

CHANGE

10/15/01

SUBJ: PROCEDURES FOR COMPLETION AND USE OF THE AUTHORIZED RELEASE CERTIFICATE, FAA FORM 8130-3, AIRWORTHINESS APPROVAL TAG

- 1. PURPOSE.** This change incorporates revised contact information for obtaining copies of the Authorized Release Certificate, Federal Aviation Administration (FAA) Form 8130-3, Airworthiness Approval Tag.

- 2. DISTRIBUTION.** This change is distributed to the Washington Headquarters division levels of the Aircraft Certification Service and Flight Standards Service; to the branch levels of the Aircraft Certification Service; to the branch levels in the regional Flight Standards Divisions and Aircraft Certification Directorates; to all Flight Standards District Offices; to all Aircraft Certification Offices; to all Certificate Management Offices and all Manufacturing Inspection District and Satellite Offices; to the Aircraft Certification and Airworthiness Branches at the FAA Academy; to the Suspected Unapproved Parts Program Office; to the Flight Standards International Field Offices; and to the Brussels Aircraft Certification Division.

- 3. EXPLANATION OF CHANGES.** Paragraph 13h was revised to update the location and telephone numbers where Form 8130-3 may be obtained.

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

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
13	6/01/01	13	10/15/01
14	6/01/01	14	6/01/01

/S/

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Manager, Production and
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Distribution A-W (FS) -2; A-W (IR) -3; A-X (FS/CD) -3; A-FFS-7 (ALL); **Initiated By:** AIR-200
A-FAC-0 (ALL); AMA-220 (10 copies); AMA-250 (10 copies); AVR-20 (ALL); AFS-600 (3 copies); AEU-100

(2) A PAH, air agency, or air carrier should develop procedures for managing information systems consistent with AC 21-35, Computer Generated/Stored Records. These procedures shall include a secured electronic auditing system that will reflect all system changes and a secured monitoring system that will record all transactions by part number, serial number(s) (when applicable) or equivalent, quantity, etc.

f. Form 8130-3 shall be completed as detailed in paragraph 14 of this order, Block-by-Block Instructions for Completion of Form 8130-3. All entries must be made in permanent ink and be in the English language. A sample of a Form 8130-3 is included as appendix 2.

g. Blocks 14 through 18 are used for conformity determinations, airworthiness approval of products/parts, export airworthiness approvals, and splitting bulk shipments of parts. Blocks 19 through 23 are used for approval for return to service. When Blocks 14 through 18 are used, Blocks 19 through 23 should be shaded, darkened, or otherwise marked to preclude inadvertent or unauthorized use. Likewise, when Blocks 19 through 23 are used, Blocks 14 through 18 should be shaded, darkened, or otherwise marked to preclude inadvertent or unauthorized use. In no case will Blocks 14 through 18 and Blocks 19 through 23 be completed on the same form.

* **h.** The new Form 8130-3 may be obtained through normal distribution channels from the Logistics Center, AML-6000, P.O. Box 25082, Oklahoma City, Oklahoma, 73125. The telephone number is (405) 954-8900 (ask for the forms Inventory Manager). Form 8130-3 is also available from the Customer Care Center, AML-30, at (405) 954-3793 or toll free at 1-(888) 322-9824. The stock number for Form 8130-3 is 0052-00-012-9005. The old Form 8130-3, dated November 1993, may be issued through June 1, 2002. After June 1, 2002, the new form must be used. Each old form that has * been issued will remain valid until the product/part/appliance for which it was issued is installed.

i. When the issuer is a designee, the issuer must retain a copy of Form 8130-3 for no less than 2 years; otherwise, copies of each Form 8130-3 issued must be retained for the period required by the regulations. For owner/operators, the retention period must be at least 1 year after the work is approved for return to service, unless the work is repeated or superseded earlier. An air carrier's own manual requirements may require a longer retention period. If a repair station uses Form 8130-3 as the approval for return to service for a major repair in accordance with part 43, appendix B, paragraph (b)(2), then the repair station must retain a copy of the document for at least 2 years. Further, unless the repair station has an alternative recordkeeping mechanism to meet the requirements of § 145.61, all copies of Form 8130-3 completed by the repair station must be retained for at least 2 years.

j. The copies of the Form 8130-3 may be retained in their original paper format or in a secure database, provided the database contains all of the information required on Form 8130-3 and is available for FAA review upon request. Duplicates of Form 8130-3, including signatures retained in a database, do not need to be graphic images of the original documents. However, when a supplemental Form 8130-3 is issued as described by this order, traceability back through a system that assures that products/parts were received with an original Form 8130-3 must be possible.

14. BLOCK-BY-BLOCK INSTRUCTIONS FOR COMPLETION OF FORM 8130-3.

a. Block 1. Approving National Aviation Authority/Country. FAA/United States.
(Preprinted.)

b. Block 2. Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag.
(Preprinted.)

c. Block 3. Form Tracking Number.

(1) Enter the unique number established by the numbering system. (Refer to paragraph 13c of this order.)

(2) When used to split bulk shipments of previously shipped products by a PAH, the PAH must establish and enter a supplemental form tracking number for this purpose.

(a) Products/parts serialized as required by § 45.14, Identification of Critical Components. Reenter the original form tracking number established by the PAH below the supplemental form tracking number (e.g., S-1). If the PAH has documented and demonstrated to the FAA that it has a system in place for tracking supplemental forms to the original form issued for those products/parts, reentry of the original form tracking number is not required.

(b) Non-serialized products. Enter only the supplemental form tracking number.

d. Block 4. Organization Name and Address.

(1) Enter the full name and address of the organization or facility for which the form is being issued (and the mailing address of that organization or facility if different from where Form 8130-3 was signed and released) and the PAH approval or certificate number, as applicable.

(2) When a supplier has direct shipment authorization from a PAH, the following information must be entered:

PAH name and address.

c/o supplier name and address.

PAH approval or certificate number.

NOTE: If a supplier produces a product/part/appliance as a replacement/modification part, the supplier must either have direct ship authorization or hold a production approval (PMA/TSO authorization) for each replacement/modification product/part/appliance shipped. If the supplier holds its own production approval, and the products/parts were manufactured and are being shipped under that approval, the information required in paragraph 14d(1) above must be listed.