directorate Structure. Review the organizational structure of headquarters and of the appropriate FAA directorate/organization system.

b. ACO/MIO/MIDO/CMO Structure. Review the applicable organizational structure.

c. Personnel. Introduce the designee to ACO/MIDO/CMO personnel if orientation is given in the ACO/MIDO/CMO.

d. Assigned Tasks. Emphasize that the designee must have adequate time to perform their assigned duties and to adequately represent the Administrator.

e. Good Practices. Explain that good practices exemplify that which has been shown to be reliable and satisfactory. Methods or procedures inconsistent with, or departing from, good practice become questionable practices and should be brought to the attention of the designee.

f. Geographic Restrictions. Explain the procedures for operating across geographic boundaries.

g. 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.

h. Use of Department of Transportation (DOT)/FAA Logos. Emphasize to the designee that the FAA does not authorize designees to infer that they are FAA employees, or to use the DOT or FAA logo on items such as business cards, letterheads, facsimile covers, document covers, or any other business forms.

NOTE: A designee cannot sign FAA correspondence on behalf of the FAA.

i. Use of Designee Numbers. Explain to the designee that using a designee certificate number when signing company or personal reports, drawings, service documents, or letters is not allowed. This ensures that the designee signature on such documents does not constitute FAA approval.

j. Compliance With Policy. Explain that the designee must use and implement FAA policy and guidance material (for example, notices, orders, and policy memos) in addition to the regulations and any other special instructions (for example, a memorandum of understanding conveyed by the managing office). In addition, explain to the designee that these policy and guidance materials must be followed and complied with.

> **NOTE: For DERs, explain that a signed issue paper for the certification project being conducted is binding for that project. Also, explain that a documented FAA technical position for a certification project that is coordinated, in writing, with directorate standards staff participation is binding for that project.**

k. Appointment and Renewal Procedures. Explain appointment and renewal procedures.

l. Relocation Procedures. Explain steps that must be taken if the designee moves to an area for which another appointing office is responsible.

m. Designee Conferences. Inform the designee of the availability of designee conferences and, if available, share information from the last designee conference, as appropriate.

n. Training Seminar. Explain to a newly appointed designee that they must attend a designee standardization seminar and recurrent seminars as required by chapter 8, Designee Training, of this order. FAA Academy training is also available to designees. For information on courses and points of contact, go to the Designee Web site at http://www.faa.gov.

o. Designation Privilege. Explain to a newly appointed designee that their designation is a privilege, not a right, and at the time of appointment there is no property right to be implied by the appointment. Emphasize that designees are entitled to only as much due process as the FAA provides. Refer to chapter 11 of this order for the termination process.

p. Authorized Functions. Remind the designee that no authorized function may be delegated.

702. DER ORIENTATION. The advisor should review the following additional items with each DER:

a. Approval Authority. Review in detail what the DER may approve and what the DER only may recommend for approval.

b. DER Guidance Handbook. Review in detail Order 8110.37.

c. Form 8110-3. Explain how to complete Form 8110-3 (refer to appendix 3, figure 6, and paragraph 501 in Order 8110.37). Provide the DER an initial supply of the forms. Advise the DER that a computer-generated Form 8110-3 is acceptable and can be downloaded from the Designee Web site. Discuss how the FAA will acknowledge receipt of a Form 8110-3 submitted by the DER.

d. Use of Authority. Advise the DER to exercise the full extent of delegated authority. Inform the DER that if they do not exercise the delegated authority, they must explain why on Form 8110-3, when submitted. Advise the DER to explain submittal rejections.

e. Test Plan Approval. Explain that normally a DER cannot approve test plans but should recommend approval in the submittal to the ACO. Note that the ACO may delegate test plan approval to the designee (refer to paragraph 310 of this order). Inform the DER that they must have specific approval from the FAA before witnessing a test as the FAA representative. Explain that the ACO and the DER must agree beforehand on how to document the approval.

f. Other Pertinent Information. Review other pertinent information, such as Advisory Circular (AC) 21-40, Application Guide for Obtaining a Supplemental Type Certificate, other applicable ACs, Order 8110.4, material burn requirements, service difficulties, major and minor changes, and job aids. Provide the DER with copies of information of particular interest to the appointment specialty.

g. Company Influence. Advise all DERs who are acting as company DERs to contact the appointing ACO immediately if any pressure is put on the DER by the company's management to approve data that the DER believes should not be approved.

h. Questions Concerning Approval Authority. Emphasize that if the DER has any doubts about the approval authority or has questions on any subject, they should contact the appropriate advisor, manager, or representative in the ACO.

i. Meeting Minutes. Review minutes of the most recently held DER workshops and provide copies, as appropriate.

j. DER/Candidate Executive Conflict of Interest. Explain the possible conflicts of interest of individuals who are in the executive or lead category within a company, or an executive consultant in an engineering organization who applies for a DER appointment. (ACOs are discouraged from appointing DERs and candidates who are in this category.) Emphasize what additional monitoring, supervision, and surveillance may be required as a result of their position and changes in their position within the company, including emphasis on possible additional documentation requirements for the DERs (refer to paragraph 1006 of this order).

703. DMIR ORIENTATION. The DMIR will be supplied with, and guided by, the same requirements and instructions applicable to FAA inspectors in the performance of similar duties. 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. Therefore, the advisor must inform the DMIR's employer that it will be necessary to allow the DMIR sufficient time to attend meetings, briefings, training sessions and seminars, and related functions relative to the administration and performance of the appointment. In addition, the advisor will review the following with each DMIR:

a. Authority and Responsibility. Remind the DMIR to perform only authorized functions within the limits of designated authority. Explain that a DMIR IS NOT authorized to perform evaluation, surveillance, or investigation of quality control systems, data, procedures, methods, or service difficulty reports. Emphasize that the FAA inspector WILL NOT authorize any privilege not included in § 183.31.

b. Experimental Certificates. Inform the DMIR to contact the managing office to obtain any special directions, instructions, or operating limitations before issuing an experimental certificate.

c. Export Certificates. Advise the DMIR that part 21 only permits the export of class I, II, and III products in accordance with certain limitations or conditions. Explain that the DMIR should thoroughly review, understand, and accomplish these specified limitations or conditions before performing these export functions.

d. Summary Activity Reports. Advise the DMIR to provide information relating to accomplishments in accordance with the schedule established with the managing office.

e. Safeguarding of Forms. Emphasize that the DMIR must ensure that all FAA forms, certificates, and other official documents are properly safeguarded. Explain that under no circumstance may any certificate be in the possession of an applicant until the DMIR completes and signs the certificate. Note that all airworthiness certificates or approvals and related documents must include the DMIR's printed or typed name, signature, and designation number.

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

g. Use of Authority. Explain that the DMIR may conduct any inspections that may be necessary to determine 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, airworthiness directives (AD), marking requirements, registration, and special importing requirements) before issuing airworthiness certificates. Advise the DMIR to seek guidance from their managing office when problems arise.

h. Conformity Inspections. Inform the DMIR to use Form 8100-1 to record conformity inspections conducted during type or airworthiness certification activities.

i. Document Submittal. Emphasize that the DMIR must submit applicable original or duplicate documents within 7 days of completion to the managing office for review.

j. Airworthiness Applications. Emphasize that the DMIR must review applications for completeness and ensure that the various airworthiness certificates or approvals have certification statements signed by an applicant or authorized agent. Explain that when appropriate, the DMIR also must obtain a completed Form 8130-9 from an applicant before performing any inspections.

k. Exemptions. Remind the DMIR that they are limited to issuing export airworthiness approvals for products and parts that are manufactured and located in the United States. Therefore, emphasize that when requested to issue export airworthiness certificates and/or approvals from international countries, the DMIR must wait for the PAH to apply for and receive an exemption before issuing the export airworthiness certificate or approval.

704. DAR ORIENTATION. The advisor should review the following additional items with each DAR:

a. Product Certification. Caution the DAR 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. Authority and Responsibility. Remind the DAR to perform only authorized functions within the limits of designated authority. Explain that the DAR IS NOT authorized to perform evaluation, surveillance, or investigation of quality control systems, data, procedures, methods, or service difficulty reports. Emphasize that the FAA inspector WILL NOT authorize any privilege not included in § 183.33.

c. Communication. Remind the DAR to contact the managing office for authorization and to obtain any special directions or instructions deemed necessary BEFORE accepting any certification or inspection activity requested by an applicant.

d. Summary Activity Reports. Advise the DAR to provide information relating to their accomplishments in accordance with the schedule established with the managing office.

e. Safeguarding of Forms. Emphasize that the DAR must ensure that all FAA forms, certificates, and other official documents are properly safeguarded. Explain that under no circumstance may any certificate be in the possession of an applicant until DAR completes and signs the certificate. Note that all airworthiness certificates or approvals and related documents must include the DAR's printed or typed name, signature, and designation number.

f. Conflicts of Interest. Explain that the DAR is not allowed to perform any mechanical, maintenance, or inspection function on behalf of an applicant (for example, owner, agent, repair station, or PAH) on products for which an airworthiness certificate or approval is sought. Emphasize that this does 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. Explain that the DAR may conduct any inspections that may be necessary to determine 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, and special importing requirements) before issuing airworthiness certificates. Advice the DAR to seek guidance from their managing office when problems arise that cannot be resolved.

h. Conformity Inspections. For manufacturing DARs, inform the DAR to use Form 8100-1 to record conformity inspections conducted during type or airworthiness certification activities.

i. Document Submittal. Emphasize that the DAR must submit applicable original or duplicate documents within 7 days of completion to the managing office for review.

j. Airworthiness Applications. Emphasize that the DAR must review applications for completeness and ensure the various airworthiness certificates or approvals have certification statements signed by an applicant or authorized agent. Explain that when appropriate, the DAR also must obtain a completed Form 8130-9 from an applicant before performing any inspections.

705. ODAR ORIENTATION. The advisor should review the following additional items with each ODAR:

a. Procedures Manual. Remind the ODAR 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. Authority and Responsibility. Remind the ODAR to perform only authorized functions within the limits of designated authority. Explain that the ODAR IS NOT authorized to perform evaluation, surveillance, or investigation of quality control systems, data, procedures, methods, or service difficulty reports. Emphasize that the FAA inspector WILL NOT authorize any privilege not included in § 183.33.

c. Authorized Representatives. Ensure the ODAR understands only ARs listed in the FAA-approved procedures manual are allowed to perform any authorized function.

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

e. Summary Activity Reports. For manufacturing ODARs, advise the ODAR to provide information relating to their accomplishments in accordance with the schedule established with the managing office.

f. Conformity Inspections. For manufacturing ODARs, inform the ODAR to use Form 8100-1 to record all conformity inspections conducted for airworthiness certification activities.

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

h. Safeguarding of Forms. Emphasize that the ODAR must ensure that all FAA forms, certificates, and other official documents are properly safeguarded. Explain that airworthiness certificates/approvals and related documents will indicate the ODAR's assigned number, printed or typed name, and the signature of the authorized individual under the ODAR designation.

CHAPTER 8. DESIGNEE TRAINING

800. GENERAL. Designee training is provided via seminars that familiarize the designee with FAA procedures and publications in the interest of standardization. The FAA managing offices reserve the right to require a designee or ODAR AR to attend any or all of the seminars deemed necessary. This chapter establishes the types of seminars and the attendance requirements for AIR and AFS designees.

801. TYPES OF DESIGNEE SEMINARS. The Delegation and Airworthiness Programs Branch (AIR-140) is responsible for developing seminars for engineering designees. The Regulatory Support Division (AFS-600) is responsible for developing seminars for manufacturing and maintenance designees. Seminars are held at locations throughout the United States. There are two categories of designee seminars: standardization and recurrent. The standardization seminar provides a familiarization with the designee functions and FAA administrative procedures, practices, and standardized methods to comply with FAA policy and procedures. The recurrent seminar provides updated information, and technical and procedural guidance appropriate to the designee's authorized functions.

802. STANDARDIZATION SEMINAR.

a. Manufacturing and Maintenance Standardization Seminar. The Manufacturing and Maintenance Standardization Seminar, formerly identified as the Combined Manufacturing and Maintenance Standardization Seminar, is provided in two parts. Part 1 of this seminar is completed over the Internet. Part 2 of this seminar is a hands-on workshop provided in a classroom environment.

(1) Part 1: Web-Based Seminar. Part 1 is self-paced and completed online. New designee applicants will have 90 days from the date of registration to complete this training. Seminar subjects include the following:

(a) Privileges, responsibilities, and limitations.

(b) Introduction to FAA publications.

(c) Use of FAA Form 8130-3, Authorized Release Certificate.

(d) Production and prototype conformity.

(e) Export of class III products.

(2) Part 2: Classroom Seminar. This 3-day seminar occurs in Oklahoma City, Oklahoma. This seminar is not required for designees limited to performing production and prototype conformity or issuing Form 8130-3 for domestic parts or for the export of class III parts. Designees must complete the Web-based seminar before enrolling in the classroom seminar. This seminar is presented using a classroom format to cover specific function codes. Seminar subjects include the following:

(a) Overview of subjects covered in the Web-based seminar.

(b) Original/recurrent airworthiness certification and related approvals.

(c) Standard and special airworthiness certification.

(d) Export airworthiness certification and related approvals, class I and II.

(e) Special flight permits.

(f) Related FAA forms and records.

b. DER Standardization Seminar. The DER Standardization Seminar, hosted by AIR-140 is an indoctrination course tailored for DER applicants. It consists of an overview of the FAA, DER responsibilities, and certification activities a DER may encounter. This seminar provides familiarization with FAA administrative procedures, DER roles and responsibilities, and an overview of the type certification process.

c. Seminar Attendance. All newly appointed designees, including each AR listed in the ODAR procedures manual, must complete the applicable standardization seminar. For manufacturing and maintenance designees Part 1 of the Manufacturing and Maintenance Standardization Seminar must be completed before initial appointment. Manufacturing and maintenance designees and ARs of the ODAR are required to attend part 2 of the Manufacturing and Maintenance Standardization Seminar when seeking additional authorized functions found only under the part 2 seminar. Part 2 attendances must be within 1 year before or after appointment. Not completing the required standardization seminar within 1 year of appointment may be cause for termination. Designees are required to attend the applicable standardization seminar only one time. A DER applicant must attend the DER standardization seminar before appointment or identification as a candidate.

NOTE: The managing office may waive from the standardization seminar a former FAA employee who becomes a designee or AR within 1 year of separation from the FAA, as long as the managing office has confidence that the former FAA employee understands the privileges, responsibilities, and processes related to the delegation.

803. RECURRENT SEMINAR.

a. Manufacturing and Maintenance Recurrent Seminar. This is a 3-day seminar that familiarizes manufacturing and maintenance designees with FAA administrative procedures, methods, and practices. The seminar provides current national policy and detailed instructions concerning designee authority and responsibility. This seminar is offered in various locations within the United States each year. Seminar subjects include the following:

(1) Privileges, responsibilities, and limitations.

(2) Review of FAA publications.

(3) Airworthiness certification of experimental amateur-built and light-sport aircraft.

(4) Original/recurrent airworthiness certification and related approvals.

(5) Airworthiness certification of import aircraft.

(6) Export airworthiness certification and related approvals, class I and II.

(7) Related FAA forms and records.

b. DER Recurrent Seminar. This seminar provides general information and technical breakout sessions. Technical breakout sessions are grouped by technical specialty (for example, powerplant or mechanical systems and equipment).

c. Manufacturing and Maintenance Recurrent Seminar Attendance. Manufacturing and maintenance designees and ODARs authorized to issue airworthiness certificates, special flight permits, or export certificates of airworthiness must attend the recurrent seminar or receive equivalent training every 2 years after completion of the standardization seminar.

(1) "Equivalent training" is defined as training developed by the designee's managing office that is tailored to the designee's authorized function(s). All equivalent training must contain the same scope and detail as the recurrent seminar. Equivalent training may not be used for consecutive renewal. The managing office will document equivalent training in the designee's file and make an entry in the DIN.

(2) Manufacturing and maintenance designees (including ODAR ARs) limited to performing production and prototype conformity or issuing Form 8130-3 for domestic parts or for the export of class II and III parts need not attend a recurrent seminar to satisfy renewal purposes, unless at least one of the following applies:

(a) There is a national policy change that affects the operation or methods of their authorized function(s).

(b) Performance does not meet national policy requirements.

(c) The managing office otherwise deems it necessary.

(3) Designees who apply under § 183.31 or § 183.33 and who previously have attended the standardization seminar and are seeking multiple appointments or expanded authority need attend only a recurrent seminar within 1 year before or after appointment, not to exceed their renewal requirements. However, attendance is not required if the expanded authority being sought is only for one or more of the following functions:

(a) Performing inspections of production and prototype products and related parts.

(b) Issuing domestic Forms 8130-3.

(c) Issuing export Forms 8130-3 for class II and III products.

(4) All ARs in the ODAR procedures manual must attend a recurrent seminar as prescribed in paragraph 803c above.

(5) Failure to attend the recurrent seminar or receive equivalent training may be cause for termination. Attendance at part 21 training designed, developed, and sanctioned by AIR may be substituted for a recurrent seminar on a one-time basis for AIR designees.

(6) Designees appointed with both manufacturing and maintenance authorized functions may meet this requirement by attending either the manufacturing or the maintenance recurrent seminar, with approval from their managing office.

d. DER Recurrent Seminar Attendance. DERs must attend a recurrent seminar every 2 years to maintain their knowledge of the regulations and policies and as a condition for renewal. A recurrent seminar consists of a general session, and a technical session for each of the technical delegations. Attendance at the seminar must include a general session, and a technical session for each engineering designation held by a DER.

> **NOTE: For a DER who holds a single delegated function in one or more engineering designation types and who holds no other authorities in those designation types, attendance at a technical session may be accomplished by a special session deemed by AIR-140 to be appropriate to the delegated function. Software-only DERs and flammability DERs are examples of DERs with this type of authority. Otherwise a DER holding a single delegated function may accomplish his or her technical session attendance requirement by attending a technical session deemed by the advisor to be the most appropriate to the work performed.**

804. ADDITIONAL PROVISIONS. It is highly recommended that the FAA advisor and manager attend the standardization seminar and/or the recurrent seminar annually. Attendance is required every 4 years. Attendance at the seminars is a good opportunity to interface with the designee and allows for information sharing by the managing offices. If seminar attendance is not practical for the FAA, the designee and the FAA advisor should review the seminar content and agree on the best use of the material presented.

805. SEMINAR ATTENDANCE RECORDS. Attendance at a seminar/training will be entered into the DIN by the appropriate training organization at the conclusion of the seminar/training. AIR-140 and AFS-600 will enter the designee seminars into the DIN. Accomplishment of equivalent training provided by the local managing offices will be recorded in the DIN by the managing/regional office, and FAA Academy courses (for example, part 21 seminar) will be entered by the FAA Academy organization. The managing office may access the DIN to determine when designees need to be scheduled for a recurrent seminar to maintain their designation.

806. SEMINAR REGISTRATION.

a. Manufacturing and maintenance designees must register online on the Aircraft Certification Web site located at http://www.faa.gov. Manufacturing and maintenance designees must register, identifying which function codes they have been authorized on their COA. The designee's function codes will determine which seminar is appropriate.

b. DERs must register on-line on the Aircraft Certification Web site located at http://www.faa.gov. DERs must register identifying the type of appointment they have been authorized (e.g. consultant DER or company DER).

CHAPTER 9. AIR DESIGNEE OVERSIGHT

900. GENERAL. This chapter provides information and guidance for the oversight (supervision, monitoring, and tracking) of a DMIR, DER, DAR, or ODAR. The ability to provide adequate oversight depends on balancing the level of FAA staffing to AIR's workload and the number of designees to provide more than a minimum degree of supervision and monitoring.

901. RESPONSIBILITIES. The managing offices (for example, MIDOs/CMOs/ACOs) are responsible for supervising, monitoring, and tracking a designee's activities to ensure the designee is performing assigned authorized functions in accordance with the appropriate regulations, policies, and procedures. In performing oversight functions, the FAA uses the following tools to enhance the working relationship with the designee:

a. Counseling. Convey performance expectations to the designee (for example, the need for accuracy in reporting, early coordination of problem areas, and detailed and complete review of entire data submittal) and evaluate the performance of the designee at least annually and document the results.

b. Feedback. Provide continual feedback to the designee regarding their performance on projects and programs.

c. Coaching. Analyze the quality of the designee's work to include recognizing good performance, developing corrective action, and/or coaching the designee on the job requirements.

d. Communication and Documentation. Maintain proper communication and documentation with the designee. Communication and documentation is essential in identifying, monitoring, and evaluating performance expectations. It is also important in identifying and solving problems, as well as taking necessary corrective action. The designee oversight process flowchart is identified in appendix 8, figure 2 of this order.

e. Policy and Guidance Material. In addition to the above, the advisor will ensure that designees have been given instructions (for example, access to the Designee Web site and/or other FAA Web sites) on how to acquire all policy and guidance material necessary to perform their authorized function(s).

902. MANUFACTURING DMIR/DAR/ODAR OVERSIGHT (SUPERVISION, MONITORING, AND TRACKING).

a. Oversight. These activities (supervision, monitoring, and tracking) are not necessarily separate oversight activities. They generally are conducted together as part of the ongoing oversight activity.

(1) 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.

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

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

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

(c) 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.

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

(e) Ensure the designee (to include those ARs performing authorized function(s) in an organization) has direct communication to appropriate authorities within the PAH or PAH's approved supplier's organization and to the assigned advisor at the managing office.

(f) Verify that the designee has coordinated with the FAA for authorization to work outside their geographic area. This coordination will be processed in accordance with this order for domestic and nondomestic activities.

(g) Ensure the designee understands to contact the managing office to obtain any special direction or instructions before performing the following:

1 Issuing airworthiness certificates.

2 Issuing export certificate/approval tag.

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

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

(2) Designee Performance. At least once annually, conduct a one-on-one meeting to discuss the designee's performance. Determine and initiate appropriate corrective action (for example, additional training or counseling), if the designee fails to demonstrate acceptable methods, techniques, and practices. Within 30 days of completed corrective action, conduct a followup session to determine if the designee's performance is acceptable. If the designee's performance remains unsatisfactory, discuss possible termination with the MIDO manager. Document unsatisfactory performance issues and the date of

followup on Form 8130-14, Designee Management Report. Ensure the DIN is updated to reflect this annual meeting.

NOTE: Act on safety-related situations immediately.

b. Oversight Considerations Unique to ODARs. It is the ODAR's responsibility to comply with all provisions of its organizational designation. The ODAR will perform and document self-assessment activities to ensure only qualified ARs 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. The managing office will review and provide written approval of all changes to the ODAR's FAA-approved procedures manual. This must include any additions or removals of individual ARs who perform authorized function(s). At the appointing/managing office's discretion, changes may be approved before or after implementation by the ODAR.

c. Monitoring Designee Activity. The advisor will monitor the designee's activity by reviewing the work records and reports for accuracy, and by observing the designee's activity to ensure that they use proper procedures and satisfactory inspection techniques or methods.

(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 that 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 (for example, orders, ACs, and notices), 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. The advisor should use their discretion based on the experience of the designee in establishing the level of review.

d. Tracking Designee Activity. The advisor will track the designee's activity by documenting all data pertaining to the designee's activities.

(1) Document the tracking of designee activity on Form 8130-14 and keep it in the designee's file.

NOTE: Attaching the Form 8130-14 to the DIN is an acceptable means to record the annual meeting as being accomplished.

(2) Document the designee's work activity on the Summary Activity Report form (refer to appendix 5, figure 4 of this order) or equivalent. The Summary Activity Report form may be reproduced and used to record summary data. This form will be retained in the designee's file.

NOTE: Documenting the designee's work activity in the DIN is no longer required.

(3) Establish an appropriate procedure with the PAH and/or designee to ensure the FAA managing office is provided either monthly, bimonthly, or quarterly information relating to the designee's accomplishments.

(4) Record all supervision and monitoring of a designee's activities in the DIN and update the information to indicate the most recent surveillance date.

903. MANUFACTURING DAR CANDIDATE OVERSIGHT. Each DAR candidate must successfully complete the development profile before appointment as a fully qualified DAR. The MIDO will establish a documented profile to include minimum performance requirements as outlined in paragraph 509 of this order. The MIDO must have the profile on file. The MIDO will maintain a record of accomplishments for each DAR candidate as they complete a particular function of the profile.

a. Depending on the type of authorization sought, the MIDO advisor will document and file the date, a brief description of how and where the function was successfully performed, and/or area(s) needing improvement for the following:

(1) A minimum of three inspections of an ongoing TC or STC program.

(2) Inspections leading to the issuance of a minimum of three original airworthiness certificates or approvals.

b. On completion of the profile, or within 1 year, the advisor will accomplish one of the following:

(1) Forward the updated application to the EP with a recommendation for appointment as a DAR.

(2) Determine if an extended candidacy is necessary to complete the profile.

(3) Coordinate with the office manager to terminate the candidate. The DPC will prepare and send a letter of notification to the candidate.

904. DMIR/DAR/ODAR GEOGRAPHIC RESTRICTIONS. It is the FAA's intention that all designees perform their authorized function(s) within the managing office's geographic boundaries. 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 FAA need and ability to adequately monitor and supervise the designee is maintained. The designee will submit Form 8130-13 to the managing office for authorization to work outside

of the assigned geographic area (refer to appendix 5, figure 2 of this order). To ensure authorization in a timely manner, the designee may submit Form 8130-13 by e-mail (followed by a hardcopy) or by postal mail, when authorized by the managing office.

a. Upon receipt of a request for 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 designee. If the certification activity is located within the directorate geographic area, the managing MIDO will notify the geographic area managing office of the requested activity.

b. The managing office will authorize all designee work outside of its directorate geographic area (including other countries) by endorsing Form 8130-13. The authorization should not exceed 6 months (180 days) unless additional written justification is provided. The managing office will provide a copy of the approved Form 8130-13 to the geographic office where the certification activity is needed BEFORE the designee performs any authorized function(s). The designee will be instructed to maintain a copy of the approved Form 8130-13 while performing the authorized function(s) if located outside the directorate geographic area. To ensure authorization in a timely manner, e-mail or postal mail authorization may be used, as appropriate.

c. Before a managing office authorizes a designee to perform any authorized function(s) outside the United States, the managing office will provide the CAA with written notification outlining the proposed visit and requesting its concurrence. The notification will include the designee's anticipated activities and expected length of stay. The managing office will note the CAA point of contact and date in the Remarks section of Form 8130-13, and then sign the form. Subsequent to the FAA approval of Form 8130-13, the managing office will instruct the designee to maintain a copy of the authorization for review by the CAA or its representative(s). The managing office will send a courtesy copy of the approved Form 8130-13 and CAA notification to the appropriate overseas FAA office.

NOTE: The FAA is responsible for contacting the CAA to provide notification and (if required by the CAA) concurrence for the designee's activities.

d. When designees are to work outside of their geographic area in excess of 6 months, the managing office should, when practical, consider the temporary transfer of supervisory and monitoring responsibilities to the appropriate geographic office where the certification activity is located. 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.

905. DER OVERSIGHT. Every interaction between the DER and the FAA constitutes oversight of the DER by the FAA. Interactions may be in the form of data review or personal contact (for example, face-to-face visits or telephone calls). In either case, the FAA is overseeing the DER's activities and performance. In 1994, AIR chartered a team to review oversight of DERs. This team developed a process for identifying FAA accountability for DER

oversight, for measuring the quality of the performance of the DER oversight function, and for measuring DER performance. Because of the burdensome nature of documenting every interaction between the DER and the FAA counterpart, and measuring DER performance in each case, the team identified 12 areas of FAA evaluation of DER activity, which are on Form 8110-30. The DERs are required to report their activities based on eight key interactions with the FAA to their advisor on an annual basis on Form 8110-29. The advisor and any other evaluators must rate the DER's performance in the 12 critical areas on an annual basis. Interactions and oversight of the DER by the FAA takes place as a function of DER and FAA contact during project and other certification activity. The formal documentation of oversight of the DER is summarized during the FAA's annual review for suitability of renewal. This is a vital part of the DER management system, and when properly conducted provides a practical, consistent, credible, maintainable, and flexible manner of ensuring and documenting the FAA's oversight of the designees.

a. Interaction Tracking Form. At least once annually, the DER must submit Form 8110-29. The information provided on the tracking form is based on interactions and activity during the evaluation period. The following define the eight key interactions that the DER must report on Form 8110-29:

(1) Development of Certification Plans/Compliance Checklists. Compliance checklists are used for projects that identify applicable regulations and methods of compliance for a design or design change. Certification plans are used for programs that require a program schedule, which identifies critical milestones leading to FAA certification. Relative to this activity, communication is important with the FAA engineers, FAA FTPs, FAA inspectors, and other FAA designees.

(2) Identification and Resolution of Significant Technical Issues. Work with the FAA that identifies certification-related areas of new technology, areas where compliance methodology may have been new or controversial, or contributions to the resolution of those issues.

(3) Review and Approval of Compliance Data. Reviewing and approving (or recommending for approval) compliance data, which includes both type design data and type certification data. Type design data include drawings, specifications, and other data that define the product. Type certification data include test plans, test reports, analyses, and other data used to demonstrate compliance with the applicable regulations.

(4) Involvement in Project Management/Administration. Effective coordination between the applicant and the FAA on project management/administrative activities and how certification program activities are facilitated (for example, the submittal of compliance data and the scheduling of conformities, testing, and compliance inspections).

(5) Review and Approval of Repair/Alteration Data. Coordinated activities with the FAA in approving repair or alteration data, especially on critical or life-limited parts. Coordination information includes when the activity occurred, how the appropriate regulations were identified to the FAA, and the nature of supporting substantiating data.

(6) Investigation and Resolution of Significant Service Difficulties. A DER's role in identifying and/or resolving specific significant service difficulties. Key FAA contacts and any service information that resulted from that effort must be identified.

NOTE: In reporting this item, the DER should identify and distinguish between (1) items reported by the DER as significant service difficulties, (2) items identified by the FAA as requiring investigation and resolution, and (3) items resulting from safety recommendations made by the National Transportation Safety Board or the FAA.

(7) Participation in Technical Exchanges. Participation in important DER/FAA technical exchanges, such as general technical meetings with FAA specialists or management, and discussions with FAA specialists concerning technical issues related to a DER's particular delegation.

NOTE: Reporting this interaction should not include design details that may be considered proprietary by the applicant.

(8) Participation in FAA Training/Seminars. Any FAA-sponsored technical conference, seminar, workshop, and presentation attended within the appointment period relating to the DER's particular authorization.

b. Performance Evaluation Form. At least once annually, the advisor/evaluator must conduct a DER performance evaluation and complete Form 8110-30. To support the completion of Form 8110-30, the advisor/evaluator should review prior years' submittals from the DER's Interaction Tracking Form and Performance Evaluation Form to determine that there is no adverse trend to be addressed. The evaluation is based on interactions and activity during the evaluation period and the answers provided by the DER on eight key interactions on Form 8110-29. The advisor must determine and initiate appropriate corrective action (for example, additional training or counseling) if the designee fails to demonstrate acceptable methods and practices. Within the next annual review of the designee's performance, the advisor will conduct a followup session to determine if the completed corrective action is acceptable. If the designee's performance remains unsatisfactory, the advisor will discuss possible termination with the ACO manager.

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

c. The 12 Performance Element Definitions for Form 8110-30.

(1) Activity Level. The DER is actively utilizing the delegated authority. Typical indication would be the submittal of completed Form 8110-3s in the delegated area. If these forms are not submitted, the DER may be actively assisting the FAA in other ways, such as witnessing testing or identifying and resolving certification issues, although the authority itself is not utilized.

(2) Direct FAA Contact. In the delegated area, the DER has direct contact with the FAA on technical and project issues. The DER keeps the FAA informed of activities. Indicators would be office visits, phone calls, attendance at project meetings, or attendance at designee conferences.

(3) DER/FAA Interaction Tracking Form. The DER submitted the required key interaction form. One indicator would be a complete, accurate, and timely interaction form.

(4) Application of Regulations, Policy, and Guidance. The DER properly applied airworthiness requirements and technical or administrative policy and guidance. Indicators may include a showing of understanding and proper application of regulations during the course of certification projects and meetings with the FAA, as well as appropriate findings of compliance.

(5) Adherence to DER Procedures. The DER followed the DER handbook and other national or local directives in performing DER functions. Indicators would be submittal of properly completed Form 8110-3s, coordinating with the FAA on unique and novel design features, receiving permission to witness or conduct tests, verifying conformities prior to witnessing tests, and properly using authority. DER procedures require coordination with FAA engineering on unique or novel designs, generation of certification plans, appropriate and timely requests for conformity, generation of test plans, verification of satisfactory conformity findings prior to witnessing certification tests when delegated by the FAA, and approval of compliance data in a timely and correct sequential manner. The DER should have a good understanding of when the DER may "approve" versus "recommend approval" for a compliance submittal (Form 8110-3) and have a clear understanding of the discrete areas of delegation that the DER may address.

(6) Shows Integrity, Sound Judgment, and a Cooperative Attitude. The DER was honest, complete, and forthcoming with information in all dealings with the FAA. The DER exercised sound judgment in making technical and project decisions. Conduct was professional, and the DER fully cooperated with the FAA in resolving technical and program issues. Indicators may be direct experience with the DER, including participation in certification meetings where the DER is forthcoming and cooperatively seeks resolution of issues.

(7) Shows Technical Competence in Area of Appointment. The DER's technical work and interaction with the FAA, particularly on complex technical issues, showed the DER's competence in the delegated area. Indicators of competence would include properly developed test plans, appropriate compliance findings, and technically accurate and complete substantiation and test reports.

(8) Attendance at Required Training. The DER will attended any training required by the FAA, including that which may be required by the managing ACO. An indicator would be attendance at required training, seminars, and conferences.

(9) Ability To Communicate Clearly. The DER communicates effectively, both orally and in writing, such that technical and administrative issues are clearly understood. Indicators would be effective oral communications during certification meetings, telephone conversations, and other direct contacts with FAA employees. Written reports, substantiation, and communications are complete and well-organized.

(10) Quality of Submittals. The DER's data submittals were complete, logically arranged, legible, accurate, and clearly establish compliance with the applicable airworthiness requirements such that review by the FAA may be minimal. Indicators would be test plans, test reports, substantiation, and drawings, that meet the listed criteria.

> **NOTE: Data submittals should clearly identify any deviations from intended results and should clearly explain how it is that even with unintended results, compliance with the requirement has been demonstrated. The discussion should address the data in the report, and the data submittal should include evidence of prior coordination and agreement by the FAA to accept the discrepancy.**

(11) Timely Identification of Significant Issues. As early as practical in the program, the DER identified to the FAA areas of new technology, unusual design features, or those areas requiring special guidance or direct FAA involvement. Indicators would include timely informal contacts to alert the FAA to areas of concern and participation in certification meetings to identify significant technical issues for issue papers.

(12) Timely Submittal of Data. The DER's submittal of compliance data, especially data requiring FAA review, was in a timeframe consistent with the program schedule. The DER consistently avoided last-minute "data dumps," thus allowing adequate time for FAA actions before critical program milestones.

d. Performance Feedback. Each branch/ACO will assign an engineer as the responsible advisor for each DER. In addition, for DERs with multiple disciplines, an FAA evaluator will be assigned in the other coordinating ACO/branch(es). The time spent on the renewal process for each individual DER by the advisor/evaluator is a direct function of the frequency of interface during the year and may require only a brief review of the DER's file and the DER/FAA Interaction Tracking Form to evaluate performance.

e. Counseling and Corrective Action. If the advisor/evaluator believes the DER is not performing at a satisfactory level in a number of areas, if a problem continues from year to year, or if a deficiency in a given area is especially serious, the evaluator may recommend that the DER appointment be terminated or that the delegation in that particular discipline be eliminated. If termination is to be considered, the advisor will follow the directions in chapter 11 of this order. If termination is not called for, the DER must be counseled concerning the performance deficiencies. The advisor/evaluator must contact the DER at this point and must be prepared to provide the documentation necessary to support the complaint(s). If inactivity is noted, the DER file must have evidence that the FAA cautioned the DER that lack of activity may result in termination of the authorization. The advisor/evaluator should coordinate the above concerns with the appropriate branch and/or office manager for final resolution.

906. MINIMUM LEVELS OF DER OVERSIGHT. DER oversight is conducted by the advisor during the course of normal interactions with the DER conducting certification activity. Oversight of the DER by the FAA is recorded in the DER's annual performance evaluation for renewal (refer to paragraphs 905 and 1003 of this order). This performance evaluation consists of a review of the DER's file, a review of the Form 8110-29 submitted by the DER, and the completion of Form 8110-30 by the DER's evaluator(s). The purpose of the annual performance evaluation is to establish that the DER is performing at a satisfactory level and, if not, to take corrective action. Oversight consists of interactions with the DER, timely response to DER questions for guidance, and timely identification, discussion, and resolution of shortcomings in situations when the DER may not have met FAA expectations. DER oversight is in accordance with the statutory basis for delegation of certification activities to qualified individuals. Section 44702(d) states that delegation to a qualified person is made "…subject to regulations, supervision, and review the Administrator may provide…" For DERs whose activities do not justify routine interactions and dialogue with the advisor, the annual renewal should document a minimum level of oversight. In addition to documenting a minimum level of oversight, the annual renewal process is the FAA's means of complying with § 183.15(b), which states that a DER appointment is renewed annually or terminated.

a. Supervision. By completing the performance evaluation form, the evaluator is documenting supervision of the DER. The advisor will rate the DER's performance with respect to the 12 evaluation items on Form 8110-30. If the DER's performance is rated at anything except satisfactory ("SAT"), it is the evaluator's responsibility to document specific information about those ratings and to contact the DER in order to develop appropriate actions necessary to resolve the deficiencies. The method(s) of resolution agreed to by the DER and the evaluator will be documented and attached to Form 8110-30. The DER and the evaluator should sign at the bottom of Form 8110-30 to indicate agreement with the method(s) of resolution. An acceptable alternate method is to document the method(s) of resolution in a letter to the DER.

b. Review. Items 4, 5, 6, 7, 9, 10, 11, and 12 on Form 8110-30 require some degree of FAA review of the DER's data submittals. If the DER has made submittals to more than one ACO during the previous year, the evaluator will coordinate the DER's evaluation with the appropriate engineers or pilots in those ACOs. When contacting other ACOs with which a DER has worked, the evaluator is responsible for producing a single Form 8110-30, regardless of the number of contacts surveyed (refer to paragraph 1005d(6) of this order). The advisor will coordinate with all evaluators and obtain a completed FAA evaluation form(s) before initiating the DER renewal. For DERs conducting major repair or major alteration data approvals, the advisor may need to request a meeting with the DER to review the DER's work.

NOTE: The advisor should review both the DER file and the DER/FAA Interaction Tracking Form in conducting the evaluations.

907. FAA FORM 8110-3 SUBMITTAL. The DER determines that specified data show compliance with specified FAA requirements. These data and requirements are identified on Form 8110-3. Form 8110-3 outlines the nature and extent of the DER's data approval. To permit development of a complete project file, the original Form(s) 8110-3 together with the referenced approved reports and drawings, should be forwarded to the project ACO. For DERs who are approving data but are not engaged in project activities (for example, repair data), the approved data referenced on Form 8110-3 should be submitted, if specifically requested, along with the Form 8110-3 to the appointing office.

a. Sending Data with Form 8110-3. The designee must submit the technical data with Form 8110-3 unless otherwise noted by an agreement with the ACO. For TC holders conducting sustaining engineering activities, an agreement between the ACO and the manufacturer defining FAA expectations may address affected company DERs.

b. FAA Acknowledgment of Form 8110-3. ACO personnel should review the Form 8110-3 and should acknowledge to the submitting organization approval or concurrence of the submittal. For approved data submitted in large quantities, acknowledgment of the transmittal document suffices to address FAA receipt of the data. During the DER orientation, the advisor and the DER should agree on the method of FAA acknowledgment of receipt of a data submittal.

908. DER CANDIDATE OVERSIGHT. As part of the management of a DER candidate, it is essential to have oversight of the candidate's activities and to afford the candidate opportunities to demonstrate their progress toward appointment. This is documented on an annual basis using essentially the same process and forms used for documenting FAA oversight of DERs described in paragraph 905 of this order. The sole difference is that because the candidate has not yet been appointed, there is no annual appointment renewal requirement. Consequently, at the end of the annual oversight documentation and review process, the candidate does not receive a renewal letter. Form 8110-29 is sent to the candidate, and the candidate is expected to complete and return it within the allotted timeframe. Just as failure to complete and return Form 8110-29 prevents renewal of a DER, for a candidate not to comply with this process may be grounds for terminating the candidacy, based on demonstrated lack of cooperation. This annual documentation and review is practical training for the candidate, and provides concise information to the advisor on the candidate's progress toward appointment. The advisor (and other evaluators, if applicable) must evaluate the candidate's performance and complete Form 8110-30. At the conclusion of the annual oversight and documentation process, the advisor must determine if the candidate is to be retained as a candidate, if the candidacy is to be terminated, or if it is appropriate to recommend the appointment as a DER.

a. Retaining the Candidate. If the candidate is making satisfactory progress and appointment is likely in the foreseeable future, the candidacy period may be continued. No further action is necessary by the advisor.

b. Recommending Termination of the Candidacy. If the candidate's progress is insufficient after an ample opportunity of approximately 2 years, the candidacy should be terminated. If the candidate's performance has been less than satisfactory, the advisor must counsel the candidate and develop an acceptable resolution. If the annual oversight

and documentation process reveals continued less than satisfactory performance, the advisor may recommend termination of the candidacy. Refer to paragraph 505c of this order for procedures.

c. Recommendation for DER Appointment. If the advisor determines that the candidate has met all the requirements for working directly with the FAA in approvals of the type in which the appointment was requested (refer to paragraph 506 of this order), then the advisor may recommend the candidate be appointed as a DER. Refer to paragraph 505 of this order for appointment procedures.

909. MANUFACTURING ODAR SELF-EVALUATION. The ODAR must comply with all provisions of its organizational designation. The ODAR will perform and document 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 and document self-evaluation activities annually, or as agreed to by the managing office and as prescribed in the procedures manual. The procedures manual must identify the general audit procedures as agreed to by the managing office.

a. Personnel Audits. Personnel audits must evaluate the ODAR using the processes and oversight criteria contained in this order.

b. Process Audits. Process audits should include products and parts inspections to ensure conformity to type design and compliance with airworthiness standards.

c. Audit Records. The organization must maintain records of the self-audit and provide copies to the managing office(s) upon completion.

d. Advisor Responsibilities. The advisor will provide direct supervision by interfacing with the organization's focal point and monitoring these self-evaluation activities. In addition, the advisor must ensure the ODAR has acquired all the guidance material (for example, ADs, orders, and notices) necessary to perform the designated functions.

910. DESIGNEE INFORMATION NETWORK. The DIN is an automated information system designed to support the designee management process. It helps to manage personnel and policy data of active and inactive designees or delegations. All managing offices will report in the 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 the DIN. The information that must be entered into the DIN can be found in the online help section in the DIN, or the DIN users guide.

CHAPTER 10. AIR DESIGNEE RENEWAL

1000. AIR DESIGNEE RENEWAL.

a. General. This chapter provides information for the renewal of a DMIR, DAR, ODAR, or DER. The renewal of a designee is based on a request from the PAH or designee, the designee's performance, and the FAA's continued need and ability to manage the appointment. All designees must review and sign a Designee Acknowledgment of Responsibilities as part of the renewal process (see appendix 3, figure 1). This may be done through SAR when available.

b. Automation of the Renewal Process. Designee renewal is accomplished through an automated selection, appointment, and renewal (SAR) system for AIR designees. The SAR system interfaces with the information contained in the designee's file within the DIN. The SAR system allows the electronic exchange of information between the managing office and the designee.

Note: For the purpose of revision C to this order, only the automation of renewal will be addressed. Selection and appointment DIN automation are future capabilities.

(1) Implementation of Automated Designee Renewal. The automated designee renewal is NOT effective until an official notification is deployed by the managing offices to their designees/delegations providing an Internet address for users to gain access to the selection, appointment, and renewal system in the DIN. Until such time notification is given, the manual process will continue as stated in this chapter.

(2) FAA Users. FAA users will use the SAR system to process designee renewals. The SAR system automates the steps involving DPCs, advisors, evaluators, and other reviewers in the renewal process. Completing the renewal process in the SAR system results in the automatic update of DIN renewal date information.

(3) Designee Users. The SAR system provides designees with an online entry system that enables them to maintain their personal data and make requests for renewal. The use of the SAR system is mandatory for all DERs, DMIRs, and manufacturing DARs. Exceptions to the use of the automated system for manufacturing designees must be coordinated with their managing office. Managing offices are expected to keep exceptions at a minimum in order to maintain system integrity. Exception requests for DERs must be coordinated with their managing office and approved by AIR-140.

NOTE 1: The use of the SAR system is not available for maintenance DARs or either type of ODAR so non-use of SAR will not be grounds for termination at this time.

NOTE 2: Non-use of the SAR by designees may be grounds for termination, except for designees listed in Note 1.

1001. DURATION OF APPOINTMENTS. Renewal of any designee appointment is at the option and sole discretion of the FAA.

a. DMIR Appointments. DMIRs may be appointed for 1 to 3 years at the discretion of the appointing office. However, the appointing office should be selective in issuing any certificates of designation with an appointment or renewal period of more than 1 year. To maintain consistency and manage workload, directorates must establish an expiration date of January 31.

b. DAR/ODAR Appointments. DARs may be appointed for 1 to 3 years at the discretion of the appointing office. ODARs may be appointed for up to 5 years at the discretion of the appointing office. However, the appointing office should be selective in issuing any certificates of designation with an appointment or renewal period of more than 1 year.

c. DER Appointments. DERs may be appointed for 1 to 3 years at the discretion of the appointing office. However, the appointing office should be selective in issuing any certificates of designation with an appointment or renewal period of more than 1 year.

d. DER Candidate Procedure. Although DER candidates are not renewed, their performance will be evaluated annually in the same manner as a DER.

1002. DMIR AND MANUFACTURING DAR/ODAR RENEWAL GUIDELINES. The managing office is responsible for implementing the applicable guidelines for renewal contained in this chapter, based on designee type. Once the managing office has determined that the guidelines for renewal have been met, a new electronic COA letter (refer to appendix 5, figure 1 of this order) will be issued. A designee may request to expand their authority to include additional functions at the time of renewal. Requests for expanded authority will be accomplished in accordance with paragraph 510 of this order.

a. Guidelines for DMIR Renewal.

(1) The managing office will inform the PAH DMIR or the PAH's supplier DMIR of the expiration of a designee appointment and will encourage them to request renewal. The SAR system has been set up to generate this notification automatically within the DIN.

(2) The PAH or the PAH's supplier DMIR must annually submit a request within 30 days of expiration to their managing office requesting DMIR renewal (the supplier DMIR must provide a letter from each PAH, concurring with the DMIR's request for renewal). Requests for renewal must be made via the Internet unless otherwise approved by the managing office. The Internet provides the designee with a secure means of updating personal information and submitting a request for renewal. A designation that has expired is not renewable without reapplication in accordance with this order.

(3) The advisor will review the PAH or the PAH's supplier DMIR's letter of request for correct information.

(4) The advisor will review the DMIR's file for completed project activity (for example, Form 8130-14, Designee Management Report, and Summary Activity Report(s)). Lack of activity may be used as justification for termination.

(5) The advisor will review DIN records for the DMIR's attendance at the standardization or recurrent seminar as required by chapter 8 of this order.

NOTE: Failure to complete the required standardization or recurrent seminar may result in the termination of an appointment.

(6) The advisor will obtain renewal concurrence from the MIDO manager indicating that the need for the appointment still exists.

(7) The managing office will update the DIN to indicate the DMIR's renewal status. The managing office also will record the date of renewal or the effective date of termination in the DIN. When terminating an appointment, the managing office will provide written notification to the PAH or PAH's approved supplier and DMIR in accordance with chapter 11 of this order.

(8) The managing office will notify the PAH's geographic MIDO in writing of renewal actions (for example, written or electronic letter) for the PAH's supplier DMIR.

b. Guidelines for a Manufacturing DAR/ODAR Renewal.

(1) The SAR system has been set up to generate a notification for renewal to the DAR/ODAR automatically within the DIN. The DAR/ODAR must submit request for renewal to the appointing office at least 2 months before the certificate of designation expires. Requests for renewal must be made via the Internet unless otherwise approved by the managing office. The Internet provides the designee with a secure means of updating personal information and submitting a request for renewal. A designation that has expired is not renewable without reapplication in accordance with this order.

NOTE: If a DAR changes the address at which the authorized functions are to be performed, thereby changing the managing office, without prior coordination, the appointment will be terminated in accordance with chapter 11 of this order.

(2) A DAR/ODAR may be renewed based solely on 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. This renewal provision will be limited to only one renewal period. For DARs/ODARs renewed under this provision, the requirement for sufficient activity will be waived, but all other renewal requirements of this order will apply.

(3) The advisor will review the DAR's/ODAR's file for completed project activity (for example, Designee Management Report and Summary Activity Report(s)). Lack of activity may be used as justification for termination.

(4) When determining whether to renew an appointment, the advisor must verify and review DIN records for the DARs, or all persons listed in the ODAR procedures manual, to ensure they attended a standardization or recurrent seminar in accordance with chapter 8 of this order. The advisor also must verify the DAR/ODAR has performed at least one or more per year of the following activities consistent with authorized functions:

NOTE: Failure to complete the required standardization or recurrent seminar may delay renewal or result in the termination of an appointment.

(a) Issuance of one original/recurrent airworthiness certification or class I export approval.

(b) Issuance of one class II/III product airworthiness approval.

(c) Performance of conformity determinations on one or more TC, STC, or other design approval projects.

(d) Issuance of a conformity certification on behalf of a CAA for components manufactured in the United States for non-U.S. manufacturers.

(e) Demonstrated proficiency by simulating one of the above authorized functions.

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

(5) Renewal concurrence will be obtained from the appointing/managing office manager indicating the need for an appointment still exists. The appointing/managing office will update the DIN to indicate the DAR's/ODAR's renewal status. The appointing/managing office also will record the date of renewal or the effective date of termination in the DIN. When terminating an appointment, the appointing/managing office will provide the designee written notification in accordance with chapter 11 of this order.

1003. EXECUTIVE-LEVEL DMIRs/DARs. The risk of conflict of interest increases as a company DMIR/DAR takes on additional responsibilities and rises to an executive level within the company (for example, senior vice president or director of quality assurance) where the primary job duties are schedule-driven and devoted to the output of the company's marketable products. MIDOs/MISOs should increase surveillance in performance evaluations for these DMIRs/DARs. The following criteria should be used to evaluate whether the DMIR's/DAR's company position can adversely affect the DMIR's/DAR's ability to perform delegated functions objectively and independently. Compliance with these criteria should establish the necessary assurance that the DMIR's/DAR's position within a company does not make the DMIR/DAR more vulnerable to abusing the FAA authority obtained. The following elements define the criteria to be considered:

a. Adherence to DMIR/DAR Procedures. The DMIR/DAR follows the requirements of all applicable FAA policy documents when performing DMIR/DAR functions.

b. Integrity, Sound Judgment, and a Cooperative Attitude. The DMIR/DAR is honest and forthcoming with information in all dealings and interaction with the FAA.

c. Technical Competence in the Area of Appointment. The DMIR's/DAR's performance of delegated functions continues to include appropriate airworthiness and conformity determinations.

1004. EXECUTIVE-LEVEL DMIR/DAR EVALUATION CONSIDERATIONS. When evaluating the above elements, the advisor should show that the DMIR/DAR was able to act independently and impartially. This is based on an analysis of how well the DMIR/DAR is able to separate internal company functions and the ability to adequately exercise the DMIR/DAR authority. Below are examples of actions that may lead to discoveries of a change in the DMIR's/DAR's performance that may affect the DMIR's/DAR's ability to meet the above criteria in terms of separation of function. These examples are not all encompassing and serve only as stimulation and/or a starting point for the MIDOs/MISOs when complying with this order.

a. Performance Degradation. If during an interaction, a meeting, or a specific review, performance degradation is perceived or found, then the DMIR's/DAR's advisor should consider the DMIR's/DAR's position as a possible cause and investigate further.

b. Changed Roles and/or Responsibilities. For any DMIR/DAR who has had roles, responsibilities, or a title change within that company, the advisor should conduct a review. The review should be aimed at the effect of those changes on the DMIR's/DAR's activities and delegated authority. These changes may inhibit the DMIR's/DAR's ability to perform to the expectations found in this section. Examples of this may include the following:

(1) A promotion of a working level inspector to a supervisory role within the company. The promotion would include leading a larger group of inspectors, thereby giving that DMIR/DAR additional responsibilities that may adversely affect the DMIR's/DAR's ability to perform impartially or stay focused on the delegated authority. This is further compounded by the fact that the company still chooses to use the DMIR/DAR in previous technical areas of expertise.

(2) A promotion and/or transfer to another area within the company, thereby not allowing the DMIR/DAR to maintain the awareness needed to carry out DMIR/DAR responsibilities. However, the company still wants to use the DMIR/DAR in the original capacity. If this were true, it would be grounds for termination.

c. Leniency of Compliance Findings. This occurs, for example, when a review establishes that a DMIR/DAR is not submitting technically complete work products for simple certification efforts that were easily achieved by that DMIR/DAR on past projects. At the same time, the advisor knows that the DMIR/DAR is technically competent.

1005. DER RENEWAL PROCEDURES.

a. Use of the SAR System. The procedures prescribed here are written in terms of the paper-based renewal process. However, the SAR system will automate these processes, electronic forms, and coordination will be accomplished within the system. For example, the instruction below for the DER to submit a DER/FAA Interaction Tracking Form means that, for the DER using SAR, the DER will submit the information electronically. Likewise, coordination between advisors and evaluators and completion of Performance Evaluation Forms will happen within the SAR system. The steps in the process that specifically require use of paper forms are noted.

b. Interaction Tracking Forms. The ACO must ensure a renewal notification is sent to the DER at least 60 days before the DER appointment expires. The DER must submit a properly completed DER/FAA Interaction Tracking Form before the DER appointment can be renewed. The DER/DER candidate must complete and submit the DER/FAA Interaction Tracking Form on a yearly basis (refer to appendix 5, figure 6 of this order). As indicated on the DER/FAA Interaction Tracking Form, the DER must provide a brief summary of activity over the previous year. The DER should list all ACO engineering contacts worked with during the previous year. This summary should address all technical disciplines in which the DER is authorized. Detailed project information or design details that may be considered proprietary should not be included. The DER must submit a properly completed DER/FAA Interaction Tracking Form before the DER appointment can be renewed. If the DER has appointments as both a consultant and company DER, they must submit two tracking forms, one for each appointment. Because the form must be submitted before the DER's delegation can be renewed, the FAA is assured of being informed of key interactions. The method is flexible in allowing the ACO to establish the appropriate level of review.

NOTE 1: A blank DER/FAA Interaction Tracking Form and a blank DER Performance Evaluation Form are available for the DER's use and reference during the year.

NOTE 2: If a DER is both a company and a consultant DER, the FAA must evaluate performance and activity for each of the company and consultant appointments. Lack of activity in a particular appointment is grounds for terminating the DER's certificate for that appointment.

NOTE 3: The DER/FAA Interaction Tracking Form and DER Performance Evaluation Form are completed annually for the review and documentation of DER oversight, even if the DER's renewal is not due during the particular year. DER performance since the previous renewal is the basis for the DER renewal decision. For appointments longer than 1 year, the DER/FAA Interaction Tracking Form and DER Performance Evaluation Form for each year since the previous renewal will be considered in the renewal decision.

c. Evaluation Procedures.

(1) Notification to FAA Personnel Involved in the Renewal.

(a) Multiple Disciplines. If the DER has authority in only one technical discipline, then the advisor is the only evaluator. Otherwise, an evaluator must be assigned for each of the other technical discipline the DER has approval authority in. The advisor must coordinate the review of the renewal package with the other evaluators, including notifying them that the DER has submitted the interaction tracking form.

(b) Within Each Discipline. If the DER has worked with multiple FAA personnel within a specific discipline, the evaluator for that discipline may coordinate the review of the renewal package with those engineers or flight test pilots. The evaluator may use as many reviewers as they see necessary. However, at least one person from any other ACOs the DER has worked with should be contacted.

(2) Evaluation. Each evaluator will evaluate the DER's performance over the renewal interval for the 12 performance elements and complete a DER Evaluation Form. The evaluator for each discipline must complete a performance evaluation form for their technical discipline. If any evaluator rates any performance category as "unsat" the advisor must adopt that rating or document why they feel the rating was improper on their performance evaluation. Likewise, if the advisor disagrees with an evaluator's recommendation to not renew the designee, they must document their rationale on the performance evaluation form.

(a) Evaluation Basis. The evaluation may not necessarily involve a detailed examination of the DER's work completed during the review period. The evaluator may rely on as many or as few sources as believed necessary to make assessments. Examples of sources that the evaluator may use include personal experience, performance or conduct notes, input from the DER/FAA Interaction Tracking Form, and review of selected DER submittals. The purpose of the evaluation is to establish that the DER is performing at the satisfactory level, or to take corrective action if this is not the case.

> **NOTE: In any case in which a DER is suspected of fraud or other activity for which emergency action is necessary to ensure safety, the ACO will immediately direct the DER to cease all further certification activity pending FAA investigation of the matter. Following a finding of a fraudulent or unsafe activity, the ACO must initiate termination action.**

(b) The DER's Files. Files should be evaluated for acceptable activity level, notes on submittals, consultation letters, or any correspondence that would suggest the need for a more critical review. The evaluators should be cognizant of the DER's activities, within their discipline, during the previous year.

(c) DER Independence. Each evaluator should make a determination as to whether the DER has adequate independence to perform assigned duties and adequately administer the pertinent regulations.

(d) Unauthorized Activity. Each evaluator should compare the DER's activity during the previous year to the delegated functions and authorized areas and ensure that no activities are outside the DER's authorization.

(e) "Not Observed (N/OB)." The N/OB choice is used to indicate that the evaluator and DER are unaware of activity in the area being evaluated. For example, it is very possible that the DER may not have been involved in the identification of significant issues during the review period. In this case, the Not Observed choice is appropriate and would not affect the renewal recommendation. If there is a continued FAA need, justify renewal in the Remarks section.

(f) Personal Contact. If personal contact with the DER is necessary to resolve a significant performance problem noted, the Remarks section of the DER Evaluation Form should identify the method of resolution agreed to by the evaluator/DER of each issue raised. The evaluator should prepare a paper copy of such a form to be maintained in the DER file. The DER should sign the paper copy verifying their concurrence. If the DER's signature cannot be obtained, a letter documenting the needed resolution will be sent to the DER by certified mail and copied in the DER's file.

d. FAA Renewal Action.

(1) Advisor Approval. After the other evaluators have completed their performance evaluation forms the advisor must complete the "official" DER Performance Evaluation Form (refer to appendix 5, figure 7 of this order). This form must incorporate the ratings and recommendations of the other evaluators or contain the advisor's justification within the remarks section. The completed form will be retained in both the SAR and the DER file to document performance and, possibly, to be used as the basis for a termination decision.

(2) Renewal Letter. If there is no change in approval status, the advisor will initiate coordination within the office to issue the renewal letter to the DER. Paper copies of the DER Performance Evaluation and the signed renewal letter will be placed in the DER's file. Other DER Performance Evaluation Forms and the interaction tracking forms will be maintained in the SAR.

1006. EXECUTIVE-LEVEL DER EVALUATION CONSIDERATIONS. The risk of conflict of interest increases as a company DER takes on additional responsibilities and rises to an executive level within the company, where the primary job duties are schedule-driven and devoted to the output of the company's marketable products. In addition, a consultant DER who forms a company that applies for certificates and other approvals goes beyond a purely consulting function. Hence, the ACOs should increase surveillance in performance evaluations for these DERs. This increased surveillance should consist of monitoring and oversight in the form of a written summary showing the DER's performance to the elements stated in paragraphs 905b(5), (6), and (7) of this order. All criteria listed in paragraph 1006a below should be used for this purpose.

a. The following criteria should be used to evaluate whether the DER's company position can adversely affect the DER's ability to perform delegated functions objectively and independently. Compliance with these criteria should establish the necessary assurance that the DER's position within a company does not make that DER more vulnerable to abusing the FAA authority obtained. The following elements define the criteria to be considered:

(1) Adherence to DER Procedures. The DER follows the DER handbook and other policy documents when performing DER functions. It should be shown that the DER does not deviate from these procedures for nonperformance-related issues, such that the DER neither is deceptive nor displays any artificiality or shallowness of any kind.

(2) Integrity, Sound Judgment, and a Cooperative Attitude. The DER is honest and forthcoming with information in all dealings with the FAA.

(3) Technical Competence in the Area of Appointment. The DER's technical work and interaction with the FAA continues to include appropriate compliance findings.

b. When evaluating the above elements, the advisor should show that the DER was able to act independently and impartially. This is based on an analysis of how well the DER is able to separate internal company functions and the ability to adequately exercise the DER authority.

c. Below are examples of actions that may lead to discoveries of a change in the DER's performance that may affect the DER's ability to meet the above criteria in terms of separation of function. These examples are not all encompassing and serve only as stimulation and/or a starting point for the ACOs when complying with this order.

(1) Performance Degradation. If during an interaction, a meeting, a specific review, or when the DER Performance Evaluation Form is being utilized, a performance degradation is perceived or found, the DER's advisor should be alerted. The FAA evaluator should consider the DER's position as a possible cause and investigate further.

(2) Changed Roles and/or Responsibilities. For any company or consultant DER who has had roles, responsibilities, or a title change within that company, the advisor should conduct a review. The review should be aimed at the effect of those changes on the DER's activities and delegated authority. These changes may inhibit the DER's ability to perform to the expectations found in this section. Examples of this may include the following:

(a) A promotion of a working level engineer/DER to a supervisory role within the company. The promotion would include leading a larger group of engineers, thereby giving that DER additional responsibilities that may adversely affect the DER's ability to perform impartially or stay focused on the delegated authorities. This is further compounded by the fact that the company still chooses to use the DER in previous technical areas of expertise.

(b) A promotion and/or transfer to another technical area within the company, thereby not allowing the DER to maintain the awareness needed to carry out DER responsibilities. However, the company still wants to use the DER in the original capacity. If this is true, it would be grounds for termination.

(3) Leniency of Compliance Findings. This occurs when, for example, a review establishes that a DER is not submitting technically complete work products for simple certification efforts that were easily achieved by that DER on past projects. At the same time, the FAA engineer knows that the DER is technically competent. During a typical interaction such as a technical meeting or a phone conversation, it becomes evident that the DER is not supporting well-established compliance guidelines during a certification program.

CHAPTER 11. TERMINATION OF DESIGNATIONS

1100. GENERAL. This chapter provides the requirements for the termination of the designation of a DMIR, DER, and a manufacturing/maintenance DAR or ODAR. Termination is the action by the FAA as a result of a decision either to not renew or to rescind a designation at any time for any reason the Administrator considers appropriate. These procedures are intended to ensure fair and equitable treatment of the designee, but the continued integrity, quality, and efficiency of the FAA's overall delegation system is paramount. Once the designee has been notified of a termination decision, designee privileges will be suspended immediately.

a. Designees are selected, appointed, and trained to serve the needs of the FAA in fulfilling its safety mission, allowing the FAA to leverage its resources. Designees who are performing poorly or requiring excessive resources to manage must be terminated to ensure continued confidence in the designee system. When it has been determined that termination is warranted, the process should begin immediately. Termination decisions must be formally documented, to include the specific reason. Where applicable, the decision to terminate should include feedback from those involved in reviewing work performed outside the designee's managing office.

b. Designation is a privilege that conveys responsibilities but does not imply employment or other rights unrelated to FAA needs. Therefore, the Administrator may terminate a designation under § 183.15(d)—

(1) Upon the written request of the representative;

(2) Upon the written request of the employer in any case in which the recommendation of the employer is required for the designation;

(3) Upon the representative being separated from the employer who recommended the appointment;

(4) Upon a finding by the Administrator that the representative has not properly exercised or performed the duties of the designation;

(5) Upon the lack of need for the representative by the Administrator; or

(6) For any reason the FAA considers appropriate (see paragraph 1101 for additional reasons).

c. Follow the procedures in paragraph 1102 of this order when the termination is at the request of the designation holder or the employer who requested the designation, or when the designee dies, retires, or no longer works for the company that requested the designation.

d. General procedures for terminating designations for performance-related reasons are listed in paragraph 1103 of this order. Even though the FAA sometimes refers to the designations and authorizations as "certificates," they are NOT "certificates" within the meaning of Title 49, United States Code § 44709. The procedures for appealing actions taken under authority of § 44709 and its implementing regulations are not applicable to designees.

e. Designees terminated based on misconduct will not be permitted to reapply to the designee program. Misconduct is construed as a designee mismanaging his or her responsibilities, deliberately violating the CFR or FAA policies, or behaving improperly, resulting in termination for lack of care, judgment, or integrity; certificate suspension or revocation; or unsatisfactory performance.

1101. CAUSE FOR TERMINATION OF DESIGNATIONS.

a. The following are conditions for designee certificate termination as identified in § 183.15(d)(1) through (5), and reasons the Administrator considers appropriate under § 183.15(d)(6):

(1) Deceased.

(2) Retired. Typically applies to a designee who works for an established company and ceases to function as a designee upon retirement from the company.

(3) By Request. At the request of the designee or the designee's employer; or, in the case of a designee employed by a supplier to a PAH, at the written request of the PAH.

(4) Change of Employment. The designee leaves the employment of the company, PAH, or its supplier that requested the delegation.

(5) Insufficient Activity. When the Administrator finds that the designee has not had sufficient activity to warrant continuance of the designation.

(6) Lapse of Qualifications. When the Administrator finds the designee's qualifications for a specific activity have lapsed.

(7) Certificate Suspension, Revocation, or Cancellation. When a certificate is required as a basis for the appointment of the designee, for example, the PAH's PC, or a mechanic's or repairman's certificate held by a maintenance DAR, and that certificate is suspended, canceled, or revoked.

(8) Lack of Care, Judgment, or Integrity. When the Administrator finds the designee or PAH has not demonstrated the care, judgment, or integrity necessary to exercise the designation properly.

(9) Lack of FAA Need or Ability to Manage. The managing office no longer needs the services of the designee or no longer has the resources to manage the designee. The lack of need or ability to manage cannot be the result of one of the other termination conditions. If it is, the other termination condition is considered the termination reason.

(10) Removal From Approved Supplier List. When a supplier who employs the designee is removed from the PAH's approved supplier list.

(11) Nonsubmittal of Renewal Request. When an approved designee does not request renewal following the process in chapter 10..

(12) Unsatisfactory Performance. When the Administrator finds that the designee has not properly exercised or satisfactorily performed the duties of the designation.

(13) Any Other Appropriate Reason. Any other reason considered appropriate by the Administrator (for example, if a DAR changes the address at which the authorized functions will be performed, thereby changing the managing office without prior coordination, the appointment must be terminated in accordance with this order).

b. When determining to terminate a designation based on performance-related issues, the advisor may want to consider options to aid in improving the designee's performance to a satisfactory level. These options include counseling the designee, providing on-the-job training, recommending the designee take additional formal training, closely monitoring the designee's work activities for a determined amount of time, and reducing the authorized areas/functions before making a termination decision. If the managing office determines that the designee has not improved to the FAA's satisfaction, then the designee will be terminated. At this point and at the discretion of the managing office, the designee may not be permitted to reapply to the designee program.

1102. VOLUNTARY TERMINATION PROCEDURES FOR DESIGNEES.

a. A designee may voluntarily terminate his or her designation by request in writing to the managing office. The designee will include the date and reason(s) for termination. If employed by a PAH or PAH supplier, the designee will send a copy of the voluntary termination letter to the PAH/PAH's supplier. The Certificate of Designation and COA will be returned to the FAA. The managing office may hold a debriefing with the individual(s) to cover any tasks not completed or performed.

b. The managing office will file the Certificate of Designation, COA, and the designee's voluntary termination letter in the designee's file. The DIN will be updated to reflect the termination.

c. If the managing office is unable to obtain the Certification of Designation, COA, or voluntary termination letter because of extenuating circumstances, the advisor will document the circumstances in a memo and include it in the designee's file.

1103. TERMINATION PROCEDURES OF A DMIR, DER, DAR, or ODAR.

a. Termination and Opportunity to Appeal. A designation is a privilege, not a right; therefore, the Administrator has the authority to terminate a delegation for any reason. However, the FAA Office of Aviation Safety recognizes the benefit of having procedures to ensure due process is provided, if requested by the applicant, before a final decision is made to terminate a designation.

(1) Notice of Termination. The FAA managing office will provide written notice by certified mail (return receipt requested) to the designation holder stating the reason(s) for the proposed termination of the designation. Termination notices will be coordinated with the assistant chief counsel. Sample notification letters are in appendix 6, figures 1 through 3 of this order. When a designee is terminated for any reason, the DIN will be updated with the effective date of termination. The effective date cannot be beyond the expiration date. At a minimum, the notice must include the following:

(a) Reasons for Termination. Specific reasons for the termination, including examples of unacceptable conduct, when applicable.

(b) Immediate Suspension. Notification that the designation holder must cease all delegation activity.

(c) Permission To Request an Appeal. When applicable, a statement allowing the designation holder to request an appeal will be provided in the proposed action. This request for appeal must be submitted in writing. The designation holder will have a 2-week time limit from the date of receipt of the termination notification letter to file a request for appeal.

(d) Intention To Keep Record. When applicable, a statement that the FAA will prepare and maintain a record of the request for an appeal, any evidence submitted, and any meetings held. The notice will also inform the designation holder that legal counsel may accompany them.

(2) Notice to Designees.

(a) Notice to DMIRs/DERs. The notice will be addressed to the designee's employer and a courtesy copy sent to the designee.

NOTE: If a supplier to a PAH employs the designee, the notice will go to the PAH rather than to the supplier.

(b) Notice to Independent DARs/Consultant DERs. The notice will be given to the DAR/consultant DER.

b. Appeal Procedures.

(1) Termination Reasons.

(a) Appeal procedures do not apply for the following termination reasons: lack of FAA need and ability to manage, loss of a prerequisite certificate, or failure to meet training requirements.

(b) If termination is based on performance by an ODAR, DMIR, or company DER, PAH, supplier, or engineering organization, only the organization may request an appeal of the proposed action. The individual designee may not request the appeal.

(c) If termination is based on performance by a DAR or consultant DER, those individuals may appeal. In this instance, only the DAR/consultant DER may participate in the appeal process.

(2) Appeal Requested. If a designation holder requests appeal within 2 weeks of receipt of the termination notification, the following apply:

(a) Process. The managing office will form an appeal panel composed of three persons, advisor level or above, NOT involved in the termination decision. The panel will meet to review and support or override the termination decision. If requested by the designee, the panel will meet with the designee and the FAA inspector or project engineer who made the recommendation to terminate the designation. The process must be completed within 45 days of receiving the appeal request.

NOTE: If the designee chooses to have a lawyer attend, then the managing office must request FAA regional counsel attendance.

(b) Record. The FAA will maintain a record of the meeting in some form, such as notes, a summary written after the meeting, or a verbatim transcript prepared by the DPC or by a court reporter. If the record consists of written material, a copy will be forwarded to the designation holder to review and submit proposed comments or corrections.

(c) Notice of Appeal Panel Decision. The managing office will notify the designation holder within 15 days of the decision of the appeal panel.

1104. COORDINATION OF TERMINATION DECISIONS. Termination of a particular designation does not necessarily require termination of all designations held. However, to ensure other FAA offices that may have issued authorizations to the designee are aware of the termination action, the office terminating the designation will notify each of the designee's other managing offices of the termination decision.

1105. DESIGNEE INFORMATION NETWORK STATUS. If the managing FAA office takes action to suspend or terminate a designation, the following action will be taken as well:

a. The DPC or Advisor for AFS designees will ensure the DIN is updated.

b. Office files will correctly reflect the appropriate designation status.

CHAPTER 12. DESIGNEE FILES

1200. MAINTENANCE OF FILES. Managing offices will establish and maintain a file for each designee. Records may be stored as hardcopies and/or electronically. Hardcopies of documents requiring FAA signature approval of appointments must be maintained. Files will be retained in accordance with Order 1350.15.

a. Designee Files. All designee and candidate files will contain the following, at a minimum:

(1) The original letter of request for appointment.

(2) The original Form 8110-14.

(3) The completed designee application package.

(4) The Designee Appointment Tracking Document (refer to appendix 2, figure 1 of this order).

(5) A copy of the letter of appointment/notification of candidacy

(6) A copy of the current Form 8000-5 (except candidates).

(7) The Designee Acknowledgment of Responsibilities.

(8) Records of discussion or counseling.

(9) Verification of attendance at designee standardization seminars. The DIN is an acceptable method of maintaining status of seminar attendance by designees.

(10) The termination letter and supporting documentation (for example, notification letters and meeting records).

(11) A certificate of designation, if surrendered.

b. DER/DER Candidate Files. In addition to paragraph 1200a above, all DER/DER candidate files also will contain the following:

(1) DER/FAA Interaction Tracking Form(s) (Form(s) 8110-29).

(2) DER Performance Evaluation Form(s) (Form(s) 8110-30).

(3) Conflict of interest evaluations.

NOTE: The written summary required by paragraph 1006 of this order may be documented on Form 8110-30.

(4) A copy of renewal letter(s), except for candidates.

c. DMIR/DAR/ODAR Files. In addition to paragraph 1200a above, all DMIR/DAR/ODAR files also will contain the following:

(1) Copies of Form 8130-14 completed since last renewal.

(2) Copies of current Form 8130-13 for out-of-geographic-area work since last renewal.

(3) Copies of Summary Activity Report forms completed since last renewal.

(4) For DAR candidates, the DAR Candidate Development Profile.

(5) The ODAR's procedures manual.

(6) Designee renewal requests.

CHAPTER 13. RESERVED

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 a designee's authorized functions. The process provides a method by which qualified private person(s) may apply for appointment as a DAR and provides AFS 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 AFS designees. DAR applications must be submitted 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 subdelegated (that is, all authorized functions must be accomplished only by the DAR having the authorization).

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

a. Current and thorough working knowledge of pertinent regulations, directives, and related material.

b. Current specific technical knowledge and experience commensurate with that required for the particular function (for example, Boeing Airplane Model 747-400, Bell Model 47B, and/or related parts/components, appliances, and avionics).

c. High degree of 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. Or, persons applying for authorized function code 50 must demonstrate their understanding of engineering techniques, manufacturing philosophy, and maintenance practices of changed type-certificated products, as it relates to original/amended airworthiness certification and hold a current DAR/ODAR designation for a period of 1 year with function code 08 or 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). Or, persons applying for authorized function code 50 must demonstrate their understanding of engineering techniques, manufacturing philosophy, and maintenance practices of changed type-certificated parts or appliances as it relates to original airworthiness approval and hold a current DAR/ODAR designation for a period of 1 year with function code 08, 21, or 23, and airworthiness approval for parts and appliances that conform to the approved designed requirements and are in a condition for safe operation. 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 MEET only the specialized experience required for the specific function(s) to be performed. All candidates must attend the training requirements listed below.

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

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

(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.

(b) A person responsible for requesting FAA field approvals or managing alteration programs that lead to approvals 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 certificate or commercial operator's certificate). This person must hold a current mechanic's certificate with A&P ratings or an avionics certificate (Associate Degree in electronics or 5 years of 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 14 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) A DAR applicant must have 3 years of specialized experience for parts and appliance when an applicant has experience leading to the issuance of recurrent airworthiness approval for domestic use of parts and appliances.

(3) An ODAR applicant must meet one of the following requirements:

(a) Hold 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 of experience similar to that specified in paragraph 1402a(1).

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

(c) Be 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 FAA course No. 21811 (Aircraft Alterations and Repairs) and either course No. 27903 (titled CFR Part 21 Seminar) or course No. 21016 (Part 21). In addition to these courses, the person applying for an avionics function code must also have attended course No. 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 and Recurrent Airworthiness Approvals for Engines, Propellers, Parts, and Appliances That Conform to the Approved Design Requirements for U.S.-Registered Aircraft (Includes Function Codes 23 through 30 and 33).

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

(a) An FAA airworthiness inspector (maintenance) involved in actually issuing (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.

(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 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 14 CFR requirements.

(c) The specialized experience outlined in table 4-2 of this order may be used when an applicant has a minimum of 2 additional years of 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 14 CFR requirements.

(2) A DAR applicant must have 3 years of experience (reference table 4-2 of this order) in the issuance of recurrent airworthiness approvals for parts and appliances that conform to the approved design requirements and are in a condition for safe operation.

(3) An ODAR must meet one of the following requirements:

(a) Hold 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 of experience similar to that specified in paragraph 1403a(1).

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

(c) Be 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 one of the following:

(a) An FAA airworthiness inspector (maintenance) involved in actually issuing (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.

(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 also must 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.

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 meet one of the following requirements:

(a) Hold 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 of experience of similar to that specified in paragraph 1403b(1).

(b) Hold an air carrier operating certificate holder and have an FAA-approved Continuous Airworthiness Maintenance Program having a person(s) in its employ with 5 years of experience similar to that specified in paragraph 1403b(1).

(c) Be 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 one of the following:

(a) An FAA airworthiness inspector (maintenance or avionics) involved in actually issuing (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.

(b) The holder of a current mechanic certificate with an A rating 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.

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 meet one of the following requirements:

(a) Hold 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).

(b) Hold an air carrier operating certificate holder with an FAA-approved Continuous Airworthiness Maintenance Program having a person(s) in its employ with 3 years of experience similar to that specified in paragraph 1403c(1).

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

d. Issue Notification of Completion to Operators After Conducting Aircraft Records Reviews and Structural Spot Inspections (Function Code 49).

(1) A DAR applicant must meet one of the following requirements:

(a) Have 5 years of experience as an FAA maintenance inspector conducting structural spot inspections and air carrier records reviews.

(b) Possess advanced airplane maintenance experience at the level of supervisor/lead in structural inspections and airplane records review leading to an "approval for return to service." (Examples would include chief inspector or director of maintenance at an FAA-approved repair station or at the facility of the holder of an air carrier certificate.)

1 The applicant must hold a current mechanic's certificate with an A&P rating or an appropriate repairman certificate with the proper qualifications and skills, and have the ability to determine that maintenance, repairs, alterations, and operational checks on airplanes were performed in accordance with FAA regulations.

2 This individual must have 5 years of experience as a quality auditor involved in airplane structural inspections and records review.

3 The applicant must have specific knowledge in structural inspection and corrosion prevention and control programs, and other training as determined by the FAA.

(c) Before exercising the authority of this function, the applicant must be thoroughly familiar with the appropriate chapters of Order 8300.10 and have satisfactorily completed on-the-job training (OJT) on the air carriers approved maintenance policies and procedures from the cognizant certificate holding district office (CHDO).

NOTE: The OJT portion of the specialized requirements will not be required for evaluation by the NEB. After selection and before using the authorization of function code 49 for a specific air carrier, the DAR must receive the OJT required by this paragraph. The DAR must have documented proof of the training from the CHDO required by this paragraph while exercising the authority authorized by this function.

(2) An ODAR applicant must be the holder of a repair station certificate under part 145 with the appropriate airplane ratings, or an air carrier/operator certificated under part 121, 129, or 135. The ODAR applicant must employ person(s) certificated under part 65 who meet the general qualifications specified in paragraph 1401 as well as the specialized experience items in paragraph 1403d(1)(b) above. The collective technical and management experience of the ARs must pertain to the type of authorizations sought.

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 that 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 immediately will 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 will 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, need only 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 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 will submit the completed Form 8110-28 directly to the designating FSDO. Former designees who relocate to another FSDO and request reinstatement will 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 wish 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 AFS 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 its 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 (for example, aircraft specific or weight limit).

b. For new maintenance applicants requesting both recurrent and original functions, the appropriate AFS managing office will 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 will 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 (for example, via e-mail, fax, and phone log) 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 Order 8300.10.

1406. APPLICATION PROCEDURES. All DAR applicants must complete Form 8110-28. This form is available to download at http://forms.faa.gov/forms/faa8110-28.pdf. The application package also must 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 also must contain a letter from the geographically cognizant FSDO specifying the applicant meets all the general requirements specified in paragraph 1401 of this order. Application documents should be addressed as follows:

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 and recurrent airworthiness approvals for engines, propellers, parts, and appliances that conform to the approved design requirements and are in a condition for safe operation.

NOTE 1: 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.

NOTE 2: Maintenance DARs are only authorized to issue recurrent airworthiness approvals for domestic shipments at accredited distributors. Before the issuance of the approval tag, the criteria contained in FAA Order 8130.21, Procedures for Completion and Use of the Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag, must be met.

(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 exporting country (other than the country of manufacture) with whom the United States 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 will not fax any special flight permits; reference Order 8130.2.

(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 in accordance with 14 CFR part 21 and/or issue original/recurrent export airworthiness approvals for Class III products manufactured in accordance with 14 CFR part 21

NOTE: This authorization includes export airworthiness approvals for Class III products located at a non-PAH distributor operating under an exemption to § 21.323(b)(2). *

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

NOTE 1: The managing office may limit a designee to do amendments and/or replacements.

NOTE 2: 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 8130.33.)

(13) Code 47 — Issue recurrent/original and replacement special airworthiness certificates, experimental, for the purposes of operating U.S.-registered light-sport aircraft. (Reference Order 8130.33.)

(14) Code 48 — Issue recurrent/original and replacement special airworthiness certificates for U.S.-registered light-sport category aircraft and special flight permits for production flight-test operations. (Reference Order 8130.33.)

(15) Code 49 — Issue notification of completion to air carriers after conducting records reviews and aircraft inspections required by the Aging Aircraft Safety Act of 1991 in accordance with the certificate-holding district office's procedures.

(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 1: 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 certificate number also should 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 2: 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 the 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, a letter of recommendation must accompany their application 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 currency 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.

1409. RESERVED.

1410. APPLICANT NOTIFICATION. There are two types of FAA notifications to the applicant. The first type notifies the applicant in writing whether the applicant is placed into the national candidate pool, or found to be not acceptable. The second type is when an applicant receives a designation, and includes the type of designation and the functions authorized. See appendix 7, figures 2, 3, 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.

(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.

(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 certificate number will be composed of the following:

(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 ID number (six digits).

(4) The geographical region code (that is, 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).

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 the 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.

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 paragraph 300(h).

g. Appointment and Renewal Procedures. Explain appointment and renewal procedures. All applicants must review and sign a Designee Acknowledgment of Responsibilities to confirm their understanding that an appointment as a designee is a privilege and not a right and can be terminated by the FAA at any time.

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 AR(s) within an ODAR must attend the next available standardization seminar for DMIRs/DARs/ODARs. Refer to chapter 8.

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

a. Product Certification. Caution the DAR 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 DAR 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. Remind the DAR to 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 will 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 DAR that they are not allowed to perform any mechanical, maintenance, or inspection function on behalf of an applicant (for example, owner, agent, repair station, or PAH) 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, and special importing requirements) before issuing airworthiness or export certificates. The DAR will seek guidance from their managing office when problems arise that they cannot resolve.

h. Document Submittal. Remind the DAR to submit applicable original or duplicate documents within 7 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 ARs 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 14 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 ARs 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 the following, 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 (Form 8000-5).

f. Verification of attendance at designee standardization seminars.

g. Records of discussion or counseling.

h. Records of renewal correspondence.

1416. APPEAL PROCESS.

a. DAR. An appeal process is provided 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 will be taken to ensure the future integrity of the appointment process.

d. The RO must complete its deliberations within 45 days of 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 within 15 days of the decision.

1417. DESIGNEE TRAINING. In addition to the training requirements in chapter 8, the following applies:

a. ODAR Responsibilities. ODAR organizations must provide training to staff members to ensure continued compliance with the approved procedures manual and the applicable regulations.

b. ODAR Training. Approved training provided by the authorization holder is required for ARs, with recurrent training provided at least every 2 years. The authorization holder must allow FAA evaluation of the training material.

c. Training Curriculum. If the training is presented in a classroom format, the organization must allow FAA attendance at the training session. The training should consist of at least the following:

(1) Review of the functions delegated to the authorization.

(2) Review of the organization's processes and procedures manual.

(3) Review of the AR's authority and responsibility when performing authorized functions.

(4) Review of FAA policy and guidance material.

(5) Review of representative documentation completed by the authorization holder.

(6) ODAR training must also address the need to consider the product manufacturer's design philosophy, principles, the operational assumptions of the manufacturer, and actual operator procedures.

(7) An in-house training and quality assurance auditing program for structural spot inspections and focused records review.

> **NOTE: If a proposed AR meets all of the requirements except for direct experience working with the FAA, they may be designated as an "AR Trainee." Upon approval as an AR trainee, the organization will provide working arrangements to allow the trainee time to prove their ability to the authorization holder. The procedures manual must include a process for trainee development if trainees are used. AR trainees may not make findings that are not subsequently verified by either a qualified AR or the FAA.**

d. FAA Seminars. In addition to the training attended within the company, ARs must also attend FAA-sponsored seminars. FAA seminar schedules are available on the FAA Web site at http://www.faa.gov. ARs must attend FAA-provided seminars required of designees performing AFS authorized functions in accordance with chapter 8 of this order.

e. Training Records. ODAR organizations must maintain records of each AR's attendance at both company and FAA training.

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

a. Training.

(1) Initial Training. AFS designee advisors responsible for oversight of AFS DARs or ODARs must complete FAA Academy course 21050, Delegation Management Job Functions, or course 23005, Designee Management for AIR and AFS, before being assigned designee management duties or Organizational Management Team member/leader duties, unless they are assigned a mentor for designee management as described below. Advisors who have more than 1 year of experience working for the FAA but have not completed the Designee Management course may manage designees when assigned a mentor who has successfully completed the Designee Management course. The mentor will provide guidance and be available to answer any designee management-related questions. Advisors who have less than 1 year of FAA experience and who have not completed the Designee Management course may not manage designees.

(2) Recurrent Training. AFS DAR and ODAR designee advisors should attend the same recurrent seminars that their assigned designees attend. Annual attendance is encouraged but attendance every 4 years is required. A detailed description of the designee recurrent seminars is provided in chapter 8.

b. 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 accomplish the following:

NOTE: For an ODAR, the ORGANIZATION is the responsible authority and not the individual ARs under the ODAR. However, this organizational approach does not in any way prohibit the advisor from interfacing with individual ARs 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 (for example, additional training or counseling) 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 nondomestic activities.

(7) Ensure the designee understands to contact their managing office to obtain any special direction or instructions before performing the following:

(a) Issuing airworthiness certificates.

(b) Issuing 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.

c. 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 ARs 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 ARs who perform authorized function(s). At the appointing/managing office's discretion, changes may be approved before or after implementation by the ODAR.

d. 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 a designee initiates is processed in accordance with the appropriate regulations, guidance material (for example, orders, ACs, and notices), 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. Use discretion based on the experience of the designee in establishing the level of review.

e. 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 the DIN or the PTRS and updated to indicate the most recent surveillance date.

f. ODAR Self-Evaluation. The ODARs must 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. Designees will submit Form 8130-13 for this authorization (appendix 5, figure 2 of this order). The form should be submitted a minimum of 3 working days before the scheduled activity date to allow for coordination and processing. ODARs are tied to their parent organization and consequently can be authorized to travel to those locations authorized for the parent organization (air carrier or repair station), 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 is available to perform the activity or provide any oversight deemed necessary for the visiting designee. The managing office must complete this coordination and obtain concurrence before issuing the authorization.

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 (for example, anticipated activities and length of stay) 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 FAA IFO.

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 the 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 the 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 toward 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. Renewal of any designee appointment is at the option and sole discretion of the FAA.

a. DAR/ODAR Appointments. DAR appointments may be issued for 1 to 3 years and ODAR appointments may be issued for 1 to 5 years at the discretion of the appointing office. However, the appointing office should be selective in issuing any certificates of designation with an appointment or renewal period of more than 1 year.

b. Guidelines for maintenance DAR/ODAR Renewal. The procedures for certificate renewal of an ODAR are the same as those for a DAR, except that an ODAR is required to have all persons listed in the procedures manual attend the appropriate standardization seminars as described in chapter 8 of this order.

(1) A DAR/ODAR shall submit a written request for renewal to the managing office at least 2 months before the certificate expires. All designees must review and sign a Designee Acknowledgment of Responsibilities as part of the renewal process to confirm their understanding that an appointment as a designee is a privilege and not a right and can be terminated by the FAA at any time. (see appendix 3, figure 1). A designation that has expired is not renewable without reapplication in accordance with this order.

(2) A DAR/ODAR appointment may be renewed based solely on a projected or anticipated need. Other criteria may be based on the following:

(a) If a DAR changes the address at which the authorized functions are to be performed, thereby changing the managing office, without prior coordination, the renewal shall be terminated in accordance with chapter 11 of this order.

(b) Failure to attend the standardization seminar, if required by this order, may delay renewal until equivalent training is provided. At the option of the FAA, managing offices may provide equivalent training for designees unable to attend their regularly scheduled standardization seminar training to prevent termination based on non-attendance of a seminar.

(3) The advisor will review the DAR's/ODAR's file for completed project activity (for example, Designee Management Report and Summary Activity Report(s)). Lack of activity can be used as a justification for termination.

(4) When determining whether to renew or not to renew a certificate, the advisor must verify and review DIN records for the DARs, or all persons listed in the ODAR procedures manual, to ensure they attended a recurrent standardization seminar, if required by this order, within the last 2 years and or have a copy of the recurrent seminar certificate of attendance on file. The advisor also must verify that the DAR/ODAR (as applicable) has performed at least one or more per year of the following activities consistent with authorized functions:

(a) Issuance of recurrent standard airworthiness certificate.

(b) Issuance of recurrent/original special airworthiness certificate.

(c) Issuance of special flight permits.

(d) Issuance of class I product export airworthiness approval

(e) Issuance of class II product export airworthiness approval.

(f) Issuance of domestic airworthiness approval for engines.

(g) Issuance of domestic airworthiness approval for propellers.

(h) Issuance of domestic airworthiness approval for parts or appliances.

(i) Issuance of notification of completion after conducting records reviews and aircraft inspections required by the Aging Aircraft Safety Act of 1991.

(j) Issuance of completeness for alterations that use DER-approved data.

(5) Renewal concurrence will be obtained from the appointing/managing office manager indicating the need for an appointment still exists. The DAR/ODAR status will be updated in the DIN by the regional office to indicate renewal or termination. When a designation is not renewed but must be terminated, the managing office will provide written notification to the designee of the reasons for termination in accordance with chapter 11 of this order.

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

APPENDIX 1. APPLICATION PACKAGE
FIGURE 1. SAMPLE FAA FORM 8110-14, STATEMENT OF QUALIFICATIONS (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.

US Department of Transportation
Federal Aviation Administration

STATEMENT OF QUALIFICATIONS
(DAR-ODAR-DMIR-DER)

Form Approved OMB-2120-0033

INSTRUCTIONS: *Print or type all entries except signatures*

3. U.S. CITIZEN
☐ Yes ☐ No

1. NAME *(Last, first, middle)* **OR ORGANIZATION**

4. SOCIAL SECURITY NO.

2. BUSINESS OR COMPANY ADDRESS (*Number, street, city, state, and ZIP code*)

5. DATE OF BIRTH

6. BUSINESS PHONE NUMBER	**7. BUSINESS FAX NUMBER**	**8. EMAIL ADDRESS**

9. DESIGNATION SOUGHT

☐ Designated Engineering Representative (DER)	☐ Structural Engineering	☐ Engine Engineering
	☐ Powerplant Engineering	☐ Propeller Engineering
☐ Company	☐ Systems and Equipment Engineering	☐ Flight Analyst
☐ Consultant	☐ Acoustical Engineering	☐ Flight Test Pilot

☐ Manufacturing Function(s)
- ☐ Designated Airworthiness Representative (DAR)
- ☐ Organizational Designated Airworthiness Representative (ODAR)
- ☐ Designated Manufacturing Inspection Representative (DMIR)

NOTE:
A separate application must be submitted for each discipline, i.e., Manufacturing or Engineering.

Applicants shall identify specific function(s) for which appointment is sought:

10. EXPERIENCE RESUME FOR NUMBER OF YEARS, AS APPROPRIATE, PERTINENT TO DESIGNATION SOUGHT. (*Use additional sheets if necessary)*

Dates		Employer's Name	Position Title and Duties
From	To		

11. EDUCATION AND TRAINING HIGH SCHOOL LEVEL AND ABOVE PERTINENT TO DESIGNATION SOUGHT.

Dates		Name of School	Curriculum or Study Program	Degrees Received
From	To			

12. FAA CERTIFICATES NOW HELD PERTINENT TO DESIGNATION SOUGHT.

Type	Certificate No.	Rating	Date Each Rating Issued

13. EMPLOYER'S RECOMMENDATION:

I recommend the person identified above be appointed as:

☐ Designated Engineering Representative	☐ Designated Manufacturing Inspection Representative	☐ Organizational Designated Airworthiness Representative

Date	**Primary Business**	**Signature**

14. LOCATION WHERE DESIGNEE FUNCTIONS WILL BE PERFORMED IF DIFFERENT THAN BLOCK 2.

Address	Telephone Number	EMAIL Address (Optional)

15. 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	Signature

FAA Form 8110-14 (6-00) Supersedes Previous Edition **NSN: 0052-00-047-2005**

APPENDIX 1. APPLICATION PACKAGE
FIGURE 2. SAMPLE DER APPLICATION PACKAGE SUBMITTAL LETTER

U.S. Department
of Transportation
Federal Aviation Administration

Dear **[DER Applicant]**:

Enclosed is a designated engineering representative (DER) application package that will assist you in preparing and submitting all the required information. Chapter 4, table's 4-1 to 4-4 of FAA Order 8100.8, Designee Management Handbook, contains specific information that must be provided by applicants who seek appointment as DERs. Evaluation of an applicant's information will determine if the applicant is appointed as a DER, identified as a candidate, or has their application denied. When an applicant meets the criteria, has had adequate direct FAA interaction and verifiable documentation, and the FAA has the need and ability to manage, appointment is made. When all criteria have been met except for adequate interaction with the FAA, an applicant may be identified as a DER candidate. Failure to meet the applicable criteria will result in a denial.

The following items make up the DER application package:

1. All applications must be submitted with a cover letter requesting appointment and with the applicant's plans for activity as a DER.

2. FAA Form 8110-14, Statement of Qualifications (DAR-ODAR-DMIR-DER). If you are seeking appointment as a company DER, please ensure your employer completes item 10 and submits a letter requesting the appointment. *THIS FORM MUST BE COMPLETED AND RETURNED.*

3. Evaluation forms for GENERAL REGULATORY, TECHNICAL, INTERFACE, and STANDARDIZATION criteria. The supplementary information required for REGULATORY, TECHNICAL, and INTERFACE criteria should be attached to the applicable sheet and *RETURNED*.

4. Additional TECHNICAL CRITERIA forms. These forms are specialized to the <u>particular airworthiness engineering discipline for which you are seeking a designation</u>. Fill in your name in the space provided on the first page of each of these sheets. Then indicate the authorized areas and delegated functions for which you are seeking appointment and write your name on each of these sheets.

Please note the additional specific requirements if you are requesting a designation as a flight test pilot, a structural DER with a delegated function of damage tolerance evaluation, fatigue analysis, or a DER with a delegated function of software approval. Your supplementary documentation <u>must</u> verify that you have satisfied all of these additional specific requirements. The above items *MUST BE COMPLETED AND RETURNED* for evaluation in accordance with FAA Order 8100.8. Please make information on your application as complete as possible. Concise, accurate, and detailed records are essential for prompt processing of your application. Incomplete packages will be returned. Please forward your application package to—

DOT/FAA
[Location] Aircraft Certification Office
ATTN.: **[DPC]**
[Address]

If you have any questions regarding this application package, please contact **[DPC]** at **[telephone number]**.

[Signature Block]

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION

Applicant's Name_____

GENERAL REGULATORY CRITERIA

Regulatory Experience and Expertise

Regulatory Experience and Expertise Explained:

This form documents your knowledge of the meaning and application of Title 14, Code of Federal Regulations (14 CFR). This knowledge allows the DER to determine compliance with the appropriate airworthiness regulations. In the REGULATORY CRITERIA blocks, check the spaces next to the 14 CFR part(s) for which you are seeking a designation. You must submit supplementary documentation which verifies where and how you acquired your knowledge of acceptable compliance to the requested 14 CFR part. An example might look as follows:

> "From 1987 to the present, I have been employed by the Big Airplane Company in Mojave, Texas. My recent position (1995-1997) was as a Systems Integration Engineer on the re-engine modification project on the AA-490 airplane. I reviewed and coordinated with the FAA Project Manager, Mr. J. Smith, on the certification basis for this project. I reviewed applicable Advisory Circulars in the 20- and 25- series and prepared and submitted the Certification Plan for the project. There were four Special Conditions on this project that I coordinated with the FAA and developed the method of compliance for lightning, HIRF, composite nacelles, and cockpit instruments. The Special Conditions and Method of Compliance Issue Papers were coordinated with Mr. R. Jones of the Transport Directorate Standards Staff."

DER APPLICANT USE ONLY	***FAA USE ONLY***	
CRITERIA DESCRIPTION:	**Adv**	**EP**
Applicant provides supplementary documentation to verify he/she is cognizant of regulatory requirements and problems related to civil aircraft approvals and has had direct experience requiring expertise in the certification process.		

DER APPLICANT USE ONLY		***FAA USE ONLY***	
Regulations Requested	**Possesses a working knowledge of the pertinent FAA regulations.**	**Adv**	**EP**
	14 CFR 21		
	14 CFR 23		
	14 CFR 25		
	14 CFR 27		
	14 CFR 29		
	14 CFR 31		
	14 CFR 33		
	14 CFR 34		
	14 CFR 35		
	14 CFR 36		
NOTE: The delegation of a specific regulation also includes the delegation for predecessor and other applicable regulations.			

Supplementary Documentation (attach additional sheets as required).

_____

_____

_____

_____

_____

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

GENERAL TECHNICAL CRITERIA

Technical Expertise and Experience

Technical Expertise and Experience Explained:

This form documents that you have had at least 8 years of progressively responsible experience in the appropriate engineering discipline. Incorporated into these criteria is a requirement to possess knowledge of those fundamentals common to all engineering disciplines. This form is also used to determine the delegated functions/authorized areas that are the basis for the scope of appointment. You must list at least three references and include telephone numbers at which they may be reached during normal business hours Monday through Friday. These references must be persons who have first-hand knowledge of your technical abilities. These persons must possess the technical knowledge necessary to make such a judgment regarding your technical ability. Although not required, it will be helpful if these references are persons known to the Aircraft Certification Service. You must include supplementary documentation which verifies that you possess appropriate engineering knowledge. This may be done by listing an engineering degree from an accredited university, by indicating you have successfully completed the engineer-in-training test of a State's professional engineering registration program, or by documenting experience and education by which you have gained the basic knowledge common to all engineering disciplines.

DER APPLICANT INFORMATION	***FAA USE ONLY***		
CRITERIA DESCRIPTION:	**Adv**		**EP**
Basic Engineering Knowledge: (fundamentals) Accredited Engineering Degree: Documented Knowledge:			
List a minimum of three verifiable technical references (you may use the same three as character references): 1. _____ Name Phone Number 2. _____ Name Phone Number 3. _____ Name Phone Number 4. _____ Name Phone Number 5. _____ Name Phone Number		***ACO advisor must contact at least three references.*** ***or*** ***Advisor attaches justification for not contacting references.***	
Engineering Experience: 8 years of experience *(An engineering degree or equivalent may be substituted for 4 years of this requirement)*		Advisor lists years rated_____	

Supplementary Documentation (attach additional sheets as required).

_____

_____

_____

_____

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

GENERAL INTERFACE CRITERIA

Direct Interface With FAA Personnel and Procedures

Direct Interface With FAA Personnel and Procedures Explained:

This form is used to document both your character references and your direct interface with the FAA personnel and procedures. List at least three references and include a telephone number where they may be contacted during normal office hours Monday through Friday. These references should be able to verify your integrity, ethics, and interpersonal skills.

DER APPLICANT INFORMATION	***FAA USE ONLY***	
CRITERIA DESCRIPTION	**Adv**	**EP**
List a minimum of three verifiable character references who can substantiate that you possess integrity and sound judgment (you may use the same three as technical references): 1. _____ Name Phone Number 2. _____ Name Phone Number 3. _____ Name Phone Number 4. _____ Name Phone Number 5. _____ Name Phone Number		
Applicant has the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA.		
Applicant has a good command of the English language, both oral and written.		
Applicant must be sufficiently knowledgeable in technical and administrative functions associated with the appointment and must satisfactorily demonstrate this to the FAA prior to appointment.		
Applicant must possess a high degree of integrity, sound judgment, and a cooperative attitude. (Company applicant must include a statement from the company attesting to these attributes.)		
Company applicant must report to a level of management in the organization sufficient to enable the applicant to administer the pertinent FAA regulations effectively without undue pressure or influence from other organization elements.		
Applicant has demonstrated adequate experience working directly with the FAA within the technical discipline requested.		
Applicant's title:	Executive Title Y/N (Circle One)	

You must include documentation showing that you have had significant experience in a direct working relationship with the FAA. This documentation should be in the following format: projects worked, dates of work, activity involved, and point of contact within the FAA. An example might look as follows:

> "Big Airplane AAA-44, April 1989 to present, STC project for EFIS system on Boeing Model 727-200; Jerry Smith (1989-1990) and multiple STC projects; George Burns (1990-present)."

Supplementary Documentation (attach additional sheets as required).

_____

_____

_____

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

GENERAL STANDARDIZATION CRITERIA

Knowledge of the Standardized FAA DER System

Knowledge of the Standardized FAA DER System Explained:

This form is used to document your knowledge of DER responsibilities, authority, limitations, activities, and procedures while serving as a representative of the FAA Administrator in the FAA certification process. Following the Standardization Criteria form is the DER Knowledge-Based Test, which is used as evidence of your knowledge of DER functions. Complete the test, affirm with your signature, and return it with the rest of the application package. You may gain this knowledge through experience, attending FAA DER Standardization Seminars, or by directed self-study.

DER APPLICANT INFORMATION	*FAA USE ONLY*		
CRITERION DESCRIPTION:	**Adv**		**EP**
Applicant completes knowledge-based test		**Review completed test**	

List Relevant Standardization Experiences (seminars attended, etc.).

_____
_____
_____
_____
_____

Knowledge-Based Test

Answer the following questions by darkening in the circle preceding the correct answer.

1. The FA Act of 1958:
   - ○ Abolished CAA and created the FAA
   - ○ Regulates and promotes civil aviation
   - ○ Delegated certain functions to qualified individuals
   - ○ All of the above

2. CAM documents contain policy material <u>only</u>.
   - ○ True
   - ○ False

3. The airworthiness standards were recodified in 1965 and called FARs.
   - ○ True
   - ○ False

4. Advisory circulars contain the only acceptable way to comply with the regulations.
   - ○ True
   - ○ False

5. The four certification directorates are responsible for:
   - ○ Writing technical policy
   - ○ Writing rules
   - ○ Issuing airworthiness directives
   - ○ All of the above

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

6. 14 CFR part 183 specifies the types of designees and authorizes appointment of qualified individuals as designees.
   - ○ True
   - ○ False

7. 14 CFR part 21 is:
   - ○ An airworthiness standard
   - ○ A procedural rule
   - ○ An advisory circular
   - ○ All of the above

8. An applicant for a TC or STC must:
   - ○ Submit the type design
   - ○ Apply using the designated form
   - ○ Show compliance with applicable CFR
   - ○ All of the above

9. According to 14 CFR part 21 and FAA Order 8110.4, type design does not include:
   - ○ Drawings and specifications
   - ○ Reports and computations
   - ○ Dimensions, materials, and processes
   - ○ Instructions for Continued Airworthiness

10. Type Certification Board meetings:
    - ○ Follow a formal agenda
    - ○ Resolve major project issues
    - ○ Are documented in minutes
    - ○ All of the above

11. A tool for documenting compliance with applicable requirements is:
    - ○ A project schedule
    - ○ The CFR
    - ○ A compliance checklist
    - ○ A report index

12. Before witnessing an official FAA test, a DER should:
    - ○ Have an approved test plan
    - ○ Verify that conformity inspection is complete and satisfactory
    - ○ Have been delegated to witness the test
    - ○ All of the above

13. The document which authorizes ground inspections and ground/flight tests is a:
    - ○ Type inspection authorization
    - ○ Compliance checklist
    - ○ Conformity inspection record
    - ○ Supplemental type certificate

14. Which of the following is a change to type design?
    - ○ Acoustical change
    - ○ Major alteration
    - ○ Airworthiness directive
    - ○ Any of the above

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

15. Which of the following is not a requirement for being appointed as a DER?
    - ○ Having integrity, sound judgment, and a cooperative attitude
    - ○ Being a registered professional engineer
    - ○ Having a thorough working knowledge of the pertinent CFR
    - ○ Having at least 1 year of experience in direct contact with the FAA

16. The FAA may refuse to renew the appointment of a DER for inactivity.
    - ○ True
    - ○ False

17. A DER may approve data using FAA Form:
    - ○ 8100-1
    - ○ 337
    - ○ 8110-3
    - ○ All of the above

18. A DER's area of responsibility includes instructions for continued airworthiness.
    - ○ True
    - ○ False

19. According to 14 CFR part 21, aircraft maintenance manuals always are FAA-approved.
    - ○ True
    - ○ False

20. 14 CFR part 21 requires the manufacturer to report certain failures, malfunctions, and defects.
    - ○ True
    - ○ False

21. Service bulletins that will be referenced in ADs must be coordinated with the FAA.
    - ○ True
    - ○ False

22. Which of the following is responsible for maintaining an aircraft in an airworthy condition?
    - ○ DER
    - ○ Original equipment manufacturer
    - ○ Owner/operator
    - ○ Repair station or certified mechanic

23. FAA Form 8110-3 can be used to return an aircraft to service.
    - ○ True
    - ○ False

24. A DER with appropriate delegation can approve the following:
    - ○ A service bulletin not referenced in an AD
    - ○ Engineering data for alterations and repairs
    - ○ Type design data
    - ○ All of the above

25. The NRS provides technical guidance, advice, and assistance to the FAA and DERs.
    - ○ True
    - ○ False

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

26. The AEG provides operation and maintenance input to the aircraft certification process.
    - ○ True
    - ○ False

27. Which document covers DER procedures?
    - ○ 14 CFR part 21
    - ○ Order 8110.37
    - ○ Order 8100.5
    - ○ 14 CFR part 183

28. Attendance at a DER Standardization Seminar is:
    - ○ Unnecessary
    - ○ Highly recommended
    - ○ Mandatory

29. A DER may make a finding of compliance with foreign regulations.
    - ○ True
    - ○ False

30. A structural DER delegation can approve major repairs without special authorization.
    - ○ True
    - ○ False

31. A consultant DER must notify their appointing ACO when the consultant DER changes their address.
    - ○ True
    - ○ False

32. A consultant DER conducting work with a project ACO other than their appointing ACO must submit a copy of any FAA Form 8110-3s to the appointing office.
    - ○ True
    - ○ False

I hereby affirm that I completed this DER test.

_____ _____
SIGNATURE DATE

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

STRUCTURAL

Reference FAA Order 8110.37, Appendix 2, Chart A

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column (Y=YES; N=NO), and provides rationale.

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**STATIC ANALYSIS**	**Adv**	**EP**
	1A Structures - General (1)		
	1B Wing Group		
	1C Fuselage Group		
	1D Empennage Group		
	1E Landing Gear		
	1F Flight Controls		
	1G Rotor		
	1P Structures Special (Specify)		
Requested Areas	**DYNAMIC ANALYSIS**	**Adv**	**EP**
	2A Structures - General (1)		
	2E Landing Gear		
	2G Rotor		
	2P Structures Special (Specify)		
Requested Areas	**FATIGUE ANALYSIS**	**Adv**	**EP**
	3A Structures - General (1)		
	3B Wing Group		
	3C Fuselage Group		
	3D Empennage Group		
	3E Landing Gear		
	3G Rotor		
	3P Structures Special (Specify)		
Requested Areas	**DESIGN AND CONSTRUCTION**	**Adv**	**EP**
	4A Structures - General (1)		
	4B Wing Group		
	4C Fuselage Group		
	4D Empennage Group		
	4E Landing Gear		
	4F Flight Controls		
	4G Rotor		
	4K Interior Arrangements		
	4L Interior Materials		
	4M Fire Protection		
	4N Evacuation Systems		
	4O Door Systems		
	4P Structures Special (Specify)		

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**FLUTTER/GROUND VIBRATION**	**Adv**	**EP**
	5A Structures - General (1)		
	5G Rotor		
	5P Structures Special (Specify)		
Requested Areas	**SAFETY ANALYSIS**	**Adv**	**EP**
	6A Structures - General (1)		
	6E Landing Gear		
	6F Flight Controls		
	6M Fire Protection		
	6N Evacuation Systems		
	6O Door Systems		
	6P Special (Specify)		
Requested Areas	**FLOTATION AND DITCHING ANALYSIS**	**Adv**	**EP**
	7A Structures - General (1)		
	7P Special (Specify)		
Requested Areas	**STRUCTURAL LOADING LIMITATIONS**	**Adv**	**EP**
	8H Loading Control Documents		
	8P Special (Specify)		
Requested Areas	**SERVICE DOCUMENTS**	**Adv**	**EP**
	9A Structures - General (1)		
	9B Wing Group		
	9C Fuselage Group		
	9D Empennage Group		
	9E Landing Gear		
	9F Flight Controls		
	9G Rotor		
	9K Interior Arrangements		
	9L Interior Materials		
	9M Fire Protection		
	9N Evacuation System		
	9O Door Systems		
	9P Structures Special (Specify)		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

STRUCTURAL

Reference FAA Order 8110.37, Appendix 2, Chart A

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**MATERIAL AND PROCESS SPECIFICATIONS**	**Adv**	**EP**
	10I Metallic Materials		
	10J Nonmetallic Materials		
	10P Structures Special (Specify)		
Requested Areas	**FLAMMABILITY**	**Adv**	**EP**
	11L Interior Materials		
	11M Fire Protection		
	11P Special (Specify)		
Requested Areas	**DAMAGE TOLERANCE EVALUATIONS**	**Adv**	**EP**
	12A Structural - General (1)		
	12G Rotor		
	12P Special (Specify)		

NOTE: The general category in the structures chart embraces all airframe components such as wing, fuselage, empennage, landing gear, flight controls, engine mounts, and special components, but does not apply to rotors.

Additional Requirements for a Delegated Function of Damage Tolerance Evaluation:

(a) Education -
Circle One
Yes No 1. A degree in Engineering Mechanics
Yes No 2. A degree in Aerospace/Aeronautical Engineering
Yes No 3. A degree in Mechanical Engineering
Yes No 4. A degree in Civil Engineering
Yes No 5. In addition to one of the above, a course in fractures mechanics is desirable, if not taken during the degree program

(b) Experience -
Circle One
Yes No 1. 2 to 3 years of experience in airframe stress analysis
Yes No 2. 3 to 5 years continuous experience in damage tolerance analysis, performing as the principal investigator and responsible for results and conclusions for at least 2 of those years

Additional Requirements for a Delegated Function of Fatigue Analysis:

(a) Education -
Circle One
Yes No 1. A degree in Engineering Mechanics
Yes No 2. A degree in Aerospace/Aeronautical Engineering
Yes No 3. A degree in Mechanical Engineering
Yes No 4. A degree in Civil Engineering
Yes No 5. In addition to one of the above, a course in fatigue analysis is desirable, if not taken during the degree program

(b) Experience -
Circle One
Yes No 1. The equivalent of 2 full years of experience in fatigue analysis. This experience must be within the last 10 years prior to appointment.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

POWER PLANT INSTALLATIONS

Reference FAA Order 8110.37, Appendix 2, Chart B

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column (Y=YES; N=NO), and provides rationale.

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**ENGINE INSTALLATION**	**Adv**	**EP**
	1A Airplane Turbine Engine		
	1B Airplane Piston Engine		
	1C Rotorcraft Turbine Engine		
	1D Rotorcraft Piston Engine		
	1E Auxiliary Power Unit (APU)		
	1F Special (Specify)		
Requested Areas	**FUEL AND OIL**	**Adv**	**EP**
	2A Airplane Turbine Engine		
	2B Airplane Piston Engine		
	2C Rotorcraft Turbine Engine		
	2D Rotorcraft Piston Engine		
	2E Auxiliary Power Unit (APU)		
	2F Special (Specify)		
Requested Areas	**INDUCTION/EXHAUST SYS.**	**Adv**	**EP**
	3A Airplane Turbine Engine		
	3B Airplane Piston Engine		
	3C Rotorcraft Turbine Engine		
	3D Rotorcraft Piston Engine		
	3E Auxiliary Power Unit (APU)		
	3F Special (Specify)		
Requested Areas	**THRUST REVERSERS**	**Adv**	**EP**
	4A Airplane Turbine Engine		
	4B Airplane Piston Engine		
	4F Special (Specify)		
Requested Areas	**FIRE PROTECTION**	**Adv**	**EP**
	5A Airplane Turbine Engine		
	5B Airplane Piston Engine		
	5C Rotorcraft Turbine Engine		
	5D Rotorcraft Piston Engine		
	5E Auxiliary Power Unit (APU)		
	5F Special (Specify)		

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**ICE PROTECTION**	**Adv**	**EP**
	6A Airplane Turbine Engine		
	6B Airplane Piston Engine		
	6C Rotorcraft Turbine Engine		
	6D Rotorcraft Piston Engine		
	6E Auxiliary Power Unit (APU)		
	6F Special (Specify)		
Requested Areas	**COOLING**	**Adv**	**EP**
	7A Airplane Turbine Engine		
	7B Airplane Piston Engine		
	7C Rotorcraft Turbine Engine		
	7D Rotorcraft Piston Engine		
	7E Auxiliary Power Unit (APU)		
	7F Special (Specify)		
Requested Areas	**ENGINE PERFORMANCE/OPERATIONS**	**Adv**	**EP**
	8A Airplane Turbine Engine		
	8B Airplane Piston Engine		
	8C Rotorcraft Turbine Engine		
	8D Rotorcraft Piston Engine		
	8E Auxiliary Power Unit (APU)		
	8F Special (Specify)		
Requested Areas	**INDICATING SYSTEMS**	**Adv**	**EP**
	9A Airplane Turbine Engine		
	9B Airplane Piston Engine		
	9C Rotorcraft Turbine Engine		
	9D Rotorcraft Piston Engine		
	9E Auxiliary Power Unit (APU)		
	9F Special (Specify)		
Requested Areas	**LIGHTNING/HIRF PROTECTION**	**Adv**	**EP**
	10A Airplane Turbine Engine		
	10B Airplane Piston Engine		
	10C Rotorcraft Turbine Engine		
	10D Rotorcraft Piston Engine		
	10E Auxiliary Power Unit (APU)		
	10F Special (Specify)		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

POWER PLANT INSTALLATIONS

Reference FAA Order 8110.37, Appendix 2, Chart B

Requested Areas	SOFTWARE	Adv	EP
	11A Airplane Turbine Engine		
	11B Airplane Piston Engine		
	11C Rotorcraft Turbine Engine		
	11D Rotorcraft Piston Engine		
	11E Auxiliary Power Unit (APU)		
	11F Special (Specify)		

Additional Requirements for a DER With a Delegation of Software Approval:

Circle One

Yes No (a) Comprehensive familiarity with, and understanding of, RTCA Document DO-178 (revision), Software Considerations in Airborne Systems and Equipment Certification.

Yes No (b) Familiarity with the systems safety assessment process, specifically, those portions which establish the software criticality levels.

Yes No (c) A demonstrated knowledge of the rationale for, and the significance of, each stage in the software development process, as well as its supporting standards, procedures, and documentation. The DER should be able to identify the critical aspects and contents of each of the documents mentioned in DO-178.

Yes No (d) Experience gained from participation in some technically responsible capacity over a complete software development program life cycle. This qualification may be satisfied by an aggregate over several different software development programs.

Yes No (e) Experience interacting with all phases of software development and testing processes addressed by DO-178, including utilization of the associated configuration and quality control procedures. This experience should include significant responsible involvement in several of those phases. When assessing an applicant's capabilities for making a knowledgeable finding of compliance, experience obtained in the requirements development or testing phases may, for example, be weighted more heavily than that obtained in the detail design or coding phases.

Yes No (f) Fluency in at least one high-level and one assembly-level programming language and familiarity with typical support software used in a software development process. Familiarity with typical software tools available to facilitate the development, documentation, and consistency-checking processes is highly desirable.

Yes No (g) Demonstrated knowledge of the sources of software anomalies, the relative merits of the types of testing procedures which are available to protect against them, and the characteristics of a thorough test program.

Yes No (h) Familiarity with the aspects of computing peculiar to real-time avionics systems, such as the use of interrupts, multitasking, software reentrancy, etc. This should include an appreciation of the types of analysis and testing necessary to ensure the integrity of these mechanisms.

Yes No (i) An understanding of the techniques which may be employed to reduce software criticality levels, such as system architecture, multiversion programming, and partitioning. This should include the ability to assess the adequacy of a proposed technique relative to the integrity credit desired.

Yes No (j) Knowledge of hardware characteristics such as input/output schemes, memory organization and multiport access, communication bus protocols, and processor architecture, all of which have an impact on the software interface and the potential for the creation of anomalies.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

POWER PLANT INSTALLATIONS

Reference FAA Order 8110.37, Appendix 2, Chart B

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**CONTROL SYSTEM - ELECTRONIC**	**Adv**	**EP**
	12A Airplane Turbine Engine		
	12B Airplane Piston Engine		
	12C Rotorcraft Turbine Engine		
	12D Rotorcraft Piston Engine		
	12E Auxiliary Power Unit (APU)		
	12F Special (Specify)		
Requested Areas	**CONTROL SYSTEM - MECHANICAL**	**Adv**	**EP**
	13A Airplane Turbine Engine		
	13B Airplane Piston Engine		
	13C Rotorcraft Turbine Engine		
	13D Rotorcraft Piston Engine		
	13E Auxiliary Power Unit (APU)		
	13F Special (Specify)		
Requested Areas	**EMISSIONS**	**Adv**	**EP**
	14A Airplane Turbine Engine		
	14B Airplane Piston Engine		
	14C Rotorcraft Turbine Engine		
	14D Rotorcraft Piston Engine		
	14F Special (Specify)		
Requested Areas	**VIBRATION - ENGINE, PROP., OR DRIVE SYSTEM**	**Adv**	**EP**
	15A Airplane Turbine Engine		
	15B Airplane Piston Engine		
	15C Rotorcraft Turbine Engine		
	15D Rotorcraft Piston Engine		
	15F Special (Specify)		

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**PROPELLER**	**Adv**	**EP**
	16A Airplane Turbine Engine		
	16B Airplane Piston Engine		
	16F Special (Specify)		
Requested Areas	**DRIVE SYSTEM**	**Adv**	**EP**
	17A Airplane Turbine Engine		
	17B Airplane Piston Engine		
	17C Rotorcraft Turbine Engine		
	17D Rotorcraft Piston Engine		
	17F Special (Specify)		
Requested Areas	**TRANSMISSIONS**	**Adv**	**EP**
	18C Rotorcraft Turbine Engine		
	18D Rotorcraft Piston Engine		
	18F Special (Specify)		
Requested Areas	**SAFETY ANALYSIS**	**Adv**	**EP**
	19A Airplane Turbine Engine		
	19B Airplane Piston Engine		
	19C Rotorcraft Turbine Engine		
	19D Rotorcraft Piston Engine		
	19E Auxiliary Power Unit (APU)		
	19F Special (Specify)		
Requested Areas	**SERVICE DOCUMENTS**	**Adv**	**EP**
	20A Airplane Turbine Engine		
	20B Airplane Piston Engine		
	20C Rotorcraft Turbine Engine		
	20D Rotorcraft Piston Engine		
	20E Auxiliary Power Unit (APU)		
	20F Special (Specify)		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

SYSTEMS AND EQUIPMENT (MECHANICAL EQUIPMENT)

Reference FAA Order 8110.37, Appendix 2, Chart C1

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column (Y=YES; N=NO), and provides rationale.

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**DETAIL DESIGN AND INSTALLATION**	**Adv**	**EP**
	1A Air Conditioning		
	1B Hydraulic		
	1C Ice Protection		
	1D Rain Protection		
	1E Oxygen		
	1F Pneumatics		
	1G Wheels, Tires, Brakes		
	1H Interior Arrangements		
	1I Interior Materials		
	1J Pressurization		
	1K Fire Protection		
	1L Water System, Potable & Waste		
	1M Evacuation Systems		
	1N Special (Specify)		
Requested Areas	**EQUIPMENT QUALIFICATION TESTS**	**Adv**	**EP**
	2A Air Conditioning		
	2B Hydraulic		
	2C Ice Protection		
	2D Rain Protection		
	2E Oxygen		
	2F Pneumatics		
	2G Wheels, Tires, Brakes		
	2J Pressurization		
	2K Fire Protection		
	2L Water System, Potable & Waste		
	2M Evacuation Systems		
	2N Special (Specify)		
Requested Areas	**SOFTWARE**	**Adv**	**EP**
	3A Air Conditioning		
	3B Hydraulic		
	3C Ice Protection		
	3D Rain Protection		
	3E Oxygen		
	3F Pneumatics		
	3G Wheels, Tires, Brakes		
	3J Pressurization		
	3K Fire Protection		
	3L Water System, Potable & Waste		
	3N Special (Specify)		

Additional Requirements for a DER With a Delegation of Software Approval:

Circle One

Yes No (a) Comprehensive familiarity with, and understanding of, RTCA Document DO-178 (revision), Software Considerations in Airborne Systems and Equipment Certification.

Yes No (b) Familiarity with the systems safety assessment process, specifically, those portions which establish the software criticality levels.

Yes No (c) A demonstrated knowledge of the rationale for, and the significance of, each stage in the software development process, as well as its supporting standards, procedures, and documentation. The DER should be able to identify the critical aspects and contents of each of the documents mentioned in DO-178.

Yes No (d) Experience gained from participation in some technically responsible capacity over a complete software development program life cycle. This qualification may be satisfied by an aggregate over several different software development programs.

Yes No (e) Experience interacting with all phases of software development and testing processes addressed by DO-178, including utilization of the associated configuration and quality control procedures. This experience should include significant responsible involvement in several of those phases. When assessing an applicant's capabilities for making a knowledgeable finding of compliance, experience obtained in the requirements development or testing phases may, for example, be weighted more heavily than that obtained in the detail design or coding phases.

Yes No (f) Fluency in at least one high-level and one assembly-level programming language and familiarity with typical support software used in a software development process. Familiarity with typical software tools available to facilitate the development, documentation, and consistency-checking processes is highly desirable.

Yes No (g) Demonstrated knowledge of the sources of software anomalies, the relative merits of the types of testing procedures which are available to protect against them, and the characteristics of a thorough test program.

Yes No (h) Familiarity with the aspects of computing peculiar to real-time avionics systems, such as the use of interrupts, multitasking, software reentrancy, etc. This should include an appreciation of the types of analysis and testing necessary to ensure the integrity of these mechanisms.

Yes No (i) An understanding of the techniques which may be employed to reduce software criticality levels, such as system architecture, multiversion programming, and partitioning. This should include the ability to assess the adequacy of a proposed technique relative to the integrity credit desired.

Yes No (j) Knowledge of hardware characteristics such as input/output schemes, memory organization and multiport access, communication bus protocols, and processor architecture, all of which have an impact on the software interface and the potential for the creation of anomalies.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

SYSTEMS AND EQUIPMENT (MECHANICAL EQUIPMENT)

Reference FAA Order 8110.37, Appendix 2, Chart C1 (Cont'd)

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column (Y=YES; N=NO), and provides rationale.

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**SAFETY ANALYSIS**	**Adv**	**EP**
	4A Air Conditioning		
	4B Hydraulic		
	4C Ice Protection		
	4D Rain Protection		
	4E Oxygen		
	4F Pneumatics		
	4G Wheels, Tires, Brakes		
	4J Pressurization		
	4K Fire Protection		
	4L Water System, Potable & Waste		
	4M Evacuation Systems		
	4N Special (Specify)		
Requested Areas	**FLAMMABILITY**	**Adv**	**EP**
	5I Interior Materials		
	5K Fire Protection		
	5N Special (Specify)		
Requested Areas	**LIGHTNING/HIRF PROTECTION**	**Adv**	**EP**
	6A Air Conditioning		
	6B Hydraulic		
	6C Ice Protection		
	6D Rain Protection		
	6E Oxygen		
	6F Pneumatics		
	6I Interior Materials		
	6J Pressurization		
	6K Fire Protection		
	6L Water System, Potable & Waste		
	6N Special (Specify)		

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**SERVICE DOCUMENTS**	**Adv**	**EP**
	7A Air Conditioning		
	7B Hydraulic		
	7C Ice Protection		
	7D Rain Protection		
	7E Oxygen		
	7F Pneumatics		
	7G Wheels, Tires, Brakes		
	7J Pressurization		
	7K Fire Protection		
	7L Water System, Potable & Waste		
	7M Evacuation Systems		
	7N Special (Specify)		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

SYSTEMS AND EQUIPMENT (ELECTRICAL EQUIPMENT)

Reference FAA Order 8110.37, Appendix 2, Chart C2

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column (Y=YES; N=NO), and provides rationale.

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**DETAIL DESIGN AND INSTALLATION**	**Adv**	**EP**
	1A Electrical Equipment/Systems		
	1B Electronic Equipment/Systems		
	1C Communications Systems/Antennas		
	1D Auto. Flight Controls/Augmentation		
	1E Instruments		
	1F Navigation Systems/Antennas		
	1G Air Data/Pitot Static		
	1H Warning Systems		
	1I Interior/Exterior Lightning		
	1J Flight Data/Voice Recording		
	1K Passenger Address/Entertainment		
	1L Special (Specify)		
Requested Areas	**EQUIPMENT QUALIFICATION TESTS**	**Adv**	**EP**
	2A Electrical Equipment/Systems		
	2B Electronic Equipment/Systems		
	2C Communications Systems/Antennas		
	2D Automatic Flight Controls/Augmentation		
	2E Instruments		
	2F Navigation Systems/Antennas		
	2G Air Data/Pitot Static		
	2H Warning Systems		
	2I Interior/Exterior Lighting		
	2J Flight Data/Voice Recording		
	2K Passenger Address/Entertainment		
	2L Special (Specify)		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

SYSTEMS AND EQUIPMENT (ELECTRICAL EQUIPMENT)

Reference FAA Order 8110.37, Appendix 2, Chart C2

Requested Areas	SOFTWARE	Adv	EP
	3A Electrical Equipment/Systems		
	3B Electronic Equipment/Systems		
	3C Communications Systems/Antennas		
	3D Automatic Flight Controls/Augmentation		
	3E Instruments		
	3F Navigation Systems/Antennas		
	3G Air Data/Pitot Static		
	3H Warning Systems		
	3J Flight Data/Voice Recording		
	3K Passenger Address/Entertainment		
	3L Special (Specify)		

Additional Requirements for a Delegated Function of Software Approval:

Circle One

Yes No (a) Comprehensive familiarity with, and understanding of, RTCA Document DO-178 (revision), Software Considerations in Airborne Systems and Equipment Certification.

Yes No (b) Familiarity with the systems safety assessment process, specifically, those portions which establish the software criticality levels.

Yes No (c) A demonstrated knowledge of the rationale for, and the significance of, each stage in the software development process, as well as its supporting standards, procedures, and documentation. The DER should be able to identify the critical aspects and contents of each of the documents mentioned in DO-178.

Yes No (d) Experience gained from participation in some technically responsible capacity over a complete software development program life cycle. This qualification may be satisfied by an aggregate over several different software development programs.

Yes No (e) Experience interacting with all phases of software development and testing processes addressed by DO-178, including utilization of the associated configuration and quality control procedures. This experience should include significant responsible involvement in several of those phases. When assessing an applicant's capabilities for making a knowledgeable finding of compliance, experience obtained in the requirements development or testing phases may, for example, be weighted more heavily than that obtained in the detail design or coding phases.

Yes No (f) Fluency in at least one high-level and one assembly-level programming language and familiarity with typical support software used in a software development process. Familiarity with typical software tools available to facilitate the development, documentation, and consistency-checking processes is highly desirable.

Yes No (g) Demonstrated knowledge of the sources of software anomalies, the relative merits of the types of testing procedures which are available to protect against them, and the characteristics of a thorough test program.

Yes No (h) Familiarity with the aspects of computing peculiar to real-time avionics systems, such as the use of interrupts, multitasking, software reentrancy, etc. This should include an appreciation of the types of analysis and testing necessary to ensure the integrity of these mechanisms.

Yes No (i) An understanding of the techniques which may be employed to reduce software criticality levels, such as system architecture, multiversion programming, and partitioning. This should include the ability to assess the adequacy of a proposed technique relative to the integrity credit desired.

Yes No (j) Knowledge of hardware characteristics such as input/output schemes, memory organization and multiport access communication bus protocols, and processor architecture, all of which have an impact on the software interface and the potential for the creation of anomalies.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name:_____

SYSTEMS AND EQUIPMENT (ELECTRICAL EQUIPMENT)

Reference FAA Order 8110.37, Appendix 2, Chart C2

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**SERVICE DOCUMENTS**	**Adv**	**EP**
	4A Electrical Equipment/Systems		
	4B Electronic Equipment/Systems		
	4C Communications Systems/Antennas		
	4D Auto. Flight Controls/Augmentation		
	4E Instruments		
	4F Navigation Systems/Antennas		
	4G Air Data/Pitot Static		
	4H Warning Systems		
	4I Interior/Exterior Lighting		
	4J Flight Data/Voice Recording		
	4K Passenger Address/Entertainment		
	4L Special (Specify)		
Requested Areas	**ELECTRICAL LOAD ANALYSIS**	**Adv**	**EP**
	5A Electrical Equipment/Systems		
	5B Electronic Equipment/Systems		
	5C Communications Systems/Antennas		
	5D Auto. Flight Controls/Augmentation		
	5E Instruments		
	5F Navigation Systems/Antennas		
	5G Air Data/Pitot Static		
	5H Warning Systems		
	5I Interior/Exterior Lighting		
	5J Flight Data/Voice Recording		
	5K Passenger Address/Entertainment		
	5L Special (Specify)		
Requested Areas	**SAFETY ANALYSIS**	**Adv**	**EP**
	6A Electrical Equipment/Systems		
	6B Electronic Equipment/Systems		
	6C Communications Systems/Antennas		
	6D Auto. Flight Controls/Augmentation		
	6E Instruments		
	6F Navigation Systems/Antennas		
	6G Air Data/Pitot Static		
	6H Warning Systems		
	6I Interior/Exterior Lighting		
	6J Flight Data/Voice Recording		
	6K Passenger Address/Entertainment		
	6L Special (Specify)		
Requested Areas	**LIGHTNING/HIRF PROTECTION**	**Adv**	**EP**
	7A Electrical Equipment/Systems		
	7B Electronic Equipment/Systems		
	7C Communications Systems/Antennas		
	7D Auto. Flight Controls/Augmentation		
	7E Instruments		
	7F Navigation Systems/Antennas		
	7G Air Data/Pitot Static		
	7H Warning Systems		
	7L Special (Specify)		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

RADIO

Reference FAA Order 8110.37, Appendix 2, Chart D

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation.
- Advisor (Adv) evaluates requested area(s) and recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor and marks EP column (Y=YES; N=NO), and provides rationale.

DER APPLICANT USE ONLY		***FAA USE ONLY***	
Requested Areas	**ANALYTICAL SUBSTANTIATION**	**Adv**	**EP**
	1A Radio Design		
	1B Operating Characteristics		
	1C Antenna Design		
	1D Radio Installation		
	1E Special (Specify)		
Requested Areas	**DETAIL DESIGN**	**Adv**	**EP**
	2A Radio Design		
	2B Operating Characteristics		
	2C Antenna Design		
	2D Radio Installation		
	2E Special (Specify)		
Requested Areas	**SAFETY ANALYSIS**	**Adv**	**EP**
	3A Radio Design		
	3B Operating Characteristics		
	3C Antenna Design		
	3D Ratio Installation		
	3E Special (Specify)		
Requested Areas	**SERVICE DOCUMENTS**	**Adv**	**EP**
	4A Radio Design		
	4B Operating Characteristics		
	4C Antenna Design		
	4D Radio Installation		
	4E Special (Specify)		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

ENGINES

Reference FAA Order 8110.37, Appendix 2, Chart E

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column (Y=YES; N=NO), and provides rationale.

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**DETAIL DESIGN**	**Adv**	**EP**
	1A Turbine Engines		
	1B Piston Engines		
	1C Special (Specify)		
Requested Areas	**BLOCK TESTS**	**Adv**	**EP**
	2A Turbine Engines		
	2B Piston Engines		
	2C Special (Specify)		
Requested Areas	**PERFORMANCE CHARACTERISTICS**	**Adv**	**EP**
	3A Turbine Engines		
	3B Piston Engines		
	3C Special (Specify)		
Requested Areas	**VIBRATION ANALYSIS**	**Adv**	**EP**
	4A Turbine Engines		
	4B Piston Engines		
	4C Special (Specify)		
Requested Areas	**OPERATION MANUALS**	**Adv**	**EP**
	5A Turbine Engines		
	5B Piston Engines		
	5C Special (Specify)		
Requested Areas	**OVERHAUL MANUALS**	**Adv**	**EP**
	6A Turbine Engines		
	6B Piston Engines		
	6C Special (Specify)		
Requested Areas	**SERVICE DOCUMENTS**	**Adv**	**EP**
	7A Turbine Engines		
	7B Piston Engines		
	7C Special (Specify)		
Requested Areas	**EXHAUST EMISSIONS EVALUATION**	**Adv**	**EP**
	8A Turbine Engines		
	8B Piston Engines		
	8C Special (Specify)		
Requested Areas	**SOFTWARE**	**Adv**	**EP**
	9A Turbine Engines		
	9B Piston Engines		
	9C Special (Specify)		

Additional Requirements for a DER With a Delegation of Software Approval:

Circle One

Yes No (a) Comprehensive familiarity with, and understanding of, RTCA Document DO-178 (revision), Software Considerations in Airborne Systems and Equipment Certification.

Yes No (b) Familiarity with the systems safety assessment process, specifically, those portions which establish the software criticality levels.

Yes No (c) A demonstrated knowledge of the rationale for, and the significance of, each stage in the software development process, as well as its supporting standards, procedures, and documentation. The DER should be able to identify the critical aspects and contents of each of the documents mentioned in DO-178.

Yes No (d) Experience gained from participation in some technically responsible capacity over a complete software development program life cycle. This qualification may be satisfied by an aggregate over several different software development programs.

Yes No (e) Experience interacting with all phases of software development and testing processes addressed by DO-178, including utilization of the associated configuration and quality control procedures. This experience should include significant responsible involvement in several of those phases. When assessing an applicant's capabilities for making a knowledgeable finding of compliance, experience obtained in the requirements development or testing phases may, for example, be weighted more heavily than that obtained in the detail design or coding phases.

Yes No (f) Fluency in at least one high-level and one assembly-level programming language and familiarity with typical support software used in a software development process. Familiarity with typical software tools available to facilitate the development, documentation, and consistency-checking processes is highly desirable.

Yes No (g) Demonstrated knowledge of the sources of software anomalies, the relative merits of the types of testing procedures which are available to protect against them, and the characteristics of a thorough test program.

Yes No (h) Familiarity with the aspects of computing peculiar to real-time avionics systems, such as the use of interrupts, multitasking, software reentrancy, etc. This should include an appreciation of the types of analysis and testing necessary to ensure the integrity of these mechanisms.

Yes No (i) An understanding of the techniques which may be employed to reduce software criticality levels, such as system architecture, multiversion programming, and partitioning. This should include the ability to assess the adequacy of a proposed technique relative to the integrity credit desired.

Yes No (j) Knowledge of hardware characteristics such as input/output schemes, memory organization and multiport access, communication bus protocols, and processor architecture, all of which have an impact on the software interface and the potential for the creation of anomalies.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

ENGINES

Reference FAA Order 8110.37, Appendix 2, Chart E

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**SAFETY ANALYSIS**	**Adv**	**EP**
	10A Turbine Engines		
	10B Piston Engines		
	10C Special (Specify)		
Requested Areas	**LIGHTNING/HIRF PROTECTION**	**Adv**	**EP**
	11A Turbine Engines		
	11B Piston Engines		
	11C Special (Specify)		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

PROPELLERS

Reference FAA Order 8110.37, Appendix 2, Chart F

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column (Y=YES; N=NO), and provides rationale.

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**DETAIL DESIGN**	**Adv**	**EP**
	1A Controllable Pitch Propellers		
	1B Fixed Pitch Propellers		
	1C Special (Specify)		
Requested Areas	**BLOCK TESTS**	**Adv**	**EP**
	2A Controllable Pitch Propellers		
	2B Fixed Pitch Propellers		
	2C Special (Specify)		
Requested Areas	**PERFORMANCE CHARACTERISTICS**	**Adv**	**EP**
	3A Controllable Pitch Propellers		
	3B Fixed Pitch Propellers		
	3C Special (Specify)		
Requested Areas	**VIBRATION ANALYSIS**	**Adv**	**EP**
	4A Controllable Pitch Propellers		
	4B Fixed Pitch Propellers		
	4C Special (Specify)		
Requested Areas	**OPERATION MANUALS**	**Adv**	**EP**
	5A Controllable Pitch Propellers		
	5B Fixed Pitch Propellers		
	5C Special (Specify)		
Requested Areas	**OVERHAUL MANUALS**	**Adv**	**EP**
	6A Controllable Pitch Propellers		
	6B Fixed Pitch Propellers		
	6C Special (Specify)		
Requested Areas	**SERVICE DOCUMENTS**	**Adv**	**EP**
	7A Controllable Pitch Propellers		
	7B Fixed Pitch Propellers		
	7C Special (Specify)		
Requested Areas	**SOFTWARE**	**Adv**	**EP**
	8A Controllable Pitch Propellers		
	8C Special (Specify)		
Requested Areas	**SOFTWARE**	**Adv**	**EP**
	8A Controllable Pitch Propellers		
	8C Special (Specify)		

Additional Requirements for a DER With a Delegation of Software Approval:

Circle One

Yes No (a) Comprehensive familiarity with, and understanding of, RTCA Document DO-178 (revision), Software Considerations in Airborne Systems and Equipment Certification.

Yes No (b) Familiarity with the systems safety assessment process, specifically, those portions which establish the software criticality levels.

Yes No (c) A demonstrated knowledge of the rationale for, and the significance of, each stage in the software development process, as well as its supporting standards, procedures, and documentation. The DER should be able to identify the critical aspects and contents of each of the documents mentioned in DO-178.

Yes No (d) Experience gained from participation in some technically responsible capacity over a complete software development program life cycle. This qualification may be satisfied by an aggregate over several different software development programs.

Yes No (e) Experience interacting with all phases of software development and testing processes addressed by DO-178, including utilization of the associated configuration and quality control procedures. This experience should include significant responsible involvement in several of those phases. When assessing an applicant's capabilities for making a knowledgeable finding of compliance, experience obtained in the requirements development or testing phases may, for example, be weighted more heavily than that obtained in the detail design or coding phases.

Yes No (f) Fluency in at least one high-level and one assembly-level programming language and familiarity with typical support software used in a software development process. Familiarity with typical software tools available to facilitate the development, documentation, and consistency-checking processes is highly desirable.

Yes No (g) Demonstrated knowledge of the sources of software anomalies, the relative merits of the types of testing procedures which are available to protect against them, and the characteristics of a thorough test program.

Yes No (h) Familiarity with the aspects of computing peculiar to real-time avionics systems, such as the use of interrupts, multitasking, software reentrancy, etc. This should include an appreciation of the types of analysis and testing necessary to ensure the integrity of these mechanisms.

Yes No (i) An understanding of the techniques which may be employed to reduce software criticality levels, such as system architecture, multiversion programming, and partitioning. This should include the ability to assess the adequacy of a proposed technique relative to the integrity credit desired.

Yes No (j) Knowledge of hardware characteristics such as input/output schemes, memory organization and multiport access, communication bus protocols, and processor architecture, all of which have an impact on the software interface and the potential for the creation of anomalies.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

PROPELLERS

Reference FAA Order 8110.37, Appendix 2, Chart F

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**SAFETY ANALYSIS**	**Adv**	**EP**
	9A Controllable Pitch Propellers		
	9B Fixed Pitch Propellers		
	9C Special (Specify)		
Requested Areas	**LIGHTNING/HIRF PROTECTION**	**Adv**	**EP**
	10A Controllable Pitch Propellers		
	10B Fixed Pitch Propellers		
	10C Special (Specify)		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

FLIGHT ANALYST

Reference FAA Order 8110.37, Appendix 2, Chart G

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column (Y=YES; N=NO), and provides rationale.

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**REVIEW FLIGHT TEST PLANS**	**Adv**	**EP**
	1A Aircraft Performance		
	1B Aerodynamics		
	1C Flight Characteristics		
	1D Sys. Calib. (Air Spd., Alt., Air Temp.)		
	1E Propulsion Sys. & Related Components		
	1F Elec./Electronic Sys.-Related Comp.		
	1G Mech. & Hyd. Sys.-Related Comp.		
	1H Pressure & Air Conditioning Systems		
	1I Auto. Control Systems		
	1J Ice Protection System		
	1K Special (Specify)		
Requested Areas	**REVIEW FLIGHT TEST INSTRUMENTATION**	**Adv**	**EP**
	2A Aircraft Performance		
	2B Aerodynamics		
	2C Flight Characteristics		
	2D Sys. Calib. (Air Spd., Alt., Air Temp.)		
	2E Propulsion Sys. & Related Components		
	2F Elec./Electronic Sys.-Related Comp.		
	2G Mech. & Hyd. Sys.-Related Comp.		
	2H Pressure & Air Conditioning Systems		
	2I Auto. Control Systems		
	2J Ice Protection System		
	2K Special (Specify)		

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**WEIGHT/BALANCE SURVEILLANCE**	**Adv**	**EP**
	3A Aircraft Performance		
	3B Aerodynamics		
	3C Flight Characteristics		
	3F Elec./Electronic Sys. - Related Comp.		
	3I Auto. Control Systems		
Requested Areas	**FLIGHT TEST DATA RECORDING**	**Adv**	**EP**
	4A Aircraft Performance		
	4B Aerodynamics		
	4C Flight Characteristics		
	4D Sys. Calib. (Air Spd./Alt./Air Temp.)		
	4E Propulsion Sys. & Related Comp.		
	4F Elec./Electronic Sys. - Related Comp.		
	4G Mech. & Hyd. Sys. - Related Components		
	4H Pressure & Air Conditioning Systems		
	4I Auto. Control Systems		
	4J Ice Protection Systems		
	4K Special (Specify)		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

FLIGHT ANALYST

Reference FAA Order 8110.37, Appendix 2, Chart G

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**FLIGHT TEST DATA REDUCTION/ANALYSIS**	**Adv**	**EP**
	5A Aircraft Performance		
	5B Aerodynamics		
	5C Flight Characteristics		
	5D Sys. Calib. (Air Spd., Alt., Air Temp.)		
	5E Propulsion Sys. & Related Components		
	5F Elec./Electronic Sys. - Related Comp.		
	5G Mech. & Hyd. Sys. - Related Comp.		
	5H Pressure & Air Conditioning Systems		
	5I Auto. Control Systems		
	5J Ice Protection System		
	5K Special (Specify)		
Requested Areas	**FLIGHT TEST DATA EXPANSION (Alt./Temp./Wgt.)**	**Adv**	**EP**
	6A Aircraft Performance		
	6B Aerodynamics		
Requested Areas	**COMPILE FLIGHT TEST REPORTS**	**Adv**	**EP**
	7A Aircraft Performance		
	7B Aerodynamics		
	7C Flight Characteristics		
	7D Sys. Calib. (Air Spd., Alt., Air Temp.)		
	7E Propulsion Sys. & Related Components		
	7F Elec./Electronic Sys. - Related Comp.		
	7G Mech. & Hyd. Sys.-Related Comp.		
	7H Pressure & Air Conditioning Systems		
	7I Auto. Control Systems		
	7J Ice Protection System		
	7K Special (Specify)		
Requested Areas	**COMPILE PERFORMANCE SUBSTANTIATION REPORTS**	**Adv**	**EP**
	8A Aircraft Performance		
	8B Aerodynamics		

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**COMPLETE PORTIONS OF TYPE INSPECTION REPORTS**	**Adv**	**EP**
	9A Aircraft Performance		
	9B Aerodynamics		
	9C Flight Characteristics		
	9D Sys. Calib. (Air Spd., Alt., Air Temp.)		
	9E Propulsion Sys. & Related Components		
	9F Elec./Electronic Sys. - Related Comp.		
	9G Mech. & Hyd. Sys. - Related Comp.		
	9H Pressure & Air Conditioning Systems		
	9I Auto. Control Systems		
	9J Ice Protection System		
	9K Special (Specify)		
Requested Areas	**REVIEW ACFT. FLT. MANUAL AND RECOMMEND APPROVAL**	**Adv**	**EP**
	10A Aircraft Performance		
	10B Aerodynamics		
	10C Flight Characteristics		
	10D Sys. Calib. (Air Spd./Alt./Air Temp.)		
	10E Propulsion Sys. & Related Comp.		
	10F Elec./Electronic Sys. - Related Comp.		
	10G Mech. & Hyd. Sys. - Related Components		
	10H Pressure & Air Conditioning Systems		
	10I Auto. Control Systems		
	10J Ice Protection Systems		
	10K Special (Specify)		
Requested Areas	**COMPILE PART 36 REFERENCE PROFILES**	**Adv**	**EP**
	11L Part 36 Reference Conditions		

NOTE: Specific appendix to part 36 (for example, appendix C, appendix G, appendix H, appendix J) may be controlled by CFR authorized in delegation letter (for example, CFR 23, CFR 25, CFR 27, CFR 29) or by specific appendix (for example, appendix J only). This may require specific CFR limitations for new authorized area L and delegated function 11.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

FLIGHT TEST PILOT

Reference FAA Order 8110.37, Appendix 2, Chart H

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column (Y=YES; N=NO), and provides rationale.

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**RECOMMEND APPROVAL OF FLIGHT TEST PLANS**	**Adv**	**EP**
	1A Aircraft Performance		
	1B Flight Characteristics		
	1C Propulsion Systems		
	1D Hyd., Elec., & Pneumatic Systems		
	1E Pressurization & A/C Systems		
	1F Flight Instruments & Systems		
	1G Auto. Control Systems		
	1H Ice Protection Systems		
	1I Operating Limitations or Procedures		
	1J H/V (Rotorcraft)		
	1K Special (Specify)		
Requested Areas	**CONDUCT GROUND TESTS AND EVALUATIONS**	**Adv**	**EP**
	2A Aircraft Performance		
	2C Propulsion Systems		
	2D Hyd., Elec., & Pneumatic Systems		
	2E Pressurization & A/C Systems		
	2F Flight Instruments & Systems		
	2G Auto. Control Systems		
	2H Ice Protection Systems		
	2I Operating Limitations/Procedures		
	2K Special (Specify)		

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**CONDUCT FLIGHT TESTS AND EVALUATIONS**	**Adv**	**EP**
	3A Aircraft Performance		
	3B Flight Characteristics		
	3C Propulsion Systems		
	3D Hyd., Elec., & Pneumatic Systems		
	3E Pressurization & A/C Systems		
	3F Flight Instruments & Systems		
	3G Auto. Control Systems		
	3H Ice Protection Systems		
	3I Operating Limitations/Procedures		
	3J H/V (Rotorcraft)		
	3K Special (Specify)		
Requested Areas	**COMPILE TEST REPORTS**	**Adv**	**EP**
	4B Flight Characteristics		
	4F Flight Instruments & Systems		
	4G Auto. Control Systems		
	4I Operating Limitations/Procedures		
	4J H/V (Rotorcraft)		
	4K Special (Specify)		
Requested Areas	**COMPLETE PORTIONS OF AND APPROVE THE TIR**	**Adv**	**EP**
	5A Aircraft Performance		
	5B Flight Characteristics		
	5C Propulsion Systems		
	5D Hyd., Elec., & Pneumatic Systems		
	5E Pressurization & A/C Systems		
	5F Flight Instruments & Systems		
	5G Auto. Control Systems		
	5H Ice Protection Systems		
	5I Operating Limitations/Procedures		
	5J H/V (Rotorcraft)		
	5K Special (Specify)		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

FLIGHT TEST PILOT

Reference FAA Order 8110.37, Appendix 2, Chart H

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**RECOMMEND APPROVAL OF AIRCRAFT FLIGHT MANUAL**	**Adv**	**EP**
	6A Aircraft Performance		
	6B Flight Characteristics		
	6C Propulsion Systems		
	6D Hyd., Elec., & Pneumatic Systems		
	6E Pressurization & A/C Systems		
	6F Flight Instruments & Systems		
	6G Auto. Control Systems		
	6H Ice Protection Systems		
	6I Operating Limitations/Procedures		
	6J H/V (Rotorcraft)		
	6K Special (Specify)		

Additional Requirements for a Flight Test Pilot DER:

Circle One

Yes No (a) Hold a commercial pilot's certificate with instrument rating and be qualified in aircraft of the same category and class and similar in design to that in which the applicant will be conducting tests.

Yes No (b) Have logged a minimum of 2,000 pilot-in-command (PIC) flying hours (1,000 hours for helicopters) of which at least 100 hours have been logged within the past 12 months.

Yes No (c) Have logged a minimum of 100 hours of appropriate experimental flight testing experience in the same certification category and in a similar type of aircraft for which the DER appointment is requested.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

ACOUSTICAL

Reference FAA Order 8110.37, Appendix 2, Chart I

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column (Y=YES; N=NO), and provides rationale.

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**MEASUREMENT LOCATIONS**	**Adv**	**EP**
	1A Acoustical		
	1B Special (Specify)		
Requested Areas	**RECORDING EQUIPMENT**	**Adv**	**EP**
	2A Acoustical		
	2B Special (Specify)		
Requested Areas	**ANALYSIS EQUIPMENT**	**Adv**	**EP**
	3A Acoustical		
	3B Special (Specify)		
Requested Areas	**ENVIRONMENTAL CONDITIONS**	**Adv**	**EP**
	4A Acoustical		
	4B Special (Specify)		
Requested Areas	**CALCULATION PROCEDURE**	**Adv**	**EP**
	5A Acoustical		
	5B Special (Specify)		

NOTE 1: Acoustical DER appointments require two levels of approvals. First, the approval of the ACO manager, then the approval of the Director, Office of Environment and Energy (AEE-1), or FAA personnel to whom they have delegated such approval authority. However, technical data approvals and other activities of the acoustical DER will be monitored by the cognizant ACO.

NOTE 2: All of the above areas are ONLY authorized on a case-by-case basis.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 4. SAMPLE DMIR/DAR APPLICATION PACKAGE SUBMITTAL LETTER

U.S. Department
of Transportation
Federal Aviation Administration

Dear **[Designee Applicant]**:

Enclosed is a designee application package that will assist you in preparing and submitting all the required information. Chapter 4, tables' 4-1 to 4-4 of FAA Order 8100.8, Designation Management Handbook, contains specific information which must be provided by applicants who seek appointment as DMIR/DAR/ODAR. The evaluation of the information provided by the applicant showing how the applicant meets the criteria determines if the applicant may be appointed as a designee, identified as a candidate, or has their application denied. When an applicant meets the criteria through direct FAA interaction and verifiable documentation, and there is an FAA need and ability to manage, appointment is made. When all of the criteria are met, with the exception of a direct working relationship with the FAA, an applicant may be identified as a candidate. Failure to meet the above will result in a denial.

The following items make up the DMIR/DAR/ODAR application package:

1. FAA Form 8110-14, Statement of Qualifications (DAR-ODAR-DMIR-DER). *THIS FORM MUST BE COMPLETED AND RETURNED.* If you are requesting appointment as an organizational DAR or DMIR, please ensure your employer completes item 10 and forwards a letter requesting your appointment.

2. Evaluation forms for GENERAL REGULATORY, TECHNICAL, INTERFACE, and STANDARDIZATION criteria requirements. The supplementary information which is required for REGULATORY, TECHNICAL, and INTERFACE criteria should be attached to the applicable sheet and *RETURNED*.

3. Evaluation forms for SPECIALIZED TECHNICAL criteria. These criteria are specialized to the <u>particular airworthiness function for which you are seeking authorization.</u> Write your name on each of these sheets. Then indicate the requested authorized functions for which you are seeking appointment.

For items 2 and 3 you must include documentation which verifies that you possess the required general and specialized knowledge. This may be done by listing experience with quality control methods and techniques, by indicating you have successfully completed the designee standardization written examination, and by documenting programs you have managed leading to the issuance of original airworthiness certificates or approvals for products and/or parts.

You must also include documentation which verifies that you have had the general and specialized experience required for any of the authorized functions you are requesting. This information should be in a resume format and be as concise as possible. Please include the location and dates where the experience was gained. It is very important that this information verifies your expertise in each of the authorized functions requested. Your resume will need to verify that you have all of these additional specific requirements.

Your completed application package *MUST BE RETURNED* for evaluation in accordance with FAA Order 8100.8. Please make information on your application as complete as possible. Concise, accurate, and detailed records are essential to prompt processing of your application. Incomplete packages will be returned. Please forward your application package to:

DOT/FAA
[Location] MIDO
ATTN: **[DPC]**
[Address]

If you have any questions regarding this application package, please contact **[DPC]** at **[telephone number]**.

[Signature Block]

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION

Applicant's Name_____

GENERAL REGULATORY CRITERIA

Regulatory Experience and Expertise

Regulatory Experience and Expertise Explained:

This form documents your knowledge of the meaning and applications of Title 14, Code of Federal Regulations (14 CFR). This knowledge allows the designee to determine what is and is not applicable for the task at hand. On the REGULATORY criteria sheet, place an "X" in the column to the left of 14 CFR part(s) of which you are knowledgeable. You must include documentation that verifies where and how you acquired your knowledge of acceptable compliance to the requested 14 CFR part. An example might look as follows:

> "During the time period from December 1983 to April 1997, I was employed by the Big Airplane Company in Ennis, Texas. My position was on the Airworthiness Certification staff. One of my job functions was to research documentation regarding certain regulations, conformity to company type design, and compliance to airworthiness standards to assist the company in making its findings of compliance. I worked very closely with Mr. Gene Vandermolen of the Transport Airplane Directorate."

APPLICANT INFORMATION		***FAA USE ONLY***	
GENERAL EXPERIENCE DESCRIPTION: Regulatory/Certification Expertise and Experience		**Adv**	**EP**
	Possesses a working knowledge of the pertinent FAA regulations, directives and related guidance:		
	14 CFR part 21		
	14 CFR part 45		
	14 CFR part 47		
	14 CFR part 183		
	Order 8110.4		
	Order 8100.8		
	Order 8130.2		
	Order 8130.21		
	Advisory Circular 21-2		
	Advisory Circular 21-23		
	Advisory Circular 21-32		
	Advisory Circular 21-33		
	Advisory Circular 45-2		

Supplementary Documentation (attach additional sheets as required).

_____
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APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

GENERAL TECHNICAL CRITERIA

Technical Experience and Expertise

Technical Experience and Expertise Explained:

This form documents the applicant's possession of airworthiness and manufacturing knowledge, skills, and abilities. This criteria also is used to determine the authorized functions and limitations. Indicate applicable technical expertise and experience you have by placing an "X" in the left column of the table below. You must list at least three references and include telephone numbers at which they may be reached during normal business hours Monday through Friday. These references must be persons who have first-hand knowledge of your technical abilities. These persons must have the technical knowledge necessary to make such a judgment regarding your technical ability. Although not required, it will be helpful if these references are persons known to the Aircraft Certification Service. You must also include documentation that substantiates where and how you acquired your technical expertise and experience.

Mark with an "X"	***APPLICANT INFORMATION***	***FAA USE ONLY***	
	GENERAL EXPERIENCE DESCRIPTION: **Technical: Technical Expertise and Experience**	**Adv**	**EP**
	Each applicant must possess current technical knowledge and meet experience requirements in connection with the production or inspection of products or parts of the same type and complexity for the functions sought (for example, Boeing Model 707-100, Bell Model 47B, and/or related parts/components, appliances, etc.).		
	DMIR/ODAR Employed by a PAH or a PAH's supplier.		
	DMIR/ODAR: Familiar with the PAH and/or PAH's approved supplier's facilities, procedures, manufacturing practices, and inspection techniques in connection with type certification, original airworthiness certification, export certification, parts approval, and associated data as appropriate for the functions sought.		
	Three verifiable technical references are required to substantiate that the applicant possesses the required technical expertise for the designation sought. These references (listed below) may be the same persons used for character references (reference GENERAL INTERFACE CRITERIA). DMIR and ODAR applicants must include a letter of recommendation from the company attesting to the applicant's technical competency; this may be considered one of the three required technical references.		
	For an ODAR, 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 ensuring the individual ARs 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 determination consistent with the type and complexity of authorized functions 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.		
	Technical References (list three names minimum and indicate if DMIR/DAR/ODAR): 1. _____ Name Phone Number Designations Held 2. _____ Name Phone Number Designations Held 3. _____ Name Phone Number Designations Held		

Supplementary Documentation (attach additional sheets as required).

_____

_____

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

GENERAL INTERFACE CRITERIA

Direct Interface with FAA Personnel and Procedures

Direct Interface With FAA Personnel and Procedures Explained:

This form is used to document your character references and your direct interface with FAA personnel and procedures. List at least three references and include a telephone number where they may be contacted during normal office hours Monday through Friday. These references should be able to verify your integrity, ethics, and interpersonal skills.

APPLICANT INFORMATION	***FAA USE ONLY***	
GENERAL EXPERIENCE DESCRIPTION: INTERFACE CRITERIA	**Adv**	**EP**
Three verifiable character references are required to substantiate that the applicant possesses integrity and sound judgment. These references (listed below) may be the same persons used for technical references (reference GENERAL TECHNICAL CRITERIA). DMIR and ODAR applicants must include a letter of recommendation from the company attesting to these attributes; this may be considered one of the three required character references.		
List a minimum of three verifiable character references: 1. _____ Name Phone Number 2. _____ Name Phone Number 3. _____ Name Phone Number 4. _____ Name Phone Number 5. _____ Name Phone Number		
Applicant has the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA.		
Applicant has a good command of the English language, both oral and written.		
Applicant must be sufficiently knowledgeable in technical and administrative functions associated with the appointment and must satisfactorily demonstrate this to the FAA prior to appointment.		
Applicant possesses a high degree of integrity, sound judgment, and cooperative attitude.		
DMIR applicant must have been in a responsible position for a minimum of 1 year in connection with the type of work covered by the designation.		
DMIR/ODAR applicants must report to a level of management in the organization sufficient to enable the applicant to administer the pertinent FAA regulations effectively without undue pressure or influence from other organization elements.		
DAR/ODAR applicants must include documentation showing significant experience in a direct working relationship with the FAA.		

DAR/ODAR applicants showing significant experience in a direct working relationship with the FAA will have their documentation in the following format: projects worked, dates of work, activity involved, and point of contact within the FAA. An example follows:

> "Big Airplane AAA-44, April 1989 to present, STC project for EFIS system on Boeing Model 727-200; Jerry Smith (1989-1990) and multiple STC projects; George Burns (1990-present)."

Supplementary Documentation (attach additional sheets as required).

_____

_____

_____

_____

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

GENERAL STANDARDIZATION

Knowledge of the Standardized FAA Designee System

Knowledge of the Standardized FAA Designee System Explained:

This form is used to document your knowledge of FAA Airworthiness Approval and Certification process responsibilities, authority, limitations, activities, and procedures while serving as a representative of the FAA Administrator in the FAA certification process. Following the STANDARDIZATION CRITERIA is the designee knowledge-based test, which is used as evidence of your knowledge of designee functions. Complete the test, affirm with your signature, and return it with the rest of the application package. The applicant may gain this knowledge through experience, attending FAA Standardization Seminars, or by directed self-study.

DMIR/DAR/ODAR APPLICANT INFORMATION
CRITERION DESCRIPTION:
Applicant completes knowledge-based test

FAA USE ONLY		
Adv		**EP**
	Review completed test	

Knowledge-Based Test

Answer the following questions by darkening in the circle preceding the correct answer:

1. What regulation describes the requirements for designating private persons to act as representatives of the FAA?
   - ○ 14 CFR part 43
   - ○ 14 CFR part 21
   - ○ 14 CFR part 183

2. Which FAA publication is used to check the currency of orders and notices?
   - ○ AC 00-2
   - ○ AC 00-44
   - ○ AC 21-7
   - ○ Order WA 0000.5

3. Which FAA publication is used to check the currency of the CFR?
   - ○ AC 00-2
   - ○ AC 21-7
   - ○ AC 21-23
   - ○ AC 00-44

4. Which FAA publication is used to check the currency of advisory circulars (AC)?
   - ○ AC 00-44
   - ○ AC 00-2
   - ○ AC 00-11
   - ○ Order WA 0000.4

5. Title 14, Code of Federal Regulations (14 CFR) refers to:
   - ○ The president
   - ○ Wildlife and fisheries
   - ○ Agriculture
   - ○ Aeronautics and space

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

6. The word "chapter" when used in 14 CFR § 21.17 refers to:
   - ○ Chapter 14
   - ○ Chapter 1
   - ○ Chapter 21
   - ○ Chapter 17

7. Special Federal Aviation Regulations (SFAR) are:
   - ○ Equivalent to a CFR
   - ○ Issued for a specified period
   - ○ Issued for a specific purpose
   - ○ All the above

8. The designee's signature must be in permanent ink on the following form:
   - ○ Form 8100-2, Standard Airworthiness Certificate
   - ○ Form 8130-7, Special Airworthiness Certificate
   - ○ Form 8130-6, Application for Airworthiness Certificate
   - ○ All of the above

9. Typing errors may not be corrected on the following form:
   - ○ Any airworthiness application
   - ○ "E" card
   - ○ Standard or special airworthiness certificates
   - ○ All of the above

10. Designees may be authorized by the FAA to conduct inspections necessary to determine that products and related parts conform to the type design data and are in a condition for safe operation.
   - ○ True
   - ○ False

11. DMIR designations are effective for:
   - ○ An indefinite period of time
   - ○ 12 months
   - ○ 2 years

12. A representative's designation may be terminated upon a finding by the FAA that the designee did not properly perform their authorized duties.
   - ○ True
   - ○ False

13. What FAA order contains type certification project inspection procedures?
   - ○ Order 8120.2
   - ○ 14 CFR part 21
   - ○ Order 8110.4

14. On what FAA form are the majority of a designee's inspections documented?
   - ○ FAA Form 8100-1
   - ○ FAA Form 8130-6
   - ○ FAA Form 8110-12

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

15. Where would you find the detailed instructions for completion of Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag?
- ○ FAA Order 8120.2
- ○ FAA Order 8110.4
- ○ FAA Order 8130.21

16. Is it appropriate for a designee to sign and issue an FAA Form 8130-3 tag, if the form is incomplete with regard to part quantity, nomenclature, part number, installation eligibility, or shipper's invoice number?
- ○ Yes
- ○ No

17. Entries on the FAA Form 8130-3 tag may be made in pencil.
- ○ True
- ○ False

18. Who should the designee contact for information and answers relative to their duties as a designee? Use your own words.

_____

_____

_____

19. Is it permissible to issue one FAA Form 8130-3 tag for several parts of the same number?
- ○ Yes
- ○ No

20. An application for a type certificate for other than a transport category aircraft is effective for:
- ○ An indefinite period of time
- ○ 5 years
- ○ 3 years

21. Conformity to type design is considered attained when the required and proper components are installed and they are consistent with the drawings, specifications, and other data that are part of the type certificate.
- ○ True
- ○ False

22. Type certificates are issued for aircraft, aircraft engines, and propellers.
- ○ True
- ○ False

23. The final type inspection report ensures that all type inspection authorization requirements are completed, and all FAA regulations have been met.
- ○ True
- ○ False

24. An application for a type certificate must show compliance with FAA requirements that were in effect:
- ○ As of the latest change to 14 CFR part 21
- ○ As of the type certificate approval date
- ○ On the date of the application

25. The administrator of the FAA is empowered to issue:
- ○ Maximum standards
- ○ Aircraft identification plates
- ○ Reasonable rules

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

26. What must be presented to the FAA by the applicant for each aircraft engine or propeller presented for type certification?
- ○ A $5 service fee
- ○ A statement of conformity
- ○ A letter of acceptance

27. Definitions for specific words and phrases used throughout the Code of Federal Regulations may be found in:
- ○ 14 CFR part 21
- ○ 14 CFR part 199
- ○ 14 CFR part 1

28. The Code of Federal Regulations (CFR) is divided into:
- ○ 100 titles
- ○ 50 titles
- ○ 10 titles

29. Which regulation defines the eligibility for obtaining an Export Airworthiness Approval?
- ○ 14 CFR § 21.323
- ○ 14 CFR § 21.601
- ○ 14 CFR § 21.125

30. Which advisory circular contains export airworthiness procedures and special requirements?
- ○ AC 21-16
- ○ AC 21-2
- ○ AC 21-18

31. Which FAA order contains airworthiness inspection procedures?
- ○ Order 8130.2
- ○ Order 8120.2
- ○ Order 8110.4

32. Which FAA document contains information concerning the completion of FAA Form 8130-1, Application for Export Certificate of Airworthiness?
- ○ Order 8130.2
- ○ 14 CFR part 21
- ○ AC 21-2E

33. An approved product was sold to a customer in the United States and was shipped to that customer. The product was not specifically inspected by the DMIR. The customer now has a desire to sell the product to a foreign operator. Would it now be appropriate for the DMIR to process an Export Airworthiness Approval?
- ○ Yes
- ○ No

34. FAA Form 8130-3, Airworthiness Approval Tag, is a multipurpose form. As a designee, which side of the form would you complete for the export of either PMA or TSO articles?
- ○ Blocks 14 through 18
- ○ Blocks 19 through 23
- ○ Both

35. Which FAA document identifies most special requirements for export of products to foreign countries?
- ○ 14 CFR part 21
- ○ AC 21-2
- ○ Order 8130.2

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

36. An order is received for parts manufactured by your firm for shipment of aviation parts to a foreign aircraft manufacturer. The aircraft manufacturer has requested that the parts be shipped with FAA Form 8130-3. The requested parts are not manufactured under either your firm's PMA or TSO authorization. The parts are, however, produced under the same quality control system and are available in the facilities for inspection. Would it be appropriate for the DMIR to complete the requested FAA Form 8130-3?
- ○ Yes
- ○ No

37. Designees may be authorized to perform evaluation or surveillance functions of their firm's quality control system on behalf of the FAA.
- ○ True
- ○ False

38. The FAA regulatory basis for export is:
- ○ 14 CFR part 43, subpart D
- ○ 14 CFR part 21, subpart L
- ○ AC 21-2

39. Export requirements may be waived by the:
- ○ Manufacturer
- ○ FAA representative
- ○ Foreign Civil Aviation Authority

40. Oral applications may be made by anyone desiring to export a class II product.
- ○ True
- ○ False

41. An example of a class II product is:
- ○ MS20470AD4-4 rivets
- ○ A TSO-C22 aircraft seat belt
- ○ A complete aircraft propeller

42. What document is required to amend or modify an airworthiness certificate or operating limitations?
- ○ An amended type certificate
- ○ An application for airworthiness certificate
- ○ A special flight authorization

43. Airworthiness certificates may be issued for an aircraft manufactured under a production certificate without further showing.
- ○ True
- ○ False

44. U.S. aircraft registration requirements are located in:
- ○ 14 CFR part 45
- ○ 14 CFR part 21
- ○ 14 CFR part 47

45. There are no specific size requirements for PMA markings, provided they are legible.
- ○ True
- ○ False

46. All designee functions must be accomplished within your company's facilities, unless otherwise authorized by your managing office.
- ○ True
- ○ False

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

47. The privileges of a DMIR are stated in:
- ○ FAA Order 8130.2
- ○ Public Law 103-272
- ○ 14 CFR part 183

I hereby affirm that I completed this designee test.

_____ _____
SIGNATURE DATE

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

AUTHORIZED FUNCTIONS AND TECHNICAL EXPERIENCE CRITERIA

INSTRUCTIONS: Applicant indicates below the function(s) for which authorization is sought. On the following SPECIALIZED TECHNICAL EXPERIENCE (Application Information) tables indicate, by putting an "X" below, the appropriate experience for the authorized functions desired. The experience indicated must be substantiated on a separate supplemental sheet and submitted with the application. The advisor evaluates the requested function(s), and recommends authorized function(s) to the evaluation panel by marking the Adv column (Y=Yes, N=No) and provides rationale. The evaluation panel evaluates function(s) recommended by the advisor, marks the EP column (Y=Yes, N=No), and provides rationale.

DMIR Applicants - Indicate Functions Desired						
1	**2**	**3**	**4**	**5**	**6**	**7**

Manufacturing DAR and ODAR Applicants - Indicate Functions Desired														
8	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**

AUTHORIZED FUNCTIONS

NOTE 1: A designee may not be authorized to perform evaluation, surveillance, or investigations of quality control systems, data, procedures, methods, or service difficulty reports. These are inherently governmental functions that are NOT to be delegated. The FAA inspector will NOT authorize any privilege not included in §§ 183.31 and 183.33. Authorized function(s) must appear on the designee's certificate of authority.

NOTE 2: Each designee must be carefully evaluated to ensure that they are issued the applicable codes with appropriate limitations for the functions they perform.

NOTE 3: The "conformity inspections" functions include test articles, as required. Designees may be authorized to witness tests when requested by the ACO and authorized by the managing office.

NOTE 4: Designees are required to complete any necessary reports/documents, as applicable, under any function code.

DMIR Codes and Functions:

01 Issue original standard or special airworthiness certificate for eligible aircraft and airworthiness approvals for engines, propellers, and product parts at a production approval holder's (PAH) facility, only when it has been determined that the product(s) conform to the approved design requirements and are in a condition for safe operation.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

NOTE: Under this function code, the issuance of airworthiness approvals (Form 8130-3) are for domestic shipments only in accordance with FAA Order 8130.21, Procedures for Completion and Use of the Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag.

02 Issue special airworthiness certificate, in the experimental category, for the purpose of showing compliance with 14 CFR chapters I and III for aircraft which the PAH holds the type certificate (TC), and that has undergone changes to the type design that require an FAA official flight test.

NOTE: The designees must contact their managing office to obtain any special direction or instructions before issuing each experimental airworthiness certificate.

03 Issue export certificate of airworthiness and export airworthiness approval tag in accordance with 14 CFR part 21, subpart L, for the PAH after determining that the products and parts submitted by the PAH conform to the type design, are in a condition for safe operation, and comply with the special requirements of the importing country.

NOTE: 14 CFR 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.

04 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, are in a condition for safe operation, and comply with the special requirements of the importing country.

05 Conduct conformity inspections to determine that prototype products and related parts conform to the design specifications.

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. In general, a DMIR should not conduct inspections on behalf of the FAA if the individual has performed the identical inspection on behalf of the PAH or PAH's approved supplier.

06 Conduct any inspections to determine that production products and related parts conform to the approved type design and are in a condition for safe operation.

07 Perform functions specifically identified on the DMIR certificate of authority for the PAH, or the PAH's supplier, at any location authorized by the FAA.

DAR-F and ODAR-F Codes and Functions:

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

08 Issue original standard airworthiness certificates for U.S.-registered aircraft and original airworthiness approvals for engines, propellers, parts, and appliances that conform to the approved design requirements and are in a condition for safe operation.

NOTE 1: Under this function code, the issuance of airworthiness approvals (Form 8130-3) are for domestic shipments only in accordance with FAA Order 8130.21, Procedures for Completion and Use of Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag.

NOTE 2: This includes very light aircraft (VLA), aircraft built from spare and surplus parts, and surplus military aircraft. This does not include aircraft built in countries in which the United States does not have a BAA or BASA.

NOTE 3: The issuance of airworthiness approvals meets the requirements for production conformity at the PAH or the PAH's supplier.

09 Issue special airworthiness certificates, in the experimental category, for the purpose of showing compliance with 14 CFR chapter I, for U.S.-registered aircraft which have undergone changes to the type design and require flight test prior to the issuance/reissuance of an airworthiness certificate.

10 Issue original/recurrent special airworthiness certificates for primary category aircraft.

11 Issue original/recurrent special airworthiness certificates, in the experimental category, for the purposes of performing market survey, research and development, and crew training on U.S.-registered aircraft.

12 Issue original/recurrent special airworthiness certificates, in the experimental category, for the purpose of air racing and operating exhibition U.S.-registered aircraft located in the United States.

13 Issue original special airworthiness certificates for 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 §§ 21.21 and 21.27 type-certificated aircraft.

14 Issue original class I provisional airworthiness certificates.

15 Issue original/recurrent special airworthiness certificates for limited category.

16 Issue special flight permits for U.S.-registered aircraft for the purposes outlined in 14 CFR part 21, § 21.197(a)(1), (2), (3), (4), (5), and (b).

17 Issue amendment/replacement for standard or special airworthiness certificate if the proper documentation can be obtained from the applicant.

NOTE 1: The managing office may limit a designee to do amendments and/or replacements.

NOTE 2: This includes the replacement of certificates when the aircraft registration number changes.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

18 Issue original export airworthiness approval for class I products in accordance with the provisions of 14 CFR part 21, subpart L.

* **19** Issue original export airworthiness approval for class II products manufactured in accordance with 14 CFR part 21.

20 Issue original/recurrent export airworthiness approval under the provisions of 14 CFR Part 21, subpart L, for class III products that are manufactured in accordance with 14 CFR part 21. Individual DARs must be employed by an applicant who is the PAH of the product being exported, and/or when the applicant meets the provisions of Note 2 below.

NOTE 1: DARs may be full-time, part-time, or contract employees of a PAH.

NOTE 2: This authorization includes export airworthiness approvals for Class III products located at a non-PAH distributor operating under an exemption to § 21.323(b)(2). *

21 Make conformity determinations on aircraft, engines, propellers, and parts thereof to be used for design evaluation programs; for example, TC and supplemental type certification (STC) programs, and complete all necessary reports.

NOTE: For conformity inspections at the PAH's or PAH's supplier at any location authorized by the FAA, the managing office will delegate all inspections. 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 an ODAR inspection. In general, an AR will not conduct inspections on behalf of the FAA if the individual has performed the identical inspection on behalf of the PAH or PAH's approved supplier.

22 Issue conformity certifications on behalf of the Civil Aviation Authority (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 at any location, authorized by the FAA and only after the FAA has received notification from the CAA of the country in which the product is located.

NOTE: In the context of function code 22, the term "DAR" applies to DARs and ODARs.

23-46 Function codes are for AFS and can be found in chapter 14 of this order.

47. Issue recurrent/original and replacement special airworthiness certificates, experimental, for the purposes of operating U.S.-registered light-sport aircraft. (Reference Order 8130.33, Designated Airworthiness Representatives: Amateur-Built and Light-Sport Aircraft Certification Functions.)

48. Issue recurrent/original and replacement special airworthiness certificates, for U.S.-registered light-sport category aircraft and special flight permits for production flight-test operations. (Reference Order 8130.33.)

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

Table 1

APPLICANT INFORMATION **Write in the number of years of experience possessed for DMIR functions 1, 2, 7 and DAR/ODAR functions 8 through 17 in the left column and attach supplemental substantiation.**		*FAA USE ONLY*	
Experience Includes	**ISSUE ORIGINAL STANDARD AND/OR SPECIAL AIRWORTHINESS CERTIFICATES FOR U.S.-REGISTERED AIRCRAFT**	**Adv**	**EP**
	5 years of experience as a designated manufacturing inspection representative (DMIR)		
	5 years of experience as a designated alteration station (DAS) inspector		
	5 years of experience as a delegation option authorization (DOA) inspector		
	5 years of experience as a company inspector		
	5 years of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	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.		
	An organization holding an FAA PC or APIS, must have a person(s) in its employ with 5 years of experience.		

Table 2

APPLICANT INFORMATION **Write in the number of years of experience possessed for DMIR functions 3 and 7 and DAR/ODAR function 18 in the left column and attach supplemental substantiation.**		*FAA USE ONLY*	
Experience Includes	**ISSUE ORIGINAL EXPORT AIRWORTHINESS APPROVALS FOR CLASS I PRODUCTS**	**Adv**	**EP**
	5 years of experience as a DMIR		
	5 years of experience as a delegation option authorization (DOA) inspector		
	5 years of experience as a company inspector		
	5 years of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original domestic and/or export airworthiness approvals for class I products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.		
	An organization holding an FAA PC or APIS, must have a person(s) in its employ with 5 years of experience similar to the experience listed for class II products.		

Table 3

APPLICANT INFORMATION **Write in the number of years of experience possessed for DMIR functions 1, 4, 7 and DAR/ODAR functions 8 in the left column and attach supplemental substantiation.**		*FAA USE ONLY*	
Experience Includes	**ISSUE ORIGINAL AIRWORTHINESS APPROVALS FOR AN AIRCRAFT ENGINE OR PROPELLER DESIGNATED FOR DOMESTIC USE**	**Adv**	**EP**
	5 years of experience as a DMIR		
	5 years of experience as a delegation option authorization (DOA) inspector		
	5 years of experience as a company inspector		
	5 years of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original domestic and/or export airworthiness approvals for products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.		
	An organization holding an FAA PC or APIS, must have a person(s) in its employ with 5 years of experience similar to the experience listed for products.		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

Table 4

APPLICANT INFORMATION **Write in the number of years of experience possessed for DMIR functions 3 and 7 and DAR/ODAR function 19 in the left column and attach supplemental substantiation.**		***FAA USE ONLY***	
Experience Includes	**ISSUE ORIGINAL EXPORT AIRWORTHINESS APPROVALS FOR CLASS II PRODUCTS**	**Adv**	**EP**
	3 years of experience as a DMIR		
	3 years of experience as a DOA inspector		
	3 years of experience as a company inspector		
	3 years of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	An organization as a holder of an FAA production approval must have a person(s) in its employ with 3 years of experience similar to the experience listed below:		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original domestic and/or export airworthiness approvals for class II products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought, or show evidence of knowledge as indicated by the asterisk (*) below for class II products.		
	*Show evidence of 3 years of experience (for class II) with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that class II products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for original export airworthiness approval meet 14 CFR part 21, subpart L, and any special requirements of the importing country. Should include knowledge of:		
	*First article, in-process, and final assembly inspections		
	*Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, plating, etc.)		
	*Destructive and nondestructive inspections		
	*Manufacturing processes		
	*Airworthiness assurance		
	*Developing/implementing quality control systems/procedures		
	*Testing procedures		
	*Use of FAA-approved type design data		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

Table 5

APPLICANT INFORMATION **Write in the number of years of experience possessed for DMIR functions 1, 4, 7 and DAR/ODAR functions 8 in the left column and attach supplemental substantiation.**		***FAA USE ONLY***	
Experience Includes	**ISSUE ORIGINAL AIRWORTHINESS APPROVALS DESIGNATED FOR DOMESTIC USE OF A PART (FOR EXAMPLE, MODULE, SUBASSEMBLY, COMPONENT, ARTICLE, ETC.) MADE UNDER AN FAA PRODUCTION APPROVAL, THE FAILURE OF WHICH WOULD JEOPARDIZE THE SAFETY OF AN AIRCRAFT, AIRCRAFT ENGINE, OR PROPELLER**	**Adv**	**EP**
	3 years of experience as a DMIR		
	3 years of experience as a DOA inspector		
	3 years of experience as a company inspector		
	3 years of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	An organization as a holder of an FAA production approval must have a person(s) in its employ with 3 years of experience similar to the experience listed below:		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original domestic and/or export airworthiness approvals for products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought, or show evidence of knowledge as indicated by the asterisk (*) below.		
	*Show evidence of 3 years of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought conform to approved design and are in a condition for safe operation.		
	*First article, in-process, and final assembly inspections		
	*Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, plating, etc.)		
	*Destructive and nondestructive inspections		
	*Manufacturing processes		
	*Airworthiness assurance		
	*Developing/implementing quality control systems/procedures		
	*Testing procedures		
	*Use of FAA-approved type design data		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

Table 6

APPLICANT INFORMATION **Write in the number of years of experience possessed for DMIR functions 3 and 7 and DAR/ODAR function 20 in the left column and attach supplemental substantiation.**		*FAA USE ONLY*	
Experience Includes	**ISSUE ORIGINAL/RECURRENT EXPORT AIRWORTHINESS APPROVALS FOR CLASS III PRODUCTS**	**Adv**	**EP**
	Employed by a PAH authorized to issue export airworthiness approvals for class III products.		
	1 year of experience as a DMIR		
	1 year of experience as a DOA inspector		
	1 year of experience as a company inspector		
	1 year of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	Organization holding an FAA production approval must have a person(s) in its employ with 1 year of experience similar to that listed below. 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 a condition for safe operation.		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original domestic and/or export airworthiness approvals for class III products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or show evidence of knowledge as indicated by the asterisk (*) below for class III products.		
	*Show evidence of 1 year of experience (for class III) with quality control methods and techniques. This experience must demonstrate 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 14 CFR part 21, subpart L, and any special requirements of the importing country. Should include knowledge of:		
	*First article, in-process, and final assembly inspections		
	*Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, plating, etc.)		
	*Destructive and nondestructive inspections		
	*Manufacturing processes		
	*Airworthiness assurance		
	*Developing/implementing quality control systems/procedures		
	*Testing procedures		
	*Use of FAA-approved type design data		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

Table 7

APPLICANT INFORMATION **Write in the number of years of experience possessed for DMIR functions 1, 4, 7 and DAR/ODAR functions 8 in the left column and attach supplemental substantiation.**		***FAA USE ONLY***	
Experience Includes	**ISSUE ORIGINAL AIRWORTHINESS APPROVALS DESIGNATED FOR DOMESTIC USE OF ANY COMPONENT OR PART NOT INCLUDED IN TABLES 3 AND 5 ABOVE, INCLUDING STANDARD PARTS**	**Adv**	**EP**
	1 year of experience as a DMIR		
	1 year of experience as a DOA inspector		
	1 year of experience as a company inspector		
	1 year of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	An organization as a holder of an FAA production approval must have a person(s) in its employ with 1 year of experience similar to the experience listed below:		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original domestic and/or export airworthiness approvals for products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought, or show evidence of knowledge as indicated by the asterisk (*) below.		
	*Show evidence of 1 year of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) conform to approved design and are in a condition for safe operation. Should include knowledge of:		
	*First article, in-process, and final assembly inspections		
	*Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, plating, etc.)		
	*Destructive and nondestructive inspections		
	*Manufacturing processes		
	*Airworthiness assurance		
	*Developing/implementing quality control systems/procedures		
	*Testing procedures		
	*Use of FAA-approved type design data		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

Table 8

APPLICANT INFORMATION **Write in the number of years of experience possessed for DMIR functions 5 and 7 and DAR/ODAR function 21 in the left column and attach supplemental substantiation.**		***FAA USE ONLY***	
Experience Includes	**MAKE CONFORMITY DETERMINATIONS ON AIRCRAFT AND PARTS THEREOF (including those submitted for FAA tests prior to issuance of an FAA Type Design Approval)**	**Adv**	**EP**
	5 years of experience as a DMIR		
	5 years of experience as a DAS inspector		
	5 years of experience as a DOA inspector		
	5 years of experience as a company inspector		
	5 years of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	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) conformed to the type design under evaluation by the FAA or show evidence of knowledge as indicated by the asterisk (*****) below.		
	Organization holding an FAA production approval must have a person(s) in its employ with 5 years of experience similar to experience listed below:		
	Organization not holding an FAA production approval must have a person(s) in its employ with 5 years of experience similar to experience listed below:		
	*****Show evidence of 5 years of experience with quality control methods and techniques. This experience must demonstrate 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 type design being evaluated. Should include knowledge of:		
	*First article, in-process, and final assembly inspections		
	*Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, plating, etc.)		
	*Destructive and nondestructive inspections		
	*Manufacturing processes		
	*Airworthiness assurance		
	*Developing/implementing quality control systems/procedures		
	*Testing procedures		
	*Use of FAA-approved type design data		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

Table 9

APPLICANT INFORMATION **Write in the number of years of experience possessed for DMIR functions 5 and 7 and DAR/ODAR function 22 in the left column and attach supplemental substantiation.**		***FAA USE ONLY***	
Experience Includes	**ISSUANCE OF CONFORMITY CERTIFICATIONS FOR COMPONENTS MANUFACTURED IN THE UNITED STATES FOR NON-U.S. PRODUCT MANUFACTURER**	**Adv**	**EP**
	3 years of experience as a DMIR		
	3 years of experience as a DAS inspector		
	3 years of experience as a DOA inspector		
	3 years of experience as a company inspector		
	3 years of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	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) conformed to the type design under evaluation by the FAA, or show evidence of knowledge as indicated by the asterisk (*****) below.		
	Organization holding an FAA production approval must have a person(s) in its employ with 5 years of experience similar to experience listed below:		
	*****Show evidence of 5 years of experience with quality control methods and techniques. This experience must demonstrate 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 type design being evaluated. Should include knowledge of:		
	*First article, in-process, and final assembly inspections		
	*Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, plating, etc.);		
	*Destructive and nondestructive inspections		
	*Manufacturing processes		
	*Airworthiness assurance		
	*Developing/implementing quality control systems/procedures		
	*Testing procedures		
	*Use of FAA-approved type design data		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 6. SAMPLE OF ODAR's PROCEDURES MANUAL SUBMITTED BY THE ODAR APPLICANT

Table of Contents

Chapter 1. Introduction.

Chapter 2. Policies and Objectives.

Chapter 3. Organizational Structure.

Chapter 4. Authorized Function(s).

Chapter 5. Assignment of Responsibilities.

Chapter 6. Training.

Chapter 7. FAA Document Control (Safeguard FAA Forms and Certificates).

Chapter 8. FAA Document Processing.

Chapter 9. FAA Interface.

Chapter 10. Supervision/Monitoring.

Chapter 11. Authorized Individuals.

a. General Qualifications.

b. Specialized Experience.

c. Authority and Responsibilities.

d. Identification.

e. Limitations and Restrictions.

Chapter 12. Records Retention.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 6. SAMPLE OF ODAR's PROCEDURES MANUAL SUBMITTED BY THE ODAR APPLICANT (CONTINUED)

ODAR Procedures Manual Guide

Chapter 1. The introduction section should describe the purpose of the procedures manual, with separate paragraphs describing the overall general ODAR requirements and how the manual will be controlled.

Chapter 2. The policies and objectives section should contain a statement(s) that describes the overall guideline and purpose of the ODAR organization. The policies and objectives section should also contain a statement that the ODAR will be in compliance with FAA regulations and policies.

Chapter 3. The organizational structure section should contain the organizational configuration of the ODAR that—

- Establishes and outlines the ODAR's organizational freedom to function as a representative of the FAA.
- Defines how the ODAR will interface and function with other elements of the company.
- Defines who will make export applications to the ODAR and who will accept applications (if applicable).
- Defines the ODAR focal point.
- Identifies individual authorized representatives.
- Defines the organizational structure of ODAR with respect to the company.
- Clearly defines the lines of authority and communications with the FAA.

Chapter 4. The authorized functions section should include the authorized functions that the ODAR is seeking or as listed on the Certificate of Authority (once the ODAR has been approved).

Chapter 5. The assignment of responsibilities section should contain a description on the coordination of FAA-related activities. These activities can be divided into two categories: administrative and functional.

- Administrative activities by the focal point may include the following, as applicable:
  - ⇒ Overall management, coordination with the FAA, training.
  - ⇒ Supervision, document control.
  - ⇒ Selection and appointment of individual authorized representatives.
  - ⇒ Appoint and monitor individual authorized representatives to ensure only authorized functions are performed and within limitations.
  - ⇒ Ensure pertinent guidance is distributed and available.
  - ⇒ Ensure individual authorized representatives attend required training.
  - ⇒ Maintain a file of each authorized representative's qualifications and experience.
  - ⇒ Ensure each authorized representative submits monthly reports.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 6. SAMPLE OF ODAR's PROCEDURES MANUAL SUBMITTED BY THE ODAR APPLICANT (CONTINUED)

- Functional activities can include the following, as applicable:
  - ⇒ Instructions on completing FAA-related forms and documents.
  - ⇒ Performing conformities, inspections.

Chapter 6. The training section should include FAA and company training requirements.

Chapter 7. The FAA document control section should include provisions on the safeguard of FAA-related forms and documents.

Chapter 8. The FAA documents processing section should describe how FAA documents and projects are processed and issued through the company to the FAA. The ODAR procedure should address the following as applicable:

- Mechanics through the company.
- Geographic restrictions.
- Instructions for FAA forms and documents, including a list FAA forms and documents (numbers).
- Submittal of reports and projects to the FAA.
- Dispositioning of unsatisfactory conformities.
- Conformity inspections.

Chapter 9. The FAA interface section should describe the following:

- Submittal of activity reports in accordance with the schedule established with the managing office.
- Initial issue and subsequent changes or revision of the ODAR manual will be submitted to the FAA before the release. The FAA principal inspector must approve new and subsequent changes.
- Lines of communication will be maintained between each division of the company's ODAR and the principal inspector, but the ODAR focal point will be the direct point of contact whenever possible.
- Submittal of conformity reports and other FAA documents.

Chapter 10. The supervision/monitoring section should describe how the ODAR focal point coordinates the activities of the individual authorized representatives.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 6. SAMPLE OF ODAR's PROCEDURES MANUAL SUBMITTED BY THE ODAR APPLICANT (CONTINUED)

Chapter 11. The authorized representatives section should contain information and a listing of each representative authorized by the ODAR focal point to perform FAA duties and functions. These duties and functions should be listed in this section.

- General qualifications. This section should contain the authorized representative's skills and abilities necessary to make the required determination consistent with the type and complexity of authorized functions to be performed.
- Specialized experience. This section should contain information on the specialized experience as applicable to the authorized representative. Experience should be listed as applicable per Order 8100.8, table II.
- Authority and responsibilities. This section should include the responsibilities of the authorized representative.
- Identification. This section should include the following:
  - ⇒ The ODAR will use the company name and the ODAR number listed on the Certificate of Authority.
  - ⇒ Describe a system that identifies each authorized representative. The description should include the authorized representative's name, location, and individual functions authorized. The description should also include a copy of the authorized representative's signature.
- Limitations and restrictions. This section should include the limitations and restrictions of the authorized representative.

Chapter 12. The records retention section should include the record retention requirements of the FAA forms and documents according to the regulations and FAA Order 1350.15, as applicable. This section also should include the retention requirements for employees' records such as training.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 7. FAA GEOGRAPHIC LOCATIONS

Aircraft Certification Offices

Anchorage Aircraft Certification Office (ACE-115N)
Federal Aviation Administration
222 West 7th Avenue, Unit 14
Anchorage, AK 99524-7587
Telephone: 907-271-2668
Fax: 907-279-6365

Atlanta Aircraft Certification Office (ACE-115A)
Federal Aviation Administration
One Crown Center
1895 Phoenix Boulevard, Suite 450
Atlanta, GA 30349
Telephone: 770-703-6035
Fax: 770-703-6097

Boston Aircraft Certification Office (ANE-150)
Federal Aviation Administration
12 New England Executive Park
Burlington, MA 01803
Telephone: 781-238-7151
Fax: 781-238-7170

Brussels Aircraft Certification Staff (AEU-100)
Federal Aviation Administration
15 rue de la Loi (1st Floor)
B-1040
Brussels, Belgium
Telephone: 9011-32-2-508-2111, Extension 2710
Fax: 9011-32-2-230 68 99

Chicago Aircraft Certification Office (ACE-115C)
Federal Aviation Administration
2300 East Devon Avenue
Des Plaines, IL 60018
Telephone: 847-294-7358
Fax: 847-294-7834

Denver Aircraft Certification Office (ANM-100D)
Federal Aviation Administration
26805 E. 68th Avenue, Room 214
Denver, CO 80249
Telephone: 303-342-1080
Fax: 303-342-1088

Engine Certification Office (ANE-140)
Federal Aviation Administration
12 New England Executive Park
Burlington, MA 01803
Telephone: 781-238-7140
Fax: 781-238-7199

Fort Worth Airplane Certification Office (ASW-150)
Federal Aviation Administration
2601 Meacham Boulevard
Fort Worth, TX 76193-0100
Telephone: 817-222-5100
Fax: 817-222-5959

Fort Worth Rotorcraft Certification Office (ASW-170)
Federal Aviation Administration
2601 Meacham Boulevard
Fort Worth, TX 76193-0100
Telephone: 817-222-5170
Fax: 817-222-5959

Fort Worth Special Certification Office (ASW-190)
Federal Aviation Administration
2601 Meacham Boulevard
Fort Worth, TX 76193-0100
Telephone: 817-222-5190
Fax: 817-222-5959

Los Angeles Aircraft Certification Office (ANM-100L)
Federal Aviation Administration
3960 Paramount Boulevard
Lakewood, CA 90712-4137
Telephone: 562-627-5200
Fax: 562-627-5210

New York Aircraft Certification Office (ANE-170)
Federal Aviation Administration
1600 Stewart Avenue, Suite 410
Westbury, NY 11590
Telephone: 516-228-7300
Fax: 516-794-5531

APPENDIX 1. APPLICATION PACKAGE
FIGURE 7. FAA GEOGRAPHIC LOCATIONS (CONTINUED)

Aircraft Certification Offices (Cont'd)

Seattle Aircraft Certification Office (ANM-100S)
Federal Aviation Administration
1601 Lind Avenue SW.
Renton, WA 98055-4056
Telephone: 425-917-6400
Fax: 425-917-6590

Wichita Aircraft Certification Office (ACE-115W)
Federal Aviation Administration
1801 Airport Road, Room 100
Wichita, KS 67209
Telephone: 316-946-4100
Fax: 316-946-4107

APPENDIX 1. APPLICATION PACKAGE
FIGURE 7. FAA GEOGRAPHIC LOCATIONS (CONTINUED)

Manufacturing Inspection Offices

Federal Aviation Administration
Manufacturing Inspection Office (ANM-108)
1601 Lind Avenue SW.
Renton, WA 98055-4099
Telephone: 425-227-2108
Fax: 425-227-1100

Federal Aviation Administration
Manufacturing Inspection Office (ASW-180)
2601 Meacham Boulevard
Fort Worth, TX 76137-4298
Telephone: 817-222-5180
Fax: 817-222-5136

Federal Aviation Administration
Manufacturing Inspection Office (ACE-180)
901 Locust
Kansas City, MO 64106-2641
Telephone: 816-329-4180
Fax: 816-329-4157

Federal Aviation Administration
Manufacturing Inspection Office (ANE-180)
12 New England Executive Park
Burlington, MA 01803
Telephone: 781-238-7163
Fax: 781-238-7898

APPENDIX 1. APPLICATION PACKAGE
FIGURE 7. FAA GEOGRAPHIC LOCATIONS (CONTINUED)

Manufacturing Inspection District Offices

Federal Aviation Administration
Phoenix Manufacturing Inspection
District Office (ANM-108P)
13951 N. Scottsdale Road, Suite 123
Scottsdale, AZ 85254-3454
Telephone: 602-640-2103
Fax: 602-640-2113

Federal Aviation Administration
Oklahoma City Manufacturing Inspection
District Office (SW MIDO-41)
5909 Philip J. Rhoads Avenue, Suite 206
Bethany, OK 73008
Telephone: 405-798-2052
Fax: 405-798-2062

Federal Aviation Administration
Los Angeles Manufacturing Inspection
District Office (ANM-108L)
3960 Paramount Boulevard
Lakewood, CA 90712-4137
Telephone: 562-627-5290
Fax: 562-627-5319/5293

Federal Aviation Administration
Van Nuys Manufacturing Inspection
District Office (ANM-108V)
7120 Hayvenhurst Avenue, Suite 100
Van Nuys, CA 91406
Telephone: 818-904-6298
Fax: 818-904-6001

Federal Aviation Administration
Windsor Locks Manufacturing Inspection
District Office (NE MIDO-41)
Building 85-214, 2nd Floor
Bradley International Airport
Windsor Locks, CT 06096
Telephone: 860-654-1090
Fax: 860-654-1089

Federal Aviation Administration
Orlando Manufacturing Inspection
District Office (CE MIDO-44)
Citadel International III Building
5950 Hazeltine National Drive, Suite 405
Orlando, FL 32822
Telephone: 407-855-9050
Fax: 407-438-1900

Federal Aviation Administration
Atlanta Manufacturing Inspection
District Office (CE MIDO-42)
One Crown Center
1895 Phoenix Boulevard, Suite 475
Atlanta, GA 30349
Telephone: 770-703-6100
Fax: 770-703-6108

Federal Aviation Administration
Wichita Manufacturing Inspection
District Office (CE MIDO-43)
1801 Airport Road, Room 101
Mid-Continent Airport
Wichita, KS 67209
Telephone: 316-946-4175
Fax: 316-946-4189

Federal Aviation Administration
San Antonio Manufacturing Inspection
District Office (SW MIDO-43)
10100 Reunion Place, Suite 650
San Antonio, TX 78216
Telephone: 210-308-3360
Fax: 210-308-3370

Federal Aviation Administration
Minneapolis Manufacturing Inspection
District Office (CE MIDO-46)
6020 28th Avenue South, Room 103
Minneapolis, MN 55450-2700
Telephone: 612-713-4366
Fax: 612-713-4365

APPENDIX 1. APPLICATION PACKAGE
FIGURE 7. FAA GEOGRAPHIC LOCATIONS (CONTINUED)

Manufacturing Inspection District Offices (Cont'd)

Federal Aviation Administration
Kansas City Manufacturing Inspection
District Office (CE MIDO-45)
901 Locust, Room 376
Kansas City, MO 64106
Telephone: 816-329-4190
Fax: 816-329-4195

Federal Aviation Administration
Saddlebrook Manufacturing Inspection
District Office (NE MIDO-45)
Park 80 West
Plaza One, Concourse Level
Saddlebrook, NJ 07663
Telephone: 201-556-9490
Fax: 201-556-9495

Federal Aviation Administration
Dallas/Fort Worth Manufacturing Inspection
District Office (SW MIDO-42)
2601 Meacham Boulevard
Fort Worth, TX 76137-4298
Telephone: 817-222-5819
Fax: 817-222-5995

Federal Aviation Administration
Farmingdale Manufacturing Inspection
District Office (NE MIDO-46)
Administrative Building, Suite 236
7150 Republic Airport
Farmingdale, NY 11735-1585
Telephone: 516-694-8420
Fax: 516-694-8424

Federal Aviation Administration
North Olmsted Manufacturing Inspection
District Office (CE MIDO-47)
Great Northern Technology Park II
25221 Country Club Boulevard, Suite 255
Cleveland, OH 44070
Telephone: 440-686-2800
Fax: 440-686-2340

Federal Aviation Administration
Manufacturing Inspection
District Office (NE MIDO-44)
400 Airport Drive
Building 201, Room 102
New Cumberland, PA 17070-3419
Telephone: 717-782-4425
Fax: 717-782-2231

Federal Aviation Administration
Seattle Manufacturing Inspection
District Office (ANM-108S)
2500 East Valley Road, Suite C-2
Renton, WA 98057-3371
Telephone: 425-227-2170
Fax: 425-227-1159

Federal Aviation Administration
Vandalia Manufacturing Inspection
District Office (CE MIDO-48)
3800 Wright Drive
Vandalia, OH 45377
Telephone: 937-898-3991
Fax: 937-898-8717

APPENDIX 1. APPLICATION PACKAGE
FIGURE 7. FAA GEOGRAPHIC LOCATIONS (CONTINUED)

Manufacturing Inspection Satellite Offices

Federal Aviation Administration
Manufacturing Inspection
Satellite Office (NE MISO-42)
12 New England Executive Park
Burlington, MA 01803
Telephone: 781-238-7151
Fax: 781-238-7170

Federal Aviation Administration
Detroit Manufacturing Inspection
Satellite Office (CE MISO-53)
Willow Run Airport-East Side
8800 Beck Road
Belleville, MI 48111
Telephone: 734-487-7396
Fax: 734-487-7429

Federal Aviation Administration
Savannah Manufacturing Inspection
Satellite Office (CE MISO-52)
404 Airways Avenue
Savannah, GA 31408
Telephone: 912-652-5933
Fax: 912-652-5934

Federal Aviation Administration
Mobile Manufacturing Inspection
Satellite Office (CE MISO-51)
2300 Avenue I
Mobile, AL 36615
Telephone: 251-441-5253
Fax: 251-441-6032

Federal Aviation Administration
Chicago Manufacturing Inspection
Satellite Office (CE MISO-55)
2300 East Devon Avenue, Room 251
Des Plaines, IL 60018
Telephone: 847-294-7188
Fax: 847-294-7826

APPENDIX 1. APPLICATION PACKAGE
FIGURE 7. FAA GEOGRAPHIC LOCATIONS (CONTINUED)

Certificate Management Office and Certificate Management Units

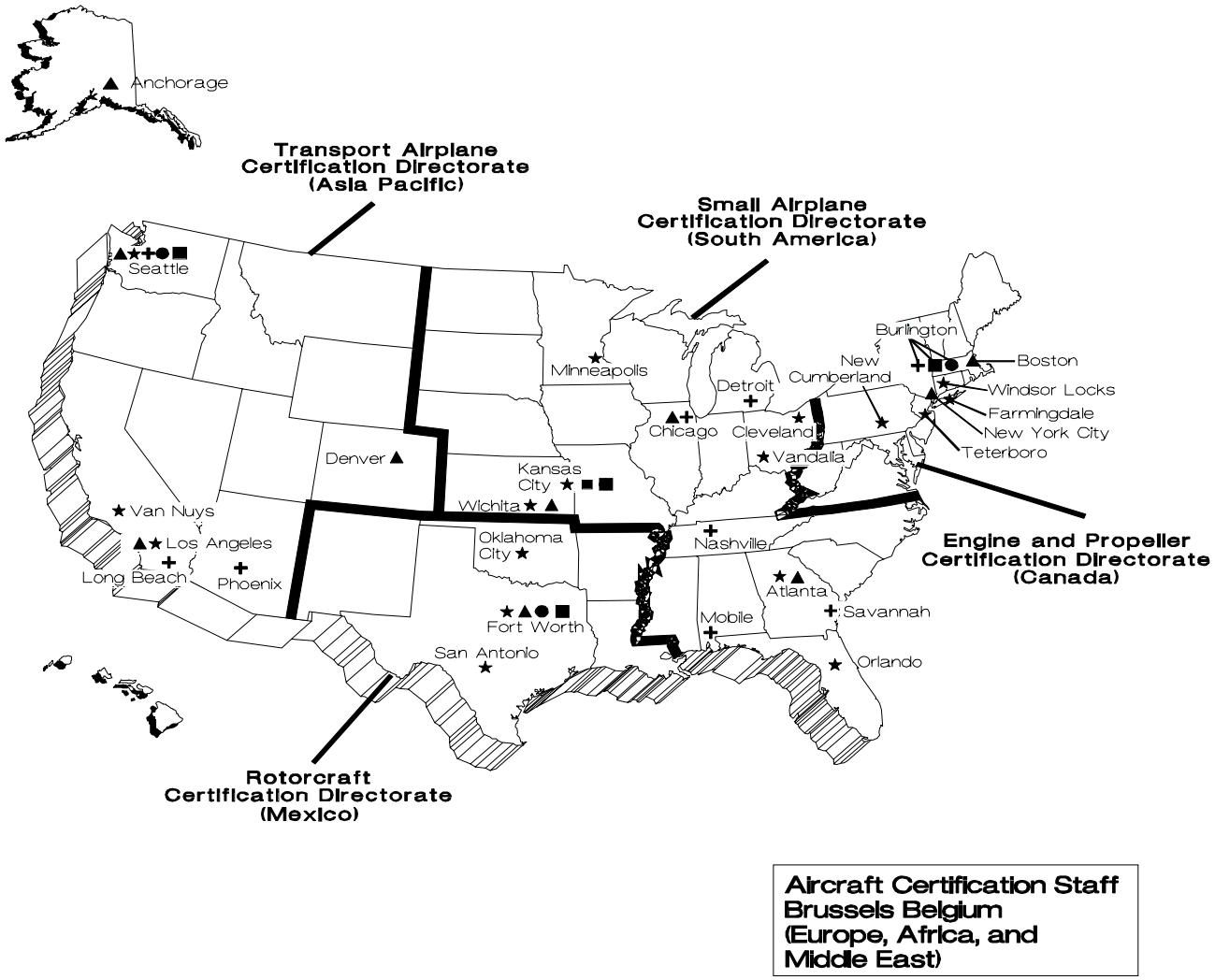
Federal Aviation Administration
Boeing Certificate Management Office
(ANM-108B)
1601 Lind Avenue SW.
Renton, WA 98055-4056
Telephone: 425-917-6529
Fax: 425-917-6590

Federal Aviation Administration
Renton Boeing Certificate Management Unit
CMU-42 (ANM-108B)
P.O. Box 3707, M/C 98-00
Seattle, WA 98124-2207
Telephone: 425-237-9704
Fax: 425-234-9357

Federal Aviation Administration
Everett Boeing Certificate Management Unit
CMU-41 (ANM-108B)
P.O. Box 3707, M/C OF-04
Seattle, WA 98124-2207
Telephone: 425-294-6422
Fax: 425-342-0139

Federal Aviation Administration
Lynnwood Boeing Certificate Management Unit
CMU-41 (ANM-108B)
P.O. Box 3707, M/C 08-46
Seattle, WA 98124-2207
Telephone: 425-266-3647
Fax: 425-294-6420

APPENDIX 1. APPLICATION PACKAGE
FIGURE 8. FAA GEOGRAPHIC BOUNDARIES - AIRCRAFT CERTIFICATION DIRECTORATES



- ● Directorate Headquarters
- ▲ Aircraft Certification Offices
- ■ Manufacturing Inspection Offices
- ★ Manufacturing Inspection District Offices
- + Manufacturing Inspection Satellite Offices

APPENDIX 2. APPOINTMENT/EVALUATION DOCUMENTS
FIGURE 1. DESIGNEE APPOINTMENT TRACKING DOCUMENT

DESIGNEE APPOINTMENT TRACKING DOCUMENT

Instructions: Complete this document by entering a checkmark (✔) in each line entry, signing and dating where applicable.

DESIGNEE NAME: _____

____1. Cursory checks of application and request additional information if necessary (DPC).

____2. Review resume. (FAA advisor's name: _____)

Based on resume or previous experience, is there reason to believe that the applicant would be an asset to the ACO/MIDO/MISO? If we don't think this applicant would reduce our workload, the applicant should be rejected at this point.

____3. FAA need and ability to manage designee determination. _____
(FAA Manager's Signature and Date)

____4. Response to applicant (within 30 days).

____5. Ensure DPC has entered applicant in the DIN.

____6. Contact applicant as necessary.

____7. Evaluation (in writing) of why the applicant does not meet the following criteria (see tables 4-1 to 4-4, Appointment Criteria).

(a) Regulatory criteria
(b) Technical criteria
(c) Standardization criteria
(d) Interface criteria

____8. Company position (not applicable for consultants). Employed and recommended by the company. Position within company with sufficient authority to effectively administer compliance.

____9. Evaluation (in writing) for each area for which a delegated function was requested and identification of any limitations or why the applicant was not qualified. (Comments may be continued on a separate sheet if additional space is required.)

_____

_____

____10. Manufacturing and maintenance designee applicant: Completed part 1 of Web-based seminar training within 90 days of registration.

____11. Recommendation - Circle One:

(a) Forward to evaluation panel with a recommendation to appoint.
(b) Forward to evaluation panel with a recommendation to identify as a candidate.
(c) Forward to evaluation panel with a recommendation to appoint with limitations stated in item 9 above.
(d) Send applicant denial letter.

ADVISOR'S SIGNATURE: _____ Date: _____

APPENDIX 2. APPOINTMENT/EVALUATION DOCUMENTS
FIGURE 1. DESIGNEE APPOINTMENT TRACKING DOCUMENT (CONTINUED)

____12. Evaluation panel review: Decision for immediate designee appointment, accept as a candidate, or reject application. Provide written evaluations if agreement is not reached and resolve with management. Send applicant letter informing the applicant of the decision and initial on the evaluation form for each delegation accepted.

____13. Interview applicant (if not, document justification).

EVALUATION PANEL DECISION:

APPOINTMENT: _____

RECOMMEND CANDIDACY: _____

DENY APPOINTMENT: _____

(Document rationale for denial of appointment and attach to this form.)

COMMENTS: _____

(Write any comments on a separate plain paper and attach to this form.)

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

APPENDIX 2. APPOINTMENT/EVALUATION DOCUMENTS
FIGURE 1. DESIGNEE APPOINTMENT TRACKING DOCUMENT (CONTINUED)

____14. Orientation: For designee appointments or candidate status, outline expectations. For DER a candidate, have the candidate develop a plan to gain the experience necessary for appointment. For DAR candidates, review the DAR Candidate Development Profile.

____15. Have the applicant sign the Designee Acknowledgment of Responsibilities document.

____16. Review candidate: Toward the end of the 1-year period, the advisor should evaluate the candidate.

(a) Has the candidate demonstrated a good command of the English language?
(b) Has the candidate demonstrated integrity?
(c) Has the candidate demonstrated sound judgment?
(d) Has the candidate demonstrated a cooperative attitude?
(e) Has the candidate demonstrated an ability to act on behalf of the FAA?
(f) Based on demonstrated performance, will this candidate reduce FAA workload?

If any of these criteria are undemonstrated or there are concerns based on these criteria, a determination must be made as to how the criteria will be satisfied or the candidacy terminated.

APPENDIX 2. APPOINTMENT/EVALUATION DOCUMENTS
FIGURE 1. DESIGNEE APPOINTMENT TRACKING DOCUMENT (CONTINUED)

____17. Pre-appointment interview (after candidate period): Outline coordination expectations.

____18. Return file to DPC, who will verify file includes all documentation required and update appointment/candidate/denied status in the DIN.

APPEAL PANEL DECISION:

APPOINTMENT: _____

RECOMMEND CANDIDACY: _____

DENY APPLICATION: _____

(Document rationale for denial of appeal and attach to this form.)

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

APPENDIX 3. ORIENTATION
FIGURE 1. SAMPLE DESIGNEE ACKNOWLEDGMENT OF RESPONSIBILITIES

DESIGNEE ACKNOWLEDGMENT OF RESPONSIBILITIES

1.0 Basis and Requirements for Delegation of Authority.

Title 49, United States Code, is the legislative instrument governing U.S. aviation.

Section 44701(a) states that the Administrator of the FAA "shall promote safe flight of civil aircraft in air commerce..."

To fulfill these responsibilities, the Administrator is provided with various resources, including the power to delegate to others. This power is specified in § 44702(d), Delegation:

"(1) Subject to regulations, supervision, and review the Administrator may prescribe, the Administrator may delegate to a qualified private person, or to an employee under the supervision of that person, a matter related to:

(a) The examination, testing, and inspection necessary to the issuance of a certificate under this chapter, and

(b) Issuing the certificate.

(2) The Administrator may rescind a delegation under this subsection at any time for any reason which the Administrator deems appropriate."

Title 25, United State Code, § 2679, states a designee/delegation is not considered an employee of the U.S. Government and is not federally protected for the work performed or the decisions made by the designee or the ARs.

In addition, Title 14, Code of Federal Regulations, part 1, indicates that where the regulations make reference to the "Administrator," this also includes any person authorized by the Administrator to exercise or perform that specific power, duty, or function.

2.0 Authorization and Role of a Designee.

Order 8100.8 sets out policy, procedures, and conditions under which an applicant may obtain a delegation of authority that may be exercised by a designee.

When accomplishing this task, the designee uses the same standards, procedures, and interpretations applicable to FAA employees accomplishing similar tasks. The designee is also required to observe all conditions and limitations imposed by the Administrator on the authority delegated.

3.0 Statement of Understanding.

I understand that an appointment as a representative of the Administrator is a privilege and not a right. I understand that I may be terminated from this appointment at any time for any reason at the discretion of the Administrator.

APPENDIX 3. ORIENTATION
FIGURE 1. SAMPLE DESIGNEE ACKNOWLEDGMENT OF RESPONSIBILITIES (CONTINUED) (REVERSE SIDE)

4.0 Statement of Acceptance of Responsibilities and Obligations.

I understand and accept the responsibilities and obligations, as detailed in my letter of authorization, Orders 8100.8 and **[specify those that apply]**, associated with the exercise of the authority delegated by the Administrator.

I understand as a representative of the FAA, I am not an employee of the U.S. Government or federally protected for the work I perform.

As an authorized designee **[specify type]**, I will:

(a) Function in accordance with the responsibilities, privileges, and limitations contained in the relevant regulations and orders.

(b) Safeguard all FAA forms, certificates, and other official documents (for example, FAA Forms 8130-1, 8100-1, 8130-6, and 8130-13).

(c) Perform only those authorized functions called out in my Certificate of Authority or ODAR procedures manual.

(d) Dedicate the required resources for the effective performance of the delegated functions.

(e) Remain knowledgeable in the **[specify]** specialty and in the applicable airworthiness standards, policies, and procedures.

(f) Attend FAA sponsored training as required.

(g) Cooperate with the FAA in exercising this delegated authority.

(h) For manufacturing designees, submit Summary Activity Reports in the timeframe determined by the managing office, as required.

_____ _____
Mr./Ms. J. Doe, DXX-123456-XX Date

APPENDIX 3. ORIENTATION
FIGURE 2. SAMPLE DAR CANDIDATE DEVELOPMENT PROFILE

DAR Candidate's Name: _____
Managing Office: _____
Advisor: _____

Function	Date	Description of Function Performed	Advisor's Signature
Demonstrates knowledge of certification procedures for products and parts of 14 CFR part 21.			
Understands the ASI involvement/role in the TC/STC process per Order 8110.4.			
Demonstrates the ability to interpret drawings with respect to characteristics such as material, dimensions, general notes, and clearances to determine inspection requirements.			
Demonstrates the ability to interpret special processes (for example, welding, heat treat, coating/plating, and nondestructive testing).			
Demonstrates the ability to inspect parts with the use of standard inspection equipment (for example, micrometer, hardness testers, and height gauges) to determine part conformity.			
Demonstrates the ability to interpret inspection procedures/records that control fabrication and assembly of components (for example, engine buildup modules, and aircraft structural assemblies,).			
Demonstrates the ability to interpret test results of products/components to FAA-approved test plans.			
Demonstrates the ability to conduct inspections leading to airworthiness certificate of aircraft per Order 8130.2.			
Demonstrates the ability to conduct inspections leading to airworthiness certificate using FAA Form 8100-1, Conformity Inspection Record.			

APPENDIX 3. ORIENTATION
FIGURE 2. SAMPLE DAR CANDIDATE DEVELOPMENT PROFILE (CONTINUED)

DAR Candidate's Name: _____
Managing Office: _____
Advisor: _____

Function	Date	Description of Function Performed	Advisor's Signature
Demonstrates knowledge of the applicable directives contained in the FDR-1D kit for the DAR authorization sought.			
Demonstrates knowledge of aircraft registration requirements of 14 CFR part 47.			
Demonstrates knowledge of registration and data plate requirements of 14 CFR part 45.			
Demonstrates knowledge of the type certificate data sheets, aircraft specifications, and aircraft listings.			
Demonstrates knowledge of airworthiness directives of 14 CFR part 39.			
Demonstrates knowledge of maintenance requirements of 14 CFR part 43.			
Demonstrates general knowledge of the aircraft conformity requirements (FAA Form 8130-9).			
Demonstrates general knowledge of the aircraft weight and balance requirements.			
Demonstrates knowledge of proper aircraft ballast safety precautions.			
Demonstrates general knowledge of the coordination requirement with FAA flight test personnel with regard to type inspection authorizations (TIA) and conformity inspections.			

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 1. SAMPLE ACKNOWLEDGMENT OF LETTER REQUESTING DESIGNEE INFORMATION

U.S. Department
of Transportation

Federal Aviation
Administration

[Date]

[Applicant]
[Applicant's Address]

Dear **[Applicant]:**

This is to acknowledge receipt of your letter dated **[date]** requesting **[DER/DMIR/DAR/ODAR]** information.

Your letter is being returned to you along with the **[DER/DMIR/DAR/ODAR]** application package. Please submit the application in accordance with the instructions.

If you have any questions regarding the application process, please call **[DPC]** at **[phone number]**.

Sincerely,

[Manager]
[Appointing Office]

Enclosure

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 2. SAMPLE ACKNOWLEDGMENT OF RECEIPT OF APPLICATION

U.S. Department
of Transportation

Federal Aviation
Administration

[Date]

[Applicant]
[Applicant's Address]

Dear **[Applicant]**:

This is to acknowledge that your application for **[type of designation]**, dated **[date]**, was received in this office on **[date application was received].** The application will be evaluated against the Federal Aviation Administration's established criteria and you will be provided a decision within 90 days of the date your application was received.

If you have any questions regarding the application process, please call **[DPC]** at **[phone number]**.

Sincerely,

[Manager]
[Appointing Office]

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 3. SAMPLE NOTIFICATION APPLICATION FORWARDED TO EVALUATION PANEL

U.S. Department
of Transportation

Federal Aviation Administration

[Date]

[Applicant]
[Applicant's Address]

Dear **[Applicant]**:

This letter is to advise you that your application for **[designee position sought]** has been forwarded to an evaluation panel for review in the following requested areas:

[List areas requested and CFR section(s), as applicable.]

The evaluation panel is composed of individuals who have direct knowledge relating to the designation(s) you requested. The evaluation panel has been scheduled to interview you on **[date and time]** at **[location of meeting]**. Please contact **[DPC]** at **[phone number]**, to confirm that you can meet with the panel or to reschedule the interview for a more convenient time.

[Mr./Ms. Advisor] has been assigned as your advisor. **[He/She]** is your point of contact with the Federal Aviation Administration to answer any technical questions you may have. You may reach **[Mr./Ms. Advisor]** at **[phone number]**.

Sincerely,

[Manager]
[Appointing Office]

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 4. SAMPLE NOTIFICATION APPLICATION NOT FORWARDED TO EVALUATION PANEL

U.S. Department
of Transportation

Federal Aviation Administration

[Date]

[Applicant]
[Applicant's Address]

Dear **[Applicant]**:

This letter is to advise you that your application for **[type of designation]** has not been forwarded to an evaluation panel for review. A preliminary review of the established criteria for appointment revealed your application was deficient in the following area(s):

[Show appointment criteria deficiency with explanation.]

You have the option to appeal our decision, or you may resubmit your application with additional information at any time. Should you choose to exercise your right of appeal, you may contact **[DPC]** at **[phone number]**, and request that an appeal panel be convened. You must exercise this option within 60 days of the date of this letter.

Thank you for your interest in the designee program.

Sincerely,

[Manager]
[Appointing Office]

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 5. SAMPLE NOTIFICATION OF DENIAL LETTER

U.S. Department
of Transportation

Federal Aviation
Administration

[Date]

[Applicant]
[Applicant's Address]

Dear **[Applicant]**:

This letter is to advise you that your application for **[type of designation]** has been denied. A review of the established criteria for appointment revealed your application was deficient in the following area(s):

[Show appointment criteria deficiency with explanation.]

You have the option of appealing our decision, or you may resubmit your application with additional information at any time. Should you choose to exercise your right of appeal, you may contact **[DPC]** at **[phone number]**, and request that an appeal panel be convened. You must exercise this option within 60 days of the date of this letter.

Thank you for your interest in the designee program.

Sincerely,

[Manager]
[Appointing Office]

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 6. SAMPLE NOTIFICATION OF IDENTIFICATION AS A DER CANDIDATE - COMPANY

U.S. Department
of Transportation

Federal Aviation Administration

[Date]

[Company]
[Company's Address]

Dear **[Applicant]**:

The Federal Aviation Administration (FAA) has reviewed the application of **[Mr./Ms. Candidate]** for appointment as a **[discipline]** designated engineering representative (DER). This office is not acquainted with **[Mr./Ms. Candidate]**. One of the Order 8100.8, Designee Management Handbook, requirements for appointment is that the individual has worked with the FAA. However, during this initial period, we are pleased to select **[Mr./Ms. Candidate]** as a DER candidate. This status confers no official FAA delegation of authority and should not be construed as implying that the FAA will at any time in the future appoint him/her as an FAA DER. In addition, **[Mr./Ms. DER's Mentor]** has been appointed to act as the DER mentor during this time.

The DER candidate status means that the FAA formally has taken notice of the candidate's desire to be a DER and will, therefore, as part of the training process, review the candidate's certification activity and data submittals for acceptability in accordance with FAA DER Performance Standards. **[Mr./Ms. Candidate]**, as a DER candidate, should prepare the FAA Form 8110-3, Statement of Compliance With the CFR, review the compliance data, and provide concurrence by adding the following note in the Title block on Form 8110-3: "The above data have been reviewed by DER candidate **[printed name and signature of candidate and date]**." The data package will then be submitted to **[Mr./Ms. DER's Mentor]**, **[DERY-XXXXXX-NM]**, for review and approval on Form 8110-3.

The FAA will notify your DER mentor of **[Mr./Ms. Candidate]** status and will periodically request the DER's comments on the acceptability of the candidate's submittals. The objective of the DER Candidate Program is to provide the candidate an opportunity to learn to function as an FAA DER and thereby provide the basis for a DER appointment.

The specific technical specialty areas our evaluation will cover in accordance with the authorized regulations, delegated functions, and authorized areas of FAA Order 8100.8 **[latest revision]** are as follows:

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 6. SAMPLE NOTIFICATION OF IDENTIFICATION AS A DER CANDIDATE - COMPANY (CONTINUED)

Designated engineering representative candidate **[consultant or company]**

[Discipline(s), that is, structures, systems and equipment, propulsion, flight test]

Authorized regulations: **[that is, 14 CFR part 23, 14 CFR part 25, 14 CFR part 27, etc.]**

Delegated functions and authorized areas per Order 8100.8 **[latest revision]**, appendix 1

Charts: **[that is, chart A, chart B, chart C1, chart H, as appropriate, listing authorized area(s) under each chart].**

Order 8100.8 **[latest revision]** can be obtained online for use and guidance in learning the functions and responsibilities of the FAA DER system. We are providing an initial supply of Form 8110-3, Statement of Compliance With the CFR. If **[Mr./Ms. Candidate]** has any questions with respect to these delegations, the initial contact should be with FAA advisor, **[name]**, at **[phone number]**.

The FAA provides regulatory material and many current FAA publications such as safety data, airworthiness regulations, orders, notices, advisory circulars, and airworthiness directives online at http://www.faa.gov. This information and other related regulations and policy may be reviewed through your appointing ACO or may be purchased from the U.S. Government Printing Office or U.S. Government bookstores.

As a newly appointed DER candidate, **[Mr./Ms. Candidate]** is required to attend our 2-day DER Standardization Seminar within the first year of **[Mr./Ms. Candidate]** appointment as a DER candidate. This seminar is usually given in July and this year will be on **[date]** at **[location]**.

In addition, the FAA schedules a yearly DER recurrent seminar which we request our DERs and DER candidates to attend at least once every 2 years. This request is to ensure that our DERs keep current with our policies and procedures as part of our DER oversight and consists of a 1-day general session and a 1-day technical breakout session. Scheduled dates and registration procedures for both of those seminars may be obtained from the DER's FAA advisor.

Sincerely,

[Manager]
[Appointing Office]

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 7. SAMPLE NOTIFICATION OF APPOINTMENT AS A DER

U.S. Department
of Transportation

Federal Aviation
Administration

[Date]

[Applicant]
[Applicant's Address]

Dear **[Applicant]**:

This will advise you of the action we have taken pursuant to your application for appointment as a Federal Aviation Administration (FAA) designated engineering representative (DER).

The application package which you submitted on **[date]**, has been reviewed in conjunction with 14 CFR part 183, Representatives of the Administrator, and the knowledge acquired through our personal association with you on recent certification programs. We have found that you have adequate technical competence and the necessary knowledge of pertinent regulations and certification procedures to permit you to make certain findings for the FAA as a DER.

Accordingly, we are pleased to advise that you are hereby appointed as a DER for the FAA in the following capacity:

Designated engineering representative **[consultant or company]**

[Discipline(s), that is, structures, systems and equipment, propulsion, flight test]

Authorized regulations: **[that is, 14 CFR part 23, 14 CFR part 25, 14 CFR part 27, etc.]**

Delegated functions and authorized areas per Order 8100.8 **[latest revision]**, appendix 1

Charts: **[that is, chart A, chart B, chart C1, chart H, as appropriate, listing authorized area(s) under each chart].**

As evidence of this appointment, a certificate of designation, FAA Form 8000-5, and a wallet-sized reproduction for identification purposes have been prepared for you and are enclosed.

This appointment authorizes you, within the scope of your specific authority to assume certain responsibilities of the FAA for finding that type design data for a particular product are in compliance with applicable airworthiness requirements. Your personal authority can, with mutual agreement, be extended to other specific areas and functions where your assistance as a DER might be appropriate and desirable. 14 CFR part 183 prescribes a DER appointment duration of 1 year and provides for annual renewals at the Administrator's discretion.

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 7. SAMPLE NOTIFICATION OF APPOINTMENT AS A DER (CONTINUED)

To simplify our office procedures, your initial appointment is effective on this date and will be reviewed for renewal on **[date]** and annually thereafter to determine that your performance has been satisfactory and that there is a continued need by the FAA for your service as a DER.

Please use FAA Order 8100.8, Designee Management Handbook. It has been prepared to furnish information and guidance for designees in order to assist them in performing their designee activities in the most effective manner for the benefit of themselves, their employer, and the FAA. We ask that you give particular attention to the charts in appendix 1 which show the delegated functions and authorized areas for each engineering designee category. Your particular authority is described in the third paragraph of this appointment letter. In addition, FAA Order 8110.37, Designated Engineering Representative (DER) Guidance Handbook, contains pertinent instructions regarding the preparation and submittal of Form 8110-3, and guidelines pertaining to the limitations of engineering designee functions (refer to appendix 1).

We are enclosing a small supply of FAA Form 8110-3's to be used to advise us of the technical data you approve as a DER. You are authorized to make copies of this form.

The FAA provides regulatory material and many current FAA publications such as safety data, airworthiness regulations, orders, notices, advisory circulars, and airworthiness directives online at http://www.faa.gov. This information and other related regulations and policy may be reviewed through your appointing ACO or may be purchased from the U.S. Government Printing Office or U.S. Government bookstores.

Because it is difficult to ensure that each of our DERs has been provided with all of the information needed, we encourage your close and frequent contact with our office regarding any questions you may have with respect to DER operations or procedures, or when you believe that any FAA instructions to DERs should be expanded or clarified. From our standpoint, we will take every opportunity to meet with you or otherwise assist you in the performance of your authorized functions. We will always welcome your comments and suggestions for the betterment of the DER Program in general or your own activities in particular.

If you have any questions with respect to these delegations, the initial contact should be with your FAA advisor, **[name]**, at **[phone number]**.

Unless you have already attended, as a newly appointed DER, you are required to attend our 2-day FAA DER Standardization Seminar within the first year of your appointment. This seminar is usually given in July, and this year will be on **[date]** at **[location]**.

Sincerely,

[Manager]
[Appointing Office]

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 8. SAMPLE NOTIFICATION OF IDENTIFICATION AS A DER CANDIDATE - CONSULTANT

U.S. Department
of Transportation

Federal Aviation Administration

[Date]
[Consultant/Small Company]
[Name and Address]

Reference: **[Letter Requesting DER Appointment]**

Dear **[Mr./Ms. Applicant]**:

Nomination of a New **[Discipline]**
Designated Engineering Representative (DER) Candidate

One of the requirements for appointment as a DER is that the individual has recently worked with the Federal Aviation Administration (FAA) in making compliance findings to the regulations. The FAA has reviewed your application for appointment as a **[discipline]** DER and at this time we do not consider that you have met the requirement.

However, during this initial period, we are pleased to appoint you as a DER candidate. This status confers no official FAA delegation of authority and should not be construed as implying that the FAA will at any time in the future appoint you as an FAA DER. In addition, **[Mr./Ms DER's Mentor]**, has been appointed to act as your DER mentor during this time.

The DER candidate status means that the FAA has formally taken notice of your desire to be a DER and will, therefore, as part of the training process, review your certification activity and data submittals for acceptability. The data submittal is to be accompanied by a signed and properly completed DER Candidate Statement of Compliance Form, in addition to a completed Form 8110-3 signed by **[Mr./Ms. DER's Mentor]**, **[DERT-XXXXXX-NM]**. The FAA will notify your DER mentor of your DER candidate status and will periodically request the DER's comments on the acceptability of your submittals. The objective of the DER Candidate Program is to provide the candidate an opportunity to learn to function as an FAA DER and thereby provide the basis for a DER appointment.

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 8. SAMPLE NOTIFICATION OF IDENTIFICATION AS A DER CANDIDATE - CONSULTANT (CONTINUED)

The specific technical specialty area our evaluation will cover in accordance with the authorized regulations, delegated functions, and authorized areas of Order 8100.8 **[latest revision]** are as follows:

Designated engineering representative candidate - **[consultant or small company]**

[Discipline(s), that is, structures, systems and equipment, propulsion, flight test]

Authorized regulations: **[that is, 14 CFR part 23, 14 CFR part 25, 14 CFR part 27, etc.]**

Delegated functions and authorized areas per Order 8100.8 **[latest revision]**, appendix 1

Charts: **[that is, chart A, chart B, chart C1, chart H, as appropriate, listing authorized area(s) under each chart]**

Order 8100.8 **[latest revision]** can be obtained online (see below) for your use and guidance in learning the functions and responsibilities of the FAA DER System. We are providing an initial supply of DER Candidate Statement of Compliance forms for your use.

If you have any questions with respect to these delegations, the initial contact should be with your FAA advisor, **[name]** at **[phone number]**.

The FAA provides regulatory material and many current FAA publications such as safety data, airworthiness regulations, orders, notices, advisory circulars, and airworthiness directives online at http://www.faa.gov. This information and other related regulations and policy may be reviewed through your appointing ACO or may be purchased from the U.S. Government Printing Office or U.S. Government bookstores.

Unless you already have attended, as a newly appointed DER candidate, you are required to attend our 2-day FAA DER Standardization Seminar within the first year of your appointment. This seminar is usually given in July, and this year will be held on **[date]** at **[location]**.

Sincerely,

[Manager]
Manager, **[Branch or ACO, whichever is appropriate]**

Enclosure

cc: **[Applicable branches]**
File: 8107 **(Candidate's last name]**

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 9. SAMPLE NOTIFICATION OF IDENTIFICATION AS A DAR CANDIDATE

U.S. Department
of Transportation

Federal Aviation Administration

[Date]

[Applicant]
[Applicant's Address]

Dear **[Applicant]**:

The Federal Aviation Administration (FAA) has reviewed your application for appointment as a designated airworthiness representative (DAR). One of the requirements for appointment is that individuals must have worked with the FAA for a minimum of 2 years. Because you have not worked with the FAA, we are not able to appoint you as a DAR at this time. However, because you do possess the technical qualifications to perform as a DAR, we are able to appoint you as a DAR candidate.

This status as a DAR candidate confers no official FAA delegation of authority and should not be construed as a guarantee of future appointment. However, if after successfully completing the DAR candidacy period there is still an FAA need, you may then be appointed as an FAA DAR.

You will be required to demonstrate to an FAA mentor, through actual demonstration and evaluation, the ability to make airworthiness certification determinations on a product of the type and complexity for which the authorization is sought.

As part of your training you will be required to perform the following:

a. Accompany and assist your assigned FAA mentor during a minimum of three inspections of an ongoing type certification or supplemental type certification program.

b. Accompany and assist your assigned FAA advisor during inspections leading to the issuance of an original airworthiness certificate.

As a DAR candidate you will not be allowed to charge any service fees because you will not be acting in an official capacity as an FAA DAR. In addition, the FAA reserves the right to cancel the candidacy period at any time without further consideration.

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 9. SAMPLE NOTIFICATION OF IDENTIFICATION AS A DAR CANDIDATE (CONTINUED)

As a newly appointed DAR candidate, you are required to attend the next available Initial Designee Standardization Seminar. This 3-day seminar is held in Oklahoma City, Oklahoma, and familiarizes attendees with FAA administrative procedures, methods, and practices in the interest of standardization.

We are providing you with a copy of FAA Order 8100.8, Designee Management Handbook, for your use and guidance in learning the functions and responsibilities of an FAA DAR. In addition, the FAA provides regulatory material and many current FAA publications such as safety data, airworthiness regulations, orders, notices, advisory circulars, and airworthiness directives online at http://www.faa.gov. This information and other related regulations and policy may be reviewed through your appointing office or may be purchased from the U.S. Government Printing Office or U.S. Government bookstores.

If you have any questions you may contact **[Mr./Ms. Mentor]** who has been assigned as your FAA mentor during your candidacy period. **[Mr./Ms. Mentor]** can be reached at **[phone number]**.

Sincerely,

[Manager]
[Appointing Office]

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 10. SAMPLE NOTIFICATION OF APPOINTMENT AS A DMIR/DAR

U.S. Department
of Transportation

Federal Aviation Administration

[Date]

[Applicant and/or Company]
[Applicant and/or Company's Address]

Dear **[Applicant and/or Company]**:

We are pleased to inform you that your appointment as a **[type of designee]** per § **[appropriate section of the CFR, for example, 183.31(a)(1)(2)]** of Title 14, Code of Federal Regulations (14 CFR) has been approved. This letter serves as your Certificate of Authority. This Certificate of Authority should be retained for your use and should be safely filed where it is available to you and the FAA. Your FAA Form 8000-5, Certificate of Designation, is also enclosed and should be displayed in your office. In addition, a wallet-sized reproduction is enclosed for identification purposes.

DESIGNATION CERTIFICATE NUMBER: [number, for example, DMIR-123456-CE]
FIXED BASE OF OPERATION: [appropriate designee or company address]
DATE OF DESIGNATION: [date of initial appointment]
DESIGNATION EXPIRATION: [date]

AUTHORIZED FUNCTIONS AND LIMITATIONS: This authorization is subject to certain functions and limitations as described below:

(The following are examples of functions and limitations delegated to a DMIR.)

PAH	FUNCTIONS AUTHORIZED
ABC Aircraft Co. 711 World Way Palomino, CA 00000	Function Code 06 - Conduct conformity inspections to determine that production products and related parts conform to the approved type design and are in a condition for safe operation. Limitations: None 14 CFR § 183.31(b)(2).
Acme Aircraft 75 Alfred Dr. Union City, NJ 00000	Function Code 03 - Export class II and III products only. Limitations: None 14 CFR § 183.31(a)(2).

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 10. SAMPLE NOTIFICATION OF APPOINTMENT
AS A DMIR/DAR (CONTINUED)

(The following are examples of functions and limitations delegated to a DAR/ODAR. Record the word "none" if there are no limitations cited.)

1. Function Code 08 - Issue original standard airworthiness certificates for U.S.-registered aircraft and original approvals for engines, propellers, parts, and appliances that conform to the approved design requirements and are in a condition for safe operation.

LIMITATIONS: None

2. Function Code 18 - Issue original export airworthiness approvals of 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, 1997, and production limitation record dated January 7, 1998.

**********NOTHING FOLLOWS**********

This authorization will expire on **[date]** unless a written request for renewal is submitted to the manufacturing inspection district office. Your designation may be renewed at any time prior to the expiration date for an additional period of **[timeframe]**. Designee appointments are evaluated prior to renewal for proper performance, activity, and determination of FAA need.

Sincerely,

[Manager]
[Appointing Office]

Enclosures

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 11. SAMPLE FAA FORM 8000-5, CERTIFICATE OF DESIGNATION (REDUCED SIZE)

U.S. Department of Transportation

Federal Aviation Administration

Certificate of Designation

Reposing special trust and confidence in the integrity, diligence, and discretion of

JANE S. SMITH

who has been found to have the necessary knowledge, skill, experience, interest, and impartial judgment to merit special public responsibility, I hereby designate as

DESIGNATED AIRWORTHINESS REPRESENTATIVE

with authorization to act in accordance with the regulations and procedures prescribed by the Federal Aviation Administration relating to this designation.

Issued at	Nowhere, Texas	*By Direction of the Administrator*
Dated	May 30, 2002	*John Q. Doe*
Certificate No.	**DARF-123456-SW**	**Manager, MIDO 99**

FAA FORM 8000-5 (4-84)(REPRESENTATION)

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 12. SAMPLE FAA FORM 8000-5, CERTIFICATE OF DESIGNATION (WALLET-SIZED REPRODUCTION FOR IDENTIFICATION PURPOSES)

U.S. Department of Transportation
Federal Aviation Administration

Certificate of Designation

Reposing special trust and confidence in the integrity, diligence, and discretion of

JANE S. SMITH

who has been found to have the necessary knowledge, skill, experience, interest, and impartial judgment to merit special public responsibility, I hereby designate as

DESIGNATED AIRWORTHINESS REPRESENTATIVE

with authorization to act in accordance with the regulations and procedures prescribed by the Federal Aviation Administration relating to this designation.

Issued at	Nowhere, Texas	*By Direction of the Administrator*
Dated	May 30, 2002	*John Q. Doe*
Certificate No.	**DARF-123456-SW**	**Manager, MIDO 99**

FAA FORM 8000-5 (4-84)(REPRESENTATION)

APPENDIX 5. AIR DOCUMENTS
FIGURE 1. SAMPLE CERTIFICATE OF AUTHORITY RENEWAL LETTER FOR DMIR/DAR/ODAR - MANUFACTURING

U.S. Department
of Transportation

Federal Aviation Administration

[Date]

[Designee]
[Designee's Address]

Dear **[Designee]**:

We are pleased to inform you that your renewal as a **[type of designee]** per § **[appropriate section of the CFR, for example, 183.31(a)(1)]** of Title 14, Code of Federal Regulations (14 CFR) has been approved. The letter serves as your Certificate of Authority. This Certificate of Authority should be retained for your use and should be safely filed where it is available to you and the FAA.

DESIGNATION CERTIFICATE NUMBER: [number, for example, DMIR-123456-CE]
FIXED BASE OF OPERATION: [appropriate designee or company address]
DATE OF DESIGNATION: [date of initial appointment]
DESIGNATION EXPIRATION: [date]

This authorization is subject to certain functions and limitations as described below. **[If there are no limitations noted, state so by using the word "none."]**

AUTHORIZED FUNCTIONS AND LIMITATIONS:

(The following are examples of functions and limitations delegated to a DMIR.)

PAH	FUNCTIONS AUTHORIZED
ABC Aircraft Co. 711 World Way Palomino, CA 00000	Function Code 6 – Conduct any conformity inspections to determine that production products and related parts conform to the approved type design and are in a condition for safe operation. 14 CFR § 183.31(b)(2). Limitations: None
Acme Aircraft 75 Alfred Dr. Union City, NJ 00000	Function Code 03 – Export class II and III products only. 14 CFR § 183.31(a)(2). Limitations: None

APPENDIX 5. AIR DOCUMENTS
FIGURE 1. SAMPLE CERTIFICATE OF AUTHORITY RENEWAL LETTER FOR DMIR/DAR/ODAR - MANUFACTURING (CONTINUED)

(The following are examples of functions and limitations delegated to a DAR/ODAR.)

1. Function Code 08 – Issue original standard airworthiness certificates for U.S.-registered aircraft and original airworthiness approvals for engines, propellers, parts, and appliances that conform to the approved design requirements and are in a condition for safe operation.

LIMITATIONS: None

2. Function Code 18 – Issue original export airworthiness approvals of class I products in accordance with 14 CFR part 21, subpart L.

LIMITATIONS: 14 CFR part 23 and 25 airplanes.

**********NOTHING FOLLOWS**********

This authorization will expire on **[date]** unless a written request for renewal is submitted to the manufacturing inspection district office. Your designation may be renewed at any time prior to the expiration date for an additional period of **[timeframe]**. Designee appointments are evaluated prior to renewal for proper performance, activity, and determination of FAA need.

Sincerely,

[Manager]
[Appointing Office]

APPENDIX 5. AIR DOCUMENTS
FIGURE 2. SAMPLE FAA FORM 8130-13, DESIGNEE GEOGRAPHIC EXPANSION AUTHORIZATION (REDUCED SIZE)

U.S. Department of Transportation
Federal Aviation Administration

Designee Geographic Expansion Authorization

1. Control #:

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:

21a. Telephone Number: ( ) | 21b. Fax Number: ( )

22. Remarks: *(If needed, continue remarks on plain paper and attach it to this form.)*

23. Signature: | 24. Designee Number: | 25. Requested Date:

26. The above identified designee is authorized to perform the requested functions outside the geographical area of the (FAA Office) _____.

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.

NOTE: For any Designee Expansion Authorizations for activities to be undertaken in other countries, the cognizant Civil Aviation Authority must be notified in advance. A return notification authorizing permissibility for the designee's work activities, from the cognizant Civil Aviation Authority is required prior to entry into the country.

27. SPECIAL INSTRUCTIONS/REMARKS: *(If needed, continue remarks on plain paper and attach it to this form).*

28. Authorized By: (Print Name) | 29. Date:

30. Signature:

31. Office Name:

FAA FORM 8130-13 (6/00) See instructions on reverse side NSN: 0052-00-917-4001

APPENDIX 5. AIR DOCUMENTS
FIGURE 2. SAMPLE FAA FORM 8130-13, DESIGNEE GEOGRAPHIC EXPANSION AUTHORIZATION (REDUCED SIZE) (REVERSE SIDE)

INSTRUCTIONS FOR COMPLETING THE DESIGNEE GEOGRAPHIC EXPANSION AUTHORIZATION FORM

General:

A. Type (or legibly print) all information except the signatures.
B. Item 1 and items 26 through 31 are to be completed by the designee's Certificate Management Office.
C. Items 2 through 25 are to be completed by the designee.

Item Number:

(1) Enter the number assigned by the Certificate Management Office.
(2) Enter the name of the designee's Certification Management Office.
(3) Enter the name of the Advisor assigned to the designee.
(4) Enter the date this form was initiated.
(5) Enter the complete mailing address of the designee's Certification Management Office.
(6a) Enter the telephone number of the Certification Management Office or assigned Advisor.
(6b) Enter the FAX telephone number of the Certification Management Office.
(7)(a) Enter the abbreviation for the type of designation currently held *(for example, DMIR, DAR, ODAR, DOA, DAS).*
(7)(b) Enter the name of the designee's Certificate Management Office.
(8) *(When applicable)* Enter the project number(s) assigned by the FAA.
(9) *(When applicable)* Enter the date the FAA ACO/MIDO/FSDO office released the project for additional action.
(10) *(When applicable)* Enter the number assigned by the requesting office, as shown on the applicable *FAA forms, for example, 8110-1, 8120-10, etc.*
(11) List the functions that will be completed at the expanded location.
(12) Enter the name of the FAA office that has oversight responsibility at the expanded location.
(13) Enter the estimated date the project will start.
(14) Enter the estimated number of calendar days required to complete the project.
(15) Enter the location(s) where the inspections/functions will be conducted.
(16) Enter the full name of the applicant.
(17) Enter the mailing address of the applicant *(either PO Box number or street address).*
(18) Enter the mailing address city.
(19) Enter the two-letter abbreviation for the mailing address state.
(20) Enter the mailing address ZIP Code.
(21)(a) Enter the phone number of the applicant.
(21)(b) Enter the FAX number of the applicant.
(22) Enter any additional information and/or remarks by the designee.
(23) Signature of designee that filled out the form.
(24) Enter the designee's FAA assigned number.
(25) Enter the date of the request.
(26) Enter the name of the designee's Certification Management Office.
(27) Enter all special instructions given to the designee.
(28) Enter the name of the FAA employee granting this request.
(29) Enter the date of the granted request.
(30) Enter the signature of the FAA employee granting this request.
(31) Enter the name of the FAA office granting this request.

FAA FORM 8130-13 (6/00) Supersedes Previous Edition NSN: 0052-00-917-4001

APPENDIX 5. AIR DOCUMENTS
FIGURE 3. SAMPLE FAA FORM 8130-14, DESIGNEE MANAGEMENT REPORT (REDUCED SIZE)

DESIGNEE MANAGEMENT REPORT

Designee/Representative Name: *(Last, First, MI)*	Designee No.	Date:
Company Name:	Authorized Function(s):	
Advisor's Name: *(Last, First)*	FAA Office:	Hours:

Check **Applicable Item:** **Annual Review** _____ **Supervision** _____ **Training** _____ **Corrective Action** _____ **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 14 CFR part 21.			
12. Discuss issuance of Special Airworthiness Certificate in accordance with applicable sections in FAA Order 8130.2 and 14 CFR part 21.			
13. Discuss issuance of Restricted Airworthiness Certificate in accordance with applicable section in FAA Order 8130.2 and 14 CFR part 21.			
14. Discuss issuance of Special Flight Permits in accordance with FAA Order 8130.2.			
15. Discuss issuance of Export Certificates and approvals in accordance with applicable sections of FAA Order 8130.2, AC 21-2, and subpart L of 14 CFR part 21.			
16. Discuss Certification Procedures and review documents in accordance with the applicable AC's and orders.			
17. Verify attendance at Designee Standardization Seminar. Date attended: _____			
18. Validate currency of FAA authorization.			
19. Date scheduled for follow-up action. _____			

FAA Form 8130-14 (6-00) Supersedes Previous Edition Page 1 of 3 NSN: 0052-00-917-5001
FOR OFFICIAL USE ONLY
Public Availability to be determined under 6 U.S.C. 552

APPENDIX 5. AIR DOCUMENTS
FIGURE 3. SAMPLE FAA FORM 8130-14, DESIGNEE MANAGEMENT REPORT (REDUCED SIZE) (CONTINUED)

SOFTWARE ITEM(S) **Applicable to Software Designees**
1. On which systems did you perform software conformity inspections?
2. What issues did you discover and address during these inspections?
3. What interaction did you have with the manufacturing inspection district office (MIDO)/ certification management offices (CMO) regarding software conformity inspections?
4. What unique software issues did you face this year and how did you address and resolve them?
5. What software training did you attend this year?

When attending conformity inspection with the designee, check Good, Fair, Poor, or Not Observed	**GOOD**	**FAIR**	**POOR**	**NOT OBSERVED**
1. Ability to prepare for the software conformity inspection.				
2. Ability to perform a software installation conformity inspection. Internal or external part number verification techniques. Techniques to determine software were previously conformed.				
3. Ability to evaluate software product identification and revision marking methods.				
4. Ability to evaluate proper resolution of software problem reports.				
5. Ability to evaluate software products under configuration control.				
6. Ability to evaluate software verification and acceptance tests are properly accomplished.				
7. Ability to evaluate software has been compiled from released source code.				
8. Ability to evaluate software acceptance has been properly documented.				
9. Ability to evaluate software can be correctly loaded into target computer.				
10. Ability to evaluate software transfer verification.				
11. Ability to evaluate software will properly initialize and execute.				
12. Ability to address issues that arise during the software conformity inspection *(for example, unsuccessful software loading).*				
13. Other, please specify.				
14. Date scheduled for follow-up action. _____				

FAA Form 8130-14 (6-00) Supersedes Previous Edition Page 2 of 3 NSN: 0052-00-917-5001
FOR OFFICIAL USE ONLY
Public Availability to be determined under 6 U.S.C. 552

APPENDIX 5. AIR DOCUMENTS
FIGURE 3. SAMPLE FAA FORM 8130-14, DESIGNEE MANAGEMENT REPORT (REDUCED SIZE) (CONTINUED)

Remarks Section: *(If 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. THE ADVISOR *(i.e., ASI)* WILL COMPLETE THIS FORM.
C. THE ENTRIES FOR THE TOP TWO BLOCKS ARE SELF-EXPANATORY.
D. FOR ITEM BLOCKS, RATE EACH ITEM AND PUT A CHECK IN THE APPROPRIATE BOX.

SAT—If the 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.
F. FOR ITEM BLOCKS, RATE EACH ITEM AND PUT A CHECK IN THE APPROPRIATE BOX.

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 Order 8130.2.
6. Self-explanatory. Check applicable box.
7. Check applicable box. Rate per requirements in Order 8100.8.
8. Check applicable box. Rate per requirements in Order 8130.2.
9. Self-explanatory. Check applicable box.
10. Check applicable box. Rate per requirements in Order 8130.21.
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/DAR/ODAR per requirements in Order 8100.8.
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 8130.2 for DMIR.
19. If any above items are unsatisfactory, schedule a date for follow-up action and enter the date in the space provided.

SOFTWARE ITEMS: (APPLICABLE TO SOFTWARE DESIGNEES)

A. Ask the type of designee (DAR/ODAR or DMIR) questions 1 through 4, and complete the response appropriately. Use a separate sheet of paper s necessary, and attach to this form.
B. Rate each item and put a check in the appropriate box. Items 1 through 13.
C. Use the remarks section or separate plain paper for additional information pertaining to any of the items addressed for software.
D. If any item(s) are rated poor, enter the reason(s) for the rating in the remarks section, and schedule a follow-up. Enter the date in the space provided.

FAA Form 8130-14 (6-00) Supersedes Previous Edition Page 3 of 3 NSN: 0052-00-917-5001
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Public Availability to be determined under 6 U.S.C. 552

APPENDIX 5. AIR DOCUMENTS
FIGURE 4. SAMPLE SUMMARY ACTIVITY REPORT
(TO BE USED BY MANFUCTURING DMIRS, DARS, AND ODARS)
(REDUCED SIZE)

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

COMPANY:_____
DESIGNEE:_____ **NUMBER:**_____
REPORTING PERIOD BEGINNING DATE: _____ **ENDING DATE:** _____

AIRWORTHINESS CERTIFICATION	ACTIVITY CODE QTY	ACTIVITY CODE QTY	ACTIVITY CODE QTY	ACTIVITY CODE QTY	ACTIVITY CODE QTY
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. ACTIVITY	RESTR. 738	SPEC. FLT. PMT. 741	CONF. FOR FCAA 744	DOMESTIC 8130-3 FORMS 745	

Instructions in MIMIS Guide for ASIs (Mfg.) and Mfg. Inspection Staff Page 1 of 2

APPENDIX 5. AIR DOCUMENTS
FIGURE 4. SAMPLE SUMMARY ACTIVITY REPORT (TO BE USED BY MANUFACTURING DMIRS, DARS, AND ODARS) (REDUCED SIZE) (CONTINUED)

SUMMARY ACTIVITY REPORT (To be used by DMIRs, DAR-Mfg., and ODAR-Mfg.)

COMPANY: _____ **DESIGNEE NAME:** _____
DESIGNEE NO: _____

REPORTING PERIOD: _____ **BEGINNING DATE:** _____
ENDING DATE: _____

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

Instructions in MIMIS Guide for ASIs (Mfg.) and Mfg. Inspection Staff Page 2 of 2

APPENDIX 5. AIR DOCUMENTS
FIGURE 5. SAMPLE LETTER AUTHORIZING DATA APPROVAL FOR REPAIRS AND ALTERATIONS

U.S. Department
of Transportation

Federal Aviation Administration

[DER]
Designated Engineering Representative
[Address]
[City, State, and ZIP Code]

Dear **[Mr./Ms. DER]**:

You are authorized to approve data for repairs and alterations that are within the scope of your authority as defined on your Certificate of Authority letter, without obtaining prior Aircraft Certification Office (ACO) approval as required by FAA Orders 8100.8 and 8110.37, paragraph **[paragraph number]**. This authorization is for repairs and alterations that do not involve critical or life-limited parts, or if the work will be done outside the country.

This authorization will remain in effect until surrendered, suspended, revoked, or otherwise terminated. Should you have any questions, contact **[ACO advisor]** at **[telephone number]**.

Sincerely,

[Manager]
Manager, **[Office]** Certification Office,
Aircraft Certification Service

APPENDIX 5. AIR DOCUMENTS
FIGURE 6. SAMPLE FAA FORM 8110-29, DER/FAA INTERACTION TRACKING FORM

NAME: _____ **DER #:** _____
(Print: Prefix, Last Name, First Name, Middle Name, Suffix)

TEL. #: _____ **FAX #:** _____

ADDRESS: _____

DESIGNATION(s): _____
(Structures, Systems, Propulsion, Adm., etc.)

ACTIVITY: FROM _____ **TO** _____

FAA ADVISOR: _____
(Print)

ACO/BRANCH: _____

DER SIGNATURE: _____ **DATE:** _____

PROVIDE A **BRIEF** SUMMARY OF YOUR ACTIVITIES WHICH REQUIRED INTERACTON WITH FAA PERSONNEL IN THE FOLLOWING KEY AREAS. INCLUDE PROJECT DESCRIPTIONS, PRODUCT MODELS (AIRCRAFT, ENGINES, PROPELLER, EQUIPMENT, ETC.,) AND/OR FAA PROJECT NUMBERS, YOUR SPECIFIC CONTRIBUTIONS TO EACH APPLICABLE INTERFACTION, AND YOUR PRIMARY INDIVIDUAL FAA ENGINEERING CONTACTS.

1. DEVELOPMENT OF CERTIFICATION PLANS/COMPLIANCE CHECKLISTS:

2. IDENTIFICATION AND RESOLUTION OF SIGNIFICANT TECHNICAL ISSUES (ISSUE PAPERS, EQUIVALENT SAFETY): ***(FINDINGS, SPECIAL CONDITIONS, EXEMPTIONS, ETC.)***

3. REVIEW AND APPROVAL OF COMPLIANCE DATA:

4. INVOLVEMENT IN PROJECT MANAGEMENT/ADMINISTRATION:

5. REVIEW AND APPROVAL OF REPAIR/ALTERATION DATA INCLUDING PROCESS SPECIFICATION: ***(ACTIVITIES IN SUPPORT OF FAA FORM 337, REPAIR STATIONS, ETC.)***

6. INVESTIGATION AND RESOLUTION OF SIGNIFICANT SERVICE DIFFICULTIES:

7. PARTICIPATION IN TECHNICAL EXCHANGES: ***(MEETINGS AND TELECONS ON GENERAL TECHNICAL SUBJECTS.)***

8. PARTICIPATION IN FAA TRAINING/SEMINARS:

FOR FAA USE ONLY

☐ **ALL REQUIRED DER EVALUATION FORMS COMPLETED** ☐ **DER RENEWAL PROCESSED**
ACO/BRANCH ADVISOR SIGNATURE: _____ **DATE:** _____

FAA Form 8110-29 **(6/00) Supersedes Previous Edition** **NSN: 0052-00-919-6000**
SUBMITTAL OF THIS FORM IS MANDATORY FOR DER RENEWAL
FOR OFFICIAL USE ONLY
PUBLIC AVAILABILITY TO BE DETERMINED UNDER TITLE 5, UNITED STATES CODE, SECTION 552

APPENDIX 5. AIR DOCUMENTS
FIGURE 6. SAMPLE FAA FORM 8110-29, DER/FAA INTERACTION TRACKING FORM (REVERSE SIDE)

PERFORMANCE ELEMENT DEFINITIONS

1. DEVELOPMENT OF CERTIFICATION PLANS/COMPLIANCE CHECKLISTS:

Indicate projects where you have identified applicable regulations and methods of compliance for a design or design change. Indicate programs that required you to provide program schedules which identified critical milestones leading to FAA certification. List FAA personnel, that is, engineers, flight test pilots, inspectors, and other FAA designees where communications took place in the course of this activity. Note: Detailed project information is not required.

2. IDENTIFICATION AND RESOLUTION OF SIGNIFICANT TECHNICAL ISSUES:

For the certification projects in which you have participated, describe your work with the FAA in identifying certification related areas of new technology, areas where compliance methodology may have been new or controversial, or areas where existing regulations or policy were inadequate. Identify issue papers that resulted from your efforts and your contribution to the resolution of those issues.

3. REVIEW AND APPROVAL OF COMPLIANCE DATA:

Describe, in detail, your activities in reviewing and approving (or recommending for approval) compliance data. Compliance data consists of both type design data and type certification data. Type design data includes drawings, specifications, and other data, which defines the product. Type certification data include test plans, test reports, analyses, or other data used to demonstrate compliance with the applicable CFR. Note: Do not describe design details that may be considered proprietary by the applicant.

4. INVOLVEMENT IN PROJECT MANAGEMENT/ADMINISTRATION:

Describe your project management/administration activities. Describe how you ensured effective coordination between the applicant and the FAA, and how you facilitated certification program activities (for example, the submittal of compliance data, and the scheduling of conformities, testing, compliance inspections, etc.).

5. REVIEW AND APPROVAL OF REPAIR/ALTERATION DATA INCLUDING PROCESS SPECIFICATIONS:

Indicate your coordination activities with the FAA in approving repair or alteration data, especially on critical or life-limited parts. Describe when the coordination occurred, how the appropriate regulations were identified to the FAA, and the nature of supporting substantiating data.

6. INVESTIGATION AND RESOLUTION OF SIGNIFICANT SERVICE DIFFICULTIES:

Describe your DER role in identifying and/or resolving specific significant service difficulties. Be sure to identify key FAA contacts and any service information that resulted from your efforts.

7. PARTICIPATION IN TECHNICAL EXCHANGES:

Please describe important DER/FAA technical exchanges in which you have participated, such as general technical meetings with FAA specialists or management, and discussions with FAA specialists concerning technical issues related to your delegation. Note: Do not describe design details that may be considered proprietary by the applicant.

8. PARTICIPATION IN FAA TRAINING AND/OR SEMINARS:

Describe the FAA sponsored technical conferences, seminars, workshops, and presentations you have attended within this appointment period relating to your DER authorization.

APPENDIX 5. AIR DOCUMENTS
FIGURE 7. SAMPLE FAA FORM 8110-30, DER PERFORMANCE EVALUATION FORM

NAME: _____ DER #: _____
(PRINT: Prefix, Last Name, First Name, Middle Name, Suffix)

TEL. #: _____ FAX #: _____

DESIGNATION(s): _____
(Structures, Systems, Propulsion, Adm., etc.)

Yes No EXECUTIVE LEVEL DERS ONLY: Has THE DER's title/position adversely affected the ability to perform delegated functions objectively and independently? (Written summary attached)
EVALUATION: FROM _____ TO _____

FAA EVALUATOR NAME: _____
(PRINT)

ACO/BRANCH: _____

For the above named DER, rate performance in each of the following categories by placing an "X" under column **SAT** for Satisfactory, column **NEEDS IMPR** for Needs Improvement, column **UNSAT** for Unsatisfactory, or column **N/OB** for Not Observed. For any rating other than Satisfactory, the FAA evaluator is required to contact the DER directly, and to document in the "REMARKS" section how the concern has been or will be resolved. Resolution action may range from a recommendation for non-renewal to an indication that the DER has agreed to work closely with the FAA during the next evaluation period to resolve the concern. Indicate your recommendation for renewal at the bottom of the form above your signature.

	SAT	NEEDS IMPR	UNSAT	N/OB
1. ACTIVITY LEVEL	☐	☐	☐	☐
2. DIRECT FAA CONTACT	☐	☐	☐	☐
3. DER/FAA INTERACTION TRACKING FORM	☐	☐	☐	☐
4. APPLICATION OF REGULATIONS, POLICY, AND GUIDANCE	☐	☐	☐	☐
5. ADHERENCE TO DER PROCEDURES	☐	☐	☐	☐
6. SHOWS INTEGRITY, SOUND JUDGMENT, COOPERATIVE ATTITUDE	☐	☐	☐	☐
7. SHOWS TECHNICAL COMPETENCE IN AREA OF APPOINTMENT	☐	☐	☐	☐
8. ATTENDANCE AT REQUIRED TRAINING	☐	☐	☐	☐
9. ABILITY TO COMMUNICATE CLEARLY	☐	☐	☐	☐
10. QUALITY OF SUBMITTALS	☐	☐	☐	☐
11. TIMELY IDENTIFICATION OF SIGNIFICANT ISSUES	☐	☐	☐	☐
12. TIMELY SUBMITTAL OF DATA	☐	☐	☐	☐

REMARKS: *(Explain all **Needs Impr, Unsat, N/OB** evaluations and provide resolution; attach additional pages as required.)*

Recommend Renewal? ☐ Yes ☐ No ☐ Change authorization as noted in Remarks.

Evaluator Signature: _____ Date: _____

DER Signature: _____ Date: _____
(If required)

FAA Form 8110-30 (6-00) **Supersedes Previous Edition** NSN: 0052-00-919-7000

COMPLETION OF THIS FORM IS MANDATORY FOR DER RENEWAL
FOR OFFICIAL USE ONLY
PUBLIC AVAILABILITY TO BE DETERMINED UNDER TITLE 5, UNITED STATES CODE, SECTION 552

APPENDIX 5. AIR DOCUMENTS
FIGURE 7. SAMPLE FAA FORM 8110-30, DER PERFORMANCE EVALUATION FORM
(REVERSE SIDE)

PERFORMANCE ELEMENT DEFINITIONS

1. ACTIVITY LEVEL: The DER is actively utilizing the delegated authority. Typical indication would be the submittal of completed FAA Form 8110-3 (8110-3's) in the delegated area. If 8110-3's are not submitted, the DER may be actively assisting the FAA in other ways such as witnessing testing or identifying and resolving certification issues, although the authority itself is not utilized.

2. DIRECT FAA CONTACT: In the delegated area, the DER has direct contact with the FAA on technical and project issues. The DER keeps the FAA informed of activities. Indicators would be office visits, phone calls, attendance at project meetings, or attendance at Designee Conferences.

3. DER/FAA INTERACTION TRACKING FORM: The DER submitted the required key interaction form. Indicator would be a complete, accurate, and timely interaction form.

4. APPLICATION OF REGULATIONS, POLICY, AND GUIDANCE: The DER properly applied airworthiness requirements and technical or administrative policy and guidance. Indicators may include a showing of understanding and proper application of regulations etc., during the course of certification projects, including meetings with the FAA, and appropriate compliance findings.

5. ADHERENCE TO DER PROCEDURES: The DER followed the DER handbook and other national or local directives in performing DER functions. Indicators would be submittal of properly completed 8110-3's, coordinating with FAA on unique and novel design features, receiving permission to witness or conduct tests, verification of conformity prior to witnessing tests, properly utilizing authority, etc. DER procedures require coordination with FAA Engineering on unique or novel designs, generation of Certification Plans, appropriate and timely requests for conformity, generation of tests plans, verification of satisfactory conformity findings prior to witnessing certification tests when delegated by the FAA and approval of compliance data in a timely and correct sequential manner. The DER should have a good understanding of when the DER may "Approve" vs. "Recommend Approval" for a compliance submittal (8110-3) and a clear understanding of the discrete areas of delegation that the DER may address.

6. SHOWS INTEGRITY, SOUND JUDGMENT, AND COOPERATIVE ATTITUDE: The DER was honest, complete, and forthcoming with information in all dealings with the FAA. The DER exercised sound judgment in making technical and project decisions. Conduct was professional, and the DER fully cooperated with the FAA in resolving technical and program issues. Indicators may be direct experience with the DER, including participation in certification meetings, where the DER is forthcoming and cooperatively seeks resolution of issues.

7. SHOWS TECHNICAL COMPETENCE IN AREA OF APPOINTMENT: The DER's technical work and interaction with the FAA, particularly on complex technical issues, shows the DER's competence in the delegated area. Indicators of competence would include properly developed test plans, appropriate compliance findings, and technically accurate and complete substantiation and test reports.

8. ATTENDANCE AT REQUIRED TRAINING: The DER attended any training required by the Agency, including that which may be required by the administering ACO. Indicator would be attendance at required training, seminars, conferences, etc.

9. ABILITY TO COMMUNICATE CLEARLY: The DER communicated effectively, both orally and in writing, such that technical and administrative issues are clearly understood. Indicators would be effective oral communications during certification meetings, telephone conversations, and other direct contacts with FAA employees. Written reports, substantiation, and communications are complete and well organized.

10. QUALITY OF SUBMITTALS: The DER's data submittals are complete, logically arranged, legible, accurate, and clearly establish compliance with the applicable airworthiness requirements such that review by the FAA may be minimal. Indicators would be test plans, test reports, substantiation, drawings, etc. that meets the listed criteria.

11. TIMELY IDENTIFICATION OF SIGNIFICANT ISSUES: As early as practical in the program, the DER identified to the FAA areas of new technology, unusual design features, or those areas requiring special guidance or direct FAA involvement. Indicators would include timely informal contacts to alert the FAA to areas of concern and participation in certification meetings to identify significant technical issues for Issue Papers.

12. TIMELY SUBMITTAL OF DATA: DER submittal of compliance data was in a time frame consistent with program schedule and required FAA review. DER consistently avoids last minute "data dumps," thus allowing adequate time for FAA actions prior to critical program milestones.

APPENDIX 6. FAA DOCUMENTATION FOR TERMINATION
FIGURE 1. SAMPLE NOTICE OF TERMINATION OF A DAR/CONSULTANT DER

[Date]

CERTIFIED MAIL NUMBER: _____

File Number: _____

Designee: Mr. John Doe
c/o Concise Aircraft Parts
25 Shore Drive
Atlantic City, NJ 00000

Dear Mr. Doe:

This is to inform you that your Federal Aviation Administration (FAA) designation as a **[type of designee, for example, DAR]** is suspended upon receipt of this letter and will be terminated on **[date]**. This action is based upon documentation indicating that you engaged in conduct inconsistent with the responsibilities of a **[type of designee, for example, DAR]**. We have determined that on or about **[date]**, you issued an export airworthiness certificate on an engine without having examined the appropriate paperwork to determine conformity. **[Cite the reference to the regulations/policy that was violated/noncompliance.]**

A request, in writing, for appeal of the termination must be made no later than 2 weeks from the date of receipt of this letter. At this time, you should present any evidence or statement concerning this matter. This evidence or statement should be sufficiently detailed to establish quantity, nomenclature, and part number for the items in question. In addition, the identification of items previously installed in FAA-approved products is also requested. If you elect to bring an attorney, an FAA attorney will also be present. The FAA will maintain a record of the meeting.

Any discussions or written statements will be given consideration at the conclusion of our review.
Unless we hear from you in writing, your designation will be terminated as stated above in accordance with 14 CFR § 183.15(d)(4), for not properly performing your duties under your designation.

Sincerely,

[Manager]
Manager, **[Branch or higher, as appropriate]**

APPENDIX 6. FAA DOCUMENTATION FOR TERMINATION
FIGURE 2. SAMPLE NOTICE TO A PRODUCTION APPROVAL HOLDER ON TERMINATION OF A DMIR

[Date]

CERTIFIED MAIL NUMBER: _____

File Number: _____

Designee: Mr. John Doe
Designation Number: _____

Mr. A. Hess, Director of Quality
c/o Concise Aircraft Parts
25 Shore Drive
Atlantic City, NJ 00000

Dear Mr. Hess:

This is to inform you that Mr. John Doe's Federal Aviation Administration (FAA) designation as a designated manufacturing inspection representative (DMIR) is suspended immediately and will be terminated on **[date].** A copy of this letter is being sent to Mr. Doe. Mr. Doe's designation will be terminated because **[our records indicate that he has had insufficient activity to warrant continuing the designation** or **the FAA has learned that he issued an export airworthiness certificate on more than one engine without having examined the appropriate paperwork to determine conformity]**.

[Cite the reference to the regulations/policy requirements that was violated/noncompliance.]

Concise Aircraft Parts may request an appeal of the termination in writing no later than 2 weeks from the date of receipt of this letter. We would appreciate receiving any evidence or statement Concise Aircraft Parts might care to make concerning this matter. This evidence or statement should be sufficiently detailed to establish quantity, nomenclature, and part number of the items in question. In addition, the identification of items previously installed in FAA-approved products is also requested. Representatives of Concise Aircraft Parts may discuss this matter with us and be represented by legal counsel. If you elect to bring an attorney, an FAA attorney will also be present. The FAA will maintain a record of the meeting.

Any discussions or written statements will be given consideration at the conclusion of our review. Unless we hear from you in writing, Mr. Doe's designation will be terminated as stated above in accordance with 14 CFR § 183.15(d)(4), for not properly performing his duties under his designation.

Sincerely,

[Manager]
Manager, **[Branch or higher, as appropriate]**

APPENDIX 6. FAA DOCUMENTATION FOR TERMINATION
FIGURE 3. SAMPLE NOTICE OF TERMINATION OF A COMPANY DER

[Date]

CERTIFIED MAIL NUMBER: _____

File Number: _____

Designee: Mr. John Doe
Designation Number: _____

c/o Bill Hess, VP of Engineering
Concise Aircraft Parts
25 Shore Drive
Atlantic City, NJ 00000

Dear Mr. Hess:

This is to inform you that Mr. John Doe's Federal Aviation Administration (FAA) designation as a company designated engineering representative (DER) is immediately suspended and will be terminated on **[date]**. A copy of this letter is being sent to Mr. Doe. This action is based on a determination by this office that Mr. Doe demonstrated a lack of sound engineering knowledge, skill, and impartial judgment necessary to merit special public responsibility. **[Cite the reference of the regulations/policy that was violated/noncompliance.]** Specific examples on which we based this finding are as follows:

a) Substantial technical deficiencies contained in flight test reports submitted by Mr. Doe, as documented by FAA letter dated April 10, 2002.

b) Lack of any indication toward improvement in either area since Mr. Doe's May 9, 2002, counseling session.

Concise Aircraft Parts may request an appeal of the termination in writing no later than 2 weeks from the date of receipt of this letter. We would appreciate receiving any evidence or statement Concise Aircraft Parts might care to make concerning this matter. Your written response should include any information you may wish to be reviewed. You may discuss this matter with us and be represented by legal counsel. If you elect to bring an attorney, an FAA attorney will also be present. The FAA will maintain a record of the meeting.

Any discussions or written statements will be given consideration at the conclusion of our review. Unless we hear from you in writing, Mr. Doe's designation will be terminated for the above-stated reason(s).

Sincerely,

[Manager]
Manager, **[Branch or higher, as appropriate]**

APPENDIX 7. AFS DOCUMENTS
FIGURE 1. SAMPLE FAA FORM 8110-28, APPLICATION AND STATEMENT OF QUALIFICATION (DME/DPRE/DAR-T/ODAR-T)

Form Approved OMB No. 2120-0033

APPLICATION AND STATEMENT OF QUALIFICATION (DME/DPRE/DAR-T/ODAR-T)

Department of Transportation
Federal Aviation Administration

Supplemental Application and Instructions

Privacy Act Statement

The information on the accompanying form is solicited under authority of Title 49, USC, Section 44702. Submission of all the data is mandatory except for Social Security Number (SSN), which is voluntary. The purpose of this information is to determine your eligibility for designation as a Designated Mechanic Examiner (DME), Designated Parachute Rigger Examiner (DPRE), Designated Airworthiness Representative-Maintenance (DAR-T), or Organizational Designated Airworthiness Representative-Maintenance (ODAR-T). The routine use of the data is to provide the public with names and addresses of certain categories of representatives who may provide service to them. The data will be used to evaluate your qualifications and eligibility for designation as a DME, DPRE, DAR-T, or ODAR-T. **Your application cannot be processed unless the data is complete.** Disclosure of your SSN is optional. Disclosure will facilitate maintenance of your records which are maintained in alphabetical order and cross-referenced with your SSN and airman number to provide prompt access. In the event of nondisclosure, a unique number will be assigned to your file.

Paperwork Reduction Act Statement

The information collected on this form is necessary to determine applicant eligibility for DME, DPRE, DAR-T, or ODAR-T. The information is used to determine certification eligibility. We estimate that it will take 55 minutes to complete the form. Completion of this form is required to obtain a benefit. The information collected becomes part of the Privacy Act system of records; DOT/FAA 830, Representatives of the Administrator; and confidentiality pursuant to the provisions of the Privacy Act is granted. Please note that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number associated with this collection is 2120-0033.

Detach all supplemental information and instruction sheets before submitting application.

DESIGNEE/EXAMINER CANDIDATE APPLICATION PROCEDURES

HOW TO APPLY

For Initial Designations:

1. Complete, sign, and date this application. Answer all applicable questions fully. Use additional sheets of blank paper if you need more space to complete the answers to a question. Be sure to indicate the number of the question you are answering at the top of the blank sheet.

2. Use a separate sheet for each question requiring additional space. Attach all additional blank sheets to this application.

3. Question 7. See definitions and qualification criteria on page ii of these instructions.

4. Applicants for DAR-T designations must attach a letter of recommendation in accordance with FAA Order 8100.8 latest revision, Designee Management Handbook.

WHERE TO SEND APPLICATION FOR INITIAL DESIGNATION (DME, DPRE, and DAR-T applicants ONLY.) ODAR-T applicants will submit this form to the local FSDO or IFO.

1. Your completed application with all attached sheets should be sent to:

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

2. **Keep a copy of this application for your personal records.**

WHAT HAPPENS TO YOUR APPLICATION

Your application will be evaluated by the National Examiner Board (NEB) to ensure that you meet the selection criteria for the designation sought. The NEB will advise you by letter whether or not you meet the applicable criteria. If you meet this criteria, the letter from the NEB will state that your application has been accepted and instruct you to complete the examiner predesignation knowledge test. If you do not meet the selection criteria, the NEB will advise you how the deficiency may be corrected. **Do not take the predesignation knowledge test until receiving a letter of acceptance from the NEB. Applicants for designation as DAR-T's are not required to take a Predesignation Test.**

Upon receiving notification that your application has been accepted, take the appropriate predesignation knowledge test at any FAA computerized testing center. Request the Aviation Mechanic Examiner Test or the Parachute Rigger Examiner Test. You must forward test results to the NEB within 10 days of the date you complete the test. **Keep a copy of the test report for your personal records.**

Upon receiving the applicant's test report with a score of 80 percent or higher, the NEB will notify the applicant of approval/nonapproval for assignment to the national examiner candidate pool. In accordance with candidates' indicated geographic availability, qualifications, and ranking within the pool, the NEB forwards candidate applications to each FSDO requesting a new designee.

Your application will be kept on file in the NEB candidate pool for a period of 2 years or until you are selected for designation, whichever comes first.

After 2 years, applications of all candidates not selected for designation will be deleted from the NEB pool. An applicant must repeat the application process in order to apply for reassignment to the candidate pool.

FAA Form 8110-28 (6-00) Supersedes Previous Edition

i

NSN:0052-00-917-0000

APPENDIX 7. AFS DOCUMENTS
FIGURE 1. SAMPLE FAA FORM 8110-28, APPLICATION AND STATEMENT OF QUALIFICATION (DME/DPRE/DAR-T/ODAR-T) (CONTINUED)

Form Approved OMB No. 2120-0033

DESIGNEES/EXAMINERS APPLYING FOR RENEWAL, ADDITIONAL AUTHORIZATIONS, AND/OR REINSTATEMENTS. Designees/Examiners applying for renewal, additional authorizations, or reinstatement should complete blocks 1, 2, 4, 5, 6, 7, 7b (if applicable), 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, and 22, and return it directly to the designating FSDO. Renewal applications shall be submitted to the designating FSDO 45 days before the designee's/examiner's current designation expires.

TYPES OF DESIGNATIONS AND QUALIFICATION CRITERIA

Definition

DME - Designated Mechanic Examiner

General Qualifications

The applicant must:

1. Have held a valid aviation mechanic certificate for 5 years with the rating(s) for which designation is to be issued.
2. Have been actively exercising the privileges of a valid aviation mechanic certificate for 3 years immediately prior to designation.
3. Be at least 23 years of age.
4. Show evidence of a high level of aeronautical knowledge in the subject areas required for aviation mechanic certification in both reciprocating and turbine-engine aircraft.
5. Have a good record as a mechanic, as a person engaged in the industry and community with a reputation for honesty and dependability.
6. Have a fixed base of operation adequately equipped to exercise the authority of designation.

Definition

DPRE - Designated Parachute Rigger Examiner

General Qualifications

The applicant must:

1. Have held a valid master parachute rigger certificate for 2 years.
2. Have been actively exercising the privileges of a valid master parachute rigger certificate for 2 years immediately prior to designation.
3. Be at least 23 years of age.
4. Show evidence of a high level of knowledge in the subject areas required for the parachute rigger certification.
5. Have a good record as a parachute rigger, as a person engaged in the industry and community with a reputation for honesty and dependability.
6. Have a fixed base of operation adequately equipped to exercise the authority of the designation.

Definition

DAR-T - Designated Airworthiness Representative-Maintenance/ODAR-T Organizational Designated Airworthiness Representative-Maintenance

General Qualifications.— To qualify for an appointment as a DAR-T, all applicants (including those persons in an ODAR-T who will perform the authorized function(s)) must meet the general qualifications listed below, in addition to having the experience specified in FAA Order 8100.8 latest revision, as appropriate for the particular function for which authorization is being sought:

The applicant must:

1. Be current and possess a thorough working knowledge of pertinent CFR's, directives, and related guidance material.
2. Possess current technical knowledge and experience commensurate with that required for the particular function (e.g., Boeing Airplane: Models 707-100, 747SP, etc; Bell Helicopter Models: 47B, 47H, etc.; and/or related parts/components and/or appliances, etc.).
3. Have unquestionable integrity, a cooperative attitude, and the ability to exercise sound judgment.
4. Have the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA, consistent with FAA regulations, statutes, and safety goals, notwithstanding any influence to the contrary.
5. Have at least 2 years satisfactory experience working directly in connection with the type work to be covered in the authorized function(s).
6. Have a good command of the English language, both oral and written.
7. Hold a valid aviation mechanic certificate with Airframe and Powerplant (A&P) ratings.

Instructions for Completing FAA Form 8110-28; Designated Mechanic Examiner (DME), Designated Parachute Rigger Examiner (DPRE), Designated Airworthiness Representative-Maintenance (DAR-T), and Organizational Designated Airworthiness Representative-Maintenance (ODAR-T) Application and Statement of Qualifications

1. All entries on FAA Form 8110-28 must be made in (black) permanent ink or typewritten.
2. Read the "PRIVACY ACT" statement attached to FAA Form 8110-28. Remove the "PRIVACY ACT" statement portion before submitting FAA Form 8110-28.
3. Complete blocks 1 through 22 as follows:

Block 1. NAME (Last, First, Middle).

(1) Enter your legal name. For record purposes, no more than one middle name may be entered.
(2) If you have no middle name, enter **"NMN"** (no middle name) or **"NMI"** (no middle initial).
(3) If you have initial(s) only, enter the initials and then enter "INITIALS ONLY."
(4) If you are a junior, III, IV, etc., so indicate.

Block 2. PERMANENT MAILING ADDRESS - Enter all required information, to include Number and Street, P.O. Box, City, State, and Zip Code.

Note: If a P.O. Box or Rural Route is used, you must furnish (on a separate sheet of paper) the directions required to find your residence. This becomes part of the application and must be signed by you, the applicant. The following shows an example of one applicant's additional statement. Example: "I live 2 miles north of state highway 37 on Peachtree Lane in a two-story house with large barn in the back." (You must sign this statement.)

APPENDIX 7. AFS DOCUMENTS
FIGURE 1. SAMPLE FAA FORM 8110-28, APPLICATION AND STATEMENT OF QUALIFICATION (DME/DPRE/DAR-T/ODAR-T) (CONTINUED)

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Block 3. U.S. CITIZEN - You must check Yes or No.
Block 3A. COUNTRY IN WHICH YOU HOLD CITIZENSHIP - Enter name of country. If dual citizenship is held, indicate the names of both countries.
Block 3B. DAR-T Repairmen must enter the certificate number(s) of the repair station where they perform work.
Block 4. SOCIAL SECURITY NUMBER.
(1) Completing Block 4 is optional. (See "PRIVACY ACT" STATEMENT.)
(2) Enter your SSN or either "DO NOT USE" or "NONE."
Block 5. DATE OF BIRTH - Use six-digit, numeric characters, i.e., 08-09-60; not August 9, 1960.
Block 6. TELEPHONE NUMBER - Provide a home telephone number and a business telephone number including area code and extension, if applicable.
Block 7. DESIGNATION SOUGHT.
(1) DME applicants will check the "Designated Mechanic Examiner" box and will check the "Airframe" rating box for the Airframe rating, the "Powerplant" rating box for the Powerplant rating, or both the "Airframe" and "Powerplant" rating boxes for the Airframe and Powerplant (A&P) rating.
(2) DPRE applicants will check the "Designated Parachute Rigger Examiner" box and will check the "Seat" rating box for the Seat type rating, the "Back" rating box for the Back type rating, the "Chest" rating box for the Chest type rating and the "LAP" rating box for the Lap type rating. DPRE's are required to hold at least two parachute rigger type ratings, i.e.; Seat and Back, Seat and Chest, Back and Chest, etc., and hold a Master Parachute Rigger Rating.
(3) DAR-T/ODAR-T applicants will check the Designated Airworthiness Representative (Maintenance only) box and identify specific function(s) currently authorized to perform in accordance with procedures set forth in AC 183-35 latest revision, Airworthiness Designee Function Codes and Consolidated Directory for DMIR/DAR/DAS/DOA and SFAR No. 36, and/or FAA Order 8100.8 latest revision, Designee Management Handbook, for which an appointment is sought in block 7b.
Block 7a. FSDO OR IFO OF JURISDICTION - From the list on page v of this application, enter the FSDO or IFO that has jurisdiction in the area or location where you are presently located.
Block 7b. DAR-T/ODAR-T APPLICANT'S FUNCTION(S) - DAR-T/ODAR-T applicants will identify specific functions which they are currently authorized to perform in accordance with AC 183-35 latest revision and /or FAA Order 8100.8 latest revision for which designation is sought. (Maintenance Functions only)
Block 8. EDUCATION AND TRAINING - Enter all formal education.
(1) Dates: Enter the beginning and ending dates of the training [including general education (i.e. high school, GED, etc.)] that you attended. Use six-digit, numeric characters (i.e., 08-09-60). Do not use August 9, 1960.
(2) Name of School: Enter the name of the school where training was received.
(3) Curriculum: Enter the school's curriculum: i.e.; Airframe, Powerplant, or Airframe and Powerplant (A&P).
(4) Degree or Certificate: Enter the degree or type of certificate received (i.e., AA/BS/BA/MA/MB).
Block 9. FAA CERTIFICATES NOW HELD PERTINENT TO DESIGNATION SOUGHT.
(1) Enter type certificate(s) held-Mechanic, Master Parachute Rigger, or Repairmen's Certificate.
(2) Enter the certificate number for each type certificate.
(3) Enter the rating(s) you hold: i.e., Airframe, Powerplant, Airframe and Powerplant; or Parachute Rigger with Seat, Back, Chest, or Lap ratings.
(4) Enter the original date the certificate(s) and rating(s) were issued. (If the certificate was lost and a new one was issued, or you have added a rating your present certificate will not have the original date of issue, or if you have added a rating, your present certificate will not have the original date of issue).
Block 10. WORK EXPERIENCE.
(1) Complete the name, address, and telephone number of the employer/organization.
(2) Job Title: Enter job title.
(3) Dates Employed: Enter date employment began and date employment ended (i.e. 02-14-67 to 06-23-70). Use six-digit, numeric characters (i.e., 08-09-60); not August 9, 1960.
(4) Supervisor's Name: Enter the supervisor's name(s).
(5) Reason for leaving: Enter reason for leaving this position.
(6) Description of Duties: Give a complete description of the duties performed during this period of employment.
Block 11. LOCATION WHERE DESIGNEE FUNCTIONS WILL BE PERFORMED. (DME and DPRE designees only).
(1) Enter the address (including city, state, and Zip Code) where designee functions will be performed.
(2) Enter the telephone number of this location (including area code).
Block 11a. LOCAL FSDO OR IFO THAT MANAGES THIS AREA - From the list on page v enter the FSDO or IFO that has jurisdiction in the area or location where you will performing the designee duties.

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APPENDIX 7. AFS DOCUMENTS
FIGURE 1. SAMPLE FAA FORM 8110-28, APPLICATION AND STATEMENT OF QUALIFICATION (DME/DPRE/DAR-T/ODAR-T) (CONTINUED)

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Questions 12 through 21.

1. All questions must be answered "YES" or "NO." Do not leave any question blank. All "YES" answers must be explained on an attached sheet of paper.

Block 22. AWARDS PROGRAM. Complete this block by filling in the required items.

Block 23. APPLICANT'S SIGNATURE - Sign and date the application in black ink, after reading the statements in this block.

Block 23a. TYPE OR PRINT APPLICANT'S NAME BELOW THE SIGNATURE

FOR FAA OR NATIONAL EXAMINER BOARD USE ONLY

Block 24. FOR ORIGINAL ISSUANCE ONLY - This block will be filled out by a representative of the National Examiner Board to record qualification and referral information. The NEB personnel will:

(1) Check the qualified or not qualified block and enter date of determination.
(2) If qualified and referred, indicate to which FSDO the applicant was assigned and enter date of referral.
(3) The NEB representative will sign, list title, and date this portion when NEB action has occurred.

Block 24a. DAR-T RECORD OF APPROVAL - This block will be filled out by the Principal Maintenance Inspector (PMI) representing the FSDO or IFO requesting a new designee and will indicate which functions the applicant is authorized to perform, and any limitations, in accordance with AC 183.35 latest revision, Airworthiness Designee Function Codes and Consolidated Directory for DMIR/DAR/ODAR/DAS/DOA and SFAR No. 36.

Block 25. SIGNATURE AND DATE - The Regional Office will sign and date this block of the application using black ink. This responsibility may be delegated to the local FSDO or IFO.

Block 26. DME/DPRE RECORD OF APPROVAL

Block 26a. PMI FSDO OR IFO ACTION - Check the approve or disapprove box to indicate the selection status of each applicant's files when the files are received from the NEB.

Block 26b. REMARKS - Complete with any remarks that are appropriate.

Block 26c. SIGNATURE AND DATE - The PMI will sign and date this block of the application with black ink.

Block 26d. FSDO OR IFO MANAGER'S APPROVAL - The FSDO or IFO manager will check the approve or disapprove box to indicate concurrence or nonconcurrence of the selection of each applicant when files are forwarded by the PMI.

Block 26e. REMARKS - Complete with any remarks that are appropriate.

Block 26f. SIGNATURE AND DATE - The FSDO or IFO manager will sign and date this block of the application using black ink.

NOTE: Blocks 26 through 26i are for renewals, reinstatements, and additional authorizations. Indicate by a check mark in the appropriate box if the application is for a renewal, reinstatement, or additional authorization.

Block 27. FSDO OR IFO ACTIONS - The FSDO or IFO representative will check the box to indicate the type of action requested by the applicant.

Block 27a. ORIGINAL CERTIFICATION VERIFICATION. Check Yes, No, or Not Applicable to indicate the designee continues to meet the original designation criteria.

Block 27b. CRITERIA FOR ADDITIONAL AUTHORIZATION - The PMI will check the Yes, No, or Not Applicable box to indicate the applicant meets the criteria for the additional authorization sought.

Block 27c. NEED FOR DESIGNEE - The PMI will indicate if there is still a need for the applicant's service by checking Yes or No.

Block 27d. INSPECTOR'S ACTION - The PMI will check the approve or disapprove box to indicate the applicant is or is not authorized for renewal, reinstatement, or additional authorization when the request is received from the applicant.

Block 27e. REASON FOR DISAPPROVAL - The PMI will complete this block and list the reason(s) the applicant is not being approved for the designation sought.

Block 27f. SIGNATURE AND DATE - The PMI will sign and date this block of the application using black ink.

Block 27g. FSDO OR IFO MANAGER'S APPROVAL - The FSDO or IFO manager will check the approve or disapprove box to indicate concurrence or nonconcurrence of the action requested by each applicant when files are forwarded by the PMI.

Block 27h. REASON FOR DISAPPROVAL - The FSDO or IFO manager will complete this block and list the reason(s) the applicant is not being approved for the designation sought.

Block 27i. SIGNATURE AND DATE - The FSDO or IFO manager will sign and date this block of the application using black ink.

NOTICE: Whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact, or who makes any false, fictitious, or fraudulent statements or representations, or entry, may be fined up to $250,000 or imprisoned for not more than 5 years, or both. ***(18 U.S. Code Secs 1001;3571)***

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APPENDIX 7. AFS DOCUMENTS
FIGURE 1. SAMPLE FAA FORM 8110-28, APPLICATION AND STATEMENT OF QUALIFICATION (DME/DPRE/DAR-T/ODAR-T) (CONTINUED)

Form Approved OMB No. 2120-0033

LIST OF FLIGHT STANDARDS DISTRICT OFFICES

ALASKAN REGION (AAL)

ANC FSDO-03	ANCHORAGE, AK
FAI FSDO-01	FAIRBANKS, AK
JNU FSDO-05	JUNEAU, AK

CENTRAL REGION (ACE)

DSM FSDO-01	DES MOINES, IA
ICT FSDO-07	WICHITA, KS
LNK FSDO-09	LINCOLN, NE
MCI FSDO-05	KANSAS CITY, MO
STL FSDO-03	ST. ANN/ ST. LOUIS, MO

EASTERN REGION (AEA)

ABE FSDO-05	ALLENTOWN, PA
FRG FSDO-11	FARMINGDALE, NY
AGC FSDO-03	W. MIFFLIN/ PITTSBURGH, PA
ALB FSDO-01	ALBANY, NY
BAL FSDO-07	BALTIMORE, MD
CRW FSDO-09	CHARLESTON, WV
DCA FSDO-27	CHANTILLY, VA WASH, DC
HAR FSDO-13	NEW CUMBERLAND/ HARRISBURG, PA
PHL FSDO-17	PHILADELPHIA,PA
NYC FSDO-15	GARDEN CITY, NY
PIT FSDO-19	CORAOPOLIS/ PITTSBURGH, PA
RIC FSDO-21	SANDSTON/ RICHMOND, VA
ROC FSDO-23	ROCHESTER, NY
TEB FSDO-25	TETERBORO, NJ
NY IFO-29	JAMAICA, NY

GREAT LAKES REGION (AGL)

CLE FSDO-25	CLEVELAND, OH
CMH FSDO-07	COLUMBUS, OH
CVG FSDO-05	CINCINNATI, OH
DPA FSDO-03	WEST CHICAGO, IL
DTW FSDO-23	BELLEVILLE, MI
FAR FSDO-21	FARGO, ND
GRR FSDO-09	GRAND RAPIDS, MI
IND FSDO-11	INDIANAPOLIS, IN
MKE FSDO-13	MILWAUKEE, WI
MSP FSDO-15	MINNEAPOLIS, MN
ORD FSDO-31	SCHILLER PARK, IL
RAP FSDO-27	RAPID CITY, SD
SBN FSDO-17	SOUTH BEND, IN
SPI FSDO-19	SPRINGFIELD, IL

NEW ENGLAND REGION (ANE)

BED FSDO-01	BEDFORD, MA
BDL FSDO-03	WINDSOR LOCKS, CT
BOS FSDO-02	BOSTON, MA
PWM FSDO-05	PORTLAND, ME

NORTHWEST MOUNTAIN REGION (ANM)

BOI FSDO-11	BOISE, ID
CPR FSDO-04	CASPER, WY
DEN FSDO-03	DENVER, CO
GEG FSDO-13	SPOKANE, WA
HLN FSDO-05	HELENA, MT
PDX FSDO-09	HILLSBORO/ PORTLAND, OR
SEA FSDO-01	SEATTLE, WA
SLC FSDO-07	SALT LAKE CITY, UT
DEN FSDO-30	DENVER, CO

SOUTHERN REGION (ASO)

ATL FSDO-11	COLLEGE PARK/ ATLANTA, GA
BHM FSDO-09	BIRMINGHAM, AL
BNA FSDO-03	NASHVILLE, TN
CAE FSDO-13	WEST COLUMBIA, SC
FLL FSDO-17	FT. LAUDERDALE, FL
TPA-FSDO-35	TAMPA, FL
INT FSDO-05	WINSTON-SALEM, NC
JAN FSDO-07	JACKSON, MS
LOU FSDO-01	LOUISVILLE, KY
MEM FSDO-25	MEMPHIS, TN
MIA FSDO-19	MIAMI, FL
ORL FSDO-15	ORLANDO, FL
CLT FSDO-33	CHARLOTTE, NC
SJU FSDO-21	SAN JUAN, PR
TPA FSDO	TAMPA, FL

SOUTHWEST REGION (ASW)

ABQ FSDO-01	ALBUQUERQUE, NM
BTR FSDO-03	BATON ROUGE, LA
DAL FSDO-05	DALLAS, TX
DFW FSDO-07	DALLAS, TX
FTW FSDO-19	FT. WORTH, TX
HOU FSDO-09	HOUSTON, TX
LBB FSDO-13	LUBBOCK, TX
LIT FSDO-11	LITTLE ROCK, AR
OKC FSDO-15	OKLA. CITY, OK
SAT FSDO-17	SAN ANTONIO, TX

WESTERN PACIFIC REGION (AWP)

FAT FSDO-17	FRESNO, CA
HNL FSDO-13	HONOLULU, HI
LAS FSDO-19	LAS VEGAS, NV
LAX FSDO-23	LOS ANGELES, CA
LGB FSDO-05	LONG BEACH, CA
OAK FSDO-27	OAKLAND, CA
RAL FSDO-21	RIVERSIDE, CA
RNO FSDO-11	RENO, NV
SAC FSDO-25	SACRAMENTO, CA
SAN FSDO-09	SAN DIEGO, CA
SDL FSDO-07	SCOTTSDALE, AZ
SJC FSDO-15	SAN JOSE, CA
VNY FSDO-01	VAN NUYS, CA
SFO FSDO-03	SAN FRANCISCO, CA

INTERNATIONAL FIELD OFFICE LIST

FRA IFO-EA33	FRANKFURT
SIN IFO-WP33	SINGAPORE
BRX IFO-EA31	BRUSSELS
LGW IFO-EA35	LONDON
MIA IFO-SO23	MIAMI SPNGS, FL
DFW IFO-SW23	DALLAS, TX

APPENDIX 7. AFS DOCUMENTS
FIGURE 1. SAMPLE FAA FORM 8110-28, APPLICATION AND STATEMENT OF QUALIFICATION (DME/DPRE/DAR-T/ODAR-T) (CONTINUED)

Form Approved OMB No. 2120-0033

U.S. Department of Transportation
Federal Aviation Administration

Application and Statement of Qualification (DME/DPRE/DAR-T/ODAR-T)

This application is for: Initial Application ☐ Reinstatement ☐
Have you ever held a current or previous designation in any region? Yes ☐ No ☐
If "Yes" give designation number and dates: Designation Number:_____ From:_____ To:_____

1. Name (Last, First, Middle)	**3. Are you a U.S. Citizen?** ☐ Yes ☐ No
2. Address (Apt. No., Number, Street)	**3a.** If not a U.S. citizen, name the country.
City **State** **Zip**	**3b.** DAR-T Repairman Repair Station Number(s)
6. Phone Number Home ( ) Work ( ) / **4. Social Security Number** | | | - | | - | | | |	**5.** Date of Birth *Month/Day/Year*
7. Designation Sought (Check appropriate box(es) below:) ☐ Designated Mechanic Examiner (DME) ☐ Airframe ☐ Powerplant ☐ Airframe and Powerplant ☐ Designated Parachute Rigger Examiner (DPRE) ☐ Seat ☐ Back ☐ Chest ☐ Lap ☐ Designated Airworthiness Representative (DAR-T) (Maintenance Function(s) only) ☐ Organizational Designated Airworthiness Representative (ODAR-T) (Maintenance Function(s) only)	**7a.** Your Flight Standards District Office (FSDO) or International Field Office (IFO) of jurisdiction?

7b. DAR-T/ODAR-T applicants shall list specific function codes requested from those identified in AC 183-35 and/or FAA Order 8100.8 (Maintenance Only).

8. Did you graduate from high school or have a GED high school equivalency?
☐ **Yes** **If "YES" give month and year of graduation.**_____
☐ **No** **If "NO" give the highest grade completed.**_____

College and/or Technical Training Dates: From: Mo-Day-Yr	To: Mo-Day-Yr	Name of School	Curriculum or Study Program	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 a designation.

A. Name of Employer/Organization:		**Telephone Number ( )**
Address		
City	**State**	**ZIP**
Job Title:	**Dates Employed: From_____ To_____**	**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: From_____ To_____**	**Supervisor's Name:**
Reason for Leaving:		
Description of Duties: *(use blank sheet of paper if more space is needed)*		

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APPENDIX 7. AFS DOCUMENTS
FIGURE 1. SAMPLE FAA FORM 8110-28, APPLICATION AND STATEMENT OF QUALIFICATION (DME/DPRE/DAR-T/ODAR-T) (CONTINUED)

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C. Name of Employer/Organization:		**Telephone Number ( )**
Address		
City	**State**	**ZIP**
Job Title:	**Dates Employed: From_____ To_____**	**Supervisor's Name:**
Reason for Leaving:		
Description of Duties: *(use blank sheet of paper if more space is needed)*		

D. Name of Employer/Organization:		**Telephone Number ( )**
Address		
City	**State**	**ZIP**
Job Title:	**Dates Employed: From_____ To_____**	**Supervisor's Name:**
Reason for Leaving:		
Description of Duties: *(use blank sheet of paper if more space is needed)*		

E. Name of Employer/Organization:		**Telephone Number ( )**
Address		
City	**State**	**ZIP**
Job Title:	**Dates Employed: From_____ To_____**	**Supervisor's Name:**
Reason for Leaving:		
Description of Duties: *(use blank sheet of paper if more space is needed)*		

11. Location Where Designee Functions Will Be Performed: (DME or DPRE ONLY)

Address	**Telephone Number ( )**
City, State, ZIP Code	
11A. FSDO or IFO that manages the area where authorized functions will be performed:	

12. During the last 5 years were you fired from any job? ☐ Yes ☐ No	**13. Have you ever been convicted of any felony violation?** ☐ Yes ☐ No	**14. Are you now under charges for any violation of law?** ☐ Yes ☐ No	**15. Have you ever been imprisoned, been on probation, or been on parole?** ☐ Yes ☐ No
16. Have you ever been convicted by a military court-martial? ☐ Yes ☐ No	**17. Have you ever been discharged from the military service under a General Discharge?** ☐ Yes ☐ No	**18. Have you ever been discharged from a military service under other than Honorable Conditions?** ☐ Yes ☐ No	**19. Has any certificate issued to you ever been revoked?** ☐ Yes ☐ No

20. Have you ever been convicted of, or are you now under charges for, violation of Federal, State, or Local statutes relating to narcotic drugs, marijuana, depressants, or stimulant drugs or substances? ☐ Yes ☐ No

21. Give full details regarding each question in blocks 12 through 19 to which you have answered "Yes."

_____
_____
_____
_____

(Use blank sheet of paper if more space is needed.)

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APPENDIX 7. AFS DOCUMENTS
FIGURE 1. SAMPLE FAA FORM 8110-28, APPLICATION AND STATEMENT OF QUALIFICATION (DME/DPRE/DAR-T/ODAR-T) (CONTINUED)

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22. Have you ever participated in the Maintenance Technician Award Program? ☐ Yes ☐ No
If yes, list the latest year you participated._____
Check which Phase: ☐ Phase I - Bronze ☐ Phase II - Silver ☐ Phase III - Gold ☐ Phase IV - Ruby ☐ Phase V - Diamond

Remarks

SIGNATURE, RELEASE OF INFORMATION, AND CERTIFICATION -- Read Carefully
YOU MUST SIGN AND DATE THIS APPLICATION -- (You must print or type your name under the signature block)

- 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 or designee 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/ designated airworthiness representative-maintenance/or organizational designated representative-maintenance 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 DME/DPRE/DAR-T/ODAR-T applicants.
- 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 for DME/DPRE.
- 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 maintenance and that, if selected, designation is dependent upon satisfactory completion of a practical test (demonstration of competency) for DME/DPRE and satisfactory completion of the Initial Technical Airman Examiner Standardization Seminar for DME/DPRE/DAR-T 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/designated airworthiness representative-maintenance/organizational designated airworthiness representative-maintenance 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.

NOTICE: Whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact, or who makes any false, fictitious, or fraudulent statements or representations, or entry, may be fined up to $250,000 or imprisoned for not more than 5 years, or both. ***(18 U.S. Code Secs 1001;3571)***

23. Signature of Applicant (Sign application in black ink. Both signature and typed or printed name is requested.)

23a. Typed or Printed Name of Applicant	**Date signed (Month, Day, Year)**

FOR NATIONAL EXAMINER BOARD USE ONLY

24. (For Original Issuance Only)

☐ **Qualified** ☐ **Not Qualified** **Date**_____

Referred to:_____ **FSDO** **Date:**_____

Signature of NEB Official:_____ **Title:**_____ **Date:**_____

INITIAL SELECTION — FOR FAA (FSDO, RO, OR IFO) USE ONLY. BLOCKS 24-27C

24a. DAR-T RECORD OF APPROVAL

☐ **Designated Airworthiness Representative** ☐ **Maintenance Function(s)** **NOTE: A separate approval is required for each discipline.**

Function(s) Authorized (Identify specific function(s) authorized including any limitations).

25. Regional Office Signature of Approval DAR/ODAR Only ☐ **Approve** ☐ **Disapprove**

Regional Office Signature_____ **Date**_____

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APPENDIX 7. AFS DOCUMENTS
FIGURE 1. SAMPLE FAA FORM 8110-28, APPLICATION AND STATEMENT OF QUALIFICATION (DME/DPRE/DAR-T/ODAR-T) (CONTINUED)

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26. DME/DPRE RECORD OF APPROVAL ☐ Designated Mechanic Examiner ☐ Designated Parachute Rigger Examiner
(NOTE): DME/DPRE Blocks 25-26i

26a. FSDO or IFO Principal Maintenance Inspector's Action: ☐ APPROVE ☐ DISAPPROVE

26b. Remarks:

26c. Principal Maintenance Inspector's Signature:_____ **DATE:**_____

26d. Managing FSDO or IFO Manager's Action: ☐ APPROVE ☐ DISAPPROVE

26e. Remarks:

26f. Managing FSDO or IFO Manager Signature:_____ **DATE:**_____

27. FSDO or IFO Actions: ☐ Renewal ☐ Reinstatement ☐ Additional Authorization

27a. The examiner continues to meet the criteria for the original designation

☐ Yes ☐ No ? NOT APPLICABLE

27b. The examiner meets the criteria for the additional authorization sought

☐ Yes ☐ No ? NOT APPLICABLE

27c. There is a need for the examiner's services ☐ Yes ☐ No

27d. Inspector's Action: ☐ APPROVE ☐ DISAPPROVE

27e. Reason for Disapproval (Use blank sheet of paper if more space is needed)

27f. Principal Maintenance Inspector's Signature:_____ **DATE:**_____

27g. Manager's Action: ☐ APPROVE ☐ DISAPPROVE

27h. Reason for Disapproval (Attach additional sheets, if required)

27i. Managing FSDO or IFO Managers Signature:_____ **DATE:**_____

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APPENDIX 7. AFS DOCUMENTS
FIGURE 2. SAMPLE CERTIFICATE OF AUTHORITY LETTER
FOR DAR - MAINTENANCE (DAR-T)

U.S. Department
of Transportation
Federal Aviation
Administration

[Date]

[Applicant]
[Applicant's Address]

Dear **[Applicant]**:

We are pleased to inform you that your **[appointment/renewal]** as a **[type of designee]** per § **[appropriate section of the CFR, for example, 183.31]** of Title 14, Code of Federal Regulations (14 CFR) has been approved. This letter serves as your Certificate of Authority. This Certificate of Authority should be retained for your use and should be safely filed where it is available to you and the FAA.

DESIGNATION CERTIFICATE NUMBER: [number, for example, DART-123456-NM]
FIXED BASE OF OPERATION: [appropriate designee or company address]
DATE OF DESIGNATION: [date of initial appointment]
DESIGNATION EXPIRATION: [date]

This authorization is subject to certain functions and limitations as described below:

AUTHORIZED FUNCTIONS AND LIMITATIONS: (The following are examples of functions and limitations delegated to a DAR.)

1. Function Code 23 – Issue recurrent standard airworthiness certificates for U.S.-registered aircraft.

LIMITATIONS: (See COA supplement, dated **[date]**)

2. Function Code 26 – Issue recurrent/original special airworthiness certificates, in the experimental category, for the purposes of exhibition or air racing on U.S.-registered aircraft located in the United States.

**********NOTHING FOLLOWS**********

APPENDIX 7. AFS DOCUMENTS
FIGURE 2. SAMPLE CERTIFICATE OF AUTHORITY LETTER
FOR DAR - MAINTENANCE (DAR-T) (CONTINUED)

This authorization will expire annually on **[date]** unless a written request for renewal is submitted to the **[appropriate managing office]**. Your designation may be renewed at any time prior to the expiration date for an additional period of **[timeframe]**. Designee appointments are evaluated prior to renewal for proper performance, activity, and determination of FAA need.

Sincerely,

[Manager]
[Appointing Office]

Enclosures

APPENDIX 7. AFS DOCUMENTS
FIGURE 3. SAMPLE CERTIFICATE OF AUTHORITY LETTER
FOR ODAR - MAINTENANCE (ODAR-T)

U.S. Department
of Transportation

Federal Aviation
Administration

[Date]

[Company]
[Company's Address]

Dear **[ODAR Focal Point]**:

We are pleased to inform you that your **[appointment/renewal]** as a **[type of designee]** per § **[appropriate section of the CFR, for example, 183.31]** of Title 14, Code of Federal Regulations (14 CFR) has been approved. This letter serves as your Certificate of Authority. This Certificate of Authority should be retained for your use and should be safely filed where it is available to you and the FAA.

DESIGNATION CERTIFICATE NUMBER: [number, for example, ODART-123456-NM]
FIXED BASE OF OPERATION: [appropriate designee or company address]
DATE OF DESIGNATION: [date of initial appointment]
DESIGNATION EXPIRATION: [date]
PARENT ORGANIZATION: [repair station or air carrier name and certification type and number]

This authorization is subject to certain functions and limitations as described below:

AUTHORIZED FUNCTIONS AND LIMITATIONS: (The following are examples of functions and limitations delegated to an ODAR.)

1. Function Code 23 – Issue recurrent standard airworthiness certificates for U.S.-registered aircraft.

LIMITATIONS: (See COA supplement, dated **[date]**)

2. Function Code 26 – Issue recurrent/original special airworthiness certificates, in the experimental category, for the purposes of exhibition or air racing on U.S.-registered aircraft located in the United States.

**********NOTHING FOLLOWS**********

APPENDIX 7. AFS DOCUMENTS
FIGURE 3. SAMPLE CERTIFICATE OF AUTHORITY LETTER
FOR ODAR - MAINTENANCE (ODAR-T) (CONTINUED)

This authorization is contingent upon maintaining the parent organization's certification, and may need to be amended if the parent organization's operations specifications/ratings are amended. This authorization will expire annually on **[date]** unless a written request for renewal is submitted to the **[appropriate managing office]**. Your designation may be renewed at any time prior to the expiration date for an additional period of **[timeframe]**. Designee appointments are evaluated prior to renewal for proper performance, activity, and determination of FAA need.

Sincerely,

[Manager]
[Appointing Office]

Enclosures

APPENDIX 7. AFS DOCUMENTS
FIGURE 4. SAMPLE CERTIFICATE OF AUTHORITY SUPPLEMENT, DELEGATED FUNCTIONS AND LIMITATIONS (DAR-T AND ODAR-T)

CERTIFICATE OF AUTHORITY SUPPLEMENT, DATED **[date]**
DELEGATED FUNCTIONS AND LIMITATIONS

Supplement Issue Date: June 1, 2000 Supplement Expiration Date: (If different than COA date)
Pursuant to § 183.33 of Title 14, Code of Regulations, Frank J. Smith, DART-123456-WP, 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.

   LIMITATIONS:

   a. Cessna Airplane Models 150, 172, 182, and 185; Piper Airplane Models PA18 and PA28.

   b. 14 CFR part 25 airplanes not exceeding 70,000 pounds.

   c. Aerospatiale SA-360C "Dauphin" Transport helicopters only.

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

   LIMITATIONS: Only aircraft located in the United States and its possessions.

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

   LIMITATIONS: Only aircraft located in the United States and its possessions.

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

   LIMITATIONS:

   a. 14 CFR part 23 airplanes in all categories.

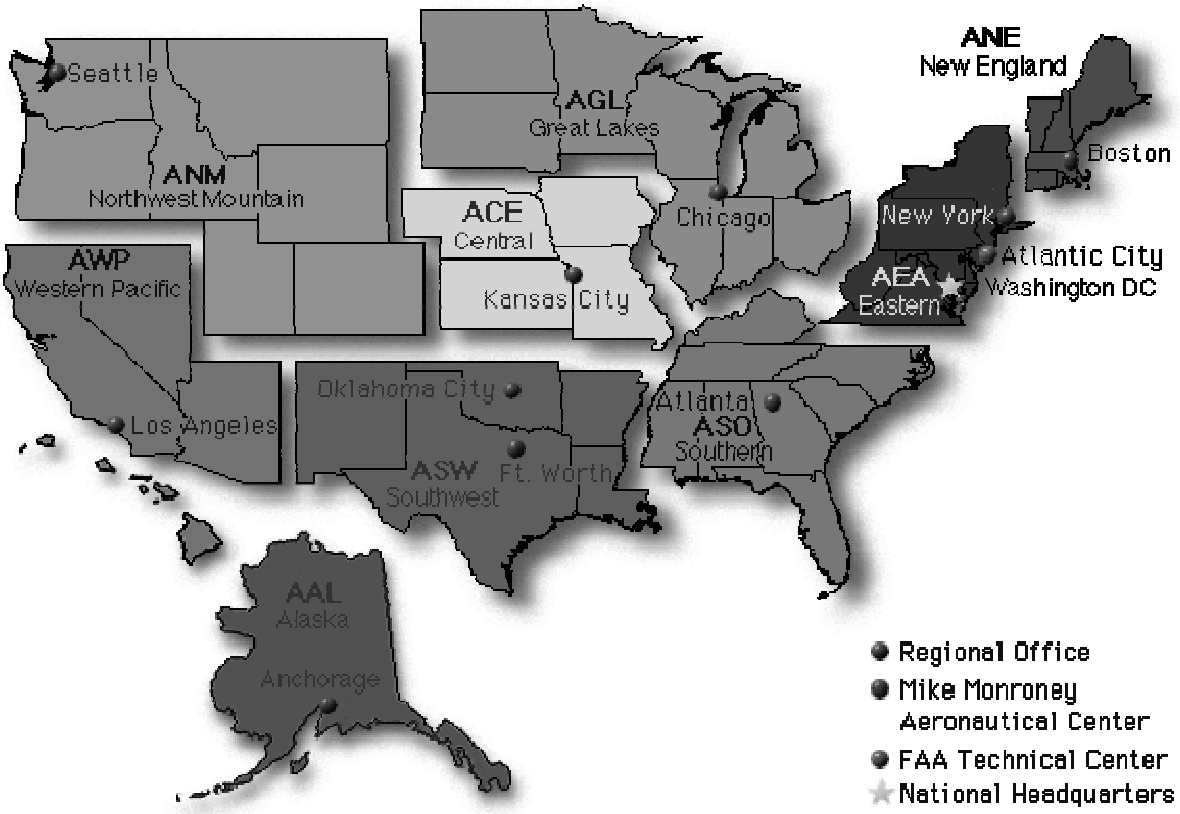
   b. 14 CFR part 25 airplanes not exceeding 70,000 pounds.

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

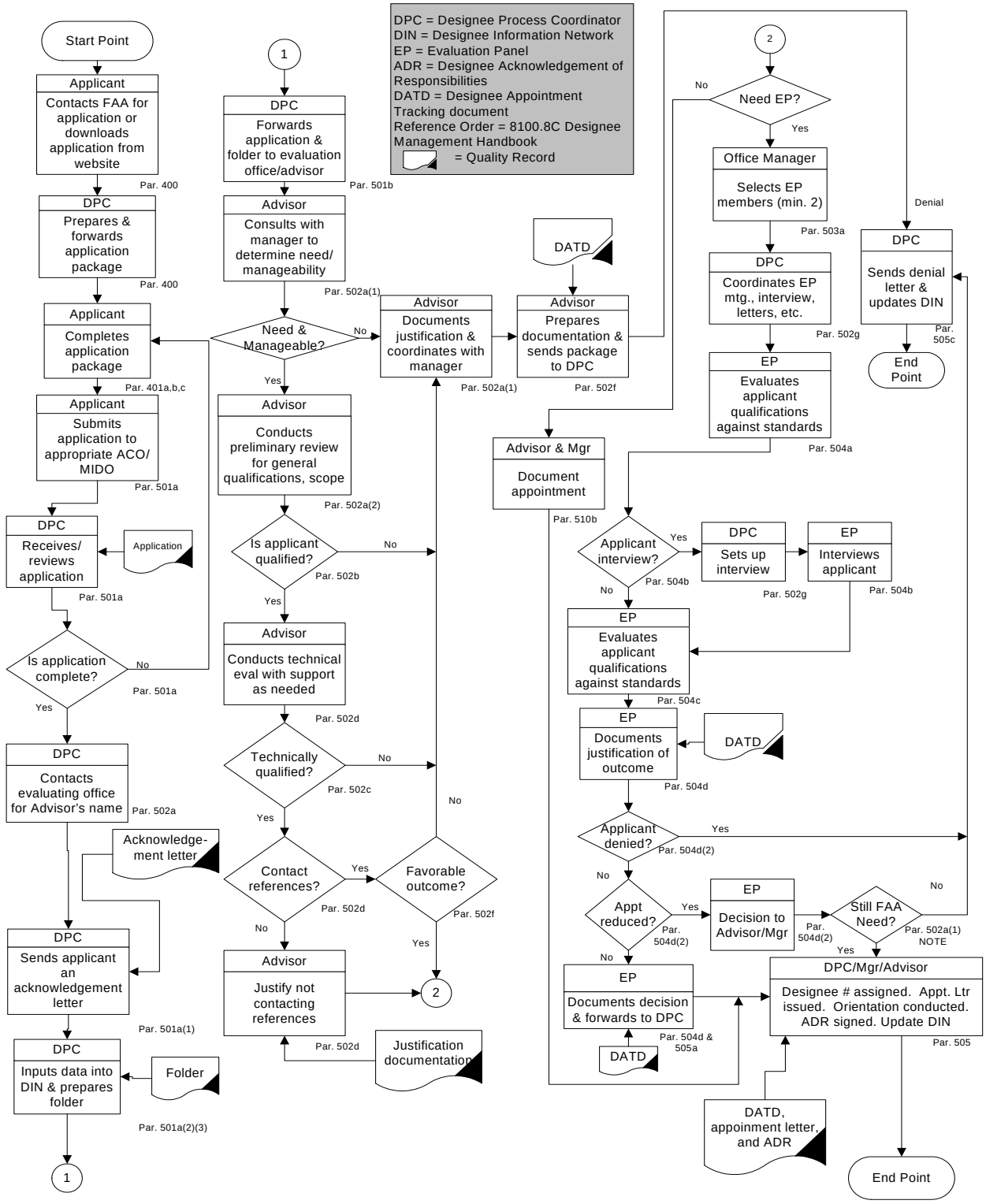
J. Doe
Manager, Flight Standards Division
Western Pacific Region

APPENDIX 7. AFS DOCUMENTS
FIGURE 5. FAA GEOGRAPHIC BOUNDARIES - FLIGHT STANDARDS SERVICE

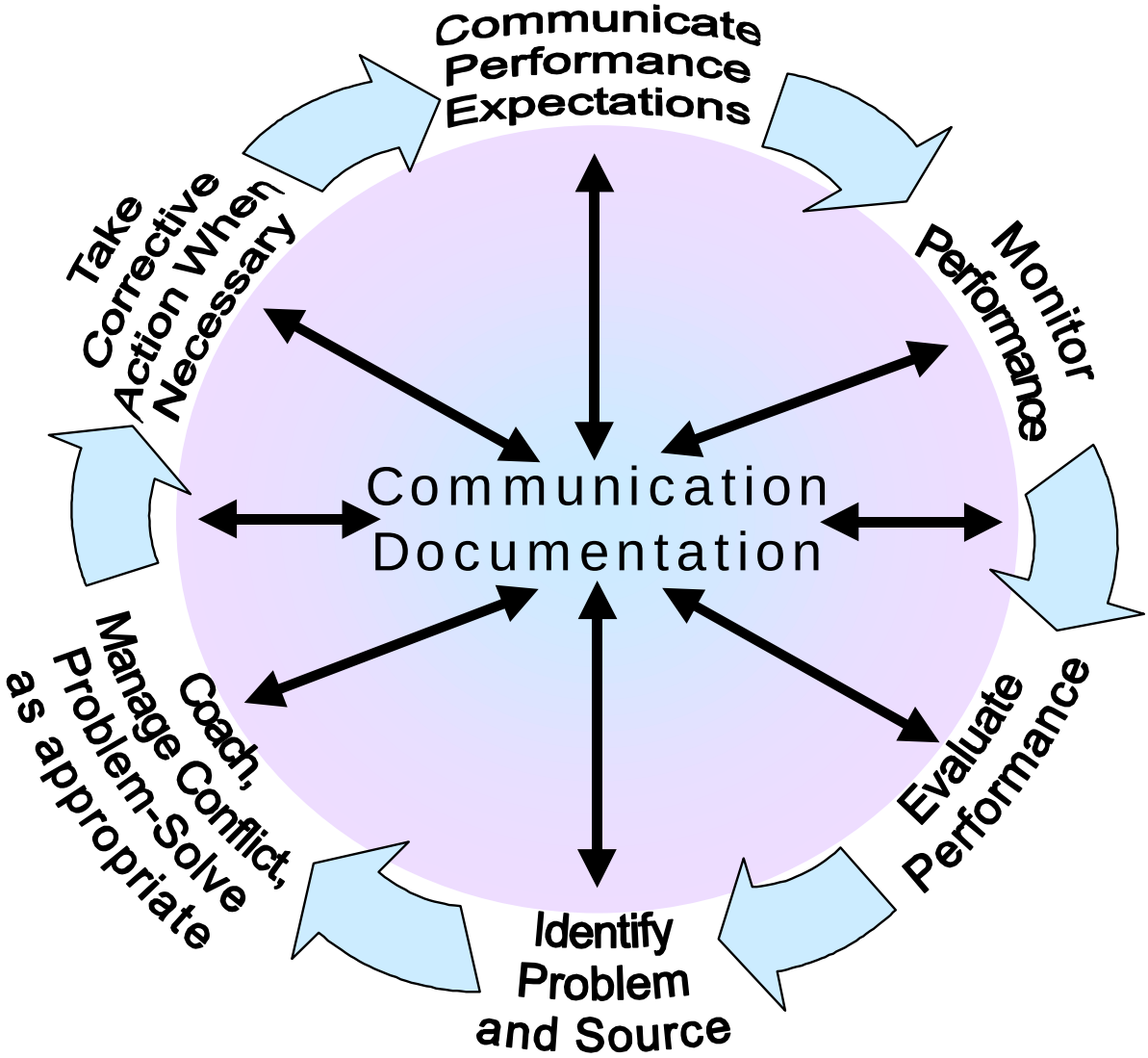


The AFS Web site address is http://www.faa.gov. This Web site address allows access to the AFS geographic boundaries as shown above, and also allows you to click on the region(s) and/or FSDOs for further location information.

APPENDIX 8. PROCESS FLOWCHARTS
FIGURE 1. FLOWCHART - DESIGNEE SELECTION AND APPOINTMENT PROCESS



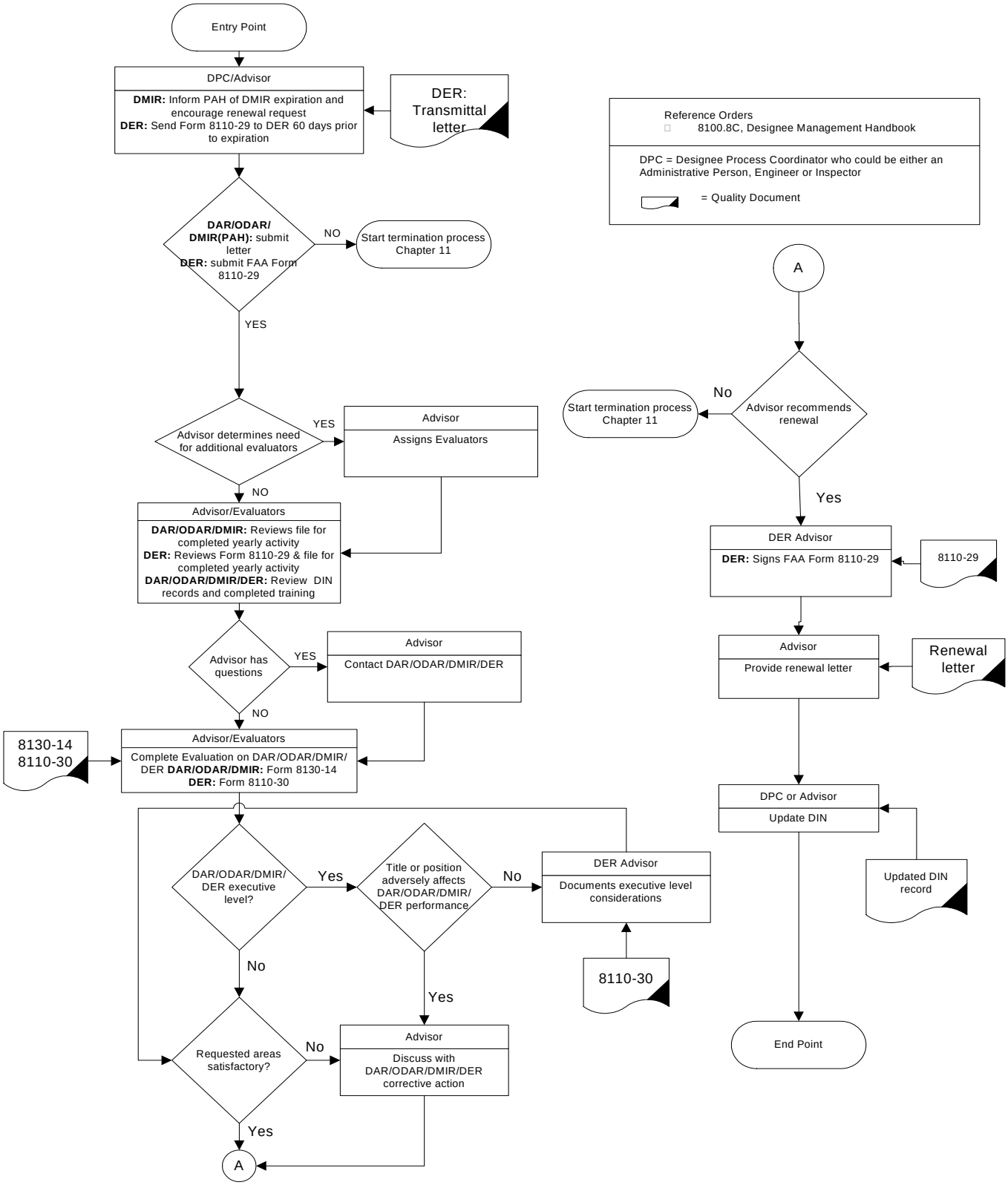
APPENDIX 8. PROCESS FLOWCHARTS
FIGURE 2. GRAPHIC - DESIGNEE OVERSIGHT PROCESS



FAA ADVISOR

DESIGNEE

APPENDIX 8. PROCESS FLOWCHARTS
FIGURE 3. FLOWCHART - DESIGNEE RENEWAL PROCESS



APPENDIX 8. PROCESS FLOWCHARTS
FIGURE 4. FLOWCHART - TERMINATION PROCESS, RESERVED.

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 8100.8C, Designee Management Handbook

To: Directive Management Officer, AIR-530

(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: _____

FAA Form 1320-19 (8-89)