

## SECTION 13. PARACHUTE LOFT - CERTIFICATION AND SURVEILLANCE

1050. AUTHORITY. The regulatory basis for issuing parachute loft certificates and associated ratings is contained in FAR Part 149.

1051. GENERAL. Application for certification of a parachute loft and associated ratings shall be made on FAA Form 8310-3, Application for Repair Station Certificate and/or Rating. Processing the application and certification of parachute lofts shall be the same as for repair stations.

1052. CERTIFICATE. Use FAA Form 8000-4, Air Agency Certificate, when certifying a parachute loft. The wording on FAA Form 8000-4 will be completed to read as follows: "... and is empowered to operate an approved parachute loft with the following ratings" (show the appropriate rating(s)). (See Figure 4-11.) Do not use FAA Form 8000-4-1, Repair Station Operations Specifications, when certifying parachute lofts.

1053. AN APPLICANT FOR A PARACHUTE LOFT CERTIFICATE. An applicant for a parachute loft certificate must have:

a. Personnel who are certificated and appropriately rated under FAR Part 65 and who are qualified to perform or supervise the kind of work for which the applicant seeks a rating.

b. Facilities, equipment, and material necessary to efficiently do the work for which he seeks a rating.

c. Suitable housing that is adequately heated, lighted and ventilated.

d. An adequate inspection system and adequate drawing equipment.

e. Adequate facilities for segregating and storing parts and materials.

1054. THE INSPECTION SYSTEM. The inspection system should be sufficient in scope and detail to assure work functions conducted within the loft meet all safety standards and restore the article to an airworthy condition. The inspection system should contain procedures for recording all work performed, including the name of the person performing the work.

1055. REQUIRED RECORDS - FAR SECTION 149.15. The record used for recording work should provide space to identify the manufacturer of the unit, serial number or identifying symbol of the unit, and the date the work was performed. It should also provide space for identifying the reason(s) for performing the work and/or determining airworthiness of the item either by signature or seal symbol.

a. The inspection system should identify the means used by the loft (recommended rubber stamp) to approve or disapprove parachutes and/or parachute parts. The stamp should identify the loft by certificate number and name.

b. The approval stamp should be used to identify acceptable parts and materials and to identify repairs performed on the parachute.

c. The disapproval stamp should be used to identify condemned parachutes and/or parts. Indelible ink, not injurious to fabrics, should be used in stamping items.

1056. TECHNICAL DATA. An applicant for a parachute loft certificate should have sufficient technical data to function under the ratings applied for. The technical data should include, but not be limited to:

- a. Federal Aviation Regulations Part 149.
- b. Technical Standard Order C23b.
- c. The manufacturer's packing instructions and repair procedures.

1057. SURVEILLANCE. Determine that the certificate holder continues to meet the same requirements as those necessary for certification with respect to equipment, housing, personnel, and technical data. Also determine THAT:

- a. Certificate holder continues to maintain an adequate supply of materials relative to his ratings.
- b. Current revisions to all technical data within the library, inclusive of the manufacturer's current data, are being maintained.
- c. The spring scales used to check the pack opening device (record) are being checked for accurate calibration on a scheduled basis.
- d. Major alteration and repair forms are on file for activities conducted by the loft.
- e. A work order file is being maintained to record work performed by the loft.
- f. The loft is operating within the limitations of its ratings.

1058. RECORDKEEPING AND RELATED REPORTS.

- a. Parachute loft records will be established and maintained in accordance with Chapter 2, Section 14 of this Order.
- b. Mailing list information will be forwarded in accordance with Chapter 2, Section 14 of this Order.

1059. FORMS. Typical execution of Air Agency Certificate, FAA Form 8000-4, for a parachute loft is illustrated in the Figure 4-6.

1060.-1069. RESERVED.

FIGURE 4-11. AIR AGENCY CERTIFICATE, FAA FORM 8000-4 (TYPICAL FOR PARACHUTE LOFT)

UNITED STATES OF AMERICA  
DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

# Air Agency Certificate

*Number* 178-63

*This certificate is issued to*

EAST COAST PARACHUTE SERVICE, INC.

*whose business address is*

1169 Old Naval Air Station  
Kanahee, Conn. 06994

*upon finding that its organization complies in all respects with the requirements of the Federal Aviation Regulations relating to the establishment of an Air Agency, and is empowered to operate an approved Parachute Loft*

*with the following ratings:*

Packing and General Maintenance  
Canopy Overhaul  
Harness Overhaul  
Metal Parts and Container Overhaul  
Drop Testing

*This certificate, unless canceled, suspended, or revoked, shall continue in effect indefinitely.*

*Date issued:*

October 14, 1977

*By direction of the Administrator*

**Ralph Burlingame**

Ralph Burlingame  
Chief, Airworthiness Unit, AEA-GADO-9

**THIS CERTIFICATE IS NOT TRANSFERABLE, AND ANY MAJOR CHANGE IN THE BASIC FACILITIES, OR IN THE LOCATION THEREOF, SHALL BE IMMEDIATELY REPORTED TO THE APPROPRIATE REGIONAL OFFICE OF THE FEDERAL AVIATION ADMINISTRATION**

*Any alteration of this certificate is punishable by a fine of not exceeding \$1,000, or imprisonment not exceeding 3 years, or both*

## SECTION 14. PARACHUTE EQUIPMENT AND INTENTIONAL PARACHUTE JUMPING

1070. AUTHORITY. The regulatory basis for parachute equipment and jumping is contained in FAR Part 105.

1071. PURPOSE. This section describes the parachute equipment used for intentional jumping and the procedures to follow in the alteration of parachutes.

1072. GENERAL. Parachutes used in connection with civil aviation fall into two classes: (1) Parachutes available for emergency use to evacuate aircraft in distress, and (2) Parachutes used for intentional jumping as a sport, in exhibition, or in public service.

a. This section deals with parachutes used for intentional jumping; however, alteration and airworthiness requirements for intentional jumpers' auxiliary (reserve) parachute are the same as for any other parachute available for emergency use.

b. Advisory Circular 105-2A, Sport Parachute Jumping, contains additional information about intentional parachute jumping and the equipment used by the intentional jumpers.

1073. THE PARACHUTE. FAR Section 105.43 prescribes that no person may make a parachute jump from an aircraft unless he/she is wearing a single harness dual (parachute pack) having at least one main parachute and one approved auxiliary parachute.

a. It is the usual practice of persons engaging in intentional parachute jumping to wear a dual parachute pack specifically designed and manufactured for that purpose or an approved single parachute pack that has been altered to provide attachment of an additional parachute. The main parachute is most often (but not always) worn on the back and the auxiliary on the chest. In any case, the entire auxiliary (reserve) parachute assembly, including the harness, must meet the airworthiness requirements for emergency parachutes. It must be maintained in its originally approved or properly altered condition.

b. Section 105.43(d) contains a definition of an approved parachute. An approved alteration of a parachute does not affect its acceptability for purposes of Section 105.43.

c. The main parachute of a single harness dual parachute pack, including the portions of the attachment links, snaps, or quick-release fittings attached to the canopy, are not required to be approved.

**1074. ALTERATION OF THE AUXILIARY PACK.**

a. The auxiliary pack includes the canopy, lines, risers, attaching hardware, ripcord, container, and pilot chute. It is usually a quick-attachable chest type parachute. This component of the required approved auxiliary parachute must meet all the airworthiness and performance standards of the pertinent FAR. The auxiliary parachute may be altered only as authorized by the Administrator or manufacturer.

b. Examples of alterations made to the auxiliary pack are: removal of a canopy gore, changing the ripcord from a right-hand pull to a left-hand or center pull, addition of a deployment sleeve or bag, installation of an automatic opening device, and changes in the method of folding or stowing the canopy or lines in the container.

**1075. ALTERATION OF THE HARNESS.** Although used to attach both parachutes to the wearer, the harness is considered to be a part of the auxiliary parachute. All harness alterations must be regarded as alterations to the auxiliary parachute.

a. The most common harness alterations are the addition of "D" rings to back-type harness for attachment of a chest-type auxiliary pack, and addition of quick-release fitting for the attachment of the main parachute canopy of the harness. Good workmanship and close adherence to approved data are critical considerations in the approval of harness alterations.

b. Chrome plating or replacing of load-carrying harness fittings may cause hydrogen embrittlement and subsequent failure under stress unless the plating is properly done. Plated adjustment hardware may have a smoother finish than the original and may permit slippage.

**1076. ALTERATION OF THE MAIN PARACHUTE.**

a. The main parachute of a dual parachute pack to be used for intentional jumping may be altered by a master parachute rigger, the manufacturer, or any other manufacturer the Administrator considers to be competent. The alterations are not required to be made in accordance with approved manuals and specifications (reference FAR Section 65.125(c)). Master parachute riggers are not required to comply with FAR Sections 65.127 through 65.133 (relating to facilities, equipment, performance standards, records, recent experience, and seal) when altering the main parachute.

b. Any change to the configuration, method of operation, or method of packing the main parachute, up to and including the main canopy attachment links or the male end of the quick-release fittings, is a main pack alteration. Any main parachute alteration that affects the strength or operation of the auxiliary parachute, including the harness, must be regarded as an alteration of the auxiliary parachute and handled accordingly.

1079. ASSEMBLY OF MAJOR PARACHUTE COMPONENTS.

a. Assembly or mating of approved parachute components from different manufacturers may be done without further authorization from the manufacturer or FAA. The original assembly should be made by a parachute rigger or parachute loft who will be responsible that each component of the assembly functions properly and does not interfere with the operation of the other components.

b. The user of a single harness dual parachute pack may perform simple assembly and disassembly operations necessary for transportation, handling, or storage between periods of use if the parachute is clearly designed to facilitate such assembly and disassembly without the use of complex operations.

1080. MILITARY SPECIFICATION EXCERPTS; MIL SPEC MIL-R-25565D. Excerpts of the military specification are included in Appendix 3 of this Order. The excerpts should be used in conjunction with this chapter only for the field approval of automatic opening devices on Snyder Sentinel Model MK2000 and FXC Hi-Tek Model 8000 parachutes.

1081.-1089. RESERVED.

**SECTION 15. AVIATION MAINTENANCE TECHNICIAN SCHOOL CERTIFICATION**

1090. **AUTHORITY.** Federal Aviation Regulations Part 147, Aviation Maintenance Technician Schools.

1091. **PURPOSE.** This section provides a general discussion of the function of certifying an Aviation Maintenance Technician School and furnishes information pertinent to the issuance of an original or amended certificate.

1092. **GENERAL.** FAR Part 147 prescribes the requirements for issuing aviation maintenance technician school certificates and associated ratings. Graduates of an aviation maintenance technician school meet the experience requirements for issuance of a mechanic certificate as prescribed in FAR Section 65.77.

a. The job performance of a school graduate while exercising the privileges of his mechanic certificate and his improvement and growth in the occupation are directly related to the quality of the educational experience to which he has been exposed and the extent to which he benefited from it.

b. The contribution to aviation safety made by a certificated mechanic should be emphasized when working with an applicant for an aviation maintenance technician school certificate. Applicants should be encouraged to set their goals high when establishing the courses they intend to submit for certification. They should be encouraged to recognize and accept a responsibility to maintain high standards and to continuously improve their programs after certification. Applicants should not, however, be forced to meet requirements that exceed those prescribed by FAR Part 147 for issuance of a certificate.

1093. **PREAPPLICATION ASSISTANCE.** FAA field personnel should offer guidance and assistance to schools preparing for certification.

a. In the initial planning phases, schools frequently require assistance when they are trying to determine the need for the program, looking for resource people and materials, and deciding upon final course content.

(1) Inspectors should assist during this early phase through counsel and advice.

(2) Inspectors should not become engaged in:

(a) the actual development of curriculum or instructional materials; or

(b) the development or presentation of justification for establishing a course.

(3) Inspectors should use caution in writing letters of endorsement that might be used to unduly influence a decision to establish a school.

b. During later phases of the development, preapplication assistance will most likely take the form of:

(1) Preliminary judgments about the adequacy of facilities, equipment, curriculum, record systems, grading systems, etc.

(2) Advice about the acceptability of the format of materials being developed to accompany the application.

c. Timely preapplication counseling may avoid misunderstandings or improper interpretations of the FAR requirements and minimize delays and reinspections when application is made.

d. Service on school advisory boards. Inspectors are encouraged and expected to provide information and assistance to schools and their advisory boards or committees. Inspectors should not accept appointments as members of any permanent or formally organized group that has been established to advise the school if the inspector has or expects to have any certification or surveillance responsibility for the school.

1094. CERTIFICATE APPLICATION FILE. An original and one copy of Aviation Maintenance Technician School Certificate and Ratings Application, (OMB 04-R0108), FAA Form 8310-6, (Figure 4-12 of this section) should be submitted by the applicant or existing school for each of the actions shown in subparagraph "a." Each application must be accompanied by the original and one copy of each attachment shown and described in further detail in subparagraph "b."

a. Actions that require an application.

(1) Original certification.

- (a) Description of the proposed curriculum.
- (b) List of facilities and materials.
- (c) List of instructors.
- (d) Statement of maximum number of students.
- (e) Description of system for determining final course grades.
- (f) Description of system for recording and controlling

attendance.

(2) Addition of a rating.

- (a) Description of the proposed curriculum.
- (b) List of facilities and materials.
- (c) List of instructors.
- (d) Statement of maximum number of students.

(e) Description of system for determining final course grades (if changed).

(f) Description of system for recording and controlling attendance (if changed).

(3) Deletion of a rating.

(a) Curriculum proposal (showing material deleted).

(b) Any other attachment that is affected.

(4) Request for approval of substantial change in facilities, equipment or material (reference FAR Section 147.37(b)).

(a) List of facilities and materials.

(b) Any other attachment that is affected.

(5) Request for approval of curriculum change (reference FAR Section 147.38(b)).

(a) Curriculum proposal.

(b) Any other attachment that is affected.

(6) Request for approval of change in location (reference FAR Section 147.41).

(a) List of facilities and materials.

(b) Any other attachment that is affected.

(7) Change in school name or address (not a change in location).

(a) No attachment required.

(b) Mailing list action required.

(8) Request for duplicate certificate to replace lost, mutilated or destroyed certificate. No attachments required.

(9) Request for approval to increase maximum number of students (reference FAR Section 147.31(d)).

(a) Statement of maximum number of students.

(b) List of facilities and materials (if changed).

(c) List of instructors (if changed).

(d) Any other attachment that is affected.

b. Attachments to application file.

(1) Description of proposed curriculum (reference FAR Section 147.5(a)(1)).

(a) Contents should be responsive to FAR Section 147.21, General Curriculum Requirements, and FAR Section 147.38, Maintenance of Curriculum Requirements.

(b) Form and format should be capable of analysis by reviewing office.

(2) List of facilities and materials (reference FAR Sections 147.5(a)(2) and 147.37(b)).

(a) Contents should describe applicant's method of meeting requirements of FAR Sections 147.13, 147.15, 147.17 and 147.19.

(b) Photographs, drawings, and descriptions are desirable.

(c) Changes only may be shown when attached to actions a(3) through a(6) and a(9).

(3) List of instructors (reference FAR Section 147.36).

(a) should show certificates and ratings, certificate number, and subjects to be taught by each.

(b) All subjects in approved curriculum should be accounted for on instructor assignment list.

(4) Statement of maximum number of students (reference FAR Sections 147.5(a)(4) and 147.31(d)).

(a) May be shown on FAA Form 8310-6 in appropriate block.

(b) If special scheduling, special facilities, or special student or staff qualifications are required to handle the number of students stated, special conditions should be described in curriculum proposal.

(c) Change in the number of students may require a change in all other attachments.

(5) Description of system for determining final course grades (reference FAR Section 147.31(e)).

(a) Not required in order for certificate to be issued; however, school cannot operate until system is approved.

(b) Applicant should describe minimum standards for success (graduation) and how school intends to separate successful from unsuccessful.

(6) Description of system for recording and controlling student attendance (reference FAR Section 147.31(e)).

(a) Must show hours of absence allowed.

(b) Must show makeup provisions for classes missed.

(c) Not required in order for certificate to be issued; however, school cannot operate until system is approved.

c. An on-site inspection of the school, in conjunction with a detailed analysis of the attachments to the application file:

(1) Is required for an original certification, addition of a rating, curriculum change or a change in location.

(2) Is desirable but optional in the case of the other actions listed in (a) above if a detailed analysis of the submitted material provides enough basis for judgment.

#### 1095. APPLICATION REVIEW AND FINAL CERTIFICATION ACTION.

a. Applications will be accepted for an aviation maintenance technician school certificate, or for any of the other actions described in paragraph 1094, by the district office that serves the geographical area in which the school is to be located.

b. Review of the application file, on-site inspection of the school, and final certification action will be accomplished at the organizational levels and in accordance with the procedures prescribed by appropriate national and regional directives.

c. Special procedures for team inspection are provided in Section 16 of this chapter for:

(1) Original certification.

(2) Approval for added rating.

(3) Approval of a curriculum change of an existing school.

d. All actions not otherwise provided for will be performed by the appropriate district office.

#### 1096. RECORDKEEPING AND RELATED REPORTS.

a. Aviation Maintenance Technical School Records will be established and maintained in accordance with Chapter 2, Section 14 of this Order.

b. File a copy of Aviation Maintenance Technician School Inspection Report (RIS: FS 8310-4) in the district office:

(1) After each formal inspection.

(2) Whenever a certificate is issued, a rating is added, or a rating is deleted.

(3) Whenever a certificate is surrendered, suspended, or revoked, only Items 1, 2, 20, 22, and 23 should be completed. Provide a brief resume of pertinent details in the Remarks Section (Item 20) of FAA Form 8310-6.

c. Mailing list information will be forwarded in accordance with Chapter 2, Section 14 of this Order.

1097. FORM. Typical execution of an application form is illustrated in the Figure 4-12.

1098.-1115. RESERVED.

FIGURE 4-12. AVIATION MAINTENANCE TECHNICIAN SCHOOL CERTIFICATE AND RATINGS APPLICATION (FRONT), FAA FORM 8310-6

Form Approved: OMB No. 04-R0108

DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION																
AVIATION MAINTENANCE TECHNICIAN SCHOOL CERTIFICATE AND RATINGS APPLICATION																
<small>INSTRUCTIONS: Type or print in ink. Submit original and two copies of this form (complete this side ONLY) and two copies of all attachments to the nearest FAA General Aviation District Office or Air Carrier District Office as set forth in Federal Aviation Regulations, Part 147.</small>																
1. NAME OF SCHOOL <b>ACE Aeronautical Academy</b>						2. TELEPHONE NO. <b>202-123-4567</b>										
3. ADDRESS (Number, street, city, State, & ZIP Code) <b>Washington National Airport Washington, D.C. 20001</b>						4. TRAINING DIRECTOR <b>John Drew</b>										
5. APPLICATION SUBMITTED FOR (Check as applicable)						6. RATING(S) APPLIED FOR AND TOTAL HOURS PER COURSE			7. MAXIMUM NO. OF STUDENTS ENROLLED AT ANY ONE TIME							
<input checked="" type="checkbox"/> ORIGINAL CERTIFICATE <input type="checkbox"/> CHANGE IN RATING (Specify) <input type="checkbox"/> CHANGE IN OWNERSHIP (Specify) <input type="checkbox"/> CHANGE IN LOCATION, FACILITIES, AND EQUIPMENT (Specify) <input type="checkbox"/> CHANGE IN ENROLLMENT (Specify) <input type="checkbox"/> OTHER (Specify)						RATINGS			TOTAL HOURS		DAY	EVENING				
						AIRFRAME (A)			1200		35	0				
						POWERPLANT (P)			1200		35	0				
						A & P			-		-	-				
7A. MAXIMUM TOTAL SCHOOL ENROLLMENT																
8. SCHOOL STATUS (Check as applicable)						<input checked="" type="checkbox"/> PUBLIC			<input type="checkbox"/> PRIVATE			<input type="checkbox"/> NON-PROFIT				
9. SCHOOL LOCATION (Check as applicable)						<input checked="" type="checkbox"/> ON AIRPORT			<input type="checkbox"/> IN CITY			<input type="checkbox"/> IN SUBURBS				
10. COURSE CHARACTERISTICS																
RATINGS	HOURS PER WEEK		WEEKS PER COURSE		INSTRUCTION HOURS PER		ENROLLMENT PERIODS PER YEAR FOR		ENTRANCE REQUIREMENTS							
	DAY	EVENING	DAY	EVENING	DAY	EVENING	DAY	EVENING	PHYSICAL		SCHOLASTIC					
	DAY	EVENING	DAY	EVENING	DAY	EVENING	DAY	EVENING	YES	NO	YES	NO	YES	NO	YES	NO
AIRFRAME (A)	30	-	40	-	6	-	1	-	-	<input checked="" type="checkbox"/>	-	-	<input checked="" type="checkbox"/>	-	-	-
POWERPLANT (P)	30	-	40	-	6	-	1	-	-	<input checked="" type="checkbox"/>	-	-	<input checked="" type="checkbox"/>	-	-	-
A & P	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11. ATTACHMENTS (Check applicable items)																
<input checked="" type="checkbox"/> A. PROPOSED CURRICULUM						<input checked="" type="checkbox"/> E. LIST OF REQUIRED PRACTICAL PROJECTS										
<input checked="" type="checkbox"/> B. LIST OF FACILITIES AND EQUIPMENT TO BE USED						<input checked="" type="checkbox"/> F. SCHEDULE OF REQUIRED TESTS										
<input checked="" type="checkbox"/> C. PHOTOGRAPHS OF FACILITIES						<input checked="" type="checkbox"/> G. COPY OF STUDENT RECORD SYSTEM										
<input checked="" type="checkbox"/> D. LIST OF INSTRUCTORS-NAMES, CERTIFICATE NOS., TYPE, AND RATINGS HELD, AND SUBJECTS TO BE TAUGHT						<input checked="" type="checkbox"/> H. OTHER (Specify)										
12. APPLICANT'S CERTIFICATION																
NAME OF OWNER (Include name(s) of individual owner, all partners, or corporation name giving State and date of incorporation)																
I hereby certify that I have been authorized by the school identified in item 1 to make this application and that statements and attachment hereto are true and correct to the best of my knowledge.																
DATE <b>7 August 1978</b>			TITLE <b>Training Director</b>			AUTHORIZED SIGNATURE <b>John Drew</b> <i>John Drew</i>										
13. CERTIFICATION ACTION (FOR FAA USE ONLY)																
ACTION		CERTIFICATE NO. ASSIGNED				RATINGS		INDICATE RATING(S) ISSUED		APPROVED MAXIMUM ENROLLMENT FOR						
APPROVED →						AIRFRAME (A)		DAY	EVENING	DAY	EVENING					
<input checked="" type="checkbox"/> DISAPPROVED		FAA FORM 8310-4 FORWARDED ON				POWERPLANT (P)										
						A & P										
REMARKS <b>Proposed curriculum material inconsistent with requirements of FAR Section 147.21. See copy of enclosed letter to school.</b>																
14. DATE CERTIFICATE ISSUED			15. OFFICE IDENTIFICATION <b>AEA-FSDO-62</b>			16. ISSUING OFFICIAL'S SIGNATURE <i>Ralph Burlingame</i> <b>Ralph Burlingame</b>										

FAA Form 8310-6 (6-72) SUPERSEDES PREVIOUS EDITION

SECTION 16. AVIATION MAINTENANCE TECHNICIAN SCHOOL - REVIEW OF APPLICATION FILE, INSPECTION, AND ISSUANCE OF CERTIFICATE

1116. PURPOSE. This section sets forth procedures for the review of an application file, performance of the certification inspection, and final certification action.

1117. REFERENCE. FAR Part 147, Aviation Maintenance Technician Schools.

1118. APPLICATION FILE REVIEW. All the forms and documents that are a part of the application file will be reviewed in detail. The review may be thought of as consisting of two separate functions of analysis and evaluation; however, the performance of each need not be kept distinctly separate from the other.

a. Analysis consists of an examination of the file to determine whether the submitted materials are:

(1) Complete enough in coverage and scope to be responsive to all the certification requirements, and

(2) in a form or format that will provide a sound basis for evaluation judgments to be made.

b. Evaluation consists of a detailed study of the contents of the submitted materials for the purpose of forming a qualitative judgment about either the curriculums, systems, facilities, materials, equipment, staff, etc., described therein, or separately and in combination:

(1) Adequate to meet the certification requirements of FAR Part 147, Subpart B;

(2) capable of dependably qualifying students to perform the duties of a mechanic;

(3) capable of being put into actual practice; and

(4) capable of being analyzed and evaluated for effectiveness by both the school and FAA during actual operation.

1119. CERTIFICATION INSPECTION. A formal inspection of the school will be performed to support the analysis and evaluation of the application file. The Aviation Maintenance Technician School Inspection Report (RIS: FS 8310-4) may be used as a guide during inspection and during the application file review. The inspection report side is designed to be used in connection with both certification and surveillance inspections. Items not applicable to the type of inspection being performed may be marked "N/A." Figures 4-13 and 4-14 of this section show examples of typical execution of both sides of the form.

1120. OPERATING RULES COMPLIANCE. The operating rules for the holders of aviation maintenance technician school certificates and ratings are prescribed in FAR Part 147, Subpart C, and are enforceable after a school is certificated. During the preapplication period, and the activities associated with issuance of a certificate, inspectors should discuss the operating rules with the applicant to ensure that he is aware of and able to comply with each of them. Inspectors may offer advice and constructive criticism to assist the school in areas that are referred to in the operating rules but which do not require approval for certificate issuance. Special emphasis should be placed on the school's procedures and methods intended to comply with:

a. FAR Section 147.31, Attendance and enrollment, tests, and credit for prior instructions or experience;

(1) Schools should be encouraged to formalize procedures by making written statements of policy.

(2) Note that the systems for determining final course grades and for recording and controlling student attendance must be approved.

b. FAR Section 147.33, Records; and

c. FAR Section 147.35, Transcripts and graduation certificates.

1121. DISAPPROVAL OF APPLICATION. If an application is disapproved:

a. Complete the application side of FAA Form 8310-6:

(1) Check "disapproved" in Item 13.

(2) Refer to attached letter in "Remarks."

(3) Enter office identifier and issuing official's signature.

b. Write a letter to the applicant stating the reasons for disapproval and return to the applicant:

(1) The original FAA Form 8310-6 as submitted and completed as in (1) above.

(2) All the copies of all attachments submitted by the applicant.

c. Retain a district office file copy of the disapproval letter and a copy of the completed FAA Form 8310-6.

1122. APPROVAL OF APPLICATION. When an application is approved:

a. Complete applicable items of FAA Form 8310-6 (RIS: FS 8310-4).

(1) Refer to Figures 4-13 and 4-14 of this section for typical execution of form.

- (2) Retain original in district office file.
- (3) Distribute copy as directed in Section 16 of this chapter.
- b. Assign school certificate number in accordance with Chapter 4, Section 9, of this Order.
- c. Execute FAA Form 8000-4, Air Agency Certificate (Figure 4-15, of this section).
  - (1) The type of agency is "Aviation Maintenance Technician School."
  - (2) Original only required.
- d. Indicate approval of all attachments to certification file.
  - (1) Place date and initial of approving official on each page.
  - (2) Return initialed original and retain copy in district office file.
- e. Provide mailing list information in accordance with Chapter 2, Section 14, of this Order.

1123. FORMS. Example forms used in this certification of aviation maintenance technician schools are illustrated in the Figures 4-13 and 4-14.

1124.-1139. RESERVED.

FIGURE 4-13. TYPICAL EXECUTION OF INSPECTION REPORT (REVERSE), FAA FORM 8310-6

RIS: FS 8310-4

AVIATION MAINTENANCE TECHNICIAN SCHOOL INSPECTION REPORT (FOR FAA USE ONLY)																
<b>INSTRUCTIONS:</b> The items listed below are applicable to certification inspection and/or to surveillance. Complete each item. If an item is not applicable indicate entry as "NA".																
1. NAME OF SCHOOL <b>ACE Aeronautical Academy</b>					2. CERTIFICATE NO. <b>190</b>					3. TYPE OF INSPECTION AND DATE						
										SESSION						
										DAY						
										EVENING						
4. SCHOOL CHARACTERISTICS																
SESSION		a. PRESENT ENROLLMENT			b. TOTAL NUMBER OF INSTRUCTORS			c. MAXIMUM HRS. TRAINING PER WEEK PER STUDENT (Exclusive of lunch or rest periods)			4. RATINGS APPLIED FOR OR NOW IN EFFECT			5. DATE OF APPROVAL FOR CURRICULUM NOW IN USE		
		AIR-FRAME	POWER-PLANT	A & P	CERTIFICATED	NONCERTIFICATED	AIR-FRAME	POWER-PLANT	A & P	AIR-FRAME	POWER-PLANT	A & P	AIR-FRAME	POWER-PLANT	A & P	
DAY		15	15		6	1	30	30		X	X		-	-	-	
EVENING		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5. How many students were graduated during the previous 12 months?										AIRFRAME (A)		POWERPLANT (P)		A & P		
										0		0				
6. Instructor/student ratio.				a. Classroom						1 to 10		1 to 10		1 to		
				b. Shop						1 to 10		1 to 10		1 to		
7. Number of hours in approved curriculum.										1200 Hrs.		1200 Hrs.		Hrs.		
8. Is certificate current and properly displayed?													YES	NO		
													X			
9. Does the curriculum in use meet the requirements of FAR 147?														X		
10. Is the approved curriculum actually being followed?														X		
11. Do facilities and equipment continue to meet the certification requirements of FAR 147?														X		
12. Are necessary materials, tools, and equipment available and serviceable for training?													X			
13. Is there a sufficient number of qualified instructors?													X			
14. Has there been any change in instructor or administrative personnel since the last inspection? (If "YES," explain in Remarks)														X		
15. Is classroom and shop space suitable for courses given and number of students?													X			
16. Are the instructional aids (mockups, projectors, charts, films, etc.) current, specifically applicable to the curriculum, and sufficient for all phases of training?													X			
17. Are there sufficient copies of FAR's, manufacturer's instructions, etc.?													X			
18. Have proper safety measures been taken to insure protection of students operating hazardous equipment including facilities for running engines?													X			
19. Are student records current and do they reflect:																
a. Daily actual hours students have been in class?														X		
b. Progress through courses in the curriculum including accomplishment of laboratory and shop projects?														X		
c. Grades for all courses including quizzes, tests, and practical projects?														X		
20. REMARKS AND ITEMS TO FOLLOW UP ON NEXT INSPECTION (Use additional sheets if more space is needed)																
Curriculum has been changed without prior approval of FAA. Turbine engine is no longer operable - needs replacement. Still no centrally located student record system. School given 45 days to clear deficiencies. See letter to school authorities.																
21. INSPECTION RESULTS					22. OFFICE IDENTIFICATION					23. INSPECTOR'S SIGNATURE						
SATISFACTORY					AEA-FSDO-62					 Emil Elwell						
XX UNSATISFACTORY																
OTHER																

FIGURE 4-14. TYPICAL EXECUTION OF FAA FORM 8000-4, AIR AGENCY CERTIFICATE - AVIATION MAINTENANCE TECHNICIAN SCHOOL

UNITED STATES OF AMERICA  
DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

# Air Agency Certificate

*Number* 190

*This certificate is issued to*

ACE Aeronautical Academy

*whose business address is*

Washington National Airport  
Washington, D.C. 20001

*upon finding that its organization complies in all respects with the requirements of the Federal Aviation Regulations relating to the establishment of an Air Agency, and is empowered to operate an approved*

AVIATION MAINTENANCE TECHNICIAN SCHOOL

*with the following ratings:*

AIRFRAME  
POWERPLANT

*This certificate, unless canceled, suspended, or revoked, shall continue in effect* INDEFINITELY

*By direction of the Administrator*

*Date issued:*

January 10, 1978

*Ralph Buelingame*

Chief, AEA-FSDO-62

**THIS CERTIFICATE IS NOT TRANSFERABLE, AND ANY MAJOR CHANGE IN THE BASIC FACILITIES, OR IN THE LOCATION THEREOF, SHALL BE IMMEDIATELY REPORTED TO THE APPROPRIATE REGIONAL OFFICE OF THE FEDERAL AVIATION ADMINISTRATION**

**Any alteration of this certificate is punishable by a fine of not exceeding \$1,000, or imprisonment not exceeding 3 years, or both**

FAA Form 8000-4 (1-67) SUPERSEDES FAA FORM 390.

SECTION 17. AVIATION MAINTENANCE TECHNICIAN SCHOOL  
CERTIFICATION - TEAM CERTIFICATION

1140. PURPOSE. This section sets forth the procedures for team action in original certification, approval for an added rating, or approval of changed curriculum.

1141. REFERENCE. FAR Part 147, Aviation Maintenance Technician Schools.

1142. TEAM CERTIFICATION REQUIREMENT.

a. Team certification procedures will be used in each of the following certification or approval actions:

- (1) Original certification;
- (2) Addition of a rating; and
- (3) Request for approval of curriculum change (optional or as directed by the region).

b. The team shall be established in response to receipt of an application for any one of the above actions and dismissed at the conclusion or discontinuation of that action.

c. The team will make an evaluation of the application file and an on site inspection of the school and, under the leadership of a team leader, make the final approval or disapproval judgment regarding the application.

1143. TEAM MEMBERSHIP.

a. The minimum team shall consist of:

- (1) A leader, assigned by the district office, that accepts the application; and
- (2) One member, assigned or provided for by the region.

b. Optional members may be assigned by the district office or the region.

- (1) Optional members may serve as member, advisory, or observer.
- (2) Optional members may serve for less than the full term of existence of the team.

c. Team members shall be selected and assigned on the basis of their experience, training, and ability to perform the required tasks.

d. Cross utilization of avionics inspectors/specialists by assignment as team member or advisor is encouraged, especially when:

(1) Avionics or related subjects make up substantial parts of a proposed course; or

(2) Incorporation of avionics and related subjects into an existing curriculum is expected to result in problem areas.

1144. TEAM MEMBER ROLES.

a. The leader shall:

- (1) Take overall responsibility for the certification or approval action;
- (2) Be responsible for the conduct of the team;
- (3) Make all arrangements for the team inspection;
- (4) Make task assignments to team members and coordinate their activities;
- (5) Serve as a working member of the team.
- (6) Receive reports and recommendations from team members;
- (7) Make the final judgment about curriculum approval or certificate issuance;
- (8) Establish and maintain the FAA file of record for the school;
- (9) Originate or coordinate all correspondence and contacts with the applicant; and
- (10) Dismiss the team at the conclusion of the assignment.

b. A member shall:

- (1) Perform analysis, evaluation, and inspection tasks assigned by the team leader; and
- (2) Make reports and recommendations to the team leader in assigned area.

c. An advisor shall:

- (1) Advise the team leader about certification standards and applicability of regulations;
- (2) Consult with the team leader on request about unique problems associated with the specific certification action;
- (3) Advise the team leader about regional policies and procedures or about technical matters in his speciality area; and

(4) Accept assignments from the team leader on the same basis as a member.

d. An observer shall:

- (1) Observe team operation and activities;
- (2) Make a written report of his observation to the assigning office with a copy to the appropriate region; and
- (3) Act as a working member only as requested by the team leader.

1145. TEAM CERTIFICATION PROCEDURES.

a. Preapplication assistance will be provided by the local district office.

- (1) Refer to Section 15, paragraph 1093 of this Order.
- (2) The district office may request assignment of a team before receipt of an application if the team effort will be most effective then. Generally speaking, if assistance is required before the curriculum proposal is available and an on-site inspection of the school can be performed, the district office should request assignment of an advisor but not request a certification team.

b. On receipt of an application.

- (1) The district office will:
  - (a) designate a team leader; and
  - (b) establish an inspection date.
    - 1 usually within 30 days but not more than 60 days after receipt of the application.
    - 2 allow sufficient time for coordination with the team.
    - 3 the team should generally be in session not less than 1 or more than 3 days.
  - (c) notify the region of receipt of the application.
    - 1 include the name of the team leader.
    - 2 include the inspection date.
- (2) The region will:
  - (a) make team member assignments; and
  - (b) notify AWS-300 of receipt of the application.

1 include team assignments and inspection date.

2 request participation as required.

(c) notify the district office of team assignments and confirm the inspection date.

c. Review of the certification file.

(1) The certification file will consist of the application and attachments as identified in Section 16, Paragraph 1094 of this order.

(2) The designated team leader should make a thorough analysis of the certification file, and especially the curriculum proposal, before the date of the team inspection.

(a) Copies, if available, may be forwarded to designated team members.

(b) The team leader may request the applicant to make corrections or amendments based on his preliminary analysis.

(c) The team leader may request the assignment of a member or advisor with special experience or in another specialty (e.g., avionics) if his review suggests special requirements or problem areas.

(d) Team members who receive material from the team leader for analysis before the inspection date should:

1 perform the requested action, and;

2 return the materials during the team inspection unless otherwise requested.

1146. TEAM ACTION.

a. Before the on-site inspection:

(1) the team leader should brief the team and make task assignments;  
and

(2) the team should complete their analysis and evaluation of the certification file.

b. During the on-site inspection:

(1) the team leader should brief the applicant and act as team spokesman; and

(2) team members should perform their assigned tasks.

c. At completion of the on-site inspection:

(1) The team leader debriefs the team and accepts reports and recommendations.

(a) negative recommendations by a team member require written followup to the team leader within 5 working days; and

(b) positive recommendations can be oral.

(2) The team leader makes final judgment and approves or denies the application following the procedure in Section 16, paragraphs 1121 or 1122 of this Order.

d. If the on-site inspection is not the final action prior to approval, the team leader should assure that all parties concerned understand:

(1) What actions remain to be taken;

(2) who is expected to make the remaining actions (the applicant or FAA); and, if by FAA,

(3) what the probable time schedule will be.

1147.-1159. RESERVED.

SECTION 18. AVIATION MAINTENANCE TECHNICIAN SCHOOL CERTIFICATION -  
APPROVAL OF CHANGE OF LOCATION

1160. PURPOSE. The purpose of this section is to establish procedures for approving a change in location of a certificated aviation maintenance technician school.

1161. REFERENCE. FAR Part 147, Aviation Maintenance Technician Schools, Section 147.41, Change of Location.

1162. GENERAL. The referenced section of FAR Part 147 prescribes that:

a. The holder of a school certificate may not change the school's location unless the change is approved in advance.

b. The certificate holder shall notify the Administrator 30 days in advance if he desires to change the school's location.

c. If the certificate holder changes the school's location without prior approval, the certificate is revoked.

1163. NOTIFICATION AND APPLICATION FOR APPROVAL.

a. Notification and application should be directed to the district office that has certificate responsibility for the school.

b. Notification may be made by letter or in the "Remarks" block of FAA Form 8310-6.

c. Applicants shall use an Aviation Maintenance Technician School Certificate and Ratings Application, FAA Form 8310-6 (6-72) (OMB-R0108) for the approval application.

d. Refer to Section 17 of this chapter for content and disposition of the file.

1164. APPROVAL OF CHANGE OF LOCATION.

a. The district office shall contact the certificate holder and make a detailed analysis of his plans and their effect on:

(1) The students in training, whether or not in actual attendance during the time of the change;

(2) the school's method of meeting the certification requirements, particularly FAR Section 147.15 and FAR Section 147.21.

b. Approval should be signified by letter to the school. The letter should contain:

(1) Any operations specifications or limitations that are necessary to prescribe in the interests of safety. Specifications or limitations may typically relate to:

(a) the portions of the instructional program that will be effected by the change and the provisions for making it up;

(b) changes that are required to be made in equipment, materials, instructional equipment, tools, shop equipment, curriculum, instructional staff, etc.; and

(c) any others that are necessary.

(2) The letter should be forwarded within 30 days after receipt of notification.

1165. CHANGE OF LOCATION MADE WITHOUT NOTIFICATION. FAR Section 147.41 prescribes that a school certificate is revoked if a change in its location is made without approval. If a change has been made without notification, the district office should:

a. Notify the certificate holder that the school certificate is revoked;

b. Inform the school that it must submit an FAA Form 8310-6 with the appropriate attachments for issuance of a certificate; and

c. Accept and process the application in the usual manner for original issuance of a certificate.

1166. CHANGES OF LOCATION TO ANOTHER FAA DISTRICT.

a. The notification and application for approval should be directed to the district office that has current certificate responsibility.

b. The losing district office should contact and coordinate directly with the receiving district office.

c. The school remains the responsibility of the losing district office until the change is approved.

1167.-1175. RESERVED.

## SECTION 19. AVIATION MAINTENANCE TECHNICIAN SCHOOLS - SURVEILLANCE

1176. PURPOSE. This section provides guidance for the surveillance of certificated aviation maintenance technician schools (AMTS).

1177. GENERAL. Certificated aviation maintenance technician schools should be monitored for adherence to their curriculums, pertinent FAR's, and continued compliance with the certification requirements and operating rules.

1178. SURVEILLANCE INSPECTIONS. FAR Section 147.43 prescribes that the Administrator may inspect a school at any time to determine its compliance with FAR Part 147. Such an inspection is normally made once each 6 months to determine if the school continues to meet the requirements under which it was certificated, with informal inspections made as warranted.

a. Formal Inspection.

(1) The frequency will generally be two formal inspections per year, but may vary depending upon the approved annual work program, the needs of the individual school, the available staffing, etc.

(2) The scope of a formal inspection should be such that a complete determination can be made at least annually that the school continues to meet the requirements under which it was certificated.

(3) The school will be notified in writing of any deficiencies found during the formal inspection.

b. Informal Inspections.

(1) The frequency will vary according to the needs of the individual school and the FAA work program demands, but generally should not be less than two per year, while school is in session.

(2) The scope of an informal inspection should be such that it can be determined whether the school is complying with FAR Part 147, Subpart C, Operating Rules, and that the overall program is effective.

(3) The school should be informed in writing of changes that are required as a result of the inspection. Recommendations for improvement or change may be verbal or written, but should be recorded in some manner for follow-up purposes.

1179. SPECIAL SURVEILLANCE OBJECTIVES.

a. General Curriculum Requirements. Based on a variety of indicators, it is apparent that some schools are not providing the number of hours of instruction specified in their approved curriculums. During AMTS surveillance, inspectors should ensure that typical "time-loss" items do not affect approved curriculum hours:

- (1) Instructors on leave or ill - prevalent in small schools - classes dismissed or students sent to study room.
- (2) Teachers' strikes - total time loss for period of strike - difficult to make up particularly in those schools where a heavy class schedule is required.
- (3) Environmental conditions - heat, cold, snow, flood, etc.
- (4) Maintenance of school facilities - heating system, painting, lighting, relocating classes, shops, and labs.
- (5) Dead week (end of semester) - student studies on her or his own for final exams.
- (6) Test week (end of semester) - student is scheduled for testing only.
- (7) Industry field trips - can be very helpful, but must be worthwhile.
- (8) Class outings - time should not be taken from instructional hours.
- (9) Student achievement days - class dismissed to allow all students to honor students who have excelled in one way or another.
- (10) Sports day - classes dismissed in recognition of school's athletic programs.
- (11) Religious emphasis week - daily instructional time reduced to allow students to participate in religious emphasis activities.
- (12) Opening day each semester - in many cases is a full "time-loss" day.
- (13) Pioneer day/rodeo day - every area has something of this sort - time must not come from approved instructional hours.
- (14) State holidays - some states observe special holidays in addition to recognized national holidays.
- (15) Teachers' meetings - within most state educational systems, teachers are required to attend a predetermined number of annual meetings.
- (16) Allowed absences - inspectors should review school catalogs for information in this regard - allowed absences (hours) must not come from approved instructional hours.
- (17) Grading day - in some school systems, teachers/instructors are allowed one day each grading period to develop grades without the necessity of meeting classes on that day.

(18) Annual cleanup - usually includes painting of shop equipment, etc.

(19) Open house - school visitation by relatives and friends - no instruction.

(20) Graduation - in some school systems, this day is included as an instructional day.

b. Required Attendance. (FAR Section 147.31(a)), published school calendars, individual student enrollment schedules, student makeup schedules, and class schedules provide a good source of surveillance information.

c. Subject Test. (FAR Section 147.31(b)).

(1) A subject, for purposes of this section, is a segment of instruction not greater in scope than the subjects identified in FAR Part 147, Appendixes B, C, and D (e.g., Basic Electricity, Welding, Fire Protection Systems, Turbine Engines, etc.). They need not be titled the same as long as all subjects are accounted for.

(2) The recordkeeping requirements of FAR Section 147.33 are applicable.

d. Credit for Prior Instruction or Experience.  
(FAR Section 147.31(c)).

(1) A student may be issued a graduation certificate only if all curriculum requirements have been completed by taking and passing the specified courses or by being properly credited with them.

(2) School records should show the basis for crediting previous instructor or experience, including records of tests and copies of documents.

(3) School records should indicate the exact curriculum subjects credited to the student for previous instruction.

(4) Section 147.31(c)(i) and (ii) allows for instruction satisfactorily completed at an accredited university, college, junior college, vocational, technical, trade, or high school.

(5) As defined "accredited" means that a United States institution, school, or its programs has met, upon examination, specific standards of educational quality established by an "accrediting agency" or association that is recognized by the United States to accredit that particular category of institution, school, or its programs.

(6) As defined, "accrediting agency" means a nationally recognized accrediting agency recognized to accredit a particular category of United States institutions, schools, its programs, or courses of study.

(7) The school should be encouraged to describe its policy and procedures for crediting and to make the description a part of its approved manual.

(8) The recordkeeping requirements of FAR FAR 147.33 are applicable.

e. Number of Students Enrolled (FAR Section 147.31(d)).

(1) Determine that the number of students enrolled is not more than the number stated in school's application.

(2) Determine that the school is able to effectively handle the number of students actually enrolled.

f. Approved System for Determining Final Course Grades.  
(FAR Section 147.31(e)).

(1) The system should, as a minimum, reliably distinguish between successful students and unsuccessful students.

(2) The system must be described by the school and APPROVED by FAA. Description should be made part of the approved manual and approval indicates the same as for the remainder of the manual.

(3) All grade reports and records identified as part of the approved grading system are subject to the recordkeeping requirements of FAR Section 147.33.

(4) Surveillance should determine that the approved system is being followed and is effective.

g. Approved System for Recording and Controlling Student Attendance.  
(FAR Section 147.31(e)).

(1) The system should, as a minimum, show absences allowed and makeup provisions.

(2) The system must be described by the school and APPROVED by FAA. Description should be made part of the approved manual and approval indicates the same as for the remainder of the manual.

(3) The system should not permit make up to interfere with regular instruction.

(4) The system should provide for making up missed instruction as well as missed time.

(5) Surveillance inspection should determine that the approved system is being followed and is effective.

(6) The recordkeeping requirements of FAR Section 147.33 are applicable.

h. Records. (FAR Section 147.33).

(1) Determine if records are available for all students. Also, an occasional check of all the records for one or two recently graduated students and one or two current students is an effective technique.

(2) The progress record or chart need not show grades for practical laboratory work if they are available in another record.

i. Transcripts of Grades. (FAR Section 147.35).

(1) Transcripts must be available to a student whether or not he graduates.

(2) Transcript should be clearly distinguishable from graduation certificate.

j. Graduation Certificate or Certificate of Completion.  
(FAR Section 147.35).

(1) May be issued ONLY if student has successfully completed all the curriculum requirements.

(2) "Approved curriculum title" means: Airframe; Powerplant; or Airframe and Powerplant.

k. Maintenance of Instructor Requirements. (FAR Section 147.36).

(1) Make a positive determination that instructor resource is adequate and effective.

(2) Instructor/student ratio of 1:25 in shop or lab is maximum. Require a lower ratio in any shop or lab if necessary to provide adequate instruction and supervision of students.

(3) Determine that instruction given by specialized instructors is well coordinated with aviation technical subjects.

(4) Determine that school has positive control of what is taught and when it is taught.

(5) Determine whether school regularly assesses instructor performance and provides for instructor improvement.

(6) Determine individual instructor effectiveness in theory and shop classes by observation and interview.

l. Quality of Instruction. (FAR Section 147.38(a)).

(1) A school must provide instruction of such quality that a prescribed percentage of its graduates during any 24-calendar month period will be able to pass the appropriate FAA written test on the first attempt.

(2) If the number of graduates who pass the written test is significantly less than the national passing norm displayed in the Aviation Maintenance Technician School Norms vs. National Passing Norms, A&P Report (RIS: AC 8080-08), or when the test performance (either scores or passing ratio) declines from previous levels, corrective action may be indicated.

(a) Poor test performance does not, in itself, indicate poor instruction, but is usually a signal that some aspects of the school operation are inadequate or ineffective.

(b) Determine the cause of poor test performance and explore, with the school, ways of improving the overall school program.

m. Enforcement (FAR Section 147.38(a)). Determination of enforcement action should not be based solely on RIS: AC 8080-08 report because of possible errors in coding Card B of AC Form 8080-3, Airman Written Test Application, and their effect on the reported data. The following procedure is recommended if enforcement action is contemplated:

(1) Obtain from the school records the name and graduation dates of all graduates for the 24-month period desired. Ensure the ending date of the 24-month period is at least 60 days prior to the current date.

(2) Forward the list of names and graduation dates to AVN-133 for a record search.

(3) If the record search indicates significant deviation from the norm (noncompliance with FAR Section 147.38(a)), then violation action should be initiated.

1180. AVIATION MAINTENANCE TECHNICIAN SCHOOL NORM VS. NATIONAL PASSING NORMS, RIS: AC 8080-08, AND ASSOCIATED REPORTS. This series of reports has been created to provide information to the school and the responsible FAA region and district office about the mechanic test performance of school graduates. The reports are useful to monitor school performance and to determine whether schools meet the quality of instruction provisions of FAR Section 147.38a. The reports are discussed separately:

a. RIS: AC 8080-08, Aviation Maintenance Technician School Norms Vs. National Passing Norms, is the basic report of the series. RIS: AC 8080-08 contains a record of test activity and performance of graduates of the subject school who apply for a mechanic written test for the first time within 60 days after graduation. It is produced quarterly and distributed to each school that has mechanic test activity during the report quarter. The report is also available on request to the responsible FAA region or district office. RIS: AC 8080-08 is described in greater detail in Paragraph 1182. See Figures 4-15, 4-16, and 4-17 of this section for examples of the report.

b. RIS: AC 8080-10, Aviation Maintenance Technician School Norms Vs. National Passing Norms, contains a summary of RIS: AC 8080-08 information for all schools in a region that had written test activity during the report

quarter. It is produced quarterly and distributed to the responsible region. See Figure 4-18 of this section for an example of the report.

c. RIS: AC 8080-13, Aviation Mechanic Test Applicant Listing, contains a record, by applicant's name, of the test performance for graduates from a subject school for a time period specified by the requestor. It is produced when requested by the responsible FAA region or district office and is distributed to the requesting office. Make out the request to AVN-133 for RIS: AC 8080-13. Specify the school name and certificate number; the time period desired; and whether original test only or originals and retakes are desired. See Figure 4-19 of this section for an example of the report.

d. "Nonschool" reports, similar in form to RIS: AC 8080-08 and RIS: AC 8080-10 are also made for:

(1) Applicants who graduate from a certificated school, but who take the mechanic tests for the first time more than 60 days after graduation. The reports are arranged by region in which the testing occurred and not by individual school. The reports are produced quarterly and are available from AVN-133 by request from the responsible region.

(2) Applicants who qualify for testing through actual experience and are not graduates of a certificated school. The reports are arranged by region in which the testing occurred. The reports are produced quarterly and are available from AVN-133 by request from the responsible region.

#### 1181. USE OF THE RIS: AC 8080-SERIES REPORT.

a. RIS: AC 8080-10, are summary reports intended to conserve region/district office manpower in monitoring school activity and performance. When an individual school norm drops below the national norm in excess of the requirements of FAR Section 147.38a, an asterisk (\*) will appear opposite the school norm. The responsible region/district office may obtain more detailed performance information to assist in determining problem areas by requesting RIS: AC 8080-08 and/or RIS: AC 8080-13.

b. The report data may be shared freely with the school to which it refers. Requests for report information from persons other than the subject school should be referred to AVN-133.

c. The periodic reports are distributed quarterly following the quarter in which the test activity occurs; i.e., the January, February, March reports will be distributed after April 1. On-request reports may be requested at any time.

d. Reports are distributed for all schools on the file for the months of January and July. Reports are distributed only for schools which have test activity during the preceding quarter.

1182. HOW TO READ THE RIS: AC 8080-8 REPORT.

a. The Heading. The first line of the heading includes the primary receiver of the report, the name of the report, the quarter test activity occurred, the RIS number, and the date of the report. The second line of the report includes the school identifier, the name of the school, the region, and the district office identifier. See Figures 4-15, 4-16, and 4-17, of this section for examples of the reports.

b. The Main Body. The report is divided into three areas.

(1) Area No. 1. Current Quarter. Test activity and performance data for the quarter uses the first five columns in the upper half of the report.

(2) Area No. 2. Two-Year Accumulative. Two-year accumulative school total applicants and norm plus total national applicants and norm uses last four columns in the upper half of the report.

(3) Area No. 3. Written Test Subject Area Norm Vs. National Subject Area Norm. School 12-month subject area norm comparison to the national subject area norm and 1-year subject area norm comparison to the national subject area norm uses lower half of the report.

c. Report Area No. 1. Data for the current quarter only.

(1) Column 1. Type test. General (AMG), Airframe (AMA), and Powerplant (AMP).

(2) Column 2. No. Appls. Total number of applicants taking the test. Original only. Partial completions or retakes not included.

(3) Column 3. No. Appls. Pass. Total number of applicants passing the test or a section of the test.

(4) Column 4. Pct. Appls. Pass. The percent of applicants passing the test or a section of the test.

(5) Column 5. Avg. Grade. The average grade for the test or sections of the test.

d. Report Area No. 2. Data for the most recent 24 months including the month of the report.

(1) Column 6. Appls. The total number of applicants from a school taking the test for the first time.

(2) Column 7. Norm. The school passing norm, representing the percentage of all first time applicants within 60 days after graduation from the certificated school and within the 24-month period of the report. (NOTE: This figure may be flagged by an asterisk (\*) denoting the figure is below the norm limits set by FAR Section 147.38(a), taking into account the school size and the

allowable tolerance). The lower limit of the school norm is calculated by the computer taking into consideration the school size.

(3) Column 8. Nat'l Appl. The total number of applicants from all schools taking the test for the first time within the 24-month period of the report.

(4) Column 9. Nat'l Appl. The national passing norm, representing the percentage of all applicants from all the schools passing the test on the first attempt within 60 days after graduation and within the 24-month period of the report.

e. Report Area No. 3. One-year accumulative data, monthly data, and identification of technical areas.

(1) The technical subject areas are shown by code letters A-T at the top of each column and the abbreviated subject title printed vertically below each subject column. The codes are the same as those used in the appropriate "stuffer sheets" provided with written test grade reports. (AC 8080-2-15 for General; AC 8080-2-16 for Airframe; AC 8080-2-17 for Powerplant).

(2) One-year accumulative. Data for the most recent 12 months including the quarter of the report.

(a) The line marked SUB NORM 1-YR displays the accumulative school applicant norm for each subject area for the school shown in Area 1 of the report for the 12-month period of the report.

(b) The line marked NAT NORM 1-YR displays the accumulative applicant norm for each subject area for all schools for the 12-month period of the report.

(3) Monthly Data. This area of the report has two lines of data for each of the 12 months of the year. The lines are identified as SUB JAN through DEC and NAT JAN through DEC.

(a) THE SUB LINE displays the school applicant norm for each subject area for each month's test activity for the school identified in Area 1 of this report.

(b) THE NAT LINE displays national applicant norm for each subject area for each month. The national norm is established by dividing the total number of applicants taking the test nationally into the total number of questions missed nationally in the subject.

(c) The number in the SUB LINE should be smaller than the number in the NAT LINE. The presence of an asterisk preceding the number in the Sub line indicates that subject area is a problem area for those applicants of that school for which the report was published.

1183. AVIATION MAINTENANCE TECHNICIAN SCHOOL INSPECTION REPORT  
(RIS: FS 8310-4). The inspection report side of FAA Form 8310-6, Aviation Maintenance Technician School Certificate and Ratings Application

(NSN: 0052-00-034-5002), to record and report formal and informal surveillance inspection of aviation maintenance technician schools.

a. Items of the inspection report that may need additional explanation area:

(1) Block 3. Type of Inspection and Data. Enter the inspection date in the appropriate block(s) to signify the type of inspection.

(2) Block 4a. Present Enrollment. Do not use the "Combined" block to indicate the total enrollment. The sum of the numbers in all of the ratings blocks should equal the total number of students enrolled.

(3) Block 6. Instructor/Student Ratio. Show the usual ratio in aviation technical subjects.

(4) Block 20. Remarks. etc. Develop a habit of recording observations about problems, improvements, needed changes, recommendations, etc., and to review previous inspection reports before each inspection. Attach copies of correspondence, if appropriate.

b. Informal inspection report distribution. Retain original in district office files. No copies required.

c. Formal inspection report distribution.

(1) Retain original in district office files.

(2) Forward one copy to regional office.

d. Mailing list information. Report all changes in school name, address, or ratings in accordance with Chapter 2, Section 14, of this Order.

e. Enforcement action appropriate to the situation should be taken in instances of noncompliance with the Federal Aviation Regulations.

1184. FORMS. Example forms referenced in this section are illustrated in the following figures:

1185.-1299. RESERVED.





FIGURE 4-17. AVIATION MAINTENANCE TECHNICIAN SCHOOL NORMS VS. NATIONAL PASSING NORMS: POWERPLANT TEST - RIS: AC 8080-08

AVIATION MAINTENANCE TECHNICIAN SCHOOL NORMS VS NATIONAL PASSING NORMS		FOR SEP 76		ELIS AC 8080-08		DATE 10/06/76	
SCHOOL		SOUTHERN STATE METROPOLITAN		SOUTHERN		ASO-CADD-01	
COURSE		2296		TUB VBAR		ACCMU01A73 V0	
TYPE TEST		NO APPEARANCE'S PASS PER APPLS PASS AND GRADG		APPLS		NORMS	
EXAMINANT SECTION		0		12 0 60		7-217 70	
BRIEFEN TEST SUBJECT AREA NORM VS NATIONAL SUBJECT AREA NORM		0		0		0	
A	B	C	D	E	F	G	H
SUB NOV 17A	0.71	0.65	0.43	0.57	0.63	1.00	1.71
MAY NOV 17A	0.70	1.00	0.93	0.50	0.44	1.17	2.02
SUB JAN	2.00	0.50	0.00	0.00	0.00	0.50	1.00
MAY JAN	2.94	1.36	0.92	0.75	0.59	1.24	1.64
SUB FEB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAY FEB	3.04	1.43	1.04	0.65	0.56	0.72	2.04
SUB MAR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAY MAR	2.05	1.34	1.07	0.54	0.50	0.76	2.05
SUB APR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAY APR	2.34	1.49	1.09	0.36	0.42	0.70	1.96
SUB MAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAY MAY	2.75	1.91	0.97	0.00	0.00	0.00	0.00
SUB JUN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAY JUN	3.05	1.54	0.91	0.00	0.00	0.00	0.00
SUB JUL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAY JUL	2.06	1.73	0.90	0.45	0.34	1.55	2.13
SUB AUG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAY AUG	2.76	1.36	1.00	0.50	0.43	1.45	2.01
SUB SEP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAY SEP	2.82	1.42	1.00	0.59	0.59	1.49	2.24
SUB OCT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAY OCT	2.53	1.34	0.93	0.58	0.47	1.39	1.63
SUB NOV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAY NOV	2.51	1.22	0.82	0.54	0.46	1.14	1.43
SUB DEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAY DEC	2.44	1.29	0.82	0.59	0.42	1.17	1.44

AREA 3

FIGURE 4-18. AVIATION MAINTENANCE TECHNICIAN SCHOOL NORMS VS. NATIONAL PASSING NORMS: RIS: AC 8080-10

AVIATION MAINTENANCE TECHNICIAN SCHOOL NORMS VS NATIONAL PASSING NORMS											
SCHOOL		2101		ACADEMY COLLEGE		FOR SEP 76		RIS AC 8080-10		DATE 10/08/76	
C U R R E N T		T M O		Y E A R		A C C U M U L A T I V E		E A S T E R N		A E A - S A D D - 1 1	
TYPE TEST		NO APPLS	NO APPLS	PCT APPLS PASS	AVG GRADE	APPLS	NORM	MATL APPLS	MATL NORM		
GENERAL TEST		1	1	100.0	82	86	70	8,531	70		
AIRFRAME SECTION 1		1	0	0.0	68	83	60	7,274	60		
2		1	1	100.0	85						
POWERPLANT SECTION 1		0	0	0.0	0	41	60	7,217	70		
2		0	0	0.0	0						
SCHOOL		1111-3		TECHNOLOGICAL CENTER		E A S T E R N		A E A - S A D D - 1 1			
C U R R E N T		T M O		Y E A R		A C C U M U L A T I V E		E A S T E R N		A E A - S A D D - 1 1	
TYPE TEST		NO APPLS	NO APPLS	PCT APPLS PASS	AVG GRADE	APPLS	NORM	MATL APPLS	MATL NORM		
GENERAL TEST		4	1	25.0	65	42	30	8,531	70		
AIRFRAME SECTION 1		0	0	0.0	0	0	0	7,274	60		
2		0	0	0.0	0						
POWERPLANT SECTION 1		4	AREA	100.0	70	42	AREA	7,217	70		
2		4	3	75.0	74						
SCHOOL		4023		AVIATION UNIVERSITY		E A S T E R N		A E A - S A D D - 1 1			
C U R R E N T		T M O		Y E A R		A C C U M U L A T I V E		E A S T E R N		A E A - S A D D - 1 1	
TYPE TEST		NO APPLS	NO APPLS	PCT APPLS PASS	AVG GRADE	APPLS	NORM	MATL APPLS	MATL NORM		
GENERAL TEST		1	1	100.0	80	468	50	8,531	70		
AIRFRAME SECTION 1		3	1	33.3	68	299	30	7,274	60		
2		3	2	66.6	74						
POWERPLANT SECTION 1		1	1	100.0	72	327	60	7,217	70		
2		1	1	100.0	83						
SCHOOL		4505		VOCATIONAL & TECHNICAL SCHOOL		E A S T E R N		A E A - S A D D - 1 1			
C U R R E N T		T M O		Y E A R		A C C U M U L A T I V E		E A S T E R N		A E A - S A D D - 1 1	
TYPE TEST		NO APPLS	NO APPLS	PCT APPLS PASS	AVG GRADE	APPLS	NORM	MATL APPLS	MATL NORM		
GENERAL TEST		0	0	0.0	0	0	20	8,531	70		
AIRFRAME SECTION 1		0	0	0.0	0	1	0	7,274	60		
2		0	0	0.0	0						
POWERPLANT SECTION 1		0	0	0.0	0	0	30	7,217	70		
2		0	0	0.0	0						

FIGURE 4-19. AVIATION MECHANIC TEST APPLICANT LISTING:  
INTERROGATION REPORT - RIS: AC 8080-13

AVIATION MECHANIC TEST APPLICANT LISTING	RIS AC 8080-13	FROM JUL 76	THRU SEP 76	DATE	OCT 76					
SCHOOL 902-3					AREA-GADO-11					
NAME OF APPLICANT	SSN	EDD	CAT	S	EXM DT	SC1	SC2	SC3	EXPIRE DATE	PASS ALL SECTIONS
DOR John R	X345E307X	111	PM	74	081376	T	076	T	778 878 778	X
HENRY J P	X005H126X	111	PM	78	072176	048	080	083	778 778 778	
LEE Robert J	X795E538X	111	PM	78	072176	064	080	083	778 778 778	
WIS Richard R	X055A81AX	111	PM	78	072176	048	072	071	778 778 778	
SMITH Bob	X7750G6ZX	111	PM	68	072176	072	084	080	778 778 778	X
TRULFIC T J	X2150358X	111	PM	78	072176	084	076	059	778 778 778	
WILLIAMS B E	X1185218X	111	PM	78	072176	058	080	084	778 778 778	
END OF LISTING										
TOTAL APPL. AM 0 0 PM 7										
TOTAL PASS NUM 0 0 .283 2										

## CHAPTER 5. AIRMEN

## SECTION 1. MECHANIC CERTIFICATION

1300. AUTHORITY. Part 65, Subparts A and D, provide the regulatory basis for mechanic certification with airframe and/or powerplant ratings.

1301. PURPOSE. This section provides guidance for the testing and certification of aviation mechanics.

1302. GENERAL. Mechanic applicants who meet the experience requirements of FAR Section 65.77 should be permitted to take the required tests. Determinations of applicant eligibility will be made only by an FAA airworthiness inspector/advisor. This responsibility cannot be delegated to flight service station personnel, district office clerical personnel, or designated airman examiner personnel.

1303. MECHANIC EXPERIENCE. The experience required of a mechanic applicant should represent accumulated practical experience in the maintenance of airframes and/or powerplants. It is the intent that the practical experience gained will provide an applicant with an opportunity to obtain basic knowledge of and skills with the procedures, practices, materials, tools, machine tools, and equipment generally used in aircraft construction, alteration, or maintenance and inspection, regardless of where acquired during the learning process. Thus, experience gained in performing maintenance on military aircraft, working as an airframe or powerplant mechanic helper, or in building an aircraft at home should be evaluated on its own merits if it meets the intent of the experience requirements.

a. Applicants should not be expected to have become highly proficient in overhauls, major repairs, or major modifications of aircraft in the minimum 18 months experience.

b. Powerplant applicants should not be excluded from meeting the experience requirements because they do not have propeller experience. However, the powerplant mechanic tests (oral and practical) include questions and projects on propellers which must be successfully completed by powerplant applicants regardless of their experience.

c. When evaluating part-time practical aviation mechanic experience, a showing of equivalency of 18 months (or 30 months) on the basis of a standard 40-hour week is acceptable even where the months are not consecutive.

d. A standard work week, as defined by the U.S. Department of Labor, consists of 8 hours a day for 5 days or 40 hours per week; thus, a month is approximately 160 hours.

1304. THE MECHANIC WRITTEN TEST ARE OF THREE PARTS.

a. Aviation Mechanic General (AMG).

- b. Aviation Mechanic Airframe (AMA).
- c. Aviation Mechanic Powerplant (AMP).

(1) The Aviation Mechanic General (AMG) test consists of one section and covers subjects that apply equally to the airframe (AMA) and powerplant (AMP) ratings. An applicant who has passed the AMG test is not required to take it again when testing for an alternate rating or if he/she already has an alternate rating.

(2) The Aviation Mechanic Airframe (AMA) test includes Section I, Airframe Structures; and Section II, Airframe Systems and Components.

(3) The Aviation Mechanic Powerplant (AMP) test includes Section I, Powerplant Theory and Maintenance; and Section II, Powerplant Systems and Components.

#### 1305. WRITTEN TEST CREDIT.

Applicants may present AC Form(s) 8080-2, Airman Written Test Report, to establish written test credit.

1306. THE CURRENT MECHANIC ORAL AND PRACTICAL TESTS. The current mechanic oral and practical tests are of three sections. Section titles of the airframe tests are: I, General; II, Airframe Structures; and III, Airframe Systems and Components. The sections of the powerplant test are: I, General; IV, Powerplant Theory and Maintenance; and V, Powerplant Systems and Components. The General Section is the same for each test and covers subjects that apply equally to the airframe and powerplant ratings. Generally speaking, applicants will not be required to take the General Section twice.

1307. ESTABLISHING ELIGIBILITY FOR THE WRITTEN TESTS AND/OR RATING(S) SOUGHT. Prior to being given any portion of the written test, the applicant should present documentary evidence to an FAA inspector or advisor indicating that he/she meets the minimum practical experience for the certificate and the rating sought. Normally, one of the following will apply:

a. Certificated Aviation Maintenance Technician School Graduates. An applicant should present a graduation certificate or certificate of completion that certifies training received appropriate to the rating sought. There is no expiration date for use of the certificated school graduation certificate or certificate of completion.

- b. Other than Approved School Graduates.

(1) Civil Experience. Applicants who apply on the basis of civil experience must present documentary evidence from an employer, co-worker, or other legitimate source to establish a record of time and experience as required by FAR Section 65.77(a) or (b). The experience should cover an adequate amount of experience gained on a representative number of subject areas required for

the certificate and rating(s) sought. The FAA inspector should verify all verbal statements made by the applicant in order to assure their eligibility. There is no expiration for this eligibility.

(2) Military Experience. Applicants who apply on the basis of military experience must present documentary evidence such as military service records which may include Department of Defense Form DD214-205 together with copies of their military records should be advised to obtain copies from the department of Defense in order to establish eligibility for a Mechanic Certificate. Military Occupational Specialty (MOS) codes should be considered, as indicated in Appendix 7, but not accepted as exclusive proof for required time and experience. The military experience should cover an adequate amount of experience gained on a representative number of subject areas required for the certificate and rating(s) sought. There is no expiration for this eligibility.

1308. APPLICATION FOR WRITTEN TEST. When evaluation of an applicant's eligibility satisfies the reviewer, arrangements should be made for administering the written test. If the written test is to be taken at another time or place, issue FAA Form 8060-7, Airman's Authorization for Written Test. Substantiation of an applicant's eligibility may be questioned when the applicant has been issued an FAA Form 8060-7 by an inspector or advisor at some other district office. Give applicants clear instruction for filling out AC Form 8080-3, Airman Written Test Application. Be sure the applicant reads and understands the Privacy Act statement and other instructions contained on Page 1 of the test application.

1309. CONDUCTING WRITTEN TESTS. Written tests shall be conducted in accordance with the provisions of Order 8080.1B, Conduct of Airman Written Tests. Normally, written tests will be conducted at the local district office or FAA designated Written Test Examiner; however, arrangements may be made to conduct tests for a special group of applicants at a school, military base, or other similar facility. Some flight service stations have been authorized to administer written tests. However, the determination of applicant eligibility must be made by a Flight Standards District Office inspector or advisor.

1310. WRITTEN TEST GRADES. Written grades are reported to each applicant on AC Form 8080-2, Airman Written Test Report. The report indicates a numerical grade and an expiration date for each section passed. All actions of the written test must be passed within a 24-month period.

1311. APPLICATION FOR ORAL/PRACTICAL TESTS. Applicants will show proof of successful completion of all sections of the written test within the preceding 24 months by presenting a valid AC Form 8080-2. Graduates of an approved school shall complete duplicate copies of FAA Form 8610-2, Airman Certificate and/or Rating Application, when applying for oral/practical tests. (See Figure 5-1, this section for typical entries on application). Whenever an applicant is issued an FAA Form 8610-2, district office personnel should be certain the applicant detaches and reads the Airman Certification Privacy Act which is included as supplemental information to FAA Form 8610-2, Airman Certificate

and/or Rating Application (see Figure 5-5 of this section). Applicants applying on the basis of experience will present applications previously completed at the district office, bearing the FAA inspector's endorsement.

1312. TAKING PRACTICAL BEFORE WRITTEN TESTS. Certificated aviation maintenance technician school students may be authorized to take the oral/practical test before the written test in accordance with FAR Section 65.80.

a. Schools must show that each student is in the final phase of training, has made satisfactory progress, and is prepared for the test. The administrative burden to do this should be kept to a minimum. The proper school official should complete Item II E, (1) and (2) of FAA Form 8610-2, before the oral/practical tests are administered.

b. Student's Authorization Should be in Writing. Each student should complete the application side of FAA Form 8610-2, Airman Certificate and/or Rating Application, in duplicate. They should show the school's name and location (Item II D(1)), school number (Item II D(2)), curriculum enrolled in (Item II D(3)), and expected graduation date (Item II D(4)). They should not check Block D, Graduate of Approved Course (see Figure 5-2 of this section).

c. FAA Inspectors should complete Item II F (1), (2), (3), and (4).

1313. CONDUCTING ORAL/PRACTICAL TESTS. Oral and practical tests shall be administered in accordance with the instructions in Order 8610.4B, Aviation Mechanic Examiner Handbook.

1314. RECORDING ORAL/PRACTICAL TEST RESULTS. Record oral questions and practical projects on the reverse side of FAA Form 8610-2, Airman Certificate and/or Rating Application, in ink, as indicated in Order 8610.4B.

a. When the applicant passes a section, check the "Pass" block and indicate the expiration date (see Figure 5-3 of this section).

b. When the applicant fails a section, check the "Fail" block (see Figure 5-4 of this section).

c. When the applicant passes all the required sections of the oral and practical tests:

(1) Complete the "FAA Inspector's Report" portion of FAA Form 8610-2.

(2) Give the applicant the duplicate copy of FAA Form 8610-2 with instructions to hold until the permanent certificate is issued.

(3) Issue FAA Form 8060-4 (4-69), Temporary Airman Certificate (see Figure 5-6 of this section).

(4) Makeup and submit file as indicated in paragraph 1318 of this section.

d. When the applicant fails any required section of the oral or practical test or does not complete the test:

(1) Complete the "FAA Inspector's Report" portion of both copies of FAA Form 8610-2.

(2) Present the duplicate copy of FAA Form 8610-2 to the applicant as his/her record of the sections passed or failed.

(3) Return other documents to applicant, as appropriate.

(4) Makeup and submit file as indicated in paragraph 1319 of this section (see Figure 5-4 of this section).

e. When an FAA inspector administers the oral/practical test(s) to a mechanic applicant in accordance with FAR Section 65.80, should:

(1) Enter the test results on the reverse side of FAA Form 8610-2.

(2) Check the appropriate box in the "FAA Inspector's Report" portion of FAA Form 8610-2.

(3) Enter the date, sign his name, and enter his office identifier.

(4) Give the duplicate FAA Form 8610-2 to the applicant.

1315. RETEST AFTER FAILURE. Before an applicant is given a written or an oral/practical retest, he/she must present a valid AC Form 8080-2, Airman Written Test Report or an FAA Form 8610-2 as applicable, indicating the section(s) or subject(s) to be retested. If less than 30 days have elapsed since the last test, the applicant should present an appropriate letter indicating that he/she has received additional instruction in each of the subjects previously failed (FAR Section 65.19). See FAR Part 147, Appendix B, General Curriculum Subjects.

a. The written retest(s) will be conducted in accordance with the procedures in Order 8080.1C, Conduct of Airmen Written Tests.

b. The oral/practical retest(s) must cover all the subject areas in the failed, section as indicated on the application presented by him, and all those passed within 24 calendar months. If the applicant fails again, complete FAA Form 8610-2 only for the sections included in the retest. The AC Form 8080-2 presented by an unsuccessful applicant for the oral/practical retest will be returned to the applicant with a new duplicate FAA Form 8610-2. An applicant's final Certification file will include an FAA Form 8610-2 for the original test and each retest.

1316. TESTING FOR AN ADDITIONAL RATING. Follow the same procedures as for original testing for mechanic certification. Applicants who have the alternate mechanic rating, or who have passed the General Section of the test for the alternate rating within the preceding 24 months, are not required to take the General Section again. Evidence of passing is:

a. A mechanic certificate with the alternate rating (does not have to take the General Section of the written, oral, or practical test).

b. AC Form 8080-2 for the alternate rating that shows unexpired passing credit for the General Section.

c. FAA Form 8610-2 for the alternate rating that shows unexpired passing credit for the General Section (does not have to take the General Section of the oral or practical test if both passed).

1317. ISSUANCE OF TEMPORARY CERTIFICATES. FAA Form 8060-4, Temporary Airman Certificate (see Figure 5-6 of this section), should be issued by an inspector or a DME for original issuance of a mechanic certificate or when an alternate rating is added. When delegated, a DME may issue the temporary airman certificate. FAA Form 8060-4 may be issued to the applicant with typewritten entries or with ballpoint, hand-printed entries. A typewritten original, FAA Form 8060-4, signed by the issuing or approving inspector, must accompany an airman's file when forwarded to AAC-260. Since temporary certificates expire in 120 days, certification files should reach AAC-260 as soon as possible to permit review of an applicant's records, processing of the necessary records, and issuance of the "permanent" certificate before the expiration date. The FAA inspector or DME will use the following procedures in the issuance of FAA Form 8060-4, Temporary Airman Certificate.

a. Original issuance. If a social security number is not provided by the applicant, enter the word "pending" in Block III. If a social security number is provided, enter the number without dashes or spaces in Block III as the certificate number (see Figure 5-6 of this section).

b. Reissuance. The previously assigned certificate number will continue to be shown in Block III; however, if a social security number is provided, enter the number without dashes or spaces immediately above the applicant's date of birth (see Figure 5-6 of this section). A certificate may be reissued when an airman requests that his certificate number correspond with his social security number.

1318. APPLICANTS UNDER 18 YEARS OF AGE. An applicant who meets the requirements of FAR Part 65, except FAR Section 65.71(a)(1), may take the mechanic tests. However, the applicant must be informed that if the tests are passed, the mechanic certificate will not be issued until the applicant's 18th birthday. For applicants under 18 years of age:

- a. Do NOT issue FAA Form 8060-4, Temporary Airman Certificate.
- b. On the reverse side of FAA Form 8610-2, under REMARKS, put the following statement: "The applicant is not 18 years old. Temporary certificate was not issued."
- c. Send the original FAA Form 8610-2 to the supervising FAA district office.
- d. Give the completed and signed copy (duplicate) of FAA Form 8610-2, Airman Certificate and/or Rating Application, and AC Form(s) 8080-2 to the applicant.
- e. Instruct the applicant that upon reaching 18 years of age the applicant may present the duplicate copy of FAA Form 8610-2 and AC Form 8080-2 to the nearest FAA district office or appropriately rated Designated Mechanic Examiner, whereupon an FAA Form 8060-4, Temporary Airman Certificate, will be issued with appropriate ratings.
- f. When the applicant reaches 18 years of age and presents the appropriate documents, the issuing examiner shall forward the typed original FAA Form 8060-4, Temporary Airman Certificate, FAA Form 8610-2, Airman Certificate and/or Rating Application (this is the copy that was returned to the applicant at the time the certificate testing was completed), and the AC Form(s) 8080-2 through the supervising FAA district office of the Airman Certification Branch, AAC-260, P.O. Box 25082, Oklahoma City, Oklahoma 73125, which will issue the permanent certificate.

1319. FILE AND ROUTING

Applicant Presents	Applicant Receives	To Airmen Certification Branch, Oklahoma City
1. Application, FAA Form 8610-2.	1. One of the following: <ol style="list-style-type: none"> <li>a. Duplicate copy of FAA Form 8060-4 if applicant passes oral/practical and meets all the certificate requirements.</li> <li>b. Duplicate copy of FAA Form 8610-2.</li> </ol>	1. Application, FAA Form 8610-2
2. Valid AC Form 8080-2 for rating(s) sought.	2. AC Form 8080-2.	2. Valid AC Form 8080-2 when all tests have been passed.

- |  |   |   |
|--|---|---|
| <p>3. Military records or a letter from the military applicant's commanding officer, executive officer, or classification officer indicating the applicant's current military occupational speciality and code number.</p> | <p>3. Military records or a letter from the military authorities indicating the applicant's current military occupational speciality and code number.</p> | <p>3. For retakes. duplicate FAA Form 8610-2.</p>                             |
| <p>4. For retest, duplicate of FAA Form 8610-2.</p>  |   | <p>4. Letter certifying additional instruction if retaken within 30 days.</p> |
| <p>5. Mechanic Certificate AC Form 8060-1, or FAA Form 8060-4 when adding a rating.</p>  |   | <p>5. Original of FAA Form 8060-4.</p>  |
| <p>6. For retest within 30 days, a statement of additional instruction.</p>  |   | <p>6. Mechanic Certificate, AC Form 8060-1, when adding a rating.</p>         |

1320. FORMS. Example forms referenced in this section are illustrated in Figures 5-1 through 5-6.

1321.-1335. RESERVED.

FIGURE 5-1. TYPICAL FAA FORM 8610-2, SHOWING ENTRIES FOR APPLICATION FOR ORAL/PRACTICAL TESTS

No certificate may be issued unless a completed application form has been received (14 C.F.R. 65). Form Approved OMB No. 04-RO085

DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION

### AIRMAN CERTIFICATE AND/OR RATING APPLICATION

MECHANIC       REPAIRMAN       PARACHUTE RIGGER  
 AIRFRAME       SENIOR       MASTER  
 POWERPLANT       SEAT       CHEST  
 ORIGINAL ISSUANCE       ADDED RATING       BACK       LAP

APPLICATION FOR:  ORIGINAL ISSUANCE       ADDED RATING

(Specify Rating)

---

**I. APPLICANT INFORMATION**

A. NAME (First, Middle, Last) Murray McMorgan

B. SOCIAL SECURITY NO. 011-01-0100      C. DOB (Mo., Day, Yr.) 9/13/47      D. HEIGHT 68 IN.      E. WEIGHT 155

F. HAIR Brown      G. EYES Brown      H. SEX M      I. NATIONALITY U.S.A.

J. PLACE OF BIRTH Boston, Massachusetts

K. PERMANENT MAILING ADDRESS NUMBER AND STREET, P.O. BOX, ETC. 10 Cherry Blossom Lane  
CITY, STATE, ZIP CODE Arlington, Virginia 23320  
COUNTY U.S.A.

L. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE DENIED, SUSPENDED, OR REVOKED?  
 NO       YES → If "Yes," explain on an attached sheet keying to appropriate item number.

M. DO YOU NOW OR HAVE YOU EVER HELD AN FAA AIRMAN CERTIFICATE?  
 NO       YES

N. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIHUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES?       NO       YES →      DATE OF FINAL CONVICTION

---

**II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF -**

A. CIVIL EXPERIENCE       B. MILITARY EXPERIENCE       C. LETTER OF RECOMMENDATION FOR REPAIRMAN (Attach copy)

D. GRADUATE OF APPROVED COURSE      (1) NAME AND LOCATION OF SCHOOL      (2) SCHOOL NO.      (3) CURRICULUM FROM WHICH GRADUATED      (4) DATE

E. STUDENT HAS MADE SATISFACTORY PROGRESS AND IS RECOMMENDED TO TAKE THE ORAL/PRACTICAL TEST (FAR 65.80)      (1) SCHOOL NAME      NO.      (2) SCHOOL OFFICIAL'S SIGNATURE

F. SPECIAL AUTHORIZATION TO TAKE MECHANIC'S ORAL/PRACTICAL TEST (FAR 65.80)      (1) DATE AUTH.      (2) DATE AUTH. EXPIRES      (3) FAA INSPECTOR SIGNATURE      (4) FAA DIST. OFC.

---

**III. RECORD OF EXPERIENCE**

A. MILITARY COMPETENCE OBTAINED IN → (1) SERVICE      (2) RANK OR PAY LEVEL      (3) MILITARY SPECIALTY CODE

B. APPLICANTS OTHER THAN FAA CERTIFICATED SCHOOL GRADUATES, LIST EXPERIENCE RELATING TO CERTIFICATE AND RATING APPLIED FOR. (Continue on separate sheet if more space is needed)

DATES-MONTH AND YEAR		EMPLOYER AND LOCATION	TYPE WORK PERFORMED
FROM	TO		
7/74	Present	Ned's Flying Service Arlington Municipal Airport Arlington, Virginia 23320	Working three years as a general aircraft mechanic in maintenance, overhaul and inspection of small aircraft.

C. PARACHUTE RIGGER APPLICANTS: INDICATE BY TYPE HOW MANY PARACHUTES PACKED →

SEAT	CHEST	BACK	LAP	FOR MASTER RATING ONLY	PACKED AS A -
					<input type="checkbox"/> SENIOR RIGGER <input type="checkbox"/> MILITARY RIGGER

---

**IV. APPLICANT'S CERTIFICATION**

I CERTIFY THAT THE STATEMENTS BY ME ON THIS APPLICATION ARE TRUE

A. SIGNATURE Murray McMorgan      B. DATE 7/17/77

FOR FAA USE ONLY

Emp	reg	D.O.	seal	con	iss	Act	lev	TR	s.h.	Sech	e.rtc	RATING (1)	RATING (2)	RATING (3)	RATING (4)

LIMITATIONS

FAA Form 8610-2 (10-76) SUPERSEDES FAA FORM 8310-2 AND FAA FORM 8000-33

FIGURE 5-2. TYPICAL FAA FORM 8610-2, SHOWING ENTRY FOR TAKING THE ORAL/PRACTICAL TEST BEFORE THE WRITTEN TEST

No certificate may be issued unless a completed application form has been received (14 C.F.R. 65).

Form Approved OMB No. 04-R0088

DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION

### AIRMAN CERTIFICATE AND/OR RATING APPLICATION

MECHANIC       REPAIRMAN       PARACHUTE RIGGER  
 AIRFRAME       SENIOR       MASTER  
 POWERPLANT      (Specify Rating)       SEAT       CHEST  
 ORIGINAL ISSUANCE       ADDED RATING       BACK       LAP

APPLICATION FOR:  ORIGINAL ISSUANCE       ADDED RATING

---

**I. APPLICANT INFORMATION**

A. NAME (First, Middle, Last) **Frank Earl Kern**

B. SOCIAL SECURITY NO. **016-22-4447**      C. DOB (Mo., Day, Yr.) **3/29/55**      D. HEIGHT **68** IN.      E. WEIGHT **140**

F. HAIR **Brown**      G. EYES **Brown**      H. SEX **M**      I. NATIONALITY **U.S.A.**

J. PLACE OF BIRTH **Boston, Massachusetts**

K. PERMANENT MAILING ADDRESS NUMBER AND STREET, P.O. BOX, ETC. **1021 Gordon Hlvd.**  
CITY, STATE, ZIP CODE **Woodbridge, Va. 22179**  
COUNTY **Prince William**

L. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE DENIED, SUSPENDED, OR REVOKED?  
 NO       YES → If "Yes," explain on an attached sheet keying to appropriate item number

M. DO YOU NOW OR HAVE YOU EVER HELD AN FAA AIRMAN CERTIFICATE?  
 NO       YES  
SPECIFY TYPE: \_\_\_\_\_

N. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES?  NO       YES →      DATE OF FINAL CONVICTION \_\_\_\_\_

---

**II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF -**

A. CIVIL EXPERIENCE      B. MILITARY EXPERIENCE      C. LETTER OF RECOMMENDATION FOR REPAIRMAN (Attach copy)

D. GRADUATE OF APPROVED COURSE  
(1) NAME AND LOCATION OF SCHOOL \_\_\_\_\_  
(2) SCHOOL NO. \_\_\_\_\_ (3) CURRICULUM FROM WHICH GRADUATED \_\_\_\_\_ (4) DATE \_\_\_\_\_

E. STUDENT HAS MADE SATISFACTORY PROGRESS AND IS RECOMMENDED TO TAKE THE ORAL/PRACTICAL TEST (FAR 65.80)      (1) SCHOOL NAME **North Field A&P**      NO. **119-2**      (2) SCHOOL OFFICIAL SIGNATURE **Roy Borden**

F. SPECIAL AUTHORIZATION TO TAKE MECHANIC'S ORAL/PRACTICAL TEST (FAR 65.80)      (1) DATE AUTH. **5/8/77**      (2) DATE AUTH. EXPIRES **5/30/77**      (3) SIGNATURE OF AUTHORITY **Emil Elwell**      (4) FAA DIST. OFC. **AEA-GADO-9**

---

**III. RECORD OF EXPERIENCE**

A. MILITARY COMPETENCE OBTAINED IN \_\_\_\_\_ (1) SERVICE \_\_\_\_\_ (2) RANK OR PAY LEVEL \_\_\_\_\_ (3) MILITARY SPECIALTY CODE \_\_\_\_\_

B. APPLICANTS OTHER THAN FAA CERTIFICATED SCHOOL GRADUATES, LIST EXPERIENCE RELATING TO CERTIFICATE AND RATING APPLIED FOR. (Continue on separate sheet if more space is needed)

DATES--MONTH AND YEAR		EMPLOYER AND LOCATION	TYPE WORK PERFORMED
FROM	TO		

C. PARACHUTE RIGGER APPLICANTS: INDICATE BY TYPE HOW MANY PARACHUTES PACKED →

SEAT	CHEST	BACK	LAP	FOR MASTER RATING ONLY	PACKED AS A-- <input type="checkbox"/> SENIOR RIGGER <input type="checkbox"/> MILITARY RIGGER

---

**IV. APPLICANT'S CERTIFICATION**

I CERTIFY THAT THE STATEMENTS BY ME ON THIS APPLICATION ARE TRUE

A. SIGNATURE **Frank E. Kern**      B. DATE **5/8/77**

FOR FAA USE ONLY

Emp	reg	D.O.	test	con	iss	Act	lev	TR	s.h.	Brch	o r/c	RATING (1)	RATING (2)	RATING (3)	RATING (4)

LIMITATIONS

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FAA Form 8610-2 (10-76) SUPERSEDES FAA FORM 8310-2 AND FAA FORM 8000-33

FIGURE 5-3. TYPICAL DME REPORT SHOWING ALL SUBJECTS PASSED - REVERSE OF FAA FORM 8610-2

RESULTS OF ORAL AND PRACTICAL TESTS											
<b>MECHANIC</b>											
<b>I. GENERAL--Airframe and Powerplant</b>											
ORAL TEST		PASS <input checked="" type="checkbox"/>		EXPIRATION DATE: 7-31-79		FAIL <input type="checkbox"/>					
QUES. NO.	A7	B1	C9	D4	E4	F9	G10	I3	L2		
PRACTICAL TEST		PASS <input checked="" type="checkbox"/>		EXPIRATION DATE: 7-31-79		FAIL <input type="checkbox"/>					
QUES. NO.	A5	B4	C1	D5	E8	F6	G6	I2			
<b>II. AIRFRAME STRUCTURES</b>											
ORAL TEST		PASS <input checked="" type="checkbox"/>		EXPIRATION DATE: 7-31-79		FAIL <input type="checkbox"/>					
QUES. NO.	A13	B8	C2	D6	E10	F10	G2				
PRACTICAL TEST		PASS <input checked="" type="checkbox"/>		EXPIRATION DATE: 7-31-79		FAIL <input type="checkbox"/>					
QUES. NO.	A2	B1	C3	D11	E3	F15	G4				
<b>III. AIRFRAME SYSTEMS AND COMPONENTS</b>											
ORAL TEST		PASS <input checked="" type="checkbox"/>		EXPIRATION DATE: 7-31-79		FAIL <input type="checkbox"/>					
QUES. NO.	A10	B1	C5	D6	E1	F9	G7	H3	J5		
PRACTICAL TEST		PASS <input checked="" type="checkbox"/>		EXPIRATION DATE: 7-31-79		FAIL <input type="checkbox"/>					
QUES. NO.	A2	B2	C1		E1	F6	G11	H1	I6	J1	
<b>IV. POWERPLANT THEORY AND MAINTENANCE</b>											
ORAL TEST		PASS <input checked="" type="checkbox"/>		EXPIRATION DATE: 8-31-79		FAIL <input type="checkbox"/>					
QUES. NO.	A16	B15	C3								
PRACTICAL TEST		PASS <input checked="" type="checkbox"/>		EXPIRATION DATE: 8-31-79		FAIL <input type="checkbox"/>					
QUES. NO.	A3	B1	C3								
<b>V. POWERPLANT SYSTEMS AND COMPONENTS</b>											
ORAL TEST		PASS <input checked="" type="checkbox"/>		EXPIRATION DATE: 8-31-79		FAIL <input type="checkbox"/>					
QUES. NO.	A7	B3	C10	D1	E6	F10	G4	H6	I8	K3	
PRACTICAL TEST		PASS <input checked="" type="checkbox"/>		EXPIRATION DATE: 8-31-79		FAIL <input type="checkbox"/>					
QUES. NO.	A5	E1g	C3	D5	E12	F3	G4	H2	I3	K10	
<b>DESIGNATED EXAMINER'S REPORT</b>											
I have personally tested this applicant in accordance with pertinent procedures and standards, and											
I HAVE INDICATED THE RESULT AS:		<input checked="" type="checkbox"/> APPROVED		<input checked="" type="checkbox"/> TEMPORARY CERTIFICATE ISSUED (Copy attached)							
		<input checked="" type="checkbox"/> ORAL/PRACTICAL PASSED (FAR 65.80)		<input type="checkbox"/> DISAPPROVED - - Duplicate of FAA Form 8610-2 presented to applicant							
DATE	8-1-77		EXAMINER'S SIGNATURE					DESIGNATION NO.			
			SAMUAL S. SMITH <i>Samual S. Smith</i>					1234567			
<b>FAA INSPECTOR'S REPORT</b>											
I HAVE -		WITH THE INDICATED RESULT -		PARACHUTE SEAL SYMBOL ASSIGNED							
<input checked="" type="checkbox"/> EXAMINED THIS APPLICANT'S PAPERS.		<input checked="" type="checkbox"/> APPROVED (Temporary Certificate Issued)		<input type="checkbox"/> DISAPPROVED							
<input type="checkbox"/> PERSONALLY TESTED THIS APPLICANT IN ACCORDANCE WITH PERTINENT PROCEDURES AND STANDARDS.											
DATE	8-4-77		INSPECTOR'S SIGNATURE					FAA DISTRICT OFFICE			
			EMIL ELWELL <i>Emil Elwell</i>					AEA-GADO-9			
ATTACHMENTS:	<input checked="" type="checkbox"/> REPORT OF WRITTEN TEST		<input type="checkbox"/> SUPERSEDED CERTIFICATE		<input type="checkbox"/> LETTER		<input type="checkbox"/> ANSWER SHEET GRADED (Military Competency)				
	<input checked="" type="checkbox"/> FAA FORM 8610-2 (Original)		<input checked="" type="checkbox"/> TEMPORARY CERTIFICATE (Copy)		<input type="checkbox"/> SEAL SYMBOL CARD						

PARACHUTE RIGGER			
TYPE	SEAT	PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>
	BACK	PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>
	CHEST	PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>
	LAP	PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>
		PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>

REMARKS

FIGURE 5-4. DME REPORT INDICATING SUBJECTS PASSED AND FAILED - REVERSE OF FAA FORM 8610-2

RESULTS OF ORAL AND PRACTICAL TESTS														
MECHANIC														
<b>I. GENERAL - Airframe and Powerplant</b>														
ORAL TEST		PASS <input checked="" type="checkbox"/>		EXPIRATION DATE: 7-31-79		FAIL <input type="checkbox"/>								
QUES. NO.	A6	B2	C6	D5	E9	F7	G6	I4	L2					
PRACTICAL TEST		PASS <input checked="" type="checkbox"/>		EXPIRATION DATE: 7-31-79		FAIL <input type="checkbox"/>								
QUES. NO.	A9	B7	C1	D1	E11	F3	G2	I2						
<b>II. AIRFRAME STRUCTURES</b>														
ORAL TEST		PASS <input checked="" type="checkbox"/>		EXPIRATION DATE: 7-31-79		FAIL <input type="checkbox"/>								
QUES. NO.	A6	B4	C7	D18	E6	F8	G4							
PRACTICAL TEST		PASS <input checked="" type="checkbox"/>		EXPIRATION DATE: 7-31-79		FAIL <input type="checkbox"/>								
QUES. NO.	A2	B3	C1	D14	E2	F6	G3							
<b>III. AIRFRAME SYSTEMS AND COMPONENTS</b>														
ORAL TEST		PASS <input checked="" type="checkbox"/>		EXPIRATION DATE:		FAIL <input checked="" type="checkbox"/>								
QUES. NO.	A6	B3	C7	D8	E3	F5	G6	H1	I3	J3				
PRACTICAL TEST		PASS <input type="checkbox"/>		EXPIRATION DATE:		FAIL <input checked="" type="checkbox"/>								
QUES. NO.	A13	B4	C1	E1	F9	G6	H2	I3	J2					
<b>IV. POWERPLANT THEORY AND MAINTENANCE</b>														
ORAL TEST		PASS <input checked="" type="checkbox"/>		EXPIRATION DATE: 8-31-79		FAIL <input type="checkbox"/>								
QUES. NO.	A15	C2												
PRACTICAL TEST		PASS <input checked="" type="checkbox"/>		EXPIRATION DATE: 8-31-79		FAIL <input type="checkbox"/>								
QUES. NO.	A25	C4												
<b>V. POWERPLANT SYSTEMS AND COMPONENTS</b>														
ORAL TEST		PASS <input type="checkbox"/>		EXPIRATION DATE:		FAIL <input checked="" type="checkbox"/>								
QUES. NO.	A2	B3	C7	D6	E10	F5	G7	H8	J3	K7				
PRACTICAL TEST		PASS <input type="checkbox"/>		EXPIRATION DATE:		FAIL <input checked="" type="checkbox"/>								
QUES. NO.	A1	B1	C9	D8	E6	F2	G3	H5	J1	K12				
<b>DESIGNATED EXAMINER'S REPORT</b>														
I have personally tested this applicant in accordance with pertinent procedures and standards, and														
<input type="checkbox"/> APPROVED <input type="checkbox"/> TEMPORARY CERTIFICATE ISSUED (Copy attached) <input type="checkbox"/> ORAL/PRACTICAL PASSED (FAR 65.80) <input checked="" type="checkbox"/> DISAPPROVED - - Duplicate of FAA Form 8610-2 presented to applicant														
I HAVE INDICATED THE RESULT AS:		EXAMINER'S SIGNATURE										DESIGNATION NO.		
DATE		SAMUAL S. SMITH <i>Samual S. Smith</i>										1234567		
8-1-77														
<b>FAA INSPECTOR'S REPORT</b>														
I HAVE -														
<input checked="" type="checkbox"/> EXAMINED THIS APPLICANT'S PAPERS. <input type="checkbox"/> PERSONALLY TESTED THIS APPLICANT IN ACCORDANCE WITH PERTINENT PROCEDURES AND STANDARDS.														
WITH THE INDICATED RESULT - <input type="checkbox"/> APPROVED (Temporary Certificate Issued) <input checked="" type="checkbox"/> DISAPPROVED														
PARACHUTE SEAL SYMBOL ASSIGNED														
DATE		INSPECTOR'S SIGNATURE										FAA DISTRICT OFFICE		
8-4-77		EMIL ELWELL <i>Emil Elwell</i>										AEA-GADO-9		
ATTACHMENTS:		<input type="checkbox"/> REPORT OF WRITTEN TEST <input type="checkbox"/> SUPERSEDED CERTIFICATE <input type="checkbox"/> LETTER <input type="checkbox"/> ANSWER SHEET GRADED (Military Competency)												
		<input checked="" type="checkbox"/> FAA FORM 8610-2 (Original) <input type="checkbox"/> TEMPORARY CERTIFICATE (Copy) <input type="checkbox"/> SEAL SYMBOL CARD												

PARACHUTE RIGGER			
TYPE	SEAT	PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>
	BACK	PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>
	CHEST	PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>
	LAP	PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>
REMARKS			

FIGURE 5-5. PRIVACY ACT INFORMATION FOR AIRMAN APPLICANTS, FAA FORM 8610-2

TEAR OFF  
BEFORE USE

DEPARTMENT OF TRANSPORTATION  
 FEDERAL AVIATION ADMINISTRATION  
**AIRMAN CERTIFICATE AND/OR RATING APPLICATION—PRIVACY ACT**

SUPPLEMENTAL  
INFORMATION

This supplements the form appearing below, Airman Certificate and/or Rating Application.  
 The information on the form is solicited under authority of the Federal Aviation Regulations, Part 65.  
 Submission of all the data is mandatory except for Social Security Account Number which is voluntary.  
 The purpose of this information is to establish eligibility for certification and/or airman rating.  
 The data will be used to identify and evaluate your qualifications and eligibility for the issuance of an airman certificate and/or rating.  
 Certification cannot be completed unless the data is complete.

Disclosure of your Social Security Account Number is optional. Disclosure will facilitate maintenance of your records which are maintained in alphabetical order and cross referenced with your SSAN and airman number to provide prompt access. In event of nondisclosure a unique number will be assigned to your file.

**FAA FORM 8610-2 (10-76) THIS PART SUPERSEDES FAA FORM 8000-33**

*Detach this part before using form below*

---

No certificate may be issued unless a completed application form has been received (14 C.F.R. 65).

DEPARTMENT OF TRANSPORTATION — FEDERAL AVIATION ADMINISTRATION

### AIRMAN CERTIFICATE AND/OR RATING APPLICATION

MECHANIC  
 AIRFRAME  
 POWERPLANT  
 ORIGINAL ISSUANCE  
 ADDED RATING

REPAIRMAN  
 PARACHUTE RIGGER  
 SENIOR  
 SEAT  
 MASTER  
 CHEST

APPLICATION FOR: \_\_\_\_\_ (Specify Rating)

(Middle Last)

Form Approved OMB No. 04-R0065

FIGURE 5-6. TEMPORARY AIRMAN CERTIFICATE, FAA FORM 8060-4,

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION		III. CERTIFICATE NO.	
II. TEMPORARY AIRMAN CERTIFICATE		Pending	
THIS CERTIFIES THAT		IV. Murray McMorgan V. 10 Cherry Blossom Lane Arlington, Virginia 23320	
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR
9/13/47	68 IN.	155	Brown
			EYES
			Brown
			SEX
			M
			NATIONALITY
			USA
VI.			
IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of mechanic			
RATINGS AND LIMITATIONS			
XII. Airframe			
XIII. Powerplant			
THIS IS <input checked="" type="checkbox"/> AN ORIGINAL ISSUANCE OF THIS GRADE OF CERTIFICATE		<input type="checkbox"/> A REISSUANCE	
		DATE OF SUPERSEDED AIRMAN CERTIFICATE	
BY DIRECTION OF THE ADMINISTRATOR		EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.	
X. DATE OF ISSUANCE	X. SIGNATURE OF EXAMINER OR INSPECTOR	AEA-GADO-9	
8/4/77	<i>I. M. Ruff</i> I. M. Ruff	DATE DESIGNATION EXPIRES	
VII. AIRMAN'S SIGNATURE <i>Murray McMorgan</i>			

FAA Form 8060-4 (4-69) Supersedes Previous Edition

ORIGINAL ISSUE WITH SOCIAL SECURITY NUMBER AS CERTIFICATE NUMBER

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION		III. CERTIFICATE NO.	
II. TEMPORARY AIRMAN CERTIFICATE		016224447	
THIS CERTIFIES THAT		IV. Murray McMorgan V. 10 Cherry Blossom Lane Arlington, Virginia 23320	
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR
			EYES
			SEX
			NATIONALITY
			VI.

REISSUE INCLUDING SOCIAL SECURITY NUMBER AND RETAINING ORIGINAL CERTIFICATE NUMBER

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION		III. CERTIFICATE NO.	
II. TEMPORARY AIRMAN CERTIFICATE		1305888	
THIS CERTIFIES THAT		IV. Murray McMorgan V. 10 Cherry Blossom Lane Arlington, Virginia 23320	
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR
016224447			
			EYES
			SEX
			NATIONALITY
			VI.

## SECTION 2. MAINTENANCE AIRMEN CERTIFICATION - ALIENS

1336. AUTHORITY. The regulatory basis for certification of aliens as mechanics, repairmen, or parachute riggers is contained in FAR Part 65. The certification of aliens and the duration of their certificate is the same as that of U.S. citizens.

1337. GENERAL. Effective December 21, 1967, under FAR Section 65.15, except for repairman certificates, and mechanic certificates or associated ratings issued under FAR Part 65 is effective until surrendered, suspended, or revoked, regardless of the applicant's nationality. Any mechanic certificate issued or reissued after that date will not bear an expiration date. Any repairman certificates issued under FAR Part 65 will not bear an expiration date and, unless it is sooner surrendered, suspended, or revoked, will remain effective until the holder is relieved from the duties for which he/she was employed and certificated.

1338. BACKGROUND. Order 8000.16 (latest edition), U.S. Certification or Designation of Foreign National Airmen, Airman Schools, Examiners, and Repair Station Facilities Outside the United States, establishes agency certification policy.

1339. SPECIAL ELIGIBILITY REQUIREMENTS. Certification services may be provided to foreign national applicants located outside the U.S. if they show to the satisfaction of the interviewing inspector that FAA certification is needed for the maintenance of U.S.-registered aircraft.

a. These applicants must show documentary evidence such as a letter from an employer or official of a company with which employed or will be employed or;

b. Applicants must show a letter signed by a responsible government official of the air authority of their native country (state) which clearly shows the need for certification.

c. Available inspector manpower and priority workload will dictate certificate response to application requests of applicants outside the U.S.

1340.-1349. RESERVED.

## SECTION 3. INSPECTION AUTHORIZATION - ORIGINAL ISSUANCE

1350. AUTHORITY. The regulatory basis for the original issuance of an inspection authorization is contained in FAR Part 65, Section 65.91.

1351. PURPOSE. This section provides procedures for the issuance of the inspection authorization.

1352. GENERAL. Advisory Circular 65-19B, Inspection Authorization Study Guide, serves as a reference and study guide for persons having an interest in or for those requesting guidance in obtaining an inspection authorization. Accordingly, district offices may elect to have copies of the study guide available.

a. Numerical Limitations. There is no limit on the number of inspection authorizations that may be issued by a given field office. No applicant should be refused if he meets all the qualifications.

b. Acquisition of Materials. Upon issuance of an inspection authorization, field personnel should urge the holders of an inspection authorization to obtain and subscribe to changes for advisory circulars and other pertinent publications. The responsibility for obtaining this material rests with the holder of the inspection authorization. Upon request, the inspector will give advice and guidance for obtaining the required data.

1353. PERSONS APPROVED TO CONDUCT THE TEST. Due to the nature of the written test required by FAR Section 65.91 and the scope of the privileges given an individual holding the inspection authorization, it is mandatory that the person conducting the required test be thoroughly familiar with current airworthiness regulations, aircraft specifications, type certificate data sheets, airworthiness directives, and inspection requirements.

1354. QUALIFICATION REQUIREMENTS. None of the requirements of FAR Section 65.91 will be waived by field personnel. The applicant must fill out a Mechanic's Application for Inspection Authorization, FAA Form 8610-1 (OMB 04-R0110), in duplicate. (See Figure 5-7 of Section 4 for typical entries.)

1355. PROCEDURE WHEN APPLICANT FAILS TO MEET THE QUALIFICATION REQUIREMENTS. Applicant will be verbally notified of failure to meet the qualification requirements; clearly identify those that the applicant does not meet. No report records are required.

1356. THE TEST.

a. General. The written test is designed to establish the applicant's ability to read, understand, interpret, and apply the policies and procedures set forth in the publications prepared by the FAA. It also affords the opportunity for a personal contact with the mechanic to discuss the various requirements and procedures associated with exercising the privileges of the inspection authorization. There is no practical test required for an inspection authorization.

(1) The applicant should understand the test procedures.

(2) Applicants should have available aircraft specifications, type certificate data sheets, FAR's, and other material to develop answers to Parts II and III of the test. (See list in Advisory Circular 65-19B.)

(3) The applicant should understand that failure to complete the test in the time allotted or failure of any part will require him/her to wait 90 days before he/she may be retested.

b. Conducting and Grading the Test. When the applicant meets all of the qualifications, he/she may be given the test at one sitting, one part at a time starting with Part I.

(1) Time. The time the applicant must surrender his/her paper should be entered on the cover or in the space provided.

(2) Aircraft Selection. The examining official must select an aircraft on which the applicant will base his/her answers. The aircraft selected should be a model and serial number eligible for standard airworthiness certification. While the use of aircraft certificated under FAR Part 25 or CAR 4b is permissible, it is suggested that the aircraft selected be those type certificated under FAR Part 23 or CAR 3. In order to preserve the effectiveness of the test, each applicant should be given a different model aircraft.

(3) Grading. Use the specific scoring key and guide to grading for the particular inspection authorization written test or subsequent revisions. For multiple choice type questions in Part I, use the scoring key provided for grading. The person conducting the test must determine the correct answers for Parts II and III since many of the answers will change from time to time as specifications are revised and new Airworthiness Directives are issued. Variations in serially numbered aircraft of the same make and model may require different answers.

(4) Guidance and Assistance. The minimum passing grade on any part of the written test is 70 percent. Applicants must take the written test in sequence. Part II cannot be taken unless Part I has been passed, and Part III cannot be taken until Part II has been passed. It is not necessary for applicants to quote regulations verbatim, or to use the exact words shown in the grading guide. When an applicant passes all parts of the inspection authorization written test, and prior to issuance of the authorization, airworthiness inspectors should, at that time, discuss any questions that the applicant answered incorrectly. This will ensure the agency that the applicant clearly understands the IA privileges, limitations, responsibilities, and functions in the aviation community.

c. Field Distribution of Test. Inspection authorization written test question booklets are distributed directly to each field office authorized to administer inspection authorization tests. Requests for additional supplies of inspection test booklets should be made directly to the Distribution Section, AAC-65C, P.O. Box 25082, Oklahoma City, Oklahoma 73125.

d. Record of Test Results. Record results in the booklets. Do not remove or reproduce pages nor retain any part of the test booklet in the district office files.

e. Used Test Booklets. Return used booklets to the Distribution Section, AAC-65C, in accordance with Order 8080.1C, Conduct of Airman Written Tests.

1357. PROCEDURE WHEN APPLICANT FAILS.

a. Notice of Disapproval of Application, FAA Form 8060-5. This form will be issued to applicants who fail to make a grade of 70 percent on any part of the test. It is necessary to modify the FAA Form 8060-5 for this purpose (see Figure 5-8 of Section 4).

b. Preparation. Complete an original and one copy indicating the part(s) failed. To encourage applicants to return to the same district office for retesting, type the following statement on the reverse side of FAA Form 8060-5 and bring it to the applicant's attention:

"IF YOU PRESENT YOUR APPLICATION FOR A RETEST TO THE DISTRICT OFFICE LISTED BELOW, YOU WILL NOT BE REQUIRED TO RETAKE PART(S) (INDICATE PART(S) SUCCESSFULLY COMPLETED)". (INSERT DISTRICT OFFICE).

c. Disposition. The original (pink copy) shall be given to applicant and the duplicate (yellow copy) retained in the district office file with the application, FAA Form 8610-1. No further report or record of action is required.

1358. ISSUANCE OF INSPECTION AUTHORIZATION, FAA FORM 8310-5.

a. When an applicant meets the requirements of FAR Section 65.91, the inspector conducting the test will issue an Inspection Authorization, FAA Form 8310-5 (see Figure 5-9 of Section 4 for typical entries). The form has been designed for use over a period of years, but may be reissued any time it is worn or mutilated without the preparation of FAA Form 8610-1, provided the authorization has not expired. Prepare the FAA Form 8310-5 as follows:

(1) Type all information on the face of this form.

(2) Insert the mechanic's full name in the space provided.

(3) Make certain that the mechanic certificate number inserted on this form is the same as that appearing on the applicant's mechanic certificate AC Form 8060-1.

(4) All authorizations will expire on March 31 of each year except that those issued during the month of March will expire March 31 of the following year.

(5) The applicant should be requested to sign (in ink) the FAA Form 8310-5.

b. Disposition of FAA Form 8610-1. When an inspection authorization is issued, forward the original copy of the Mechanic's Application for Inspection Authorization, FAA Form 8610-1, to the Airmen Certification Branch, AAC-260, P.O. Box 25082, Oklahoma City, Oklahoma 73125. The duplicate copy should be retained by the cognizant district office.

1359. RECORDKEEPING AND RELATED REPORTS.

a. Inspection authorization records will be established and maintained in accordance with Chapter 2, Section 14, of this Order.

b. Mailing list information will be forwarded in accordance with Chapter 2, Section 14, of this Order.

1360.-1365. RESERVED.

## SECTION 4. INSPECTION AUTHORIZATION - RENEWAL OR SURRENDER

1366. AUTHORITY. The regulatory basis for renewal or surrender of an inspection authorization (IA) is contained in FAR Part 65, Section 65.93.

1367. PURPOSE. This section provides procedures for renewal or surrender of an IA.

1368. GENERAL. When the holder of an inspection authorization changes his base of operation, endorsement is no longer required.

a. Change of Fixed Base. Upon receipt of written notification from an IA, the receiving office will contact the previous supervising office and request his file.

b. Certification Records. The office forwarding the file should copy those certification records needed for statistical or reporting purposes prior to forwarding.

c. Personal Contact. Field personnel should visit the IA at his new base as soon as workload and itinerary will permit.

1369. RENEWAL OF INSPECTION AUTHORIZATION. The renewal will be made if the applicant meets the requirements of FAR Section 65.93.

a. Application. Applicants for renewal will be requested to complete an FAA Form 8610-1 (OMB 04-R0110), Mechanic's Application for Inspection Authorization, in duplicate.

b. Evidence of Activity. The activity requirements set forth under FAR Section 65.93(a) should not be interpreted to be inclusive; the holder of an IA needs only to meet the activity requirements of FAR Section 65.93(a)(1), (2), (3), (4) or (5).

c. Renewal Meeting. Attendance at the Annual IA Renewal Meeting is not mandatory. If an IA applicant does not attend the annual March meeting, other arrangements must be made individually for an appointment with the jurisdictional district office.

d. Renewal Away from Home Base. If the holder of an IA applies for renewal at an office other than the jurisdictional office, the receiving office should hold renewal in abeyance until the IA holder's activity is verified with the proper office.

e. Repair Station Activity. When the holder of an IA is employed by a repair station, credit renewal activity can be claimed only for those aircraft that the authorization holder specifically worked on. Such activity should be supported by some evidence in addition to the signed application, FAA Form 8610-1.