

9/30/2004

SUBJ: DESIGNEE MANAGEMENT HANDBOOK

1. PURPOSE. This change to Federal Aviation Administration (FAA) Order 8100.8B, Designee Management Handbook, incorporates revised guidance in Chapter 8, Designee Training, and Chapter 10, AIR Designee Renewal. This change also updates and relocates the guidance previously contained in chapter 13 to chapter 3.

2. DISTRIBUTION. This change 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 Division and Flight Standards Staff; to applicable representatives of the Administrator; and to all international field offices.

3. EXPLANATION OF CHANGES. This change—

a. Revises and reorganizes chapter 8 to clarify policy and to incorporate the memorandum dated December 17, 2003, Alternate Training Format Related to the Designee Standardization Seminars. This memorandum addresses dividing the Combined Manufacturing and Maintenance Standardization Seminar into two parts, Web-based and classroom.

b. Revises chapter 10 to discuss the automation of the renewal process as well as to provide further clarification of existing policy. The management of AIR designees is being enhanced to include automation features related to the selection, appointment, and renewal process. Implementation of these features is being completed in two phases. Phase I is the automation of the renewal process and phase II is the automation of selection and appointment process. This change incorporates phase I of automation. Some of the features of phase I include—

- (1) The ability of the designee to submit changes to personal data and request renewal via the Internet,
- (2) Automated notification of renewal to designees,
- (3) Electronic generation of the certificate of authority, and
- (4) An automated method for tracking the status of designees throughout the renewal process.

Distribution: A-W (IR/FS/VN) -3; A-X (CD/FS) -3;
A-FFS-5, 7 (MAX); A-FAC-3, 4 (STD);
AMA-220 (20 copies); AMA-250 (15 copies);
AFS-600 (3 copies); AVR-20 (ALL); AEU-100/200

Initiated By: AIR-100/200

c. Consolidates and relocates the policy in chapter 13 to chapter 3. In addition, this change revises the policy to reflect that FDR-1D kits are no longer being distributed at the standardization seminars and the designees are referred to the Designee/Delegation Reference Library as a primary source for obtaining necessary publications.

d. Updates Web site addresses and internal cross-references.

4. IMPLEMENTATION OF AUTOMATED DESIGNEE RENEWAL. The automated designee renewal, as described in chapter 10 of this change, 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 Designee Information Network. Until such time notification is given, the manual process will continue to be used under the requirements of change 2 to Order 8100.8B.

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

6. PAGE CONTROL CHART. See the attached page control chart.

PAGE CONTROL CHART

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/S/

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Acting Director, Aircraft Certification Service

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

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
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
CMO	certificate management office
CFR	Code of Federal Regulations
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
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
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 forwarded (written or by e-mail) to the Aircraft Certification Service, Planning and Financial Resources Management Branch, AIR-530, Attention: Directives Management Officer, for consideration. A copy may be forwarded to the Production and Airworthiness Certification Division, AIR-200, Attention: Comments to Order 8100.8. For your convenience, FAA Form 1320-19, Directive Feedback Information, is located on the last page of this order. If an interpretation is urgently needed, you may contact AIR-100, AIR-200, or for Flight Standards concerns, AFS-300. Always use Form 1320-19 to follow up each verbal conversation.

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 (Designee Web site) at <http://www.faa.gov/certification/aircraft/av-info/dst/default.htm>.

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. A designation is a privilege, not a right, and may be terminated in accordance with chapter 11 of this order.

301. MANUFACTURING DESIGNEE AUTHORITY.

a. The FAA encourages PAHs with multiple DMIRs to convert to an ODAR. The PAH should be made aware of the benefits within its company, as well as for the FAA, for converting to an ODAR. Some of these benefits include the fact that operating as an ODAR allows the FAA to focus its resources to providing oversight to an organization rather than to multiple individuals, thus reducing FAA involvement in non-safety critical activities. This allows greater flexibility in the management of the designee program. Operating as an ODAR also allows the PAH to qualify as an organization, compared to a DMIR, which is based on the qualifications of an individual. Operating as an organization, the ODAR may utilize a pool of identified representatives with the necessary expertise to perform authorized functions. Another benefit to be considered is that a DMIR appointment requires an annual renewal, whereas an ODAR has a renewal period of 1 to 5 years, which significantly reduces the administrative burden on the PAH and the FAA.

b. A PAH with multiple DMIRs must be evaluated by the managing office to determine whether the PAH is capable of meeting the qualification requirements necessary to convert to an ODAR. ODAR qualifications are outlined in paragraph 405, ODAR Applications, of this order. If the PAH is capable of meeting the qualifications and is a good candidate for an ODAR, the managing office should discuss this possibility with the PAH. The PAH must be willing to comply with the ODAR requirements in paragraph 405 of this order.

c. When the FAA determines the PAH is qualified and agrees to apply for an ODAR appointment, an ODAR application will be completed in accordance with paragraph 405 of this order.

d. Manufacturing DMIRs are responsible for performing authorized functions in accordance with the pertinent CFR, FAA directives, and any specific instructions conveyed by their managing office. A DMIR may 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. A DMIR must not perform the issuance of U.S. airworthiness certificates or special flight permits for non-U.S.-registered aircraft. Subject to limitations, a DMIR may be authorized to perform functions in accordance with the authorized functions and technical experience criteria found in appendix 1, figure 5 of this order (refer to DMIR codes and functions).

e. Manufacturing DARs are responsible for performing authorized functions in accordance with the pertinent CFR, FAA directives, and any specific instructions conveyed by their managing office. Manufacturing DARs should be cautioned that any irregularities related to airworthiness certification or approval may result in the termination of their designations under the provision of § 183.15(d)(4). The DARs must—

(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 certificate has been completed and signed by the DAR. 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 must also obtain a completed FAA Form 8130-9, Statement of Conformity, from an applicant before performing any inspections.

(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 PRIOR to issuing a special flight permit for overweight operations.

f. Manufacturing ODARs are responsible for performing authorized functions in accordance with the FAA-approved ODAR Procedures Manual.

302. GUIDANCE MATERIAL. Designees are responsible for obtaining and maintaining all guidance material necessary to perform their authorized functions. Manufacturing and maintenance designees are encouraged to obtain guidance material through the reference library located on the Designee Web site at <http://www.faa.gov/certification/aircraft/av-info/dst/default.htm>. The reference library is intended to be the primary source of electronic designee guidance material. This Web site is maintained by AFS-600 and AIR-100. 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.

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 of 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 (manufacturing function codes), the appropriate manufacturing managing office must obtain concurrence of recurrent functions under the manufacturing function codes from the appropriate flight standards managing office prior to 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 there are any system issues or major problems that 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.

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR/ODAR
<p>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.</p> <p>c. Familiarity with the systems safety assessment process, specifically, those portions that establish the software criticality level.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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 available to facilitate the development,</p>	<p>for class I products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or</p> <p>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.</p> <p>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—</p> <p>a. The applicant must have 3 years of experience in the actual issuance of, 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; or</p> <p>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—</p> <p>(1) First article, in-process, and final assembly inspections,</p> <p>(2) Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, and plating),</p>

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR/ODAR
<p>documentation, and consistency-checking processes is highly desirable.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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."</p> <p>m. Experience with software verification process activities, including reviews, analyses, and testing.</p>	<p>(3) Destructive and nondestructive inspections,</p> <p>(4) Manufacturing processes,</p> <p>(5) Airworthiness assurance,</p> <p>(6) Developing and implementing quality control systems and procedures,</p> <p>(7) Testing procedures, and</p> <p>(8) Use of FAA-approved type design data.</p> <p>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.</p> <p>5. For the issuance of original export airworthiness approvals for class II products—</p> <p>a. The applicant must have 3 years of experience in the actual issuance of, or having responsibility for, managing programs leading to the issuance of original export airworthiness approvals for class II products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought, or</p> <p>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 export airworthiness approval meet part 21, subpart L, Export Airworthiness Approvals,</p>

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR/ODAR
<p>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.</p> <p>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> <p>p. Familiarity with software modification processes, including change impact analyses, upgrading previously developed software, and regression analyses and testing.</p> <p>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).</p> <p>r. The FAA requires a minimum level of successful experience before a DER is allowed to approve certain software. The experience of the DER to be considered in relation to software level is as follows:</p> <p>(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.</p>	<p>and any special requirements of the importing country. This is to include knowledge of—</p> <p>(1) First article, in-process, and final assembly inspections,</p> <p>(2) Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, and plating),</p> <p>(3) Destructive and nondestructive inspections,</p> <p>(4) Manufacturing processes,</p> <p>(5) Airworthiness assurance,</p> <p>(6) Developing and implementing quality control systems and procedures,</p> <p>(7) Testing procedures, and</p> <p>(8) Use of FAA-approved type design data.</p> <p>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.</p> <p>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—</p> <p>a. The applicant must be employed by a PAH or an approved supplier of the PAH. The applicant must have 1 year of experience in the actual issuance of, 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, or</p>

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR/ODAR
<p>(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.</p> <p>(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.</p> <p>(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.</p> <p>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.</p> <p>NOTE 2: Normally, the Plan for Software Aspects of Certification and Software Accomplishment Summary should be reserved for approval by the ACO.</p> <p>3. For a structural DER with a delegated function of Damage Tolerance Evaluation, the applicant should have—</p> <p>a. A degree in—</p> <p>(1) Engineering Mechanics,</p>	<p>b. The applicant must show evidence of 1 year of experience with quality control methods and techniques that demonstrates 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 should include knowledge of—</p> <p>(1) First article, in-process, and final assembly inspections,</p> <p>(2) Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, and plating),</p> <p>(3) Destructive and nondestructive inspection,</p> <p>(4) Manufacturing processes,</p> <p>(5) Airworthiness assurance,</p> <p>(6) Developing/implementing quality control systems/procedures,</p> <p>(7) Testing procedures, and</p> <p>(8) Use of FAA-approved type design data.</p> <p>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 4a and/or 4b 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 condition for safe operation.</p>

b. PAH Responsibilities. When an authorized representative performs functions at a PAH's supplier, the PAH is responsible for evaluating and monitoring the authorized representative. The PAH must—

(1) Verify that the authorized representative—

(a) Is qualified and trained to perform functions in accordance with the pertinent regulations, related policies, and procedures.

(b) Performs only authorized functions within the prescribed limitations.

(c) Has the tools, data, and other information necessary to perform the authorized functions.

(2) Perform an annual review of a sample of the work performed by the authorized representative. The PAH will accomplish this review in one of two ways:

(a) A review of the records associated with paragraphs 406b(1)(a) to 406b(1)(c) of this order, completed FAA forms and reports, and airworthiness approvals issued; or

(b) An onsite performance evaluation of the authorized representative, including a review of the records associated with paragraphs 406b(1)(a) to 406b(1)(c) of this order, completed FAA forms and reports, and completed airworthiness approvals issued. The PAH must conduct an onsite performance evaluation at a duration not to exceed 48 months.

c. The PAH will maintain a list of authorized representatives by name, location, and functions being performed at the supplier on the PAH's behalf.

d. The authorized functions performed at the PAH's supplier under paragraph 406 of this order will be limited to products produced for only the PAH.

e. Supplier Responsibilities. If the supplier holds a designee appointment, the supplier's COA will be updated to include the PAH for which the supplier is performing authorized functions. If the supplier wishes to revise the authorized functions listed or referenced on its COA, the supplier must submit a letter referencing the existing appointment and requested revisions. The managing office will determine if a new Form 8110-14 is required. 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 instructed to return the previously issued COA along with any supplements. The supplier will—

(1) Provide a copy of the revised COA and any subsequent changes to the PAH for which the supplier performs authorized functions.

(2) Upon request, provide to the PAH records associated with paragraphs 406b(1)(a) to 406b(1)(c) and documents issued by the authorized representative on the PAH's behalf.

(3) Maintain a list of authorized functions being performed on the PAH's behalf.

407. 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 the tables of paragraph 401 of this order. The application must be accompanied by adequate written justification providing all information (that is, work location, type of work, duration, etc.) 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—

(1) Ascertain that the CAA has no objection to the DMIR performing its 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 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).

408. APPOINTMENT OF DARs OUTSIDE THE UNITED STATES.

a. The FAA may appoint non-U.S. citizens who reside in and have a primary place of business in another country as a manufacturing DAR. Appointing offices should consider only appointing a DAR in another country in unique situations, and only after determining such an appointment would pose no undue burden on the FAA. Managing offices must have the long-term capability and funds to make a minimum of one onsite visit per year to supervise, monitor, train, and track the DAR'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 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 in accordance with chapter 5 of this order.

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 or candidate 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 all designees, 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 designees 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 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 things 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 ID 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 designees are required to 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, 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. Also, review and discuss with the designee the knowledge-based test.

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 designees of the availability of designee conferences and, if available, share information from the last designee conference, as appropriate.

n. Training Seminar. Explain to newly appointed designees 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/certification/aircraft/av-info/dst/default.htm> and select "Training."

o. Designation Privilege. Explain to newly appointed designees 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. The designees are only entitled to 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 can approve and what may be recommended only 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. If the DER does not exercise the delegated authority, the DER must explain why on Form 8110-3, when submitted. The DER should also 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. The ACO may delegate test plan approval to the designee (refer to paragraph 310 of this order). The DER must have specific approval from the FAA prior to witnessing a test as the FAA representative. There must be prior agreement between the ACO and the DER on how the approval will be documented.

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, contact should be made with 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. DMIRs ARE NOT authorized to perform evaluation, surveillance, or investigation of quality control systems, data, procedures, methods, or service difficulty reports. The FAA inspector WILL NOT authorize any privilege not included in § 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. These specified limitations or conditions should be thoroughly reviewed, understood, and accomplished before a DMIR performs 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. Under no circumstance may any certificate be in the possession of an applicant until the DMIR completes and signs the certificate. All airworthiness certificates or approvals and related documents must include the DMIR's printed or typed name, signature, and designation number.

f. Product Certification. DMIRs should be cautioned 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. DMIRs 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. The DMIR should seek guidance from their managing office when problems arise.

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

i. Document Submittal. DMIRs are to 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. When appropriate, the DMIR also must obtain a completed Form 8130-9 from an applicant before performing any inspections.

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

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

a. Product Certification. DARs should be cautioned 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. DARs ARE NOT authorized to perform evaluation, surveillance, or investigation of quality control systems, data, procedures, methods, or service difficulty reports. The FAA inspector WILL NOT authorize any privilege not included in § 183.33.

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. 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 Designee Standardization Branch (AFS-640) 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 initial designee familiarization with 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. Designee applicants will have 90 days from the date of registration to complete this training. Seminar subjects include—

- (a) Privileges, responsibilities, and limitations;
- (b) Introduction to FAA publications;
- (c) Use of FAA Form 8130-3, Airworthiness Approval Tag;
- (d) Production and prototype conformity; and
- (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. The designee 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—

- (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; and
- (f) Related FAA forms and records.

b. DER Standardization Seminar. The DER Standardization Seminar, hosted by AIR-140 with the support of the local ACOs, is an indoctrination course tailored for newly appointed DERs and applicants with little experience. 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 authorized representative contained in the ODAR procedures manual, must complete the applicable standardization seminar. Part 1 of the Manufacturing and Maintenance Standardization Seminar must be completed before initial appointment. Designees and authorized representatives required to attend part 2 of the Manufacturing and Maintenance Standardization Seminar must attend the seminar within 1 year before or after appointment. Designees are required to attend the applicable standardization seminar only one time. Newly appointed DERs must attend the DER standardization seminar within 1 year before or after appointment. Not completing the required standardization seminar within 1 year of appointment may be cause for termination.

NOTE 1: At the discretion of the managing office, the managing office may require a designee or ODAR authorized representative to attend any or all of the standardization seminars deemed necessary.

NOTE 2: An FAA inspector who becomes a DAR within 1 year of separation from the FAA, is not required to attend a standardization seminar. Reference paragraph 402 of this order.

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—

- (1) Privileges, responsibilities, and limitations;
- (2) Review of FAA publications;
- (3) Airworthiness certification of experimental amateur-built 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; and
- (7) Related FAA forms and records.

b. DER Recurrent Seminar. This seminar provides general information and consists of technical breakout sessions tailored by the host ACO to present items it feels are of interest. ACOs also invite input from industry and DERs for presentation at the seminar. Technical breakout sessions are grouped by technical specialty (for example, powerplant or systems and equipment). A DER Recurrent Seminar may be presented in conjunction with a standardization seminar. The managing office in the geographic area hosting the DER Recurrent Seminar should have a representative attend the seminar as discussed in paragraph 804.

c. Manufacturing and Maintenance Recurrent Seminar Attendance. Manufacturing and maintenance designees 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 of the recurrent seminar. The managing office will document equivalent training in the designee’s file and an entry made in the DIN.

NOTE: Equivalent training may not be used for consecutive renewal, which means a designee cannot use equivalent training one after the other to get renewed (at 2-year intervals because recurrent training is given every 2 years).

(2) Manufacturing and maintenance designees 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—

- (a) A national policy change affects their authorized function(s),
- (b) Performance does not meet national policy requirements, or
- (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 only attend a recurrent seminar. 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 Form 8130-3s, or

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

(4) All authorized representatives contained in the ODAR procedures manual must attend a recurrent seminar as prescribed in paragraph 803a 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.

d. DER Recurrent Seminar Attendance. DERs are encouraged to attend a recurrent seminar every 2 years to maintain their knowledge of the regulations and policies. Managing offices may require attendance at a DER Recurrent Seminar as a condition for renewal.

804. ADDITIONAL PROVISIONS. It is highly recommended that the FAA advisor and manager attend the standardization seminar and/or the recurrent seminar with the designee. 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 will be entered into the DIN by AIR-140 or AFS-640 at the conclusion of the seminar. 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/certification/aircraft>, by clicking on "Designee Training" and then the appropriate seminar. Manufacturing and maintenance designees must register identifying which function codes they have been authorized on their certificate of authority. The designee's function codes will determine which seminar is appropriate.

b. DERs may register by mail, fax, or telephone, using the DER seminar-specific registration form located at the Internet address in paragraph 806a above.

(12) Timely Submittal of Data. DER submittal of compliance data, especially data requiring FAA review, is in a timeframe consistent with the program schedule. The DER consistently avoids last minute “data dumps,” thus allowing adequate time for FAA actions prior to 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, 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 doing 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 FAA 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 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 is required to 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.

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.

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 this change, the SAR system includes only the automated renewal.

(1) FAA Users. FAA users will view the information contained in the SAR system when performing a renewal in the DIN. The DIN has been modified to accommodate the automation process and no further action is required from the user. Additional DIN information may be found in the online help section of the DIN.

(2) 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 and ODARs. Exceptions to the use of the automated system must be coordinated with the managing office. Managing offices are expected to keep exceptions at a minimum in order to maintain system integrity.

NOTE: The use of the SAR system is not required for maintenance DARs or ODARs.

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

a. DMIR Appointments. Section 183.15(b) provides that DMIR certificates of designation are effective for 1 year after the date of issuance and may be renewed at any time before the expiration date for an additional period of 1 year. To maintain consistency and manage workload, directorates must establish an expiration date of January 31.

b. DAR/ODAR Appointments. DARs/ODARs 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.

c. DER Appointments. The appointment period is not to exceed 1 year in accordance with § 183.15(b). At the discretion of the Administrator, the appointment may be renewed annually provided the DER's performance is satisfactory. The DER/DER candidate is required to complete and submit the DER/FAA Interaction Tracking Form on a yearly basis (refer to appendix 5, figure 6 of this order). The renewal cycle cannot be completed until this form is received.

d. DER Candidate Procedure. Although DER candidates are not renewed, they will be evaluated 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 holding a 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 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 delay renewal or 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 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 that they attended a standardization or recurrent seminar in accordance with chapter 8 of this order. The advisor also must verify that 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. 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, a 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. Interaction Tracking Forms. Approximately 60 days before a DER renewal, the ACO will send a DER/FAA Interaction Tracking Form (refer to appendix 5, figure 6 of this order) to each DER with instructions for completion, and request that the tracking form is returned within 30 days to the appointing branch and/or office. As indicated on the DER/FAA Interaction Tracking Form, the DER is required to provide a brief summary of the previous year's activities. The DER should list the ACO engineering contacts, by name, during this period. This summary should include all FAA contacts in which the DER has designations. Detailed project information or design details that may be considered proprietary should not be included. The submittal of the properly completed DER/FAA Interaction Tracking Form is required before the DER appointment can be renewed. 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: Blank DER/FAA Interaction Tracking/Evaluation Forms may be sent to the DER, when requested, at the beginning of the renewal period for the DER's use and reference during the year. Both forms also may be sent to each DER with the standardization appointment letter.

NOTE 2: If a DER is both a company and a consultant DER, two DER/FAA Interaction Tracking Forms should be sent to the DER for completion and submittal to the FAA for the renewal evaluation. The evaluation must be made for each category of DER appointment. Lack of activity in a particular category is grounds for terminating a DER certificate.

NOTE 3: If a DER is a company or consultant DER, a single DER/FAA Interaction Tracking Form should be sent to the DER for completion. The DER should address all delegations (airframe, propulsion, etc.) on the same form.

b. Evaluation. The DER Performance Evaluation Form (refer to appendix 5, figure 7 of this order) must be completed by the advisor. The FAA is required to complete a DER Performance Evaluation Form every year, prior to renewal of the DER's appointment. The completed form will be retained in the DER file to document performance and, possibly, to be used as the basis for a termination decision.

c. 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 other FAA employees, 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. The advisor will coordinate with all FAA evaluators and obtain completed FAA Evaluation Form(s) before initiating the renewal.

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.

d. Evaluation Procedures.

(1) Multiple Disciplines. If the DER has approval authority in more than one discipline, a copy of the completed DER/FAA Interaction Tracking Form will be supplied by the advisor to the evaluator in each discipline.

(2) Evaluation. The appropriate ACO evaluator in each discipline will complete a DER Evaluation Form. The ACO evaluator will be asked to respond to 12 performance elements, focused primarily on the qualities and qualifications necessary to gain initial appointment as a DER. Areas in which the FAA will be required to make an assessment of the DER's performance include demonstration of technical competence, adherence to DER procedures, and timely identification of significant issues. The evaluator in each discipline will complete a DER Performance Evaluation Form, make a recommendation for renewal or termination, and sign and date the form. The DER renewal package, with the completed evaluation form from each discipline, will be returned to the advisor for further processing.

(3) 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 ACO advisor/evaluator for each DER should be cognizant of that DER's activities, within each discipline, during the previous year.

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

(5) Unauthorized Activity. The DER's activity during the previous year will be compared to the delegated functions and authorized areas to ensure that no activities are outside the DER's authorization. All FAA engineering notes on the submittal, letters accepting or rejecting data, records of counseling sessions, etc., should be reviewed and discussed with the cognizant FAA evaluators, if appropriate, to ensure that the evaluation accurately reflects the DER's performance during the previous year.

(6) Multiple ACO Activity. If the DER has made submittals to more than one ACO during the previous year, the evaluator will coordinate the evaluations with engineers or pilots in those ACOs. Only one "official" DER Performance Evaluation Form will be included in the renewal package for each authorized discipline.

(7) "Not Observed (N/OB)." The N/OB choice is used to indicate that neither the evaluator nor the persons on whom the FAA performed surveillance, including the DER, is aware 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.

(8) Personal Contact. If personal contact with the DER is necessary to resolve a significant performance problem, 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 DERs should sign the DER Evaluation Form verifying their concurrence. As an alternative, the resolution will be documented in a letter to the DER.

e. FAA Renewal Action.

(1) Advisor Approval. After adequate feedback has been provided by the other engineering disciplines, the DER/FAA Interaction Tracking Form is signed by the advisor after verification that all required evaluation forms have been returned and are adequate.

(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. The complete DER renewal package with the DER/FAA Interaction Tracking Form, the DER Performance Evaluation Form(s), and the signed renewal letter will be placed in the DER's file.

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. A minimum of two out of the three 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 is not 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 12. DESIGNEE FILES

1200. MAINTENANCE OF FILES. Managing offices will establish and maintain a file for each designee. Records may be hardcopies and/or stored electronically. Hardcopies of documents requiring FAA signature approval of appointments must be maintained. Retention of files will be maintained in accordance with FAA Order 1350.15, Records Organization, Transfer, and Destruction Standards.

a. Designee Files. All designee and candidate files will contain, 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 (notification letters, meeting records, etc.), and
- (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—

- (1) FAA/DER Interaction Tracking Forms (Form 8110-29),
- (2) FAA Evaluation Forms (Form 8110-30),
- (3) Conflict of interest evaluations, and

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—

- (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 candidate DARs, the DAR Candidate Development Profile,
- (5) The ODAR's procedures manual, and
- (6) Designee renewal requests.

CHAPTER 13. RESERVED

1406. APPLICATION PROCEDURES. All DAR applicants must complete Form 8110-28.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(13) **Code 47** — Reserved.

(14) **Code 48** — Reserved.

(15) **Code 49** — 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.

**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/certification/aircraft/av-info/dst/default.htm>. 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/certification/aircraft/av-info/dst/default.htm>. 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/certification/aircraft/av-info/dst/default.htm>. 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—

- 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/certification/aircraft/av-info/dst/default.htm>. 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/ODAR**



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.

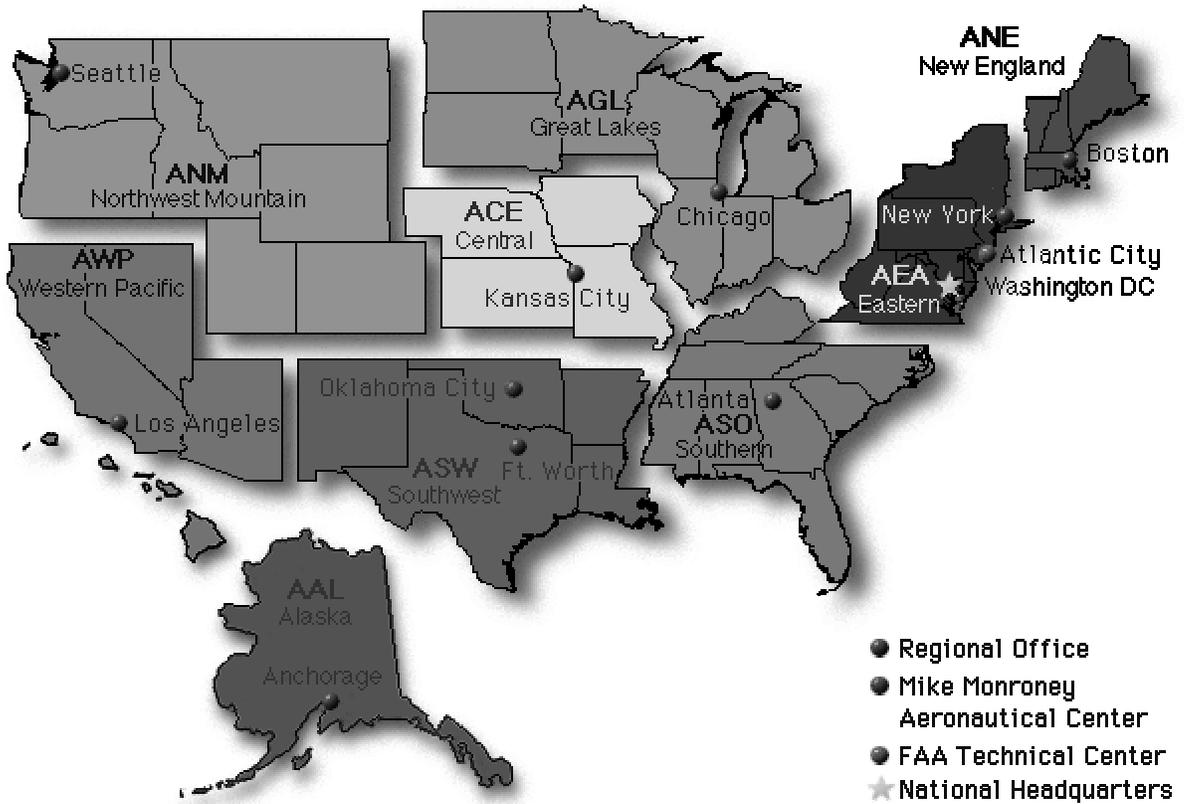
DESIGNATION CERTIFICATE NUMBER: **[number, for example, DMIRF123456CE]**
FIXED BASE OF OPERATION: **[appropriate designee or company address]**
DATE OF DESIGNATION: **[date of initial appointment]**
DESIGNATION EXPIRATION: **[date]**

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. 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. 14 CFR § 183.31(a)(2).

APPENDIX 7. AFS DOCUMENTS
FIGURE 5. FAA GEOGRAPHIC BOUNDARIES - FLIGHT STANDARDS SERVICE



| The AFS Web site address is <http://www.faa.gov/avr/afs/fsdo/index.cfm>. 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.