ORDER

8100.8B

DESIGNEE MANAGEMENT HANDBOOK

July 14, 2003

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

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Initiated by: AIR-100/200

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CHG 1				1/6/2004					
CHG 2				5/11/2004					

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CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

8100.8B CHG 2

5/11/2004

SUBJ: DESIGNEE MANAGEMENT HANDBOOK

1. PURPOSE. This change to the Federal Aviation Administrations (FAA) Order 8100.8B, Designee Management Handbook, Chapter 14, AFS DAR and ODAR Procedures, is issued to add a new maintenance function code. This change introduces function code 49 to perform these inspections, and other minor procedural changes and clarifications. This allows Maintenance Designated Airworthiness Representatives (DARs) to conduct aircraft records reviews and structural spot inspections required by the Aging Aircraft Safety Act of 1991.

2. DISTRIBUTION. This order is distributed to the Washington headquarters branch levels of the Aircraft Certification Service, Flight Standards Service, and the Regulatory Support Division; to the Aviation System Standards Office; to the branch level in the Aircraft Certification Directorates and regional Flight Standards Divisions; to all Aircraft Certification Offices; to all Manufacturing Inspection District and Satellite Offices; to all Flight Standards District Offices; to the Aircraft Certification Branch and Flight Standards Branch at the FAA Academy; to the Brussels Aircraft Certification Staff and Flight Standards Staff; to applicable representatives of the Administrator; and to all International Field Offices.

3. EXPLANATION OF CHANGES. The FAA has determined that authorized representatives (AR) could be used to conduct aircraft records reviews and structural spot inspections required by the Aging Airplane Safety Rules.

a. The AR's responsibility will be to conduct structural spot inspections and focused records reviews of airplanes required by 14 CFR part 121, § 121.368; part 129, § 129.33; and part 135, §§ 135.422 and 135.423.

b. Function code 49 was added to allow qualified DARs/ODARs to conduct structural spot inspections and records reviews of aircraft, as required by the Aging Airplane Safety Rules.

c. Additional requirements were added to the qualification and experience criteria required to receive DAR/ODAR authorization for this function.

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

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5. PAGE CONTROL CHART. See attached page control chart.

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vi	1/6/2004	vi	5/11/2004
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/S/ John J. Hickey

John J. Hickey
Director, Aircraft Certification Service, AIR-1

SUBJ: DESIGNEE MANAGEMENT HANDBOOK

1. PURPOSE. This change to the Federal Aviation Administrations (FAA) Order 8100.8B, Designee Management Handbook, Chapter 14, AFS Maintenance DAR and ODAR Procedures, is issued to add a new maintenance function code to allow the Maintenance Designated Airworthiness Representatives (DARs) to review data that supports a major alteration and assure that the data is complete and meets all regulatory requirements. This change introduces Function Code 50 — management of design and compliance data; the general and specialized qualification and experience criteria for data management by DARs; and other minor procedural changes and clarifications.

2. DISTRIBUTION. This order is distributed to the Washington headquarters branch levels of the Aircraft Certification Service, Flight Standards Service, and the Regulatory Support Division; to the Aviation System Standards Office; to the branch level in the Aircraft Certification Directorates and regional Flight Standards Divisions; to all Aircraft Certification Offices; to all Manufacturing Inspection District and Satellite Offices; to all Flight Standards District Offices; to the Aircraft Certification Branch and Flight Standards Branch at the FAA Academy; to the Brussels Aircraft Certification Staff and Flight Standards Staff; to applicable Representatives of the Administrator; and to all International Field Offices.

3. EXPLANATION OF CHANGES. The Federal Aviation Administration (FAA) has determined that many alterations to aircraft can be accomplished using data approved by Designated Engineering Representatives (DER). Often, a modifier will use several DERs to ensure that all of the needed data is obtained. However, there is no "project manager" to tie all of the data together and to ensure that all alterations meet certification requirements. In some cases, there is concern that the complexity of the alteration requires another level of coordination. Often, repair stations attempt to fulfill that role. There is also a concern about the expectation that ASIs are providing some form of quality control over the DER's work; when in reality, the DER-approved data does not require a review, and such reviews are beyond the field inspector's level of expertise. A DAR could be used to perform the project management review. The DAR's responsibility will be to ensure the alteration data package is complete with appropriate approvals, complies with all applicable airworthiness requirements, and is eligible for use on the aircraft. Function Code 50 was added to create this function for a DAR. Function Code 46, which is covered by FAA Order 8130.30, is also added to the list of function codes.

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

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/s/ John Hickey
Director, Aircraft Certification Service, AIR-1

FOREWORD

This order is a comprehensive publication establishing policy and procedures for the selection, appointment, orientation, training, oversight, renewal, tracking, and termination of certain representatives of the Administrator, under the cognizance of the Aircraft Certification Service and Flight Standards Service. The information contained herein is the result of an ongoing effort to consolidate all procedures regarding representatives of the Administrator into one order, and to update these procedures as appropriate.

/S/

John J. Hickey

Director, Aircraft Certification
Service, AIR-1

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CHAPTER 1. INTRODUCTION

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

a. FAA roles and responsibilities.

b. Initial selection and appointment.

c. Orientation, including designee authority and responsibilities.

d. Training.

e. Oversight.

f. Renewal.

g. Termination and appeals.

2. DISTRIBUTION. This order is distributed to the Washington headquarters branch levels of the Aircraft Certification Service, Flight Standards Service, and the Regulatory Support Division; to the Aviation System Standards office; to the branch level in the Aircraft Certification Service directorates and regional Flight Standards Service divisions; to all aircraft certification offices; to all manufacturing inspection district and satellite offices; to all flight standards district offices; to the Aircraft Certification Branch and Flight Standards Branch at the FAA Academy; to the Brussels Aircraft Certification Division and Flight Standards staff; to applicable representatives of the Administrator; and to all international field offices.

3. CANCELLATION. This order cancels FAA Order 8100.8A, Designee Management Handbook, dated May 3, 2002.

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

however, § 44702(d) does not provide a comprehensive procedure for appeal of such action by the designee. Therefore, the Office of the Chief Counsel has developed procedures for termination actions. These procedures can be found in chapter 11, Termination of Designations, of this order.

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

a. Clarifies three function codes.

b. Clarifies documenting designee limitations.

c. Clarifies evaluation panel requirements for multiple appointments, expanded authority, and transfer requests.

d. Explains additional policy related to converting an organization with multiple designated manufacturing inspection representatives (DMIR) to an organizational designated airworthiness representative (ODAR).

e. Removes software conformity verbiage.

f. Explains additional policy related to the use of an authorized representative at the supplier of a production approval holder (PAH).

g. Alleviates conflict with the Production and Airworthiness Certification Division (AIR-200) memo 99-09, Guidance for Developing Undue Burden and No Undue Burden Decision Papers Under 14 CFR Part 21, regarding authorized functions performed outside the United States.

h. Further classifies domestic parts.

i. Reflects changes for style, grammar, and consistency.

6. GENERAL.

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

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

(1) Structural engineering.

(2) Powerplant engineering.

(3) Systems and equipment engineering.

(4) Radio engineering.

(5) Engine engineering.

(6) Propeller engineering.

(7) Acoustical engineering.

(8) Flight analyst.

(9) Flight test pilot.

c. Section 183.31 defines the privileges of a DMIR appointment.

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

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

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

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

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

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

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

(2) Designees must perform only those functions for which they have been authorized, including any unique function(s) specifically authorized on a case-by-case basis. All certification functions identified in this order will be performed on behalf of the FAA and not on behalf of the aviation industry. In addition, a designee is not considered an employee of the U.S. Government and is not federally protected for the work performed or the decisions made as a designee. The limits of Federal protection for FAA employees are defined by Title 28, United States Code § 2679.

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

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

l. Termination of a designee will occur when the FAA makes a determination that the appointment is not warranted per chapter 11 of this order. Designees are cautioned that because the appointment is a privilege and not a right, the FAA is authorized to terminate in accordance with § 183.15(d).

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

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

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

9. RECORDS MANAGEMENT. Refer to Orders 0000.1, 1350.14, and 1350.15, or your office Records Management Officer (RMO)/Directives Management Officer (DMO) for guidance regarding retention or disposition of records.

10. DEFINITIONS.

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

b. Appeal Panel. Two or more office managers and/or senior ASEs/ASIs/FTPs assigned the task of determining if the appointment process was conducted properly in the event of an applicant's appeal of the FAA's decision.

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

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

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

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

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

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

e. Certificate of Authority (COA). An FAA letter and/or supplement, specifying the kinds of designation for which the person concerned is qualified. The COA also indicates the expiration date and is updated upon issuance of any subsequent renewals.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

NOTE: For manufacturing, the aviation assistant or equivalent may perform administrative functions as a DPC, but not technical tasks of designee management. The aviation assistant will not chair the evaluation panel (EP), appeal, or termination meetings; only a manager or advisor can perform this function.

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

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

t. Evaluation Panel (EP). Two or more technical specialists assigned to evaluate an applicant's qualifications to the appointment criteria in order to determine denial, candidacy, or appointment and delegated authority, as appropriate.

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

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

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

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

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

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

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

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

cc. Multiple Appointment. An individual may be appointed as more than one type of designee. For example: DAR and DMIR; or DAR, DMIR, and DER, as long as all appointment criteria are met. The regulatory authority for the individual's appointments will be in more than one of the following sections: § 183.29, § 183.31, and § 183.35.

dd. Multiple Disciplines. An individual may be appointed as one type of designee with different technical disciplines (for DERs) or authorized functions (for manufacturing or maintenance designees). The regulatory authority for the individual's appointments will be in accordance with one of the following sections: § 183.29, § 183.31, or § 183.35.

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

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

gg. Organizational Designated Airworthiness Representative (ODAR) - Manufacturing. An organization appointed in accordance with § 183.33 that possesses aeronautical knowledge and experience and meets the qualification requirements of this order.

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

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

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

kk. Production Approval Holder (PAH). The holder of a production certificate (PC), an approved production inspection system (APIS), a parts manufacturer approval (PMA), or a technical standard order authorization, issued under the provisions of 14 CFR part 21, Certification Procedures for Products and Parts, who controls the design and quality of the product/part.

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

mm. Recurrent Seminars. The FAA Regulatory Support Division (AFS-600) conducts two types of recurrent seminars:

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

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

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

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

pp. Standardization Seminars. AFS-600 conducts two types of standardization seminars:

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

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

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

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

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

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

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

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

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

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

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

(a) Deceased.

(b) Retired. Typically applies to a designee who worked for an established company and ceased to function as a designee upon retirement from the company.

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

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

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

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

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

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

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

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

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

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

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

rr. Supervision. That portion of oversight responsibilities for assigned designees that includes—

(1) Maintaining current and accurate records.

(2) Informing designees of their duties and responsibilities.

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

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

(5) Providing designee training.

(6) Notifying designees of their performance.

(7) Initiating corrective action, as required.

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

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

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

RO	regional office
STC	supplemental type certificate
TC	type certificate
U.S.	United States
VLA	very light aircraft

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

13. INFORMATION CURRENCY. Any deficiencies found, clarifications needed, or improvements suggested regarding the content of this order should be forwarded (written or by e-mail) to the Aircraft Certification Service, Automated Systems Branch, AIR-520, Attention: Directives Management Officer, for consideration. A copy may be forwarded to the Production and Airworthiness Certification Division, AIR-200, Attention: Comments to Order 8100.8. For your convenience, FAA Form 1320-19, Directive Feedback Information, is located on the last page of this order and on the Aircraft Certification Service Products and Services Web site at http://www.faa.gov/certification/aircraft (under the Aircraft Certification menu, select "Forms"). If an interpretation is urgently needed, you may contact AIR-100, AIR-200, or for Flight Standards concerns, AFS-300. Always use Form 1320-19 to follow up each verbal conversation.

CHAPTER 2. AIR ROLES AND RESPONSIBILITIES

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

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

a. Prepare the applicant/designee file.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

b. Maintain the designee file and ensure timely updates.

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

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

e. Document the justification for the appointment or denial.

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

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

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

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

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

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

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

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

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

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

p. Provide feedback to the designee concerning performance.

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

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

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

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

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

203. APPOINTING OFFICE MANAGER. The appointing office manager's responsibilities in the designee management process are to—

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

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

c. Determine the assignment of an advisor.

d. Select EP members.

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

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

g. Serve as an appeal panel member.

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

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

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

204. EVALUATION PANEL. The purpose of the EP is to compare qualifications to the appointment criteria and to determine denial, candidacy, appointment, and delegated authority, as appropriate. The EP will—

a. Consist of at least two individuals who are familiar with the selection and appointment process. The applicant's assigned advisor may be a member of the EP.

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

b. Consist of members in the same discipline as the applicant.

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

d. Review the application package submitted by the advisor.

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

f. Reach consensus for each selection or appointment.

g. Document all meetings and sign all EP forms.

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

205. APPEAL PANEL. The appeal panel provides an avenue for the applicant to appeal the decision regarding a request for appointment as a designee. The decisions of the appeal panel are FINAL. The appeal panel will—

a. Consist of at least two office managers and/or senior ASEs/ASIs/FTPs.

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

c. Not consist of any members of the EP that made the decision regarding the applicant.

d. Determine if the appointment process was conducted properly and either upholds the previous decision, overrides the decision, or requests that any part of the appointment process be repeated.

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

f. Conduct any interviews, as necessary.

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

h. Complete deliberations and reach a decision by consensus within 60 days from the date of the appeal.

i. Document and sign all appeal panel decisions.

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

a. Provide technical specialist input to the advisor during the application review process.

b. Provide orientation applicable to the evaluator's technical specialty to the designee.

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

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

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

b. Ensure that an assigned designee's activities have at least a minimum level of oversight.

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

CHAPTER 3. AIR DESIGNEE AUTHORITY AND RESPONSIBILITIES

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

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

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

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

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

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

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

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

301. MANUFACTURING DESIGNEE AUTHORITY.

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

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

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

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

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

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

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

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

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

(5) Not perform any mechanical, maintenance, or inspection function on behalf of an applicant (for example, owner, agent, repair station, or PAH) on products for which an airworthiness certificate or approval is sought. This would not preclude the DARs from performing maintenance, mechanical functions, or inspections in a non-DAR capacity when NOT involved in the airworthiness certification/approval actions under their DAR authority.

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

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

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

(9) Review applications for completeness and ensure the various airworthiness certificates or approvals have certification statements signed by an applicant or authorized agent. When appropriate, the DAR must also obtain a completed FAA Form 8130-9, Statement of Conformity, from an applicant before performing any inspections.

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

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

302. RESERVED.

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

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

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

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

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

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

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

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

305. MANUFACTURING DESIGNEES - INTERNATIONAL OPERATING PROCEDURES.

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

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

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

307. ENGINEERING DESIGNEE APPOINTMENTS - COMPANY/CONSULTANT CATEGORIES.

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

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

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

308. ENGINEERING DESIGNATIONS.

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

(1) Engineering reports.

(2) Drawings.

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

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

(5) Other data relating to structural considerations.

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

(1) Engineering reports.

(2) Drawings.

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

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

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

(1) Engineering reports.

(2) Drawings.

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

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

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

(1) Engineering reports.

(2) Drawings.

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

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

(1) Engineering reports.

(2) Drawings.

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

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

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

(1) Engineering reports.

(2) Drawings.

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

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

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

(1) Aircraft performance flight-test data.

(2) Aircraft quantitative operating data.

(3) Flight characteristic data.

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

i. Acoustical DERs, when delegated on a case-by-case basis, may witness and approve, within the limits of their appointment—

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

(2) Noise data,

(3) Noise analyses, and

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

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

a. Administrative/Management DERs. A qualified person may be appointed as an administrative coordinator or as a manager of an applicant's certification program. This person will be assigned the authorized designation of administrative DER or management DER. These special designations encompass all technical disciplines; therefore, they may not be associated with a particular chart in appendix 1 of this order. These designations relieve the FAA from having to do the normal project administration, technical coordination, and guidance usually associated with a certification program.

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

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

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

(1) Special - major repairs.

(2) Special - major alterations.

(3) Special - major repairs and major alterations.

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

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

311. ENGINEERING DESIGNEES - DELEGATED FUNCTIONS/AUTHORIZED AREAS.

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

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

c. DER Authorization. The delegated functions and authorized areas for each DER will be established from the appendix 1, figure 3 charts of this order, before the applicant's original appointment, and again during review at the DER's authority change or renewal date. These will be listed on the COA, the letter of appointment, or on any letter(s) of renewal or authority for expansion or deletion. Any other limitations appropriate to the appointment, such as certain CAR or other

regulation(s), are also listed on the form. "Recommend approval" can be used only for those delegated functions authorized on the COA. The scope of the designation, and any limitation considered necessary at the time of appointment, will be clearly indicated on the COA or other related documentation.

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

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

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

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

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

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

314. ENGINEERING DESIGNEES - INTERNATIONAL OPERATING PROCEDURES.

a. Finding Compliance to Foreign Regulations.

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

NOTE: For paragraph a(1) above, the JAA can be substituted as a foreign CAA.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CHAPTER 4. AIR APPLICATION PROCESS

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

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

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

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

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

a. Cover Letter. A DAR applicant or consultant DER applicant must submit a cover letter requesting appointment. An applicant for a DMIR, ODAR, or company DER must submit a letter from the applicant's employer requesting an appointment and identifying any special recommendations or limitations considered appropriate with respect to the desired authority. Companies should apply only for the appointment of as many designees as they deem appropriate for the services to be rendered. For an ODAR, the applicant's signature must be that of a management official within the quality organization who will have sufficient authority to effect change within the ODAR, will be responsible for management and oversight of the ODAR, and will serve as the FAA focal point for ODAR activities.

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

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

TABLE 4-1. REGULATORY APPOINTMENT CRITERIA

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

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA

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

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

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

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

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

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR/ODAR
applicant also should demonstrate the ability to assess the quality of all software life cycle data and the development team's adherence to approved plans and standards. **c.** Familiarity with the systems safety assessment process, specifically, those portions that establish the software criticality level. **d.** A demonstrated knowledge of the rationale for, and the significance of, each stage in the software development process, as well as its supporting standards, procedures, and documentation. The applicant should be able to identify the critical aspects and contents of each of the documents in DO-178. **e.** Experience gained from participation in some technically responsible capacity over a complete software development program life cycle. This qualification may be satisfied by an aggregate of different software development programs. **f.** Experience interacting with all phases of software development and testing processes addressed by DO-178, including use of the associated configuration and quality control procedures. This experience should include significant responsible involvement in several of those phases. When assessing an applicant's capabilities for making a knowledgeable finding of compliance, experience obtained in the requirements development or testing phases may, for example, be weighted more heavily than that obtained in the detail design or coding phases. **g.** Fluency in at least one high-level and one assembly-level programming language and familiarity with typical support software used in a software development process. Familiarity with typical software tools available to facilitate the development,	for class I products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or **b.** An organization holding an FAA PC or APIS must have a person(s) in its employ with 5 years of experience similar to that specified in paragraph 2a above. **4.** For the issuance of original airworthiness approvals designated for domestic use of a part (for example, module, subassembly, component, or article) made under an FAA production approval, the failure of which would jeopardize the safety of an aircraft, aircraft engine, or propeller— **a.** The applicant must have 3 years of experience in the actual issuance of, or having responsibility for, managing programs leading to the issuance of original airworthiness approvals for products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or **b.** The applicant must show evidence of 3 years of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) conform to approved design and are in a condition for safe operation. This is to include knowledge of— **(1)** First article, in-process, and final assembly inspections, **(2)** Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, and plating),

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR/ODAR
documentation, and consistency-checking processes is highly desirable. **h.** Demonstrated knowledge of the sources of software anomalies, the relative merits of the types of testing procedures available to protect against them, and the characteristics of a thorough test program. **i.** Familiarity with the aspects of computing peculiar to real-time avionics systems, such as the use of interrupts, multitasking, and software reentrancy. This should include an understanding of the types of analysis and testing necessary to ensure the integrity of these mechanisms. **j.** An understanding of the techniques that may be employed to reduce software criticality levels, such as system architecture, dissimilar software, and partitioning. This should include the ability to assess the adequacy of a proposed technique relative to the system integrity required. **k.** Knowledge of hardware characteristics such as input/output schemes, memory organization and multiport access, communication-bus protocols, and processor architecture, all of which have an impact on the software interface and the potential for the creation of anomalies. **l.** Demonstrated use of DO-178 objective tables and assessing a project's compliance to those objectives. This includes familiarity with the FAA's software review approach as explained in FAA policy and the job aid titled "Conducting Software Reviews Prior to Certification." **m.** Experience with software verification process activities, including reviews, analyses, and testing.	**(3)** Destructive and nondestructive inspections, **(4)** Manufacturing processes, **(5)** Airworthiness assurance, **(6)** Developing and implementing quality control systems and procedures, **(7)** Testing procedures, and **(8)** Use of FAA-approved type design data. **c.** An organization holding an FAA production approval must have a person(s) in its employ with 3 years of experience similar to that specified in paragraphs 4a and/or 4b above. **5.** For the issuance of original export airworthiness approvals for class II products— **a.** The applicant must have 3 years of experience in the actual issuance of, or having responsibility for, managing programs leading to the issuance of original export airworthiness approvals for class II products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought, or **b.** The applicant must show evidence of 3 years of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that class II products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for original export airworthiness approval meet part 21, subpart L, Export Airworthiness Approvals,

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

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

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

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

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR/ODAR
(2) Aerospace/Aeronautical Engineering, **(3)** Mechanical Engineering, or **(4)** Civil Engineering. **NOTE: In addition to one of the above, a course in fracture mechanics is desirable, if not taken during the degree program.** **b.** The equivalent of 2 full years of experience in damage tolerance analysis. The experience must be within the last 10 years prior to appointment. **4.** For a structural DER with delegated functions of fatigue analysis, the applicant should have— **a.** A degree in— **(1)** Engineering Mechanics, **(2)** Aerospace/Aeronautical Engineering, **(3)** Mechanical Engineering, or **(4)** Civil Engineering. **NOTE: In addition to one of the above, a course in fatigue analysis is desirable, if not taken during the degree program.** **b.** The equivalent of 2 full years of experience in fatigue analysis. The experience must be within the last 10 years prior to appointment.	**7.** For the issuance of original export airworthiness approvals for class III products— **a.** The applicant must be employed by a PAH or an approved supplier of the PAH. The applicant must have 1 year of experience in the actual issuance of, or having responsibility for, managing programs leading to the issuance of original export airworthiness approvals for class III products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or **b.** The applicant must show evidence of 1 year of experience with quality control methods and techniques that demonstrates the applicant's ability to determine that class III products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for original export airworthiness approval meet part 21, subpart L, and any special requirements of the importing country. This should include knowledge of— **(1)** First article, in-process, and final assembly inspections, **(2)** Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, and plating), **(3)** Destructive and nondestructive inspection, **(4)** Manufacturing processes, **(5)** Airworthiness assurance, **(6)** Developing/implementing quality control systems/procedures, **(7)** Testing procedures, and

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

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

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR/ODAR
	(2) Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, and plating), **(3)** Destructive and nondestructive inspection, **(4)** Manufacturing processes, **(5)** Airworthiness assurance, **(6)** Developing and implementing quality control systems and procedures, **(7)** Testing procedures, and **(8)** Use of FAA-approved type design data. **c.** An ODAR must have a person(s) in its employ with 5 years of experience similar to that specified in paragraphs 8a and/or 8b above. **9.** For the issuance of conformity certifications for components manufactured in the U.S. for non-U.S. product manufacturers— **a.** The applicant must have 3 years of experience in either making conformity determinations or having responsibility for managing programs leading to determinations that prototype test articles, parts, or installations (including completed aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) are in conformity to the proposed type design being evaluated by the FAA, or **b.** The applicant must show evidence of 3 years of experience with quality control methods and techniques that demonstrates the applicant's ability to determine that prototype

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR/ODAR
	test articles, parts, installations, or completed aircraft (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) to be used for FAA/non-U.S. design evaluation, conform to the proposed design being evaluated. This should include knowledge of— **(1)** First article, in-process, and final assembly inspection, **(2)** Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, and plating), **(3)** Destructive and nondestructive inspection, **(4)** Manufacturing processes, **(5)** Airworthiness assurance, **(6)** Developing and implementing quality control systems and procedures, **(7)** Testing procedures, and **(8)** Use of FAA-approved type design data. **c.** An organization holding an FAA production approval must have a person(s) in its employ with 3 years of experience similar to that specified in paragraphs 9a and/or 9b above.

TABLE 4-3. INTERFACE APPOINTMENT CRITERIA

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

TABLE 4-3. INTERFACE APPOINTMENT CRITERIA (CONTINUED)

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

TABLE 4-4. STANDARDIZATION APPOINTMENT CRITERIA

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

402. FAA EMPLOYEE APPLICATIONS. Current FAA employees will not be appointed as designees until their employment with the FAA has been terminated. Former FAA employees who submit an application within 3 years from the time their FAA employment terminates are exempt from the Standardization and Interface portions of the application package. In lieu of the Standardization and Interface portions of the application package, applicants must submit a letter of recommendation from the manager of their former office. If former FAA employees cannot get a letter from their former manager, they must submit the Standardization and Interface portions. All other portions of the application package are required to be filled out and returned to substantiate their experience while employed by the FAA, or other experience within the aircraft industry. Appointments will be limited to functions performed while employed by the FAA or other experience within the aircraft industry. If a former FAA employee submits an application beyond 3 years from the date of termination, all application requirements apply.

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

404. SUPPLIER DMIR APPLICATIONS.

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

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

> **NOTE 1: If a PAH is supplying parts to a TC/STC applicant who does not hold a production approval, a DAR/ASI or an authorized DMIR at the PAH must perform a conformity inspection.**
>
> **NOTE 2: If a TC/STC applicant who does not hold a production approval is having parts manufactured at a supplier who does not hold a production approval, a DAR/ASI must perform a conformity inspection.**

c. When revisions are sought to authorized functions listed or referenced on a DMIR's COA, the PAH must submit a letter referencing the existing appointment and requested revisions. The managing office will determine if a new Form 8110-14 is required. Any PAHs added to a DMIR's COA must be substantiated by a PAH's letter of recommendation and concurrence from the cognizant FAA office. The appointing MIDO must issue and process a COA in accordance with chapter 5, AIR Designee Appointment Process, of this order. The DMIR will be provided the new COA and instructed to return the previously issued COA along with any supplements. The appointing office will coordinate any revisions to a supplier DMIR's COA with each appropriate MIDO.

405. ODAR APPLICATIONS. Applications for an ODAR appointment will be accepted only from PAHs, or non-PAH organizations involved in an FAA type certification project with a high probability of obtaining an FAA PC for the type-certificated product. Applications submitted by non-PAH organizations must show evidence of an ongoing type certification program and an established quality control system in sufficient detail to provide positive control of parts or components, materials, and special processes during the type certification program. The quality control system must provide assurance that each completed prototype part or component was manufactured in accordance with these procedures and conforms to the certification test requirements documents (for example, conformity requests and type inspection authorization). The quality control system must be based on part 21 production approval quality system requirements. Failure to obtain a PC for the type-certificated product within the time specified in part 21 (refer to § 21.123(c)) should result in suspension of the ODAR. ODAR applications must also include—

a. A letter from the individual identified in paragraph 401 of this order, identifying persons who will perform any authorized function(s), and attest to their integrity and technical qualifications.

b. Supplemental statements that include each individual's name and signature, and substantiate that their experience meets each of the evaluation criteria identified in table 4-2 of this order for the authorized functions being performed.

c. The requirements for the organization's procedures manual as outlined in appendix 1, figure 6 of this order. The manual will establish a process that complies with the applicable requirements of the CFR and the applicable FAA directives, and documents the system by which the ODAR will manage functions performed on behalf of the FAA. The manual must establish an organizational focal point to interface with the FAA on behalf of the ODAR, ensure that only appropriately qualified individuals will perform any authorized functions, and define how the ODAR will interface and function with other elements of the company.

d. ODAR Focal Point. The application for an ODAR must be signed by the proposed focal point. The proposed focal point is a management official within the applicant's quality organization who will have sufficient authority to effect change within the ODAR, will be responsible for management and oversight of the ODAR, and will serve as the FAA focal point for ODAR activities.

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

a. A PAH holding an ODAR may request to have functions performed by an authorized representative at a supplier. The PAH will submit a request to the managing office that will include the PAH's need for performing authorized functions at a supplier. The PAH will provide the managing office with the name and location of the supplier, and the authorized functions to be performed within the prescribed limitations. The managing office will determine the need and ability to manage the appointment before processing the request. The managing office may request assistance from the geographic office in determining the requested representative's qualifications or in providing oversight of that representative once they are appointed. The use of an authorized representative at a PAH's supplier is currently limited to suppliers located in the United States, unless otherwise approved by the CMO, MIDO, or MIO and coordinated with the local CAA.

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

(1) Verify that the authorized representative—

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

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

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

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

(a) A review of the records associated with paragraphs 406b(1) to (3) of this order, completed FAA forms and reports, and airworthiness approvals issued; or

(b) An onsite performance evaluation of the authorized representative, including a review of the records associated with paragraphs 406b(1) to (3) of this order, completed FAA forms and reports, and completed airworthiness approvals issued. The PAH must conduct an onsite performance evaluation at a duration not to exceed 48 months.

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

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

e. Supplier Responsibilities. If the supplier holds a designee appointment, the supplier's COA will be updated to include the PAH for which the supplier is performing authorized functions. If the supplier wishes to revise the authorized functions listed or referenced on its COA, the supplier must submit a letter referencing the existing appointment and requested revisions. The managing office will determine if a new Form 8110-14 is required. The appointing office will issue and process a COA in accordance with chapter 5 of this order. The supplier will be provided the new COA and instructed to return the previously issued COA along with any supplements. The supplier will—

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

(2) Upon request, provide to the PAH records associated with paragraphs 406b(1) to (3) and documents issued by the authorized representative on the PAH's behalf.

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

407. APPOINTMENT OF DMIRs OUTSIDE THE UNITED STATES. Section 183.31(c) allows a DMIR to perform authorized function(s) at any location permitted by the FAA. A PAH or PAH's approved supplier will make application for a DMIR appointment outside the United States in accordance with the applicable criteria found in the tables of paragraph 401 of this order. The application must be accompanied by adequate written justification providing all information (that is, work location, type of work, duration, etc.) necessary for the FAA to render a judgment. A DMIR may be appointed and perform authorized function(s) outside the United States under the following conditions:

a. The managing office may permit the appointment of a DMIR only when it can adequately supervise, monitor, train, and track the DMIR's activity. The request will be denied if adequate oversight cannot be maintained.

b. The country where the appointment will be made must have, or currently be working toward, a bilateral agreement with airworthiness provisions with the United States.

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

(1) Ascertain that the CAA has no objection to the DMIR performing its authorized functions on behalf of the FAA in its country.

(2) Request information from the CAA to determine that the applicant has no history of regulatory violations from that country. If the applicant has a violation history, an evaluation must be conducted to ascertain the type of violation(s), any special or mitigating circumstance(s), and attitude toward compliance with the CAA regulations. The selection and appointment process will continue in accordance with chapter 4, AIR Application Process, and chapter 5 of this order.

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

408. APPOINTMENT OF DARs OUTSIDE THE UNITED STATES.

a. The FAA may appoint non-U.S. citizens who reside in and have a primary place of business in another country as a manufacturing DAR. Appointing offices should consider only appointing a DAR in another country in unique situations, and only after determining such an appointment would pose no undue burden on the FAA. Managing offices must have the long-term capability and funds to make a minimum of one onsite visit per year to supervise, monitor, train, and track the DAR's activity. These activities should be accomplished concurrently with other FAA activities. Applications must be accompanied by a letter from the CAA of the country, addressed to the appointing manager, stating that it has no objection to the DAR making findings of conformity/compliance on aircraft/components located in its country.

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

409. APPOINTMENT OF DERs OUTSIDE THE UNITED STATES. The FAA will not appoint as a DER an individual who does not have a legal permanent residence in the United States. The FAA has determined the burden to the agency of managing a DER who does not reside in the United States is not compensated for by an FAA need that is met by appointing a DER designee.

CHAPTER 5. AIR DESIGNEE APPOINTMENT PROCESS

500. GENERAL. This section describes how an application is processed and evaluated. The selection and appointment process involves the initial application review by the DPC, followed by the evaluation by the assigned advisor and the EP. This section also describes the processing of applications for expanded authority and the process by which an applicant can be identified as a candidate. The ACO or MIDO will complete application processing within 90 days of receipt of an acceptable package.

501. INITIAL APPLICATION PROCESSING.

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

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

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

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

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

502. ADVISOR'S EVALUATION OF THE APPLICATION.

a. The evaluating office manager appoints an advisor who will have the primary responsibilities in the selection and appointment process for the assigned applicant. Upon receipt of the application package from the DPC, the advisor will—

(1) Consult the appropriate manager to determine FAA need and ability to manage. Need and ability to manage are based on a variety of factors such as project workload, geographic location, number of FAA employees, and ratio of designees to advisors. If there is an FAA need and a determination made that there are adequate FAA resources to manage the designee after appointment, the advisor will further evaluate the application. If the managing office manager determines that there is no FAA need, or the designation cannot be managed, the advisor will deny the application and document the decision in the DIN.

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

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

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

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

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

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

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

d. On determination to continue the evaluation, the advisor may contact the applicant's references, based on existing knowledge of the applicant's technical capability and character. If the advisor decides not to contact the references, justification is documented and provided to the EP.

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

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

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

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

h. If the applicant's request for appointment is denied, the DPC sends a letter by certified mail to the applicant clearly explaining the reasons for denial and advises the applicant of the right to appeal (refer to appendix 4, figure 5 of this order).

503. PURPOSE AND MAKEUP OF THE EVALUATION PANEL.

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

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

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

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

504. EVALUATION PANEL REVIEW OF THE APPLICATION.

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

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

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

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

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

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

505. ADMINISTRATIVE REQUIREMENTS.

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

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

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

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

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

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

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

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

506. DER CANDIDATE IDENTIFICATION.

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

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

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

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

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

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

507. DAR CANDIDATE IDENTIFICATION.

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

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

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

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

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

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

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

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

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

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

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

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

(3) Understands how to process pertinent certification documents.

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

b. On-the-job training and guidance is required and is provided to each DAR candidate prior to appointment by the responsible managing office.

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

d. Depending on the type of authorization being sought, the DAR candidate will—

(1) Be required to accompany and assist an advisor during a minimum of three inspections of an ongoing TC or STC program.

(2) Be required to accompany and assist an advisor during inspections leading to the issuance of a minimum of three original airworthiness certificates or approvals.

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

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

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

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

(2) Document why an EP is not required, or

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

h. Evaluation Panel Responsibilities. The EP may—

(1) Interview the candidate.

(2) Appoint the candidate as a DAR.

(3) Continue the DAR candidacy.

(4) Terminate the DAR candidacy.

510. REQUESTS FOR MULTIPLE APPOINTMENTS, EXPANDED AUTHORITY, AND TRANSFER REQUESTS. The objective of developing a standardized appointment process is to develop a level of confidence in the integrity of the system such that acceptance by all offices of an appointment decision is the norm. Designees need to submit a complete application package unless otherwise directed by their managing office. Currently appointed designees who seek expansion to their authority, multiple appointments, or request a transfer must reapply as follows:

a. Designees Who Previously Have Gone Through the EP Process. The applications will be reviewed by the advisor and the manager to determine whether an EP needs to be formed. If an EP is not required, the advisor must document the rationale and place it in the designee's file. In addition, the DIN will be updated, and the administrative requirements will be accomplished in accordance with paragraph 505 of this order.

(1) If expansion is for a different discipline, such as propeller to mechanical systems, an advisor/evaluator will be assigned in that discipline and an EP must be held. For the addition of an authorized function (for example, adding hardware to software authorized functions, adding parts conformity to parts installation authorized functions, or adding aircraft certification to issuance of special flight permits authorized functions), an advisor/evaluator will be assigned in that discipline and an EP must be held. This EP would be used only to determine if the applicant is technically qualified for the new authorizations being requested. The intent of having an EP is for the FAA to consider the applicant's qualifications and experience for the particular functions being requested.

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

b. Current Designees Who Have Not Gone Through the EP Process. Current designees should be evaluated as follows:

(1) If transferring to a new managing office, the EP may be waived per the agreement of the advisor and office manager.

(2) If seeking expanded authority with a new technical discipline, an EP is required.

(3) If seeking dual appointments, the EP may be waived per the agreement of the advisor and office manager.

(4) If seeking multiple appointments, an EP is required because the addition of a multiple appointment usually requires a new managing office to assume designee management responsibilities.

c. Transfer Requests. Current designees who wish to relocate to a different geographic area may do so pending the concurrence of the receiving ACO, CMO, or MIDO. Once given the transfer request, the receiving office must determine the ability to manage the designee and the need for an application under paragraph 510 of this order, create a designee file, and ensure the required information is entered into the DIN. If the receiving office approves the transfer, the departing office must update the DIN to reflect the transfer status and transfer the appropriate designee records to the receiving office. The receiving office will document the results in the designee's file and accomplish the administrative requirements in accordance with paragraph 505 of this order.

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

(1) An active designee who has previously gone through the EP process must reapply with ONLY a Form 8110-14 to the new ACO, CMO, or MIDO.

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

(3) A former designee who relocates to another ACO, CMO, or MIDO geographic area and requests reinstatement will be treated as an initial applicant and will be required to submit a complete application package through the EP for evaluation.

CHAPTER 6. AIR APPEAL PROCESS

600. GENERAL. This chapter describes the process by which an applicant may appeal the decision regarding a denied or reduced designation. When the FAA has determined that there is no FAA need or ability to manage the designation, the applicant cannot file an appeal.

601. APPEAL PANEL. If not satisfied with the decision, an applicant may, within 60 days of the date of receipt of the FAA decision letter, notify the FAA in writing and request a review by an appeal panel. The DPC must verify that the request for appeal was received within 60 days. If so, the DPC then schedules the meeting, notifies all parties involved, and provides appropriate copies of all documentation. In addition, the DPC may assist the chair or facilitate an appeal panel meeting. An appeal panel consists of at least two managers or senior specialists who were not part of the applicant's EP, or were not participants in the decision being appealed. An appeal panel must consider all available information and may interview the applicant, FAA personnel, or may invite other persons to be resources at their deliberations. An appeal panel's decision is reached by consensus and all decisions are FINAL.

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

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

a. Uphold the previous decision.

b. Override the previous decision with a new decision and provide appropriate justification.

c. Request that any part of the appointment process be repeated with new information and/or instructions.

603. FUNCTIONING OF APPEAL PANEL.

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

b. An appeal panel must complete its deliberations by consensus within 60 days from the date of the appeal. If a decision is not reached utilizing the consensus process, the geographic directorate manager will make the final decision.

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

CHAPTER 7. AIR DESIGNEE ORIENTATION

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

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

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

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

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

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

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

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

g. Administrative Responsibilities. Familiarize the designee with all necessary administrative procedures, practices, oversight, and official records, and provide the designee with all pertinent forms and instructions.

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

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

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

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

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

k. Appointment and Renewal Procedures. Explain appointment and renewal procedures. Also, review and discuss with the designee the knowledge-based test.

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

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

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

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

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

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

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

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

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

d. Use of Authority. Advise the DER to exercise the full extent of delegated authority. If the DER does not exercise the delegated authority, the DER must explain why on Form 8110-3, when submitted. The DER should also explain submittal rejections.

e. Test Plan Approval. Explain that normally a DER cannot approve test plans but should recommend approval in the submittal to the ACO. The ACO may delegate test plan approval to the designee (refer to paragraph 310 of this order). The DER must have specific approval from the FAA prior to witnessing a test as the FAA representative. There must be prior agreement between the ACO and the DER on how the approval will be documented.

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

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

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

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

j. DER/Candidate Executive Conflict of Interest. Explain the possible conflicts of interest of individuals who are in the executive or lead category within a company, or an executive consultant in an engineering organization who applies for a DER appointment. (ACOs are discouraged from appointing DERs and candidates who are in this category.) Emphasize what additional monitoring, supervision, and surveillance may be required as a result of their position and changes in their position within the company, including emphasis on possible additional documentation requirements for the DERs (refer to paragraph 1005 of this order).

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

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

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

c. Export Certificates. Advise the DMIR that part 21 only permits the export of class I, II, and III products in accordance with certain limitations or conditions. These specified limitations or conditions should be thoroughly reviewed, understood, and accomplished before a DMIR performs these export functions.

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

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

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

g. Use of Authority. DMIRs may conduct any inspections that may be necessary to determine that products meet the FAA-approved type design data, are in a condition for safe operation, and comply with any other applicable regulations (for example, airworthiness directives (AD), marking requirements, registration, and special importing requirements) before issuing airworthiness certificates. The DMIR should seek guidance from their managing office when problems arise.

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

i. Document Submittal. DMIRs are to submit applicable original or duplicate documents within 7 days of completion to the managing office for review.

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

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

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

a. Product Certification. DARs should be cautioned that any irregularities or deficiencies related to the product certificated may result in the termination of their designation under the provisions of § 183.15(d)(4).

b. Authority and Responsibility. Remind the DAR to perform only authorized functions within the limits of designated authority. DARs ARE NOT authorized to perform evaluation, surveillance, or investigation of quality control systems, data, procedures, methods, or service difficulty reports. The FAA inspector WILL NOT authorize any privilege not included in § 183.33.

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

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

e. Safeguarding of Forms. Emphasize that the DAR must ensure that all FAA forms, certificates, and other official documents are properly safeguarded. Under no circumstance may any certificate be in the possession of an applicant until the certificate has been completed and signed by the DAR. All airworthiness certificates or approvals and related documents must include the DAR's printed or typed name, signature, and designation number.

f. Conflicts of Interest. DARs are not allowed to perform any mechanical, maintenance, or inspection function on behalf of an applicant (for example, owner, agent, repair station, or PAH) on products for which an airworthiness certificate or approval is sought. This does not preclude the DAR from performing maintenance, mechanical functions, or inspections in a non-DAR capacity when NOT involved in the airworthiness certification/approval actions under the DAR's authority.

g. Use of Authority. DARs may conduct any inspections that may be necessary to determine that products meet the FAA-approved type design data, are in a condition for safe operation, and comply with any other applicable regulations (for example, ADs, marking requirements, registration, and special importing requirements) before issuing airworthiness certificates. The DARs should seek guidance from their managing office when problems arise that cannot be resolved.

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

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

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

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

a. Procedures Manual. Remind the ODAR to comply with all provisions of their FAA-approved procedures manual and to ensure all authorized functions are performed within the limits of authority.

b. Authority and Responsibility. Remind the ODAR to perform only authorized functions within the limits of designated authority. ODARs ARE NOT authorized to perform evaluation, surveillance, or investigation of quality control systems, data, procedures, methods, or service difficulty reports. The FAA inspector WILL NOT authorize any privilege not included in § 183.33.

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

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

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

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

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

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

CHAPTER 8. DESIGNEE TRAINING

800. GENERAL. Standardization seminars are presented by the FAA's Delegation and Airworthiness Programs Branch (AIR-140) and the Regulatory Support Division (AFS-600), either in Oklahoma City, Oklahoma, or at various locations throughout the country. Standardization seminars are held to provide initial designee training. Recurrent seminars are held to provide updated information and technical or procedural guidance appropriate to the designee's specific authorized functions. The managing office in the geographic area hosting the seminar should have a representative attend the recurrent seminar as discussed in paragraph 801 of this order.

801. DESIGNEE TRAINING. Required procedural training for designees is the subject of the FAA's designee seminars. Table 8-1 lists FAA-provided designee seminars. AIR and AFS designees attend the listed seminars as specified in this chapter. It is recommended that the FAA advisor attends the standardization seminar and/or the recurrent seminars with the designee, if this is practical. Attendance at the seminar is a good opportunity to interface with the designee and allows for information sharing by the managing office advisor/manager. If seminar attendance is not practical for the FAA, the designee and the FAA advisor should review the seminar content and agree on the best use of the material that was presented.

a. The Combined Manufacturing and Maintenance Standardization Seminar, formerly identified as the Initial Designee Standardization Seminar, is a 3-day training session for pending or newly appointed designees authorized to issue domestic airworthiness approvals, airworthiness certificates, special flight permits, prototype conformity inspection, or export certificates/approvals for class I, II, and III products. Designees are only required to attend this seminar one time. This seminar is delivered in Oklahoma City, Oklahoma.

b. The Manufacturing Standardization Seminar is a 1-day training session for pending or newly appointed designees only authorized to perform inspections of production products and related parts, issue domestic airworthiness approvals, or issue export approvals for class II and III products. Designees are only required to attend this seminar one time. This seminar is delivered in Oklahoma City, Oklahoma.

c. The DER Standardization Seminar provides a familiarization of FAA administrative procedures, DER roles and responsibilities, and an overview of the type certification process.

d. The Combined Manufacturing and Maintenance Recurrent Seminar is a 3-day training session that provides detailed instructions concerning designee authority and responsibility. The subject matter will include, but is not limited to, current national policy, FAA forms, and certification. In addition, topics concerning domestic and international issues such as imports, exports, and numerous types of certification approvals are included. This seminar will be offered in various locations within the United States each year.

e. The DER Recurrent Seminars are presented by a host ACO, with participation from various FAA and industry representatives. The recurrent seminars provide a general update of topics of interest to DERs, and present breakout or workshop sessions for individual technical specialties. A DER recurrent seminar may be presented in conjunction with a standardization seminar.

TABLE 8-1. DESIGNEE SEMINARS

DER STANDARDIZATION SEMINAR	COMBINED MANUFACTURING AND MAINTENANCE STANDARDIZATION SEMINAR
The DER Standardization Seminar, hosted by AIR-140 with the support of the local ACOs, is an indoctrination course tailored for newly appointed DERs and applicants with little experience. It consists of an overview of the FAA, DER responsibilities, and certification activities a DER may encounter.	This is a 3-day seminar, formerly identified as the Initial Designee Standardization Seminar, delivered in Oklahoma City, Oklahoma. The seminar familiarizes attendees with FAA administrative procedures, methods, and practices in the interest of standardization. Seminar subjects include— **1.** Privileges, responsibilities, and limitations. **2.** Introduction to FAA publications. **3.** Prototype conformity. **4.** Original/recurrent airworthiness certification and related approvals. **5.** Export airworthiness certification and related approvals, class I, II, & III. **6.** Special flight permits. **7.** Related FAA forms and records.

DER RECURRENT SEMINAR	MANUFACTURING STANDARDIZATION SEMINAR	COMBINED MANUFACTURING AND MAINTENANCE RECURRENT SEMINAR
This seminar consists of general information and technical breakout sessions tailored by the host ACO to present items they feel are of interest. ACOs also invite inputs from industry and DERs for presentation at DER recurrent seminars. Technical breakout sessions are grouped by technical specialty, for example, powerplant or systems and equipment.	This seminar is a 1-day program for designees who are only authorized to perform inspections of production products and related parts, and issue domestic airworthiness approvals for parts and/or export certificates for class II and III products using Form 8130-3. Seminar subjects include— **1.** Privileges, responsibilities, and limitations. **2.** Review of FAA publications. **3.** Conformity on production products and related parts. **4.** Domestic airworthiness approval of production parts. **5.** Export airworthiness approvals for class II and III products. **6.** Related FAA forms and records.	This seminar is a 3-day program that familiarizes manufacturing and maintenance designees with FAA administrative procedures, methods, and practices in the interest of standardization. Seminar subjects include— **1.** Privileges, responsibilities, and limitations. **2.** Review of FAA publications. **3.** Prototype conformity. **4.** Original/recurrent airworthiness certification and related approvals. **5.** Airworthiness certification of import aircraft. **6.** Export airworthiness certification and related approvals, class I, II, & III. **7.** Related FAA forms and records.

NOTE: The Combined Manufacturing and Maintenance Recurrent Seminar will be presented using a classroom format to cover specific function codes. Day one of the seminar will begin with all attendees in a common room. The remaining time will be spent in various breakout sessions that are function code-specific.

802. SEMINAR ATTENDANCE.

a. A newly appointed designee must attend the applicable standardization seminar within 1 year after initial appointment or within the year just prior to appointment. Failure to attend a standardization seminar within a year of appointment may be cause for termination.

b. Designees who apply under § 183.31 or § 183.33 and who previously have attended a standardization seminar and are seeking multiple appointments or expanded authority need only attend a recurrent seminar. However, attendance is not required if the expanded authority being sought is only for one or more of the following functions:

(1) Performing inspections of production products and related parts,

(2) Issuing domestic Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tags, or

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

c. FAA manufacturing/maintenance ASIs planning to attend recurrent seminars should first complete the recommended FAA Academy courses (for example, Aircraft Certification Indoctrination, Airworthiness Indoctrination, Part 21, Core Job Functions, and Maintenance String courses).

d. Designees attending either the Combined Manufacturing and Maintenance Standardization Seminar or the Manufacturing Standardization Seminar are only required to attend that seminar one time.

e. Manufacturing and maintenance designees with authorizations as described in paragraph 801a of this order must attend a recurrent seminar or receive equivalent training every 2 years to maintain their knowledge of the regulations and policies. Failure to attend this seminar or receive equivalent training from their managing office may be cause for termination. Attendance at Part 21 Training that was designed, developed, and sanctioned by AIR may be substituted for a recurrent seminar on a one-time basis for AIR designees. Managing offices will tailor any equivalent training to the designee's authorized function(s). This equivalent training is not intended to be used in place of the standardization or recurrent seminar attendance requirements in this chapter, and may not be used for consecutive renewal. Documentation in sufficient detail to establish equivalency must be placed in the designee's file and an entry made in DIN of the equivalent training session. Manufacturing designees with authorizations as described in paragraph 801b of this order need not attend a recurrent seminar to satisfy renewal purposes unless—

(1) A national policy change affects their authorized function(s),

(2) Performance does not meet national policy requirements, or

(3) The managing office otherwise deems it necessary.

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

g. In the case of ODARs, all persons listed in the procedures manual with signature authority should attend the applicable standardization/recurrent seminars. Attendance requirements for each authorized individual are the same as described in paragraph 802e of this order.

h. Attendance at seminars will be entered into the DIN by AIR-140/AFS-640 at the conclusion of the seminar. The managing office may access the DIN to determine when designees need to be scheduled for recurrent seminars to maintain their designation.

803. SEMINAR REGISTRATION.

a. Manufacturing and maintenance designees may register by mail, fax, or telephone, using the format identified on the student registration form that is available on the Designee Web site located at http://av-info.faa.gov/dst; select "Training" and then select the appropriate seminar. Manufacturing and maintenance designees must register identifying which function codes they have been authorized on their certificate of authority. The designee's function codes will determine which seminar is appropriate.

b. DERs may register by mail, fax, or telephone, using the DER seminar-specific registration form located at the Internet address in paragraph 803a above.

CHAPTER 9. AIR DESIGNEE OVERSIGHT

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

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

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

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

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

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

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

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

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

(1) Designee Oversight. The advisor will provide supervision to ensure the designee is performing assigned authorized functions in accordance with the appropriate regulations, policies, and procedures.

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

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

(b) Determine that the designees are performing within the scope of their authorized function(s).

(c) Verify that the designee's attendance at the appropriate standardization seminar is in accordance with this order. Verify attendance at the appropriate standardization seminar by each representative performing an authorized function(s) under an organizational designation in accordance with this order.

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

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

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

(g) Ensure the designee understands to contact the managing office to obtain any special direction or instructions prior to—

1 Issuance of airworthiness certificates.

2 Issuance of export certificate/approval tag.

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

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

(2) Designee Performance. At least once annually, conduct a one-on-one meeting to discuss the designee's performance. Determine and initiate appropriate corrective action (for example, additional training or counseling), if the designee fails to demonstrate acceptable methods, techniques, and practices. Within 30 days of completed corrective action, conduct a followup session to determine if the designee's performance is acceptable. If the designee's performance remains unsatisfactory, discuss possible termination with the MIDO manager. Document unsatisfactory performance issues and the date of followup on Form 8130-14, Designee Management Report. Ensure the DIN is updated to reflect this annual meeting.

NOTE: Safety-related situations must be acted upon immediately.

b. Oversight Considerations Unique to ODARs. It is the ODAR's responsibility to comply with all provisions of their organizational designation. The ODAR will perform and document self-assessment activities to ensure only qualified authorized representatives perform the authorized functions in accordance with the pertinent regulations, related policies, and procedures. The advisor will provide direct supervision by interfacing with the organization's FAA focal point and monitoring these self-assessment activities. The managing office will review and provide written approval of all changes to the ODAR's FAA-approved procedures manual. This must include any additions or removals of individual authorized representatives who perform authorized function(s). At the appointing/managing office's discretion, changes may be approved before or after implementation by the ODAR.

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

(1) At least once annually, witness the designee's inspection of a completed part to ensure satisfactory inspection techniques are used. Depending on part availability, it may be necessary to use either an in-process or a noncommercial part or product to fulfill this requirement. If the advisor determines that no suitable product is available, the designee may demonstrate inspection techniques and knowledge of the pertinent guidance material by simulating this requirement.

(2) Ensure that all documentation initiated by a designee is processed in accordance with the appropriate regulations, guidance material (for example, orders, ACs, and notices), and any direction provided by the advisor. Review a sample of the designee's documentation and discuss any discrepancies.

(3) Review completed documentation of authorized function(s) performed by the designee. Advisors should use their discretion based on the experience of the designee in establishing the level of review.

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

(1) Tracking of a designee will be documented on Form 8130-14 and retained in the designee's file.

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

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

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

(4) All supervision and monitoring of a designee's activities are to be recorded in the DIN and updated to indicate the most recent surveillance date.

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

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

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

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

b. On completion of the profile, or within 1 year, the advisor will—

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

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

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

904. DMIR/DAR/ODAR GEOGRAPHIC RESTRICTIONS. It is the FAA's intention that all designees perform their authorized function(s) within the managing office's geographic boundaries. However, a managing office may authorize a designee to perform authorized function(s) outside the geographic boundaries (including other countries) on a case-by-case basis when the FAA need and ability to adequately monitor and supervise the designee is maintained. The designee will submit Form 8130-13 to the managing office for authorization to work outside of the assigned geographic area (refer to appendix 5, figure 2 of this order). To ensure authorization in a timely manner, the designee may submit Form 8130-13 by e-mail (followed by a hardcopy) or by postal mail, when authorized by the managing office.

a. Upon receipt of a request for certification activity within the United States, but outside the managing office's area of responsibility for a particular PAH, the managing office will contact the geographic office in which the certification activity is needed to determine if that office can process the requested activity or will allow the use of a PAH's designee. If the certification activity is located within the directorate geographic area, the managing MIDO will notify the geographic area managing office of the requested activity.

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

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

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

d. When designees are to work outside of their geographic area in excess of 6 months, the managing office should, when practical, consider the temporary transfer of supervisory and monitoring responsibilities to the appropriate geographic office where the certification activity is located. This transfer will require coordination and concurrence between both managing offices and would include all appropriate designee records. The transferring managing office will retain all other oversight responsibilities.

905. DER OVERSIGHT. Every interaction between the DER and the FAA constitutes oversight of the DER by the FAA. Interactions may be in the form of data review or may be in the form of personal contact (for example, face-to-face visits or telephone calls). In either case, the FAA is overseeing the DER's activities and performance. In 1994, the Aircraft Certification Service chartered a team to review oversight of DERs. This team developed a process for identifying FAA accountability for DER oversight, for measuring the quality of the performance of the DER oversight function, and for measuring DER performance. Due to the burdensome nature of documenting every interaction between the DER and the FAA counterpart, and measuring DER performance in each case, the team identified 12 areas of FAA evaluation of DER activity, which are on Form 8110-30. The DERs are required to report their activities based on eight key interactions with the FAA to their advisor on an annual basis on Form 8110-29. The advisor and any other evaluators must rate the DER's performance in the 12 critical areas on an annual basis. Interactions and oversight of the DER by the FAA takes place as a function of DER and FAA contact during project and other certification activity. The formal documentation of oversight of the DER is summarized during the FAA's annual review for suitability of renewal. This is a vital part of the DER management system, and when properly conducted provides a practical, consistent, credible, maintainable, and flexible manner of ensuring and documenting the FAA's oversight of the designees.

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

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

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

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

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

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

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

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

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

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

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

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

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

c. The Twelve Performance Element Definitions for the Form 8110-30.

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

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

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

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

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

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

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

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

> **NOTE: The DER's appointing office may require attendance at recurrent seminars. Although this training is not required, the DER is encouraged to attend a recurrent seminar every 2 years to maintain awareness of current FAA policies and procedures.**

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

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

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

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

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

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

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

906. MINIMUM LEVELS OF DER OVERSIGHT. DER oversight is conducted by the advisor during the course of normal interactions with the DER doing certification activity. Oversight of the DER by the FAA is recorded in the DER's annual performance evaluation for renewal (refer to paragraphs 905 and 1002 of this order). This performance evaluation consists of a review of the DER's file, a review of the Form 8110-29 submitted by the DER, and the completion of FAA Form 8110-30 by the DER's evaluator(s). The purpose of the annual performance evaluation is to establish that the DER is performing at a satisfactory level, and if not, to take corrective action. Oversight consists of interactions with the DER, timely response to DER questions for guidance, and timely identification, discussion, and resolution of shortcomings in situations when the DER may not have met FAA expectations. DER oversight is in accordance with the statutory basis for delegation of certification activities to qualified individuals. Section 44702(d) states that delegation to a qualified person is made "…subject to regulations, supervision, and review the Administrator may provide…" For DERs whose activities do not justify routine interactions and dialogue with the advisor, the annual renewal should document a minimum level of oversight. In addition to documenting a minimum level of oversight, the annual renewal process is the FAA's means of complying with § 183.15(b), which states that a DER appointment is renewed annually or terminated.

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

b. Review. Items 4, 5, 6, 7, 9, 10, 11, and 12 on Form 8110-30 require some degree of FAA review of the DER's data submittals. If the DER has made submittals to more than one ACO during the previous year, the evaluator will coordinate the DER's evaluation with the appropriate engineers or pilots in those ACOs. When contacting other ACOs with which a DER has worked, the evaluator is responsible for producing a single Form 8110-30, regardless of the number of contacts surveyed (refer to paragraph 1004d(6) of this order). The advisor will coordinate with all evaluators and obtain a completed FAA Evaluation Form(s) before initiating the DER renewal. For DERs conducting major repair or major alteration data approvals, the advisor may need to request a meeting with the DER to review the DER's work.

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

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

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

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

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

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

b. Recommending Termination of the Candidacy. If the candidate's progress is insufficient after an ample opportunity of approximately 2 years, the candidacy should be terminated. If the candidate's performance has been less than satisfactory, the advisor must counsel the candidate and develop an acceptable resolution. If the annual oversight and documentation process reveals continued less than satisfactory performance, the advisor can recommend termination of the candidacy. Refer to paragraph 505c of this order for procedures.

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

909. MANUFACTURING ODAR SELF-EVALUATION. The ODAR is responsible to comply with all provisions of its organizational designation. The ODAR will perform and document self-evaluations to ensure only qualified personnel representatives perform the authorized functions in accordance with the pertinent regulations, related policies, and procedures. The ODAR will perform and document self-evaluation activities annually, or as agreed to by the managing office and as prescribed in the procedures manual. The procedures manual must identify the general audit procedures as agreed to by the managing office.

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

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

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

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

910. DESIGNEE INFORMATION NETWORK. The DIN is an automated information system designed to support the designee management process. It helps to manage personnel and policy data of active and inactive designees or delegations. All managing offices will report in the DIN any key information that may affect other FAA offices for the designees they are responsible for. All managing offices have the responsibility to ensure the adequacy of the information being maintained in the DIN. The information that must be entered into the DIN can be found in the online help section in the DIN, or the DIN users guide.

CHAPTER 10. AIR DESIGNEE RENEWAL

1000. DURATION OF APPOINTMENTS. Renewal of any designee appointment is at the option and sole discretion of the FAA.

a. DMIR Appointments. Section 183.15(b), provides that DMIR certificates are effective for 1 year after the date of issuance and may be renewed at any time before the expiration date for an additional period of 1 year. A designation that has expired is not renewable without reapplication. To maintain consistency and manage workload, directorates must establish an expiration date of January 31.

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

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

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

1001. DMIR/DAR/ODAR PROCEDURE. When the FAA is considering an applicant's request for additional authorized functions or renewal, the COA letter may be revised on the spot if the letter contains renewal spaces for succeeding years (refer to appendix 5, figure 1 of this order). If an applicant has requested additional authorized functions, a new COA letter will be issued. All new COA letters will contain the new format that includes renewal spaces for succeeding years. The COA letter is intended to be easier to process by the managing office. When expanding authority, the guidelines will be per paragraph 510 of this order.

a. Guidelines for DMIR Renewal.

(1) The managing office will inform the PAH or the PAH's approved suppliers of the expiration of a designee appointment and will encourage them to request renewal.

(2) The PAH or the PAH's approved suppliers must annually submit a letter or an e-mail to their managing office requesting DMIR renewal (the supplier DMIR must provide a letter from each PAH, concurring with the DMIR's request for renewal). A new Form 8110-14 is not required for renewal unless changes are requested to the DMIR's authorized functions.

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

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

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

> **NOTE: Failure to attend the standardization or recurrent seminar, as applicable, may delay reappointment until equivalent training is provided. At the option of the FAA, the managing offices may provide equivalent training for designees unable to attend their regularly scheduled seminar training to prevent termination based on nonattendance of a seminar.**

(6) Obtain renewal concurrence from the MIDO manager indicating that the need for the appointment still exists.

(7) Update DMIR status in the DIN to indicate renewal or termination. The managing office will provide written notification to the PAH or PAH's approved supplier and DMIR when a designation will be terminated.

(8) Notify the PAH's geographic MIDO in writing of renewal actions (for example, written or electronic letter).

b. Guidelines for DAR/ODAR Renewal.

(1) The DAR/ODAR must submit a written or electronic request for renewal to the appointing office at least 2 months before the certificate expires. A designation that has expired is not renewable without reapplication in accordance with this order.

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

(2) A manufacturing DAR/ODAR may be renewed based solely on a projected or anticipated need. The managing office will notify the appointing office or next higher level of management outlining the projected or anticipated activities. This renewal provision will be limited to only one renewal period. For DARs/ODARs renewed under this provision, the requirement for sufficient activity will be waived, but all other renewal requirements of this order will apply.

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

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

> **NOTE: Failure to attend the standardization seminar may delay appointment until equivalent training is provided. At the option of the FAA, managing offices may provide equivalent training for designees unable to attend their regularly scheduled standardization seminar training to prevent termination based on nonattendance of a seminar.**

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

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

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

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

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

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

(5) Renewal concurrence will be obtained from the appointing/managing office manager indicating the need for an appointment still exists. The DAR/ODAR status will be updated in the DIN to indicate renewal or termination. The appointing/managing office will provide the designee written notification when the designation will be terminated and the specific reasons why.

1002. EXECUTIVE LEVEL DMIRs/DARs. The risk of conflict of interest increases as a company DMIR/DAR takes on additional responsibilities and rises to an executive level within the company (for example, senior vice president or director of quality assurance) where the primary job duties are schedule-driven and devoted to the output of the company's wholesaleable products. MIDOs/MISOs should increase surveillance in performance evaluations for these DMIRs/DARs. The following criteria should be used to evaluate whether the DMIR's/DAR's company position can adversely affect the DMIR's/DAR's ability to perform delegated functions objectively and independently. Compliance with these criteria should establish the necessary assurance that the DMIR's/DAR's position within a company does not make the DMIR/DAR more vulnerable to abusing the FAA authority obtained. The following elements define the criteria to be considered:

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

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

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

1003. DMIR/DAR EVALUATION CONSIDERATIONS. When evaluating the above elements, the advisor should show that the DMIR/DAR was able to act independently and impartially. This is based on an analysis of how well the DMIR/DAR is able to separate internal company functions and the ability to adequately exercise the DMIR/DAR authority. Below are examples of actions that may lead to discoveries of a change in the DMIR's/DAR's performance that may affect the DMIR's/DAR's ability to meet the above criteria in terms of separation of function. These examples are not all encompassing and serve only as stimulation and/or a starting point for the MIDOs/MISOs when complying with this order.

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

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

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

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

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

1004. DER RENEWAL PROCEDURES.

a. Interaction Tracking Forms. Approximately 60 days before a DER renewal, the ACO will send a DER/FAA Interaction Tracking Form (refer to appendix 5, figure 6 of this order) to each DER with instructions for completion, and request that the tracking form be returned within 30 days to the appointing branch and/or office. As indicated on the Interaction Tracking Form, the DER is required to provide a brief summary of the previous year's activities. The DER should list the ACO engineering contacts, by name, during this period. This summary should include all FAA contacts in which the DER has designations. Detailed project information or design details that may be considered proprietary should not be included. The submittal of the properly completed DER Tracking Form is required before the DER appointment can be renewed. Because the form must be submitted before the DER's delegation can be renewed, the FAA is assured of being informed of key interactions. The method is flexible in allowing the ACO to establish the appropriate level of review.

> **NOTE 1: Blank DER Interaction Tracking/Evaluation Forms may be sent to the DER, when requested, at the beginning of the renewal period for the DER's use and reference during the year. Both forms may also be sent to each DER with the initial appointment letter.**
>
> **NOTE 2: If a DER is both a company and a consultant DER, two DER Interaction Tracking Forms should be sent to the DER for completion and submittal to the FAA for the renewal evaluation. The evaluation must be made for each category of DER appointment. Lack of activity in a particular category is grounds for terminating a DER certificate.**
>
> **NOTE 3: If a DER is a company or consultant DER, a single DER Interaction Tracking Form should be sent to the DER for completion. The DER should address all delegations (airframe, propulsion, etc.) on the same tracking form.**

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

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

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

d. Evaluation Procedures.

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

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

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

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

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

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

(7) "Not Observed (N/OB)." The N/OB choice is used to indicate that neither the evaluator nor the persons on whom the FAA performed surveillance, including the DER, is aware of activity in the area being evaluated. For example, it is very possible that the DER may not have been involved in the identification of significant issues during the review period. In this case, the Not Observed choice is appropriate and would not affect the renewal recommendation. If there is a continued FAA need, justify renewal in the Remarks section.

(8) Personal Contact. If personal contact with the DER is necessary to resolve a significant performance problem, the Remarks section of the DER Evaluation Form should identify the method of resolution agreed to by the evaluator/DER of each issue raised. The DERs should sign the DER Evaluation Form verifying their concurrence. As an alternative, the resolution will be documented in a letter to the DER.

e. FAA Renewal Action.

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

(2) Renewal Letter. If there is no change in approval status, the advisor will initiate coordination within the office to issue the renewal letter to the DER. The complete DER renewal package with the DER/FAA Tracking Form, the DER Performance Evaluation Form(s), and the signed renewal letter will be placed in the DER's file.

1005. EXECUTIVE LEVEL DER EVALUATION CONSIDERATIONS. The risk of conflict of interest increases as a company DER takes on additional responsibilities and rises to an executive level within the company, where the primary job duties are schedule-driven and devoted to the output of the company's wholesaleable products. In addition, a consultant DER who forms a company that applies for certificates and other approvals goes beyond a purely consulting function. Hence, the ACOs should increase surveillance in performance evaluations for these DERs. This increased surveillance should consist of monitoring and oversight in the form of a written summary showing the DER's performance to the elements stated in paragraphs 905b(5), (6), and (7) of this order. A minimum of two out of the three criteria listed in paragraph 1005a below should be used for this purpose.

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

(1) Adherence to DER Procedures. The DER follows the DER handbook and other policy documents when performing DER functions. It should be shown that the DER does not deviate from these procedures for nonperformance related issues, such that the DER is not deceptive nor displays any artificiality or shallowness of any kind.

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

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

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

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

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

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

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

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

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

CHAPTER 11. TERMINATION OF DESIGNATIONS

1100. GENERAL. This chapter provides the requirements for the termination of the certificate of a DMIR, DER, and a manufacturing/maintenance DAR or ODAR. These procedures are intended to ensure that due process is accorded before a final decision is made on termination of the above designations.

a. General procedures for terminating designations are listed in paragraph 1102 of this order. These procedures specify conditions that may require the termination of a designation and list the procedures that managing offices should employ to accomplish such actions. Even though the FAA sometimes refers to the designations and authorizations as "certificates," they are NOT "certificates" within the meaning of Title 49, United States Code § 44709. The procedures for appealing actions taken under authority of § 44709 and its implementing regulations are not applicable to designees.

b. The procedures in paragraph 1102 of this order do not apply when the termination is at the request of the designation holder, because this decision is entirely voluntary.

1101. CAUSE FOR TERMINATION OF DESIGNATIONS.

a. The following are conditions for designee certificate termination as identified in part 183, § 183.15(d)(1) through (5), and reasons the Administrator considers appropriate under § 183.15(d)(6):

(1) Deceased.

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

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

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

(5) Misconduct. When the Administrator finds the designee has not properly exercised or performed the duties of the designation, or that the PAH has improperly used the services of the designee.

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

> **NOTE: If a DER termination will be based on inactivity, the DER file must have evidence that the DER was cautioned that lack of activity may result in termination.**

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

(8) Certificate Suspension, Revocation, or Cancellation. When a certificate is suspended, canceled, or revoked.

> **NOTE: This refers to a certificate that is required as a basis for the appointment of the designee, for example, the PAH's PC, or a mechanic or repairman's certificate held by a maintenance DAR.**

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

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

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

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

(13) Nonsubmittal of Interaction Tracking Form. When an approved designee does not submit the required Form 8110-29.

b. When determining to terminate a designation based on performance-related issues, the advisor may want to consider options to aid in improving the designee's performance to a satisfactory level. These options include counseling the designee, providing on-the-job training, recommending the designee take additional formal training, closely monitoring the designee's work activities for a determined amount of time, and reducing the authorized areas/functions, prior to a final decision for termination.

1102. PROCEDURES FOR TERMINATION OF A DMIR, DER, DAR, or ODAR.

a. Termination and Appeal.

(1) Notice of Proposed Action. The FAA managing office will provide written notice by certified mail (return receipt requested) to the designation holder stating the reason(s) for the proposed termination of the designation. If possible, the notice should be sent at least 30 days before the intended effective date. Sample notification letters are contained in appendix 6, figures 1 through 3 of this order. When a designee is terminated for any reason, the DPC will update the DIN with the effective date of termination. At a minimum, the notice must include the following:

(a) Reasons for Termination. Specific reasons for the proposed termination, including examples of unacceptable conduct, when applicable. Safety-related situations are acted on immediately.

(b) Immediate Suspension. When a designation holder is suspected of fraud or any other activity deemed inappropriate, and an immediate action is necessary to ensure safety, managing offices will direct the designation holder to cease all authorized activity pending FAA investigation into the matter. The appropriate field office will then initiate action according to the procedures in paragraph 1102 of this order.

(c) Permission to Request an Appeal. A statement allowing the designation holder to request an appeal should be provided in the proposed action. This request for appeal must be submitted in writing. The designation holder will have a 2-week time limit from the date of receipt of the termination notification letter to file a request for reconsideration. If the designation holder does not respond, the termination process will continue.

(d) Effective Date of Termination, When Stayed. The designee must be advised that a request for an appeal will extend the termination date until the appeal process has been completed. This paragraph does not apply when an immediate suspension is necessary, as described in paragraph 1102a(1)(b) of this order.

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

(2) Notice to Designees.

(a) Notice to DMIRs/DERs. If the proposed termination is based on misconduct or inactivity of an employee designee (DMIR or DER), the notice will be addressed to the designee's employer and a courtesy copy sent to the designee.

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

(b) Notice to Independent DARs/Consultant DERs. If the proposed termination is based on misconduct/inactivity of an independent DAR or consultant DER, the notice will be given to the DAR/consultant DER.

(3) Appeal Actions. Termination appeal procedures apply for the following termination reasons: misconduct; insufficient activity; lapse of qualifications; certificate suspension, revocation, or cancellation; lack of care, judgment, or integrity; removal from an approved supplier list; nonsubmittal of the Interaction Tracking Form; and any other appropriate reason.

(4) Appeal is Not Always Available to Individual.

(a) When there is no FAA need or ability to manage, and the FAA is not accepting applications, the applicant does not have the right to appeal. The applicant may reapply at a future date when the FAA is accepting applications for designee appointments.

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

(c) If the proposed termination is based on insufficient activity or misconduct by a DAR or consultant DER, those individuals may appeal and request reconsideration of the proposed action. In this instance, only the DAR/consultant DER may participate in the appeal process.

(5) Meeting With Designee to Review Proposed Action (Appeal Procedures).

(a) Who Should Attend. The meeting will be held with the appropriate MIDO/branch manager or senior engineer of the FAA managing office, the FAA inspector or project engineer who made the recommendation to terminate the designation, and the DPC.

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

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

(6) Notice of Results of Meeting. If, after the meeting, the managing office confirms the inspector's or engineer's proposed action, the DPC will prepare a letter, which will be signed by the manager and sent by certified mail (return receipt requested) to the designee or organization. The letter will contain the following:

(a) Reason(s) for Termination. The letter will clearly state the decision and the justification for the decision. This letter will respond to each of the arguments presented by the designee or organization and will request the surrender of the designee certificate(s).

(b) Permission to Request Second-Level Appeal. The letter will inform the designee that a written request for reconsideration of the decision may be sent to the MIO manager for DMIRs, DARs, and ODARs. For DERs, the request will be sent to the ACO manager who has responsibility for the local ACO. Maintenance DARs and ODARs will be informed that a request for reconsideration of the decision may be sent to the regional FSDO. The letter will state that the designation holder may, in the request for reconsideration, petition for a review of the material submitted by all parties, request another meeting as described above, or both. At the discretion of the FAA, who may deny the designee a second-level appeal, based on any of the following:

1 Automatic suspension due to safety-related situations.

2 Strong evidence/case to support that the designee should be terminated.

3 No new level of evidence that would change the FAA's decision.

4 Any appropriate reason deemed necessary by the FAA.

(c) Effective Date of Termination. The letter will advise the designation holder that the designation will terminate or expire on a specified date.

b. Second-Level Appeal.

(1) Meeting and Record. If reconsideration of the managing office's decision is requested, the meeting will be held by the MIO manager for DMIRs and manufacturing DARs and ODARs, the ACO manager for DERs, and the regional flight standards division (the appointing office) for maintenance DARs and ODARs. The individuals who participated in the original review will attend the meeting, and a record of the meeting will be maintained.

NOTE: In the case of terminations, additional technical specialists and management may be assigned to review additional information submitted by the designee to determine if the termination action will be modified.

(2) Results of Second-Level Appeal. If after reconsideration of the decision, the appropriate manager concurs with the decision to terminate, the DPC will prepare a letter that will be signed by the manager. The letter will be sent by certified mail (return receipt requested) to the designation holder stating the final decision and justification. The letter will respond to each of the arguments presented by the designee or the organization.

1103. NO RESPONSE FROM DESIGNEE. In cases where the designee failed to respond to the original notice or proposed action, a decision letter prepared by the DPC and sent by certified mail (return receipt requested) will be issued by the FAA managing office or appointing office. However, in this situation, the letter will state that reconsideration by the FAA will not be allowed.

a. If the certified mail is "return to sender," the DPC should make every effort to contact the applicant by resending the certified letter or calling the designee for a valid address. Explain to the designee the process will still continue even though the certified mail was returned.

b. If still unable to document a response from the designee, the DPC should inform the appropriate directorate or regional legal office, document action taken, and close the file by making sure whatever action was taken is recorded in the DIN. The significant items to record would be the date of the termination of the designee, contact efforts, the final decision, when the appeal ran out, and the alerting of other FAA organizations.

1104. SURRENDER OF DESIGNATION. All termination actions concluded will result in the surrender of certificates pertaining to the designation.

1105. COORDINATION OF TERMINATION DECISIONS. Termination of a particular designation certification does not necessarily require termination of all designations or delegations held by the individual or organization. However, to ensure that other FAA offices that may have issued other authorizations to the designee are aware of the termination action, managing offices will coordinate all contemplated actions with each of the Aircraft Certification directorates and with the regional FSDO. In addition, the regional assistant chief counsel will be notified before the initiation of such action, and notices sent to the designee will be coordinated with the assistant chief counsel.

1106. DESIGNEE INFORMATION NETWORK STATUS. If the managing FAA office takes action to suspend, terminate, or not renew a designation—

a. The DPC will ensure that the DIN is updated, and

b. Office files correctly reflect the appropriate designation status.

CHAPTER 12. DESIGNEE FILES

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

a. Designee Files. All designee and candidate files will contain, at a minimum—

(1) The original letter of request for appointment,

(2) The original Form 8110-14,

(3) The completed designee application package,

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

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

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

(7) The Designee Acknowledgment of Responsibilities,

(8) Records of discussion or counseling,

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

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

(11) A Certificate of Designation, if surrendered.

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

(1) FAA/DER Interaction Tracking Forms (Form 8110-29),

(2) FAA Evaluation Forms (Form 8110-30),

(3) Conflict of interest evaluations, and

NOTE: The written summary required by paragraph 1005 of this order may be documented on Form 8110-30.

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

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

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

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

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

(4) For candidate DARs, the DAR Candidate Development Profile,

(5) The ODAR's procedures manual, and

(6) Designee renewal requests.

CHAPTER 13. GUIDANCE MATERIAL

1300. GUIDANCE MATERIAL.

a. DMIR/DAR/ODAR/DER.

(1) Designees are responsible for obtaining (with FAA assistance) or having access to all necessary guidance material and subsequent revisions to satisfactorily perform their authorized function(s).

(2) Designees are responsible for notifying the managing office within 30 days of any address change(s).

b. DMIR/DAR/ODAR.

(1) Manufacturing and maintenance designees are encouraged to obtain their FDR-1D kits, orders, directives, and regulations through the Designee Web site. A CD-ROM of the current FDR-1D kits for DMIRs, DARs, and ODARs will be distributed at the initial standardization seminar. Followup revisions to the kits may be obtained via the Designee Web site and/or through other alternative means. Followup revisions will not be provided via a CD-ROM; however, designees may order CD-ROMs through the AFS-640 kit manager at a cost established by AFS-640. Refer to paragraph 1301 of this order for the Designee Web site address.

(2) If designees choose to obtain FDR-1D kits electronically they must notify their advisor within 3 days of appointment, in order for the DIN to be updated.

c. Managing Office(s) Responsibilities.

(1) Verify the designee(s) have the necessary guidance material to perform their authorized function(s).

(2) Enter and update the designee's address in the DIN to ensure receipt of publication updates.

d. Kit Manager (AFS-640) Responsibilities.

(1) Monitor and maintain the FDR-1D kit list in the DIN and on the Designee Web site.

(2) Update designee addresses upon receipt of nondeliverable mail by using the new address provided by the U.S. Postal Service.

(3) Notify AIR-520 via e-mail when guidance materials for the AIR FDR-1 kit need to be replenished in stock.

(4) Enter training data and update the Kit Receipt flag as necessary in the DIN.

e. APF-100 Responsibilities. Notify AIR-520 when stock of publications level is low or out.

f. Directives Management Officer (AIR-520) Responsibilities. Coordinate with the appropriate FAA division for document processing.

(1) Notify via a "routing slip" to the process owners (for example, AIR 200/100) which documents must be reordered to replenish stock at the warehouse. Process owners of documents will provide AIR-520 of the decision on reorders.

(2) FAA process owners of directives will review documents for currency before authorizing documents that have been identified for reprint. If appropriate, submit completed printing request(s) with negatives/originals of the document for reprinting to AIR-520 for processing.

g. Distribution Codes. FAA process owners of directive/policy development will ensure that the distribution code at the bottom of the directives reflect the distribution code of "FDR-1D" and/or "FDR-2" for manufacturing and engineering. These distribution codes ensure revisions will automatically allow the release of revisions to the designees who are listed in the DIN.

1301. ELECTRONIC GUIDANCE MATERIAL.

a. Designee Web Site. The FAA hosts a Web site for designees at http://av-info.faa.gov/dst. The site contains information on the background and history of the designee program, how to apply to become a designee, training available for a designee, and a reference library for designee guidance material. The reference library is intended to be the primary source of electronic designee guidance material. Questions about the site should be referred to the webmaster at 405-954-7074.

b. Alternative Methods of Obtaining Publications and Forms.

(1) The FAA managing/appointing offices.

(2) The U.S. Department of Transportation, Subsequent Distribution Office, Ardmore East Business Center, 3341 Q 75th Avenue, Landover, MD 20785; telephone number 301-322-4779; fax number 301-386-5394.

CHAPTER 14. AFS DAR AND ODAR PROCEDURES

1400. GENERAL. This section describes the processes to be used by AFS in the selection, appointment, orientation, and acceptance of delegated authority of appointed designees, and training, oversight, renewal, termination, and tracking of designee's authorized functions. The process provides a method in which qualified private person(s) may apply for appointment as a DAR and ODAR, and provides Flight Standards inspectors with information regarding implementation of the National Examiner Board (NEB) process. The NEB process provides a fair and consistent selection of DARs. AFS has decided to include the DARs in the same initial screening and selection process used for other Flight Standards designees. ODAR applications will be done in accordance with paragraph 1409, and DAR applications will be done in accordance with paragraph 1406. All applicants will submit FAA Form 8110-28, Application and Statement of Qualification (DME-DPRE-DAR-T-ODAR-T). See Appendix 7, Figure 1 of this order, for a sample application. Authorized functions cannot be sub-delegated; i.e., all authorized functions must be accomplished only by the DAR having the authorization.

1401. GENERAL QUALIFICATIONS. DAR/ODAR applicants must meet the specialized experience specified in paragraphs 1402 and/or 1403 (as appropriate) and the general qualifications listed below:

a. Current and thorough working knowledge of pertinent CFR, directives, and related material;

b. Current specific technical knowledge and experience commensurate with that required for the particular function (e.g., Boeing Airplane Model 747-400, Bell Model 47B, and/or related parts/components, appliances, avionics, etc.);

c. Unquestionable integrity, cooperative attitude, and ability to exercise sound judgment;

d. Ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA; and

e. Two years of recent satisfactory experience working directly in the type of work to be covered in the authorized function(s);

f. Persons applying for the DAR/ODAR with Data Management authorized function (code 50) must hold a current DAR/ODAR designation for a period of at least 1 year with function codes 08 and 23. The DAR/ODAR must have demonstrated sound judgment when issuing airworthiness certificate/airworthiness approvals on behalf of the FAA.

g. Persons applying for the DAR/ODAR Data Management authorized function for avionics only, must hold a current DAR/ODAR designation for a period of at least 1 year with function codes 08 and 23 (Airframe and powerplant (A & P) not required) on avionics equipment (ability to provide domestic airworthiness approval for avionics parts and appliances that conform to approved design requirements). The DAR/ODAR must have demonstrated sound judgment when issuing airworthiness approvals on behalf of the FAA.

h. Good command of the English language, both oral and written.

1402. SPECIALIZED EXPERIENCE REQUIRED FOR DATA MANAGEMENT FUNCTIONS. DAR and ODAR Data Management authorized function applicants must meet the specialized experience listed below for each function sought. Individuals who are to perform authorized functions under an ODAR need only MEET the specialized experience required for the specific function(s) to be performed. All candidates must attend the training requirements listed below.

a. Management of Data for Major Alterations on U.S.-Registered Aircraft (Function Code 50).

(1) A DAR applicant must have 5 years of experience as:

(a) An FAA inspector (manufacturing, airworthiness, or avionics), who has either issued field approvals or performed oversight of an organization that performs major alterations, FOR ALTERATIONS OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or

(b) A person responsible for requesting FAA field approvals or managing alteration programs that lead to approvals for return to service (e.g., Chief Inspector or Director of Maintenance at an FAA-approved repair station or at the facility of the holder of an air carrier certificate or commercial operator's certificate). This person must hold a current mechanic's certificate with A & P ratings or an Avionics Certificate (Associate Degree in Electronics or 5 years experience as an avionics technician) with the proper qualifications, skills, and the ability to perform maintenance, repairs, alterations, and operational checks on products in accordance with FAA regulations. This person must also demonstrate the ability to determine that the products, including components and parts of products or avionics components and systems (of *the same type and complexity* as those for which authorization is sought), submitted for FAA data approval have remained in or have been returned to their FAA-approved type design configuration and meet pertinent CFR requirements; and

(c) A person having specialized experience outlined in Table 4-2 of this order may be used when an applicant has experience leading to the issuance of FAA data APPROVAL for products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.

(2) An ODAR applicant must be:

(a) A holder of a domestic repair station certificate under part 145 with appropriate ratings and have a person(s) certificated under part 65 in its employ with 5 years experience similar to that specified in paragraph 1402a(1); or

(b) An air carrier operating certificate holder with an FAA-approved Continuous Airworthiness Maintenance Program having a person(s) certificated under part 65 in its employ with 5 years experience similar to that specified in paragraph 1402a(1); or

(c) A PAH as defined in table 4-2 of this order.

b. Training Requirements for Data Management Functions. Persons applying for a DAR or ODAR with Data Management authorized function must also have completed either the FAA

course # 27903 (titled FAR Part 21 Seminar) or courses # 21016 (Part 21) and # 21811 (Aircraft Alterations and Repairs). In addition to these courses, the person applying for an Avionics function code must also have attended course # 21846 (Avionics Certification Procedures).

1403. SPECIALIZED EXPERIENCE REQUIRED FOR MAINTENANCE FUNCTIONS. DAR and ODAR applicants must meet the specialized experience listed below for each function sought. Individuals who are to perform authorized functions under an ODAR need only the specialized experience required for the specific function(s) to be performed.

a. Issuance of Recurrent Airworthiness Certificates for U.S.-Registered Aircraft (Includes Function Codes 23 Through 30 and 33).

(1) A DAR applicant must have 5 years of experience as—

(a) An FAA airworthiness inspector (maintenance) involved in the actual issuance of, or having responsibility for, managing programs leading to the issuance of original airworthiness certificates when delegated or recurrent airworthiness certificates for aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or

(b) A person responsible for managing airworthiness certification programs leading to the issuance of airworthiness certificates and/or approval for return-to-service (for example, chief inspector or director of maintenance at an FAA-approved repair station or at the facility of the holder of an air carrier or commercial operator's certificate). This person must hold a current mechanic certificate with A & P ratings and must demonstrate the ability to determine that aircraft (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for recurrent certification have remained in or have been returned to their FAA-approved type design configuration and meet pertinent CFR requirements; or

(c) The specialized experience outlined in table 4-2 of this order may be used when an applicant has a minimum of two additional years experience leading to the issuance of recurrent airworthiness certificates for aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought. The applicant's experience must demonstrate direct involvement in determining that an aircraft conforms to the FAA-approved type design configuration and meets pertinent CFR requirements.

(2) An ODAR must be—

(a) A holder of a domestic repair station certificate under part 145 with appropriate ratings and have a person(s) certificated under part 65 in its employ with 5 years experience similar to that specified in paragraph 1403a(1); or

(b) An air carrier operating certificate holder with an FAA-approved Continuous Airworthiness Maintenance Program having a person(s) certificated under part 65 in its employ with 5 years experience similar to that specified in paragraph 1403a(1); or

(c) A PAH as defined in table 4-2 of this order.

b. Issuance of Recurrent Export Airworthiness Approvals for Class I Products (Function Code 31).

(1) A DAR applicant must have 5 years of experience as—

(a) An FAA airworthiness inspector (maintenance) involved in either the actual issuance of, or having responsibility for managing programs leading to the issuance of, recurrent export airworthiness approvals for class I products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or

(b) A person having responsibility for managing export airworthiness approval programs leading to the issuance of recurrent export airworthiness approvals for class I products (for example, chief inspector or director of maintenance at an FAA-approved domestic repair station, or at the facility of the holder of an air carrier or commercial operator's certificate). This person must hold a current mechanic certificate with an A rating or P rating, or both, as appropriate. This person must also demonstrate the ability to determine that class I products submitted for recurrent export airworthiness approval meet part 21, subpart L, and the special requirements of the importing country; or

NOTE: Recurrent export airworthiness approvals for class I must be OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.

(c) The experience as outlined in table 4-2 of this order, plus an additional 2 years leading to issuance of recurrent export airworthiness approvals for class I products.

(2) An ODAR must be—

(a) A holder of a domestic repair station certificate under part 145 with appropriate ratings and have a person(s) certificated under part 65 in its employ with 5 years experience similar to that specified in paragraph 1403b(1); or

(b) An air carrier operating certificate holder with an FAA-approved continuous airworthiness maintenance program having a person(s) in its employ with 5 years experience similar to that specified in paragraph 1403b(1); or

(c) A PAH having an ODAR person in its employ.

c. Issuance of Recurrent Export Airworthiness Approvals for Class II Products (Function Code 32).

(1) A DAR applicant must have 3 years of experience as—

(a) An FAA airworthiness inspector (maintenance or avionics) involved in either the actual issuance of, or having responsibility for managing programs leading to the issuance of, recurrent export airworthiness approvals for class II products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or

(b) The holder of a current mechanic certificate with an A or P rating, or both, as appropriate, or a current repairman certificate (for example, avionics, instruments). This person must also demonstrate the ability to determine that class II products submitted for recurrent export airworthiness approval meet part 21, subpart L, and the special requirements of the importing country; or

NOTE: Recurrent export airworthiness approvals for class II products must be OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.

(c) The experience as outlined in table 4-2 of this order, plus an additional 2 years leading to issuance of recurrent export airworthiness approvals for class II products.

(2) An ODAR must be—

(a) A holder of a domestic repair station certificate under part 145 with appropriate ratings and have a person(s) certificated under part 65 in its employ with 3 years of experience similar to that specified in paragraph 1403c(1); or

(b) An air carrier operating certificate holder with an FAA-approved continuous airworthiness maintenance program having a person(s) in its employ with 3 years experience similar to that specified in paragraph 1403c(1); or

(c) A PAH as defined in Table 4-2 of this order.

d. Issue Notification of Completion to Operators After Conducting Aircraft Records Reviews and Structural Spot Inspections (Function Code 49).

(1) A DAR applicant must have 5 years of experience as—

(a) An FAA maintenance inspector conducting structural spot inspections and air carrier records reviews.

(b) Or, a DAR applicant must possess advanced airplane maintenance experience at the level of supervisor/lead in structural inspections and airplane records review leading to an "approval for return to service." (Examples would include Chief Inspector or Director of Maintenance at an FAA-approved repair station or at the facility of the holder of an air carrier certificate.)

1 The applicant must hold a current mechanic's certificate with an A&P rating or an appropriate repairman certificate with the proper qualifications and skills, and have the ability to determine that maintenance, repairs, alterations, and operational checks on airplanes were performed in accordance with FAA regulations.

2 This individual must have 5 years of experience as a quality auditor involved in airplane structural inspections and records review.

3 The applicant must be thoroughly familiar with the appropriate chapters of Order 8300.10 and have satisfactorily completed on-the-job-training (OJT) from the local certificate-holding district office.

4 The applicant must have specific knowledge in structural inspection and corrosion prevention and control programs, and other training as determined by the Administrator.

(2) An ODAR applicant must be the holder of a repair station certificate under part 145 with the appropriate airplane ratings, or an air carrier/operator certificated under part 121, 129, or 135. The ODAR applicant must employ person(s) certificated under part 65 who meet the general qualifications specified in paragraph 1401 as well as the specialized experience items in paragraph 1403d(1)(b) above. The collective technical and management experience of the authorized representatives (AR) must pertain to the type of authorizations sought.

1404. NATIONAL EXAMINER BOARD (NEB) PROCESS. The NEB will oversee and administer the following functions for applicants:

a. The National Designee Candidate Pool. The NEB is responsible for creating and maintaining a national designee candidate pool, which contains the application files of all DAR applicants who meet applicable requirements for the designation sought. Applicants approved for assignment to the national designee candidate pool will be categorized by the geographic area in which the applicant can serve and by the type of functions they seek to perform.

b. Maintenance DAR Applications. The NEB will accept and evaluate applications from applicants whose designations are governed by this order.

c. Referral of Applicants for Initial Designation. At the request of a managing RO which has determined the need for a designee, the NEB will send the managing RO copies of applicant file(s) for the three most highly qualified DAR applicants appropriate for the designation needed and geographic area to be served. For DARs, the RO will be responsible for evaluating, selecting, and notifying the applicant from the files forwarded by the NEB. This responsibility may be delegated to the local FSDO/IFO.

(1) The managing office may accept or decline any applicant referred by the NEB, except in cases where fewer than three applicants are referred by the NEB. A managing office that declines all of the applicants referred by the NEB may not request further referral for a period of 6 months.

(2) If fewer than three appropriate applicants are available, the managing office may maintain an open request for files of all additional applicants that become available through the national candidate pool until such time that the NEB is able to refer three applicants.

(3) If a managing office requests applicants and there are no applicants in the national pool available to provide service in that managing office's geographical area, the NEB will immediately advise the managing office that no applicants are available. If the managing office deems the need of a designee to be time critical, the managing office may encourage a suitable applicant to apply and forward the person's application to the NEB with a request for priority processing. The NEB will convene within 10 days and approve or disapprove the application. The NEB will advise the managing office and the applicant by the most expeditious means of the approval/disapproval of that application and continue to give priority handling to the managing office's request until the critical shortage is filled.

(4) If a managing office that has declined all applicants referred by the NEB requests new referrals after a lapse of 6 months, the NEB will again refer the three most highly qualified applicants currently in the national pool, appropriate to the designations needed and the geographic area to be served. Whether the applicants are the same or different from those previously referred shall have no bearing on current or subsequent referrals.

d. Enforcement History. At the time of the initial evaluation, the NEB will review the enforcement history of individuals who will perform any authorized functions; however, the NEB will not maintain a record of an applicant's enforcement history. The requesting managing office will review the enforcement history at the time the applicant's files are forwarded to the managing office by the NEB. The review must be accomplished before the managing office selects a candidate for designation.

(1) The NEB and managing office will determine if the enforcement history is grounds for denial.

(2) An applicant may appeal.

e. Expanded Authority, Reinstatement, and Transfer Requests.

(1) Expanded authority is defined as adding authorized function(s), it is not making changes to limitations to authorized functions.

(a) Designees requesting expanded authority, and who have previously gone through the NEB process, only need to submit the technical portion of the application package (Form 8110-28 with relevant experience for the added function(s) requested, along with a recommendation letter from their managing FSDO). Designees who have never been through the NEB process must submit a complete application package as required in paragraph 1406. The managing FSDO or Regional Flight Standards Office (RO), as appropriate, may require additional portions in the application package.

(b) The Managing FSDO or RO, as appropriate, and the NEB will review these applications. The results will be documented in the designee's letter of authority, Designee Information Network (DIN) updated, and the administrative requirements accomplished in accordance with paragraph 1411. Only the NEB may authorize added functions, and only the managing FSDO may specify any limitations(s) on the authorized functions.

(2) DARs applying for reinstatement to the FSDO who last had jurisdiction over the applicant shall submit the completed Form 8110-28 directly to the designating FSDO. Former designees who relocate to another FSDO and request reinstatement shall be treated as initial applicants and will be required to submit an application to the NEB for evaluation and recommendation.

(3) DARs holding a valid and current certificate of designation who wishes to relocate to a different geographical area may do so, providing there is no break in service and the receiving FSDO agrees to the transfer.

1405. DESIGNEE AUTHORITY AND RESPONSIBILITIES. While Manufacturing inspectors/designees are primarily responsible for original airworthiness certification, and Flight Standards Airworthiness Inspectors/designees are primarily responsible for recurrent airworthiness certification, both recurrent and original airworthiness certification may be authorized to both maintenance and manufacturing DARs/ODARs with specific function codes. When the maintenance managing office is delegating both recurrent and original functions (under the maintenance function codes), the maintenance managing office should coordinate/communicate with the manufacturing managing office of their intent to delegate "original" (maintenance function codes) functions to eliminate any potential issues that may arise.

a. Designees may be authorized to perform both recurrent and original functions when they meet both sets of qualification criteria. Designees should be carefully evaluated to ensure they are delegated the applicable function codes, and if appropriate, limitations for those functions (e.g., aircraft specific or weight limit).

b. For new maintenance applicants requesting both recurrent and original functions, the appropriate Flight Standards managing office shall obtain concurrence of original functions (under the maintenance functions codes) from the appropriate manufacturing managing office prior to delegating the applicant as a maintenance designee.

c. For existing maintenance designees, who have already been delegated both recurrent and original (under the maintenance function codes) activity, the managing office shall obtain verbal or written concurrence from the cognizant manufacturing office prior to performing delegated "original" functions as a maintenance designee.

d. MIDOs/CMOs/FSDOs must ensure documentation (e.g., via e-mail, fax, phone log, etc.) of the mutual agreement/concurrence by the two managing offices is maintained in the designee's file.

e. A DAR with the data management authorized function 50 must follow the guidelines established in FAA Order 8300.10.

1406. APPLICATION PROCEDURES. All DAR applicants must complete Form 8110-28. This form is available to download from the Internet at http://av-info.faa.gov/dst/8110-28.pdf. The application package must also include three verifiable technical references that will substantiate that the applicant possesses the required technical expertise for the designation sought. These references may be the same person(s) used for character references. The package must also contain a letter from the geographically cognizant FSDO specifying the applicant meets all the general requirements specified in paragraph 1401. Application documents should be addressed to—

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(13) Code 47 — Reserved.

(14) Code 48 — Reserved.

(15) Code 49 — Issue notification of completion to air carriers after conducting records reviews and aircraft inspections required by the Aging Aircraft Safety Act of 1991 in accordance with the certificate-holding district office's procedures.

(16) Code 50 — Issue a statement of completeness for alterations that use DER-approved data. Perform management of design and compliance data in support of major alterations by reviewing the applicant's data package for completeness to the applicable airworthiness standards.

> **NOTE: The certification is entered on FAA Form 337 in Block 3 and should read: "The alteration identified herein has been reviewed and found to be complete with appropriate Designated Engineering Representative (DER) approvals. All aspects of the alteration(s) are compatible and eligible for use on the above described aircraft, subject to conformity inspection by a person authorized in 14 CFR part 43, § 43.7." The DAR should then sign and date the entry. The DAR's designee authorization number should also be entered in Block 3. If the applicant's data package requires further data approval, no Block 3 entry is made, and the package is returned to the applicant with a letter of explanation.**

> **NOTE: DAR certification of data documents does not constitute a field approval.**

(17) Function codes 51 to 60 — Reserved.

b. Function Code(s) Usage. When applying to become a designee, list all codes requested on Form 8110-28. The FAA appointing office will list the function codes (and any limitations) authorized on the COA. The appropriate managing office will enter the maintenance function codes for the designee into DIN.

1408. FAA EMPLOYEE APPLICATIONS. Current FAA employees will not be appointed as designees until their employment with the FAA has been terminated. FAA employees may not apply to the NEB earlier than 120 days prior to their actual date of retirement or separation from the agency. Former FAA employees who submit an application within 3 years from the time their FAA employment terminated are exempt from the Standardization and Interface portions of the application package. However, their application must be accompanied by a letter of recommendation from management of their last assigned office. All other portions of the application package are required to be filled out and returned because former employees must still substantiate their currency experience while employed by the FAA or other experience within the aircraft industry. Appointments will be limited to functions performed while employed by the FAA or other experience within the aircraft industry. If a former FAA employee submits an application beyond 3 years from the date of termination, all application requirements apply.

1409. ODAR APPLICATIONS. Applications for an ODAR appointment shall be submitted on Form 8110-28 to the managing RO, and must include a letter from the focal point within the organization applying for an ODAR, that identifies persons who will perform authorized functions, and attests to their technical qualifications. Supplemental statements must include each individual's name, signature, and substantiate each individual meets the general and specialized experience requirements of this order. ODAR applications must also include the following:

a. The organization's procedures manual as outlined in Appendix 1, Figure 6 of this order. The manual will establish a process that complies with the applicable requirements of the CFR and the

applicable FAA directives, and that documents the system by which the ODAR will manage functions performed on behalf of the FAA. The manual must establish an organizational focal point to interface with the FAA on behalf of the ODAR, ensure that only appropriately-qualified individuals will perform any authorized functions, and define how the ODAR will interface and function with other elements of the company.

NOTE: The ODAR procedures may be included as a separate section/appendix to the organization's air carrier General Maintenance Manual (GMM) or repair station manual.

b. ODAR Focal Point. The application for an ODAR must be signed by the focal point. The focal point is a management official within the applicant's quality organization who will have sufficient authority to effect change within the ODAR, will be responsible for management and oversight of the ODAR, and will serve as the FAA focal point for ODAR activities.

c. ODAR Qualification Requirements. Unlike an individual DAR, it is the ORGANIZATION that must meet all DAR qualifications for authorized functions identified in the approved procedures manual. The ODAR is responsible for assuring the individual authorized representatives identified in the ODAR procedures manual COLLECTIVELY meet the overall qualification criteria in this order, not each individual performing specific functions under the ODAR. Therefore, the individuals within an ODAR designation need only the skill and ability necessary to make the required airworthiness determination consistent with the type and complexity of authorized function(s) to be performed. The ODAR is responsible for ensuring compliance with FAA regulations and terms of the appointment. Corrective action will be directed at the ORGANIZATION and not individuals authorized within the ODAR. When an authorized person under an ODAR is no longer employed as an ODAR, and the designee would like to become an independent DAR, the designee must submit an application to the NEB.

1410. APPLICANT NOTIFICATION. There are two types of FAA notifications to the applicant. One is notifying the applicant in writing whether the applicant is placed into the national candidate pool, or found to be not acceptable. The second notification is when an applicant receives a designation, and includes the type of designation and the functions authorized. See Appendix 7, Figures 2 and 4, of this order for sample letters.

a. NEB Notification to the Applicant. For DARs, the NEB, after reviewing the DAR application package, will notify the applicant. The NEB should identify the areas the applicant was found not qualified. The applicant should retain a copy of all documents submitted to the NEB for personal records.

(1) Applicants who are approved will be assigned to the national DAR candidate pool for 2 years or until the applicant is selected for designation by a managing office, whichever comes first. When a managing office accepts a candidate for designation, the candidate's file will be transferred to the designating managing office. After 2 years, candidates not selected for designation will be deleted from the pool and must repeat the application process to apply for reassignment to the candidate pool.

(2) An applicant who is not approved for assignment to the DAR-T candidate pool may request a review of the NEB's decision by the AFS appeals board. The decision of the appeals board is final. A letter signed by the AFS director will convey the board's decision to the applicant.

b. Notification of Designation.

(1) For DARs, the RO, or delegated FSDO/IFO will be responsible for evaluating, selecting from the national candidate pool, and notifying the applicant directly of selection. See the sample letter in Appendix 7, Figure 2 of this order.

(2) For ODARs, the RO will be responsible for evaluating, selecting, and notifying the applicant directly from all applications received. This responsibility may be delegated to the local FSDO/IFO. See the sample letters in Appendix 7, Figures 3 and 4, of this order.

1411. ADMINISTRATIVE REQUIREMENTS.

a. The designee's authorization number will be composed of—

(1) The type of designation (DAR or ODAR).

(2) A suffix of "T" added after the designation type to identify the designee as a maintenance (airworthiness or avionics) designee.

(3) The DIN-generated I.D. number (six digits); and

(4) The geographical region code (i.e., AL-Alaska Region, CE-Central Region, EA-Eastern Region, GL-Great Lakes Region, NE-New England Region, NM-Northwest Mountain Region, SO-Southern Region, SW-Southwest Region, and WP-Western Pacific Region).

b. For example, a maintenance ODAR's number who had been appointed out of the Northwest Mountain Region would be ODART-123456-NM.

1412. GENERAL DESIGNEE ORIENTATION. The managing office accomplishes the initial orientation for all maintenance (airworthiness or avionics) designees and should include the following items:

a. Flight Standards Service Organizational Structure. Review organizational structure of the AFS region system.

b. Managing Office Structure. Review the applicable organizational structure.

c. Personnel. Introduce the designee to managing office personnel.

d. Geographic Restrictions. Explain the procedures for operating across geographic boundaries. (See paragraph 1419.)

e. Administrative Responsibilities. Familiarize the designee with all necessary administrative procedures, practices, oversight, and official records, and provide the designee with all pertinent forms and instructions.

f. Compliance with Policy. Explain that designees are required to use and implement FAA policy and guidance material (notices, orders, etc.) in addition to the regulations and any other special instructions conveyed by the managing office. Refer to Chapter 13, Guidance Material.

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

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

i. Workshops/Conferences. Review minutes of recently held designee workshops/conferences and provide copies as appropriate.

j. Training. Explain that the FAA requires the designee to participate in periodic FAA seminars or training to ensure familiarization with current FAA policy and procedures. The designee will be notified of seminars, when appropriate. Newly appointed DARs or authorized representative(s) within an ODAR must attend the next available Standardization Seminar for DMIRs/DARs/ODARs. Refer to Chapter 8.

1413. DAR ORIENTATION. The managing office should review the following additional items with each DAR:

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

b. Authorized Functions. Remind the DARs to perform only authorized functions within the limits of their authority.

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

d. Activity Reports. DARs must provide information relating to their accomplishments according to the schedule established with the managing office.

e. Safeguarding of Forms. Emphasize that the DAR must ensure all FAA forms, certificates, and other official documents are properly safeguarded. Under no circumstance shall any certificate be in the possession of an applicant until the certificate has been completed and signed by the DAR. All airworthiness certificates or approvals and related documents will include the DAR's printed or typed name, signature, and designation number.

f. Conflicts of Interest. Remind the DARs that they are not allowed to perform any mechanical, maintenance, or inspection function on behalf of an applicant (e.g., owner, agent, repair station, PAH, etc.) on products for which an airworthiness certificate or approval is sought. This would not preclude the DAR from performing maintenance, mechanical functions, or inspections in a non-DAR capacity when NOT involved in the airworthiness certification/approval actions under the DAR's authority.

g. Use of Authority. Remind the DAR to ensure that products meet the FAA-approved type design data, are in a condition for safe operation, and comply with any other applicable regulations (for example, ADs, marking requirements, registration, special importing requirements) before issuing airworthiness or export certificates. The DARs will seek guidance from their managing office when problems arise that they cannot resolve.

h. Document Submittal. DARs are to submit applicable original or duplicate documents within seven days of completion to the managing office for review.

i. Airworthiness Applications. Emphasize that the DAR is to review applications for completeness and ensure the various airworthiness certificates or approvals have certification statements signed by an applicant or authorized agent. When appropriate, the DAR must also obtain a completed Form 8130-9 from an applicant before performing any inspections in accordance with Order 8130.2.

1414. ODAR ORIENTATION. The managing office should review the following additional items with each ODAR—

a. Procedures Manual. Remind the ODARs to comply with all provisions of their FAA-approved procedures manual and to ensure all authorized functions are performed within the limits of authority.

b. Authorized Representatives (AR). Ensure the ODAR understands that only authorized representatives listed in the FAA-approved procedures manual are allowed to perform any authorized function. In addition, remind the ODAR that no authorized function may be delegated.

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

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

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

1415. MAINTENANCE OF FILES. Managing offices must establish and maintain a file for each designee. All designee files must contain, at a minimum—

a. The original letter of request from the company requesting appointment when the applicant is an ODAR;

b. The original Form 8110-28;

c. The completed designee application;

d. A copy of current COA letter and supplement;

e. A copy of the current Certificate of Designation (FAA Form 8000-5);

f. Verification of attendance at designee standardization seminars;

g. Records of discussion or counseling; and

h. Records of renewal correspondence.

1416. APPEAL PROCESS.

a. DAR. An appeal process is provided for through the NEB Charter for decisions made or applications reviewed by the NEB, and appeals will be sent directly to the NEB.

b. ODAR. ODARs may appeal the decision regarding a denied or reduced designation. If not satisfied with the decision, an applicant may, within 60 days of the date of the FAA decision letter, notify the FAA in writing and request a review by the appropriate RO. The RO must verify that the request for appeal was received within 60 days. If so, the RO then schedules the meeting, notifies all parties involved, and provides appropriate copies of all documentation. The RO will consider all available information and may interview the applicant, FAA personnel, or may invite other persons to be resources at their deliberations. The RO's decision is FINAL.

c. The RO must determine if the appointment process was conducted properly by reviewing the documentation in the applicant's file, the written justification, and any other information deemed appropriate. If discrepancies are found, appropriate actions shall be taken to ensure the future integrity of the appointment process.

d. The RO must complete their deliberations within 60 days from the date of the appeal.

e. The manager of the RO must document and sign the decision. The RO must prepare the letter of appointment or denial for the appointing office manager who, in turn, will provide the decision to the appellant.

1417. DESIGNEE TRAINING. In addition to the training requirements in Chapter 8—

a. ODAR Responsibilities. ODAR organizations must provide training to staff members to ensure continued compliance with the approved procedures manual and the applicable regulations.

b. ODAR Training. Approved training provided by the authorization holder is required for ARs, with recurrent training provided at least every 2 years. The authorization holder must allow FAA evaluation of the training material.

c. Training Curriculum. If the training is presented in a classroom format, the organization must allow FAA attendance at the training session. The training should consist of at least—

(1) Review of the functions delegated to the authorization.

(2) Review of the organization's processes and procedures manual.

(3) Review of the AR's authority and responsibility when performing authorized functions.

(4) Review of FAA policy and guidance material.

(5) Review of representative documentation completed by the authorization holder.

(6) ODAR training must also address the need to consider the product manufacturer's design philosophy, principles, the operational assumptions of the manufacturer, and actual operator procedures.

(7) An in-house training and quality assurance auditing program for structural spot inspections and focused records review.

> **NOTE: If a proposed AR meets all of the requirements except for direct experience working with the FAA, they may be designated as an "AR Trainee." Upon approval as an AR trainee, the organization will provide working arrangements to allow the trainee time to prove his or her ability to the authorization holder. The procedures manual must include a process for trainee development if trainees are used. AR trainees may not make findings that are not subsequently verified by either a qualified AR or the FAA.**

d. FAA Seminars. In addition to the training attended within the company, ARs must also attend FAA-sponsored seminars. FAA seminar schedules are available on the AIR-200 web site at www.faa.gov/certification/aircraft/. ARs must attend FAA-provided seminars required of designees performing AFS authorized functions in accordance with Chapter 8.

e. Training Records. ODAR organizations must maintain records of each AR's attendance at both company and FAA training.

1418. DESIGNEE OVERSIGHT. These activities (supervision, monitoring, and tracking) are not necessarily separate oversight activities. They are generally conducted together as part of the annual oversight activity.

a. Designee Oversight. The advisor will provide supervision to ensure the designee is performing assigned authorized functions in accordance with the appropriate regulations, policies, and procedures. The advisor, as used in this chapter, is the FSDO/IFO principal maintenance inspector, who must—

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

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

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

(3) Conduct, at least once annually, a one-on-one meeting to discuss the designee's performance. Determine and initiate appropriate corrective action (e.g., additional training, counseling, etc.) if the designee fails to demonstrate acceptable methods, techniques, and practices. Within 30 days of completed corrective action, conduct a follow-up session to determine if the designee's performance is acceptable. If the designee's performance remains unsatisfactory, discuss possible termination with the RO manager.

NOTE: Immediate action will be taken on safety related situations.

(4) Verify that the designee's attendance at the appropriate standardization seminar is in accordance with this order. Verify attendance at the appropriate standardization seminar by each representative performing an authorized function(s) under an organizational designation in accordance with this order.

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

(6) Ensure the designee coordinates with the FAA and CAAs when authorized to work outside the designee's geographic area. This coordination will be processed in accordance with this order for domestic and non-domestic activities.

(7) Ensure the designee understands to contact their managing office to obtain any special direction or instructions prior to—

(a) Issuance of airworthiness certificates.

(b) Issuance of export certificate/approval tag.

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

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

b. Oversight Considerations Unique to ODARs.

(1) It is the ODAR's responsibility to comply with all provisions of their organizational designation. The ODAR will perform self-assessment activities to ensure only qualified authorized representatives perform the authorized functions in accordance with the pertinent regulations, related policies, and procedures. The advisor will provide direct supervision by interfacing with the organization's FAA focal point and monitoring these self-assessment activities.

(2) The managing office will review and provide written approval of all changes to the ODAR's FAA-approved procedures manual. This would include any additions or removals of individual authorized representatives who perform authorized function(s). At the appointing/managing office's discretion, changes may be approved before or after implementation by the ODAR.

c. The advisor will monitor the designee's activity by reviewing the work records and reports for accuracy and by observing the activity to ensure that proper procedures and satisfactory inspection techniques or methods are used.

(1) At least once annually, witness the designee's inspection of a completed part to ensure satisfactory inspection techniques are used. Depending on part availability, it may be necessary to use either an in process or a noncommercial part or product to fulfill this requirement. If the advisor determines no suitable product is available, the designee may demonstrate inspection techniques and knowledge of the pertinent guidance material by simulating this requirement.

(2) Ensure that all documentation initiated by a designee is processed in accordance with the appropriate regulations, guidance material (e.g., orders, ACs, notices, etc.), and any direction provided by the advisor. Review a sample of the designee's documentation and discuss any discrepancies.

(3) Review completed documentation of authorized function(s) performed by the designee. Advisors should use their discretion based on the experience of the designee in establishing the level of review.

d. The advisor will track the designee's activity by documenting all data pertaining to assigned activities. All supervision and monitoring of a designee's activities are to be recorded in DIN or the PTRS and updated to indicate the most recent surveillance date.

e. ODAR Self-Evaluation. The ODARs are responsible to comply with all provisions of their organizational designation. The ODAR will perform self-evaluations to ensure only qualified personnel representatives perform the authorized functions in accordance with the pertinent regulations, related policies, and procedures. The ODAR will perform self-evaluation activities annually, or as agreed to by

the managing offices and as prescribed in the procedures manual. The procedures manual must identify the general audit procedures as agreed to by the managing offices.

(1) Personnel Audits. Personnel audits must evaluate the ODAR using the processes and oversight criteria contained within this order.

(2) Process Audits. The process audits should include inspections of products, parts, or repaired articles to ensure conformity to type design and compliance with airworthiness standards.

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

(4) The ASI will provide direct supervision by interfacing with the organization's focal point and monitoring these self-evaluation activities. It is also the responsibility of the advisor to ensure the ODAR has acquired all the required guidance material (for example, ADs, orders, and notices) necessary to perform the designated functions.

1419. DAR/ODAR GEOGRAPHICAL RESTRICTIONS. It is the FAA's intention that designees perform their authorized function(s) within the geographical boundaries of their managing office. However, a managing office may authorize a designee to perform authorized function(s) outside the geographic boundaries (including other countries) on a case-by-case basis when the ability of the FAA to adequately monitor and supervise the designee is maintained. Designees will obtain written authorization from their managing office before performing any authorized function(s) outside their geographic boundaries. AFS designees will submit Form 8130-13 for this authorization (Appendix 5, Figure 2 of this order). ODARs are tied to their parent organization and consequently can only be authorized to travel to other locations that the parent organization (air carrier or repair station) is authorized to go, either by operations specifications or appropriate company manual(s).

a. Upon receiving a request for a particular certification activity within the United States, but outside the managing office's area of responsibility, the managing office will contact the geographic office where the certification activity is needed to determine whether that local office or the designee is available to perform the activity.

b. Managing offices will provide an endorsed Form 8130-13 as written authorization for all designee work performed outside of their geographic area, to the geographic office where the certification activity will be performed. The authorization must be provided PRIOR to the designee performing any function(s). The designee will be instructed to maintain a copy of the authorization onsite while performing the authorized function(s). To ensure authorization in a timely manner, electronic or mail authorization may be used, as appropriate. The authorization should not exceed 30 working days unless additional written justification is provided.

c. Before a managing office authorizes a designee to perform any function(s) outside the United States, the cognizant CAA must be provided written notification prior to the DAR's arrival. The notification will outline the proposed visit (e.g., anticipated activities, length of stay, etc.) and request the CAA's concurrence. Upon approval, the managing office will send a courtesy copy of the written authorization (approved Form 8130-13) and CAA notification to the appropriate international FAA office.

d. When designees are to work outside of their geographic area for more than 30 days, the managing office should consider the temporary transfer of supervisory and monitoring responsibilities. This transfer will require coordination and concurrence between both managing offices and would include all appropriate designee records. The transferring managing office will retain all other oversight responsibilities.

1420. DESIGNEE INFORMATION NETWORK/PROGRAM TRACKING AND REPORTING SYSTEM. The DIN is an automated information system designed to support the designee management process. All managing offices may report in DIN any key information that may affect other FAA offices for the designees they are responsible for. All managing offices have the responsibility to ensure the adequacy of the information being maintained in DIN. AFS ASIs will report all designee activity into the DIN and the PTRS.

1421. COMPLIANCE AND ENFORCEMENT. The FAA's compliance and enforcement program in Order 2150.3 is designed to promote compliance with both the statutory and the regulatory requirements. The program ranges from educational and remedial efforts, including administrative action, to punitive legal enforcement remedies, including criminal sanctions in the most serious cases. In rare cases, the FAA may initiate action against a designee for suspension and/or termination. However, many enforcement actions are directed towards the "certificate holder" such as an air carrier or repair station. In those cases, a designee may be affected by the enforcement action levied on the "certificate holder."

1422. DESIGNEE RENEWAL. The procedure for certificate renewal of a maintenance DAR/ODAR is the same as that for a manufacturing DAR/ODAR. See Chapter 10 of this order.

1423. TERMINATION OF DESIGNATIONS. Termination of maintenance DARs/ODARs will be accomplished in accordance with Chapter 11 of this order.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 1. SAMPLE FAA FORM 8110-14, STATEMENT OF QUALIFICATIONS (REDUCED SIZE)

Organizations complete only the applicable blocks and attach separate resumes with the names, signatures, titles, and qualifications of those persons who would actually perform the authorized functions.

US Department of Transportation
Federal Aviation Administration

STATEMENT OF QUALIFICATIONS
(DAR-ODAR-DMIR-DER)

Form Approved OMB-2120-0033

INSTRUCTIONS: *Print or type all entries except signatures*

1. NAME *(Last, first, middle)* **OR ORGANIZATION**

2. BUSINESS OR COMPANY ADDRESS (*Number, street, city, state, and ZIP code)*

3. U.S. CITIZEN
☐ Yes ☐ No

4. SOCIAL SECURITY NO.

5. DATE OF BIRTH

6. BUSINESS PHONE NUMBER

7. BUSINESS FAX NUMBER

8. EMAIL ADDRESS

9. DESIGNATION SOUGHT

☐ Designated Engineering Representative (DER)	☐ Structural Engineering	☐ Engine Engineering
	☐ Powerplant Engineering	☐ Propeller Engineering
☐ Company	☐ Systems and Equipment Engineering	☐ Flight Analyst
☐ Consultant	☐ Acoustical Engineering	☐ Flight Test Pilot

☐ Manufacturing Function(s)
- ☐ Designated Airworthiness Representative (DAR)
- ☐ Organizational Designated Airworthiness Representative (ODAR)
- ☐ Designated Manufacturing Inspection Representative (DMIR)

NOTE:
A separate application must be submitted for each discipline, i.e., Manufacturing or Engineering.

Applicants shall identify specific function(s) for which appointment is sought:

10. EXPERIENCE RESUME FOR NUMBER OF YEARS, AS APPROPRIATE, PERTINENT TO DESIGNATION SOUGHT. (*Use additional sheets if necessary)*

Dates		Employer's Name	Position Title and Duties
From	To		

11. EDUCATION AND TRAINING HIGH SCHOOL LEVEL AND ABOVE PERTINENT TO DESIGNATION SOUGHT.

Dates		Name of School	Curriculum or Study Program	Degrees Received
From	To			

12. FAA CERTIFICATES NOW HELD PERTINENT TO DESIGNATION SOUGHT.

Type	Certificate No.	Rating	Date Each Rating Issued

13. EMPLOYER'S RECOMMENDATION:

I recommend the person identified above be appointed as:

☐ Designated Engineering Representative ☐ Designated Manufacturing Inspection Representative ☐ Organizational Designated Airworthiness Representative

Date	Primary Business	Signature

14. LOCATION WHERE DESIGNEE FUNCTIONS WILL BE PERFORMED IF DIFFERENT THAN BLOCK 2.

Address	Telephone Number	EMAIL Address (Optional)

15. CERTIFICATION: I certify that the above statements are true to the best of my knowledge and that I am familiar with the Federal Aviation Regulations pertinent to the designation sought.

Date	Signature

FAA Form 8110-14 (6-00) Supersedes Previous Edition **NSN: 0052-00-047-2005**

APPENDIX 1. APPLICATION PACKAGE
FIGURE 2. SAMPLE DER APPLICATION PACKAGE SUBMITTAL LETTER

U.S. Department
of Transportation
Federal Aviation Administration

Dear **[DER Applicant]**:

Enclosed is a designated engineering representative (DER) application package that will assist you in preparing and submitting all the required information. Chapter 4, tables 4-1 to 4-4 of FAA Order 8100.8B, Designee Management Handbook, contains specific information that must be provided by applicants who seek appointment as DERs. Evaluation of an applicant's information will determine if the applicant is appointed as a DER, identified as a candidate, or has their application denied. When an applicant meets the criteria, has had adequate direct FAA interaction and verifiable documentation, and the FAA has the need and ability to manage, appointment is made. When all criteria have been met except for adequate interaction with the FAA, an applicant may be identified as a DER candidate. Failure to meet the applicable criteria will result in a denial.

The following items make up the DER application package:

1. FAA Form 8110-14, Statement of Qualifications (DAR-ODAR-DMIR-DER). If you are seeking appointment as a company DER, please ensure your employer completes item 10 and submits a letter requesting the appointment. *THIS FORM MUST BE COMPLETED AND RETURNED*.

2. Evaluation forms for GENERAL REGULATORY, TECHNICAL, INTERFACE, and STANDARDIZATION criteria. The supplementary information required for REGULATORY, TECHNICAL, and INTERFACE criteria should be attached to the applicable sheet and *RETURNED*.

3. Additional TECHNICAL CRITERIA forms. These forms are specialized to the particular airworthiness engineering discipline for which you are seeking a designation. Fill in your name in the space provided on the first page of each of these sheets. Then indicate the authorized areas and delegated functions for which you are seeking appointment and write your name on each of these sheets.

Please note the additional specific requirements if you are requesting a designation as a flight test pilot, a structural DER with a delegated function of damage tolerance evaluation, fatigue analysis, or a DER with a delegated function of software approval. Your supplementary documentation must verify that you have satisfied all of these additional specific requirements. The above items *MUST BE COMPLETED AND RETURNED* for evaluation in accordance with FAA Order 8100.8. Please make information on your application as complete as possible. Concise, accurate, and detailed records are essential for prompt processing of your application. Incomplete packages will be returned. Please forward your application package to—

DOT/FAA
[Location] Aircraft Certification Office
ATTN.: **[DPC]**
[Address]

If you have any questions regarding this application package, please contact **[DPC]** at **[telephone number]**.

[Signature Block]

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION

Applicant's Name_____

GENERAL REGULATORY CRITERIA

Regulatory Experience and Expertise

Regulatory Experience and Expertise Explained:

This form documents your knowledge of the meaning and application of the Code of Federal Regulations (CFR). This knowledge allows the DER to determine compliance with the appropriate airworthiness regulations. In the Regulations Requested block, check the spaces next to the CFR part(s) for which you are seeking a designation. You must submit supplementary documentation that verifies where and how you acquired your knowledge of acceptable compliance to the requested CFR part. An example might look as follows:

> "From 1987 to the present, I have been employed by the Big Airplane Company in Mojave, Texas. My recent position (1995-1997) was as a Systems Integration Engineer on the reengine modification project on the AA-490 airplane. I reviewed and coordinated with the FAA Project Manager, Mr. J. Smith, on the certification basis for this project. I reviewed applicable advisory circulars in the 20- and 25- series and prepared and submitted the Certification Plan for the project. There were four Special Conditions on this project that I coordinated with the FAA and developed the method of compliance for lightning, HIRF, composite nacelles, and cockpit instruments. The Special Conditions and Method of Compliance Issue Papers were coordinated with Mr. R. Jones of the Transport Directorate Standards staff."

DER APPLICANT USE ONLY	*FAA USE ONLY*	
CRITERIA DESCRIPTION:	**Adv**	**EP**
Applicant provides supplementary documentation to verify the applicant is cognizant of regulatory requirements and problems related to civil aircraft approvals and has had direct experience requiring expertise in the certification process.		

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Regulations Requested	**Possesses a Working Knowledge of the Pertinent FAA Regulations.**	**Adv**	**EP**
	14 CFR § 21.303		
	14 CFR part 23		
	14 CFR part 25		
	14 CFR part 27		
	14 CFR part 29		
	14 CFR part 31		
	14 CFR part 33		
	14 CFR part 34		
	14 CFR part 35		
	14 CFR part 36		
NOTE: The delegation of a specific regulation also includes the delegation for predecessor and other applicable regulations.			

Supplementary Documentation (attach additional sheets as required).

_____

_____

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

GENERAL TECHNICAL CRITERIA

Technical Expertise and Experience

Technical Expertise and Experience Explained:

This form documents that you have had at least 8 years of progressively responsible experience in the appropriate engineering discipline. Incorporated into these criteria is a requirement to possess knowledge of those fundamentals common to all engineering disciplines. This form is also used to determine the delegated functions/authorized areas that are the basis for the scope of appointment. You must list at least three references and include telephone numbers at which they may be reached during normal business hours Monday through Friday. These references must be persons who have first-hand knowledge of your technical abilities. These persons must possess the technical knowledge necessary to make such a judgment regarding your technical ability. Although not required, it will be helpful if these references are persons known to the Aircraft Certification Service. You must include supplementary documentation which verifies that you possess appropriate engineering knowledge. This may be done by listing an engineering degree from an accredited university, by indicating you have successfully completed the engineer-in-training test of a state's professional engineering registration program, or by documenting experience and education by which you have gained the basic knowledge common to all engineering disciplines.

DER APPLICANT INFORMATION	***FAA USE ONLY***		
CRITERIA DESCRIPTION:	**Adv**		**EP**
Basic Engineering Knowledge: (fundamentals) Accredited Engineering Degree: Documented Knowledge:			
List a minimum of three verifiable technical references (you may use the same three as character references): 1. _____ Name Phone Number 2. _____ Name Phone Number 3. _____ Name Phone Number 4. _____ Name Phone Number 5. _____ Name Phone Number		***ACO advisor must contact at least three references.*** ***or*** ***Advisor attaches justification for not contacting references.***	
Engineering Experience: 8 years of experience *(An engineering degree or equivalent may be substituted for 4 years of this requirement)*		Advisor lists years rated_____	

Supplementary Documentation (attach additional sheets as required).

_____

_____

_____

_____

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

GENERAL INTERFACE CRITERIA

Direct Interface With FAA Personnel and Procedures

Direct Interface With FAA Personnel and Procedures Explained:

This form is used to document both your character references and your direct interface with the FAA personnel and procedures. List at least three references and include a telephone number where they may be contacted during normal office hours Monday through Friday. These references should be able to verify your integrity, ethics, and interpersonal skills.

DER APPLICANT INFORMATION	***FAA USE ONLY***	
CRITERIA DESCRIPTION	**Adv**	**EP**
List a minimum of three verifiable character references who can substantiate that you possess integrity and sound judgment (you may use the same three as technical references): 1. _____ Name Phone Number 2. _____ Name Phone Number 3. _____ Name Phone Number 4. _____ Name Phone Number 5. _____ Name Phone Number		
Applicant has the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA.		
Applicant has a good command of the English language, both oral and written.		
Applicant must be sufficiently knowledgeable in technical and administrative functions associated with the appointment and must satisfactorily demonstrate this to the FAA prior to appointment.		
Applicant must possess unquestionable integrity, sound judgment, and a cooperative attitude. (Company applicant must include a statement from the company attesting to these attributes.)		
Company applicant must report to a level of management in the organization sufficient to enable the applicant to administer the pertinent FAA regulations effectively without undue pressure or influence from other organization elements.		
Applicant has demonstrated adequate experience working directly with the FAA within the technical discipline requested.		
Applicant's title:	Executive Title Y/N (Circle One)	

You must include documentation showing that you have had significant experience in a direct working relationship with the FAA. This documentation should be in the following format: projects worked, dates of work, activity involved, and point of contact within the FAA. An example might look as follows:

> "Big Airplane AAA-44, April 1989 to present, STC project for EFIS system on Boeing Model 727-200; Jerry Smith (1989-1990) and multiple STC projects; George Burns (1990-present)."

Supplementary Documentation (attach additional sheets as required).

_____

_____

_____

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

GENERAL STANDARDIZATION CRITERIA

Knowledge of the Standardized FAA DER System

Knowledge of the Standardized FAA DER System Explained:

This form is used to document your knowledge of DER responsibilities, authority, limitations, activities, and procedures while serving as a representative of the FAA Administrator in the FAA certification process. Following the Standardization Criteria form is the DER Knowledge-Based Test, which is used as evidence of your knowledge of DER functions. Complete the test, affirm with your signature, and return it with the rest of the application package. You may gain this knowledge through experience, attending FAA DER Standardization Seminars, or by directed self-study.

DER APPLICANT INFORMATION	*FAA USE ONLY*		
CRITERION DESCRIPTION:	**Adv**		**EP**
Applicant completes knowledge-based test		**Review completed test**	

List Relevant Standardization Experiences (seminars attended, etc.).

_____
_____
_____
_____
_____

Knowledge-Based Test

Answer the following questions by darkening in the circle preceding the correct answer.

1. The FA Act of 1958:
   - ○ Abolished CAA and created the FAA
   - ○ Regulates and promotes civil aviation
   - ○ Delegated certain functions to qualified individuals
   - ○ All of the above

2. CAM documents contain policy material only.
   - ○ True
   - ○ False

3. The airworthiness standards were recodified in 1965 and called FARs.
   - ○ True
   - ○ False

4. Advisory circulars contain the only acceptable way to comply with the regulations.
   - ○ True
   - ○ False

5. The four certification directorates are responsible for:
   - ○ Writing technical policy
   - ○ Writing rules
   - ○ Issuing airworthiness directives
   - ○ All of the above

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

6. 14 CFR part 183 specifies the types of designees and authorizes appointment of qualified individuals as designees.
   - ○ True
   - ○ False

7. 14 CFR part 21 is:
   - ○ An airworthiness standard
   - ○ A procedural rule
   - ○ An advisory circular
   - ○ All of the above

8. An applicant for a TC or STC must:
   - ○ Submit the type design
   - ○ Apply using the designated form
   - ○ Show compliance with applicable CFR
   - ○ All of the above

9. According to 14 CFR part 21 and FAA Order 8110.4, type design does not include:
   - ○ Drawings and specifications
   - ○ Reports and computations
   - ○ Dimensions, materials, and processes
   - ○ Instructions for Continued Airworthiness

10. Type Certification Board meetings:
    - ○ Follow a formal agenda
    - ○ Resolve major project issues
    - ○ Are documented in minutes
    - ○ All of the above

11. A tool for documenting compliance with applicable requirements is:
    - ○ A project schedule
    - ○ The CFR
    - ○ A compliance checklist
    - ○ A report index

12. Before witnessing an official FAA test, a DER should:
    - ○ Have an approved test plan
    - ○ Verify that conformity inspection is complete and satisfactory
    - ○ Have been delegated to witness the test
    - ○ All of the above

13. The document which authorizes ground inspections and ground/flight tests is a:
    - ○ Type inspection authorization
    - ○ Compliance checklist
    - ○ Conformity inspection record
    - ○ Supplemental type certificate

14. Which of the following is a change to type design?
    - ○ Acoustical change
    - ○ Major alteration
    - ○ Airworthiness directive
    - ○ Any of the above

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

15. Which of the following is not a requirement for being appointed as a DER?
    - O Having integrity, sound judgment, and a cooperative attitude
    - O Being a registered professional engineer
    - O Having a thorough working knowledge of the pertinent CFR
    - O Having at least 1 year of experience in direct contact with the FAA

16. The FAA may refuse to renew the appointment of a DER for inactivity.
    - O True
    - O False

17. A DER may approve data using FAA Form:
    - O 8100-1
    - O 337
    - O 8110-3
    - O All of the above

18. A DER's area of responsibility includes instructions for continued airworthiness.
    - O True
    - O False

19. According to 14 CFR part 21, aircraft maintenance manuals always are FAA-approved.
    - O True
    - O False

20. 14 CFR part 21 requires the manufacturer to report certain failures, malfunctions, and defects.
    - O True
    - O False

21. Service bulletins that will be referenced in ADs must be coordinated with the FAA.
    - O True
    - O False

22. Which of the following is responsible for maintaining an aircraft in an airworthy condition?
    - O DER
    - O Original equipment manufacturer
    - O Owner/operator
    - O Repair station or certified mechanic

23. FAA Form 8110-3 can be used to return an aircraft to service.
    - O True
    - O False

24. A DER with appropriate delegation can approve the following:
    - O A service bulletin not referenced in an AD
    - O Engineering data for alterations and repairs
    - O Type design data
    - O All of the above

25. The NRS provides technical guidance, advice, and assistance to the FAA and DERs.
    - O True
    - O False

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

26. The AEG provides operation and maintenance input to the aircraft certification process.
    - ○ True
    - ○ False

27. Which document covers DER procedures?
    - ○ 14 CFR part 21
    - ○ Order 8110.37
    - ○ Order 8100.5
    - ○ 14 CFR part 183

28. Attendance at a DER Standardization Seminar is:
    - ○ Unnecessary
    - ○ Highly recommended
    - ○ Mandatory

29. A DER may make a finding of compliance with foreign regulations.
    - ○ True
    - ○ False

30. A structural DER delegation can approve major repairs without special authorization.
    - ○ True
    - ○ False

31. A consultant DER must notify their appointing ACO when the consultant DER changes their address.
    - ○ True
    - ○ False

32. A consultant DER conducting work with a project ACO other than their appointing ACO must submit a copy of any FAA Form 8110-3s to the appointing office.
    - ○ True
    - ○ False

I hereby affirm that I completed this DER test.

_____ _____
SIGNATURE DATE

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

STRUCTURAL

Reference FAA Order 8110.37, Appendix 2, Chart A

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP), (Y=YES; N=NO) and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column, (Y=YES; N=NO) and provides rationale.

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**STATIC ANALYSIS**	**Adv**	**EP**
	1A Structures - General (1)		
	1B Wing Group		
	1C Fuselage Group		
	1D Empennage Group		
	1E Landing Gear		
	1F Flight Controls		
	1G Rotor		
	1P Structures Special (Specify)		
Requested Areas	**DYNAMIC ANALYSIS**	**Adv**	**EP**
	2A Structures - General (1)		
	2E Landing Gear		
	2G Rotor		
	2P Structures Special (Specify)		
Requested Areas	**FATIGUE ANALYSIS**	**Adv**	**EP**
	3A Structures - General (1)		
	3B Wing Group		
	3C Fuselage Group		
	3D Empennage Group		
	3E Landing Gear		
	3G Rotor		
	3P Structures Special (Specify)		
Requested Areas	**DESIGN AND CONSTRUCTION**	**Adv**	**EP**
	4A Structures - General (1)		
	4B Wing Group		
	4C Fuselage Group		
	4D Empennage Group		
	4E Landing Gear		
	4F Flight Controls		
	4G Rotor		
	4K Interior Arrangements		
	4L Interior Materials		
	4M Fire Protection		
	4N Evacuation Systems		
	4O Door Systems		
	4P Structures Special (Specify)		

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**FLUTTER/GROUND VIBRATION**	**Adv**	**EP**
	5A Structures - General (1)		
	5G Rotor		
	5P Structures Special (Specify)		
Requested Areas	**SAFETY ANALYSIS**	**Adv**	**EP**
	6A Structures - General (1)		
	6E Landing Gear		
	6F Flight Controls		
	6M Fire Protection		
	6N Evacuation Systems		
	6O Door Systems		
	6P Special (Specify)		
Requested Areas	**FLOTATION AND DITCHING ANALYSIS**	**Adv**	**EP**
	7A Structures - General (1)		
	7P Special (Specify)		
Requested Areas	**STRUCTURAL LOADING LIMITATIONS**	**Adv**	**EP**
	8H Loading Control Documents		
	8P Special (Specify)		
Requested Areas	**SERVICE DOCUMENTS**	**Adv**	**EP**
	9A Structures - General (1)		
	9B Wing Group		
	9C Fuselage Group		
	9D Empennage Group		
	9E Landing Gear		
	9F Flight Controls		
	9G Rotor		
	9K Interior Arrangements		
	9L Interior Materials		
	9M Fire Protection		
	9N Evacuation System		
	9O Door Systems		
	9P Structures Special (Specify)		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

STRUCTURAL

Reference FAA Order 8110.37, Appendix 2, Chart A

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**MATERIAL AND PROCESS SPECIFICATIONS**	**Adv**	**EP**
	10I Metallic Materials		
	10J Nonmetallic Materials		
	10P Structures Special (Specify)		
Requested Areas	**FLAMMABILITY**	**Adv**	**EP**
	11L Interior Materials		
	11M Fire Protection		
	11P Special (Specify)		
Requested Areas	**DAMAGE TOLERANCE EVALUATIONS**	**Adv**	**EP**
	12A Structural - General (1)		
	12G Rotor		
	12P Special (Specify)		

NOTE 1: The general category in the structures chart embraces all airframe components such as wing, fuselage, empennage, landing gear, flight controls, engine mounts, and special components, but does not apply to rotors.

Additional Requirements for a Delegated Function of Damage Tolerance Evaluation:

(a) Education -
Circle One
Yes No 1. A degree in Engineering Mechanics
Yes No 2. A degree in Aerospace/Aeronautical Engineering
Yes No 3. A degree in Mechanical Engineering
Yes No 4. A degree in Civil Engineering
Yes No 5. In addition to one of the above, a course in fractures mechanics is desirable, if not taken during the degree program

(b) Experience -
Circle One
Yes No 1. 2 to 3 years of experience in airframe stress analysis
Yes No 2. 3 to 5 years continuous experience in damage tolerance analysis, performing as the principal investigator and responsible for results and conclusions for at least 2 of those years

Additional Requirements for a Delegated Function of Fatigue Analysis:

(a) Education -
Circle One
Yes No 1. A degree in Engineering Mechanics
Yes No 2. A degree in Aerospace/Aeronautical Engineering
Yes No 3. A degree in Mechanical Engineering
Yes No 4. A degree in Civil Engineering
Yes No 5. In addition to one of the above, a course in fatigue analysis is desirable, if not taken during the degree program

(b) Experience -
Circle One
Yes No 1. The equivalent of 2 full years of experience in fatigue analysis. This experience must be within the last 10 years prior to appointment.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

POWER PLANT INSTALLATIONS

Reference FAA Order 8110.37, Appendix 2, Chart B

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP), (Y=YES; N=NO) and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column, (Y=YES; N=NO) and provides rationale.

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**ENGINE INSTALLATION**	**Adv**	**EP**
	1A Airplane Turbine Engine		
	1B Airplane Piston Engine		
	1C Rotorcraft Turbine Engine		
	1D Rotorcraft Piston Engine		
	1E Auxiliary Power Unit (APU)		
	1F Special (Specify)		
Requested Areas	**FUEL AND OIL**	**Adv**	**EP**
	2A Airplane Turbine Engine		
	2B Airplane Piston Engine		
	2C Rotorcraft Turbine Engine		
	2D Rotorcraft Piston Engine		
	2E Auxiliary Power Unit (APU)		
	2F Special (Specify)		
Requested Areas	**INDUCTION/EXHAUST SYS.**	**Adv**	**EP**
	3A Airplane Turbine Engine		
	3B Airplane Piston Engine		
	3C Rotorcraft Turbine Engine		
	3D Rotorcraft Piston Engine		
	3E Auxiliary Power Unit (APU)		
	3F Special (Specify)		
Requested Areas	**THRUST REVERSERS**	**Adv**	**EP**
	4A Airplane Turbine Engine		
	4B Airplane Piston Engine		
	4F Special (Specify)		
Requested Areas	**FIRE PROTECTION**	**Adv**	**EP**
	5A Airplane Turbine Engine		
	5B Airplane Piston Engine		
	5C Rotorcraft Turbine Engine		
	5D Rotorcraft Piston Engine		
	5E Auxiliary Power Unit (APU)		
	5F Special (Specify)		

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**ICE PROTECTION**	**Adv**	**EP**
	6A Airplane Turbine Engine		
	6B Airplane Piston Engine		
	6C Rotorcraft Turbine Engine		
	6D Rotorcraft Piston Engine		
	6E Auxiliary Power Unit (APU)		
	6F Special (Specify)		
Requested Areas	**COOLING**	**Adv**	**EP**
	7A Airplane Turbine Engine		
	7B Airplane Piston Engine		
	7C Rotorcraft Turbine Engine		
	7D Rotorcraft Piston Engine		
	7E Auxiliary Power Unit (APU)		
	7F Special (Specify)		
Requested Areas	**ENGINE PERFORMANCE/OPERATIONS**	**Adv**	**EP**
	8A Airplane Turbine Engine		
	8B Airplane Piston Engine		
	8C Rotorcraft Turbine Engine		
	8D Rotorcraft Piston Engine		
	8E Auxiliary Power Unit (APU)		
	8F Special (Specify)		
Requested Areas	**INDICATING SYSTEMS**	**Adv**	**EP**
	9A Airplane Turbine Engine		
	9B Airplane Piston Engine		
	9C Rotorcraft Turbine Engine		
	9D Rotorcraft Piston Engine		
	9E Auxiliary Power Unit (APU)		
	9F Special (Specify)		
Requested Areas	**LIGHTNING/HIRF PROTECTION**	**Adv**	**EP**
	10A Airplane Turbine Engine		
	10B Airplane Piston Engine		
	10C Rotorcraft Turbine Engine		
	10D Rotorcraft Piston Engine		
	10E Auxiliary Power Unit (APU)		
	10F Special (Specify)		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

POWER PLANT INSTALLATIONS

Reference FAA Order 8110.37, Appendix 2, Chart B

Requested Areas	SOFTWARE	Adv	EP
	11A Airplane Turbine Engine		
	11B Airplane Piston Engine		
	11C Rotorcraft Turbine Engine		
	11D Rotorcraft Piston Engine		
	11E Auxiliary Power Unit (APU)		
	11F Special (Specify)		

Additional Requirements for a DER With a Delegation of Software Approval:

Circle One

Yes No (a) Comprehensive familiarity with, and understanding of, RTCA Document DO-178 (revision), Software Considerations in Airborne Systems and Equipment Certification.

Yes No (b) Familiarity with the systems safety assessment process, specifically, those portions which establish the software criticality levels.

Yes No (c) A demonstrated knowledge of the rationale for, and the significance of, each stage in the software development process, as well as its supporting standards, procedures, and documentation. The DER should be able to identify the critical aspects and contents of each of the documents mentioned in DO-178.

Yes No (d) Experience gained from participation in some technically responsible capacity over a complete software development program life cycle. This qualification may be satisfied by an aggregate over several different software development programs.

Yes No (e) Experience interacting with all phases of software development and testing processes addressed by DO-178, including utilization of the associated configuration and quality control procedures. This experience should include significant responsible involvement in several of those phases. When assessing an applicant's capabilities for making a knowledgeable finding of compliance, experience obtained in the requirements development or testing phases may, for example, be weighted more heavily than that obtained in the detail design or coding phases.

Yes No (f) Fluency in at least one high-level and one assembly-level programming language and familiarity with typical support software used in a software development process. Familiarity with typical software tools available to facilitate the development, documentation, and consistency-checking processes is highly desirable.

Yes No (g) Demonstrated knowledge of the sources of software anomalies, the relative merits of the types of testing procedures which are available to protect against them, and the characteristics of a thorough test program.

Yes No (h) Familiarity with the aspects of computing peculiar to real-time avionics systems, such as the use of interrupts, multitasking, software reentrancy, etc. This should include an appreciation of the types of analysis and testing necessary to ensure the integrity of these mechanisms.

Yes No (i) An understanding of the techniques which may be employed to reduce software criticality levels, such as system architecture, multiversion programming, and partitioning. This should include the ability to assess the adequacy of a proposed technique relative to the integrity credit desired.

Yes No (j) Knowledge of hardware characteristics such as input/output schemes, memory organization and multiport access, communication bus protocols, and processor architecture, all of which have an impact on the software interface and the potential for the creation of anomalies.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

POWER PLANT INSTALLATIONS

Reference FAA Order 8110.37, Appendix 2, Chart B

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**CONTROL SYSTEM - ELECTRONIC**	**Adv**	**EP**
	12A Airplane Turbine Engine		
	12B Airplane Piston Engine		
	12C Rotorcraft Turbine Engine		
	12D Rotorcraft Piston Engine		
	12E Auxiliary Power Unit (APU)		
	12F Special (Specify)		
Requested Areas	**CONTROL SYSTEM - MECHANICAL**	**Adv**	**EP**
	13A Airplane Turbine Engine		
	13B Airplane Piston Engine		
	13C Rotorcraft Turbine Engine		
	13D Rotorcraft Piston Engine		
	13E Auxiliary Power Unit (APU)		
	13F Special (Specify)		
Requested Areas	**EMISSIONS**	**Adv**	**EP**
	14A Airplane Turbine Engine		
	14B Airplane Piston Engine		
	14C Rotorcraft Turbine Engine		
	14D Rotorcraft Piston Engine		
	14F Special (Specify)		
Requested Areas	**VIBRATION - ENGINE, PROP., OR DRIVE SYSTEM**	**Adv**	**EP**
	15A Airplane Turbine Engine		
	15B Airplane Piston Engine		
	15C Rotorcraft Turbine Engine		
	15D Rotorcraft Piston Engine		
	15F Special (Specify)		

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**PROPELLER**	**Adv**	**EP**
	16A Airplane Turbine Engine		
	16B Airplane Piston Engine		
	16F Special (Specify)		
Requested Areas	**DRIVE SYSTEM**	**Adv**	**EP**
	17A Airplane Turbine Engine		
	17B Airplane Piston Engine		
	17C Rotorcraft Turbine Engine		
	17D Rotorcraft Piston Engine		
	17F Special (Specify)		
Requested Areas	**TRANSMISSIONS**	**Adv**	**EP**
	18C Rotorcraft Turbine Engine		
	18D Rotorcraft Piston Engine		
	18F Special (Specify)		
Requested Areas	**SAFETY ANALYSIS**	**Adv**	**EP**
	19A Airplane Turbine Engine		
	19B Airplane Piston Engine		
	19C Rotorcraft Turbine Engine		
	19D Rotorcraft Piston Engine		
	19E Auxiliary Power Unit (APU)		
	19F Special (Specify)		
Requested Areas	**SERVICE DOCUMENTS**	**Adv**	**EP**
	20A Airplane Turbine Engine		
	20B Airplane Piston Engine		
	20C Rotorcraft Turbine Engine		
	20D Rotorcraft Piston Engine		
	20E Auxiliary Power Unit (APU)		
	20F Special (Specify)		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

SYSTEMS AND EQUIPMENT (MECHANICAL EQUIPMENT)

Reference FAA Order 8110.37, Appendix 2, Chart C1

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP), (Y=YES; N=NO) and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column, (Y=YES; N=NO) and provides rationale.

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**DETAIL DESIGN AND INSTALLATION**	**Adv**	**EP**
	1A Air Conditioning		
	1B Hydraulic		
	1C Ice Protection		
	1D Rain Protection		
	1E Oxygen		
	1F Pneumatics		
	1G Wheels, Tires, Brakes		
	1H Interior Arrangements		
	1I Interior Materials		
	1J Pressurization		
	1K Fire Protection		
	1L Water System, Potable & Waste		
	1M Evacuation Systems		
	1N Special (Specify)		
Requested Areas	**EQUIPMENT QUALIFICATION TESTS**	**Adv**	**EP**
	2A Air Conditioning		
	2B Hydraulic		
	2C Ice Protection		
	2D Rain Protection		
	2E Oxygen		
	2F Pneumatics		
	2G Wheels, Tires, Brakes		
	2J Pressurization		
	2K Fire Protection		
	2L Water System, Potable & Waste		
	2M Evacuation Systems		
	2N Special (Specify)		
Requested Areas	**SOFTWARE**	**Adv**	**EP**
	3A Air Conditioning		
	3B Hydraulic		
	3C Ice Protection		
	3D Rain Protection		
	3E Oxygen		
	3F Pneumatics		
	3G Wheels, Tires, Brakes		
	3J Pressurization		
	3K Fire Protection		
	3L Water System, Potable & Waste		
	3N Special (Specify)		

Additional Requirements for a DER With a Delegation of Software Approval:

Circle One

Yes No (a) Comprehensive familiarity with, and understanding of, RTCA Document DO-178 (revision), Software Considerations in Airborne Systems and Equipment Certification.

Yes No (b) Familiarity with the systems safety assessment process, specifically, those portions which establish the software criticality levels.

Yes No (c) A demonstrated knowledge of the rationale for, and the significance of, each stage in the software development process, as well as its supporting standards, procedures, and documentation. The DER should be able to identify the critical aspects and contents of each of the documents mentioned in DO-178.

Yes No (d) Experience gained from participation in some technically responsible capacity over a complete software development program life cycle. This qualification may be satisfied by an aggregate over several different software development programs.

Yes No (e) Experience interacting with all phases of software development and testing processes addressed by DO-178, including utilization of the associated configuration and quality control procedures. This experience should include significant responsible involvement in several of those phases. When assessing an applicant's capabilities for making a knowledgeable finding of compliance, experience obtained in the requirements development or testing phases may, for example, be weighted more heavily than that obtained in the detail design or coding phases.

Yes No (f) Fluency in at least one high-level and one assembly-level programming language and familiarity with typical support software used in a software development process. Familiarity with typical software tools available to facilitate the development, documentation, and consistency-checking processes is highly desirable.

Yes No (g) Demonstrated knowledge of the sources of software anomalies, the relative merits of the types of testing procedures which are available to protect against them, and the characteristics of a thorough test program.

Yes No (h) Familiarity with the aspects of computing peculiar to real-time avionics systems, such as the use of interrupts, multitasking, software reentrancy, etc. This should include an appreciation of the types of analysis and testing necessary to ensure the integrity of these mechanisms.

Yes No (i) An understanding of the techniques which may be employed to reduce software criticality levels, such as system architecture, multiversion programming, and partitioning. This should include the ability to assess the adequacy of a proposed technique relative to the integrity credit desired.

Yes No (j) Knowledge of hardware characteristics such as input/output schemes, memory organization and multiport access, communication bus protocols, and processor architecture, all of which have an impact on the software interface and the potential for the creation of anomalies.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

SYSTEMS AND EQUIPMENT (MECHANICAL EQUIPMENT)

Reference FAA Order 8110.37, Appendix 2, Chart C1 (Cont'd)

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP), (Y=YES; N=NO) and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column, (Y=YES; N=NO) and provides rationale.

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**SAFETY ANALYSIS**	**Adv**	**EP**
	4A Air Conditioning		
	4B Hydraulic		
	4C Ice Protection		
	4D Rain Protection		
	4E Oxygen		
	4F Pneumatics		
	4G Wheels, Tires, Brakes		
	4J Pressurization		
	4K Fire Protection		
	4L Water System, Potable & Waste		
	4M Evacuation Systems		
	4N Special (Specify)		
Requested Areas	**FLAMMABILITY**	**Adv**	**EP**
	5I Interior Materials		
	5K Fire Protection		
	5N Special (Specify)		
Requested Areas	**LIGHTNING/HIRF PROTECTION**	**Adv**	**EP**
	6A Air Conditioning		
	6B Hydraulic		
	6C Ice Protection		
	6D Rain Protection		
	6E Oxygen		
	6F Pneumatics		
	6I Interior Materials		
	6J Pressurization		
	6K Fire Protection		
	6L Water System, Potable & Waste		
	6N Special (Specify)		

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**SERVICE DOCUMENTS**	**Adv**	**EP**
	7A Air Conditioning		
	7B Hydraulic		
	7C Ice Protection		
	7D Rain Protection		
	7E Oxygen		
	7F Pneumatics		
	7G Wheels, Tires, Brakes		
	7J Pressurization		
	7K Fire Protection		
	7L Water System, Potable & Waste		
	7M Evacuation Systems		
	7N Special (Specify)		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

SYSTEMS AND EQUIPMENT (ELECTRICAL EQUIPMENT)

Reference FAA Order 8110.37, Appendix 2, Chart C2

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP), (Y=YES; N=NO) and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column, (Y=YES; N=NO) and provides rationale.

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**DETAIL DESIGN AND INSTALLATION**	**Adv**	**EP**
	1A Electrical Equipment/Systems		
	1B Electronic Equipment/Systems		
	1C Communications Systems/Antennas		
	1D Auto. Flight Controls/Augmentation		
	1E Instruments		
	1F Navigation Systems/Antennas		
	1G Air Data/Pitot Static		
	1H Warning Systems		
	1I Interior/Exterior Lightning		
	1J Flight Data/Voice Recording		
	1K Passenger Address/Entertainment		
	1L Special (Specify)		
Requested Areas	**EQUIPMENT QUALIFICATION TESTS**	**Adv**	**EP**
	2A Electrical Equipment/Systems		
	2B Electronic Equipment/Systems		
	2C Communications Systems/Antennas		
	2D Automatic Flight Controls/Augmentation		
	2E Instruments		
	2F Navigation Systems/Antennas		
	2G Air Data/Pitot Static		
	2H Warning Systems		
	2I Interior/Exterior Lighting		
	2J Flight Data/Voice Recording		
	2K Passenger Address/Entertainment		
	2L Special (Specify)		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

SYSTEMS AND EQUIPMENT (ELECTRICAL EQUIPMENT)

Reference FAA Order 8110.37, Appendix 2, Chart C2

Requested Areas	SOFTWARE	Adv	EP
	3A Electrical Equipment/Systems		
	3B Electronic Equipment/Systems		
	3C Communications Systems/Antennas		
	3D Automatic Flight Controls/Augmentation		
	3E Instruments		
	3F Navigation Systems/Antennas		
	3G Air Data/Pitot Static		
	3H Warning Systems		
	3J Flight Data/Voice Recording		
	3K Passenger Address/Entertainment		
	3L Special (Specify)		

Additional Requirements for a Delegated Function of Software Approval:

Circle One

Yes No (a) Comprehensive familiarity with, and understanding of, RTCA Document DO-178 (revision), Software Considerations in Airborne Systems and Equipment Certification.

Yes No (b) Familiarity with the systems safety assessment process, specifically, those portions which establish the software criticality levels.

Yes No (c) A demonstrated knowledge of the rationale for, and the significance of, each stage in the software development process, as well as its supporting standards, procedures, and documentation. The DER should be able to identify the critical aspects and contents of each of the documents mentioned in DO-178.

Yes No (d) Experience gained from participation in some technically responsible capacity over a complete software development program life cycle. This qualification may be satisfied by an aggregate over several different software development programs.

Yes No (e) Experience interacting with all phases of software development and testing processes addressed by DO-178, including utilization of the associated configuration and quality control procedures. This experience should include significant responsible involvement in several of those phases. When assessing an applicant's capabilities for making a knowledgeable finding of compliance, experience obtained in the requirements development or testing phases may, for example, be weighted more heavily than that obtained in the detail design or coding phases.

Yes No (f) Fluency in at least one high-level and one assembly-level programming language and familiarity with typical support software used in a software development process. Familiarity with typical software tools available to facilitate the development, documentation, and consistency-checking processes is highly desirable.

Yes No (g) Demonstrated knowledge of the sources of software anomalies, the relative merits of the types of testing procedures which are available to protect against them, and the characteristics of a thorough test program.

Yes No (h) Familiarity with the aspects of computing peculiar to real-time avionics systems, such as the use of interrupts, multitasking, software reentrancy, etc. This should include an appreciation of the types of analysis and testing necessary to ensure the integrity of these mechanisms.

Yes No (i) An understanding of the techniques which may be employed to reduce software criticality levels, such as system architecture, multiversion programming, and partitioning. This should include the ability to assess the adequacy of a proposed technique relative to the integrity credit desired.

Yes No (j) Knowledge of hardware characteristics such as input/output schemes, memory organization and multiport access communication bus protocols, and processor architecture, all of which have an impact on the software interface and the potential for the creation of anomalies.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name:_____

SYSTEMS AND EQUIPMENT (ELECTRICAL EQUIPMENT)

Reference FAA Order 8110.37, Appendix 2, Chart C2

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**SERVICE DOCUMENTS**	**Adv**	**EP**
	4A Electrical Equipment/Systems		
	4B Electronic Equipment/Systems		
	4C Communications Systems/Antennas		
	4D Auto. Flight Controls/Augmentation		
	4E Instruments		
	4F Navigation Systems/Antennas		
	4G Air Data/Pitot Static		
	4H Warning Systems		
	4I Interior/Exterior Lighting		
	4J Flight Data/Voice Recording		
	4K Passenger Address/Entertainment		
	4L Special (Specify)		
Requested Areas	**ELECTRICAL LOAD ANALYSIS**	**Adv**	**EP**
	5A Electrical Equipment/Systems		
	5B Electronic Equipment/Systems		
	5C Communications Systems/Antennas		
	5D Auto. Flight Controls/Augmentation		
	5E Instruments		
	5F Navigation Systems/Antennas		
	5G Air Data/Pitot Static		
	5H Warning Systems		
	5I Interior/Exterior Lighting		
	5J Flight Data/Voice Recording		
	5K Passenger Address/Entertainment		
	5L Special (Specify)		
Requested Areas	**SAFETY ANALYSIS**	**Adv**	**EP**
	6A Electrical Equipment/Systems		
	6B Electronic Equipment/Systems		
	6C Communications Systems/Antennas		
	6D Auto. Flight Controls/Augmentation		
	6E Instruments		
	6F Navigation Systems/Antennas		
	6G Air Data/Pitot Static		
	6H Warning Systems		
	6I Interior/Exterior Lighting		
	6J Flight Data/Voice Recording		
	6K Passenger Address/Entertainment		
	6L Special (Specify)		
Requested Areas	**LIGHTNING/HIRF PROTECTION**	**Adv**	**EP**
	7A Electrical Equipment/Systems		
	7B Electronic Equipment/Systems		
	7C Communications Systems/Antennas		
	7D Auto. Flight Controls/Augmentation		
	7E Instruments		
	7F Navigation Systems/Antennas		
	7G Air Data/Pitot Static		
	7H Warning Systems		
	7L Special (Specify)		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

RADIO

Reference FAA Order 8110.37, Appendix 2, Chart D

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation.
- Advisor (Adv) evaluates requested area(s) and recommends area(s) to evaluation panel (EP), (Y=YES; N=NO) and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor and marks EP column, (Y=YES; N=NO) and provides rationale.

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**ANALYTICAL SUBSTANTIATION**	**Adv**	**EP**
	1A Radio Design		
	1B Operating Characteristics		
	1C Antenna Design		
	1D Radio Installation		
	1E Special (Specify)		
Requested Areas	**DETAIL DESIGN**	**Adv**	**EP**
	2A Radio Design		
	2B Operating Characteristics		
	2C Antenna Design		
	2D Radio Installation		
	2E Special (Specify)		
Requested Areas	**SAFETY ANALYSIS**	**Adv**	**EP**
	3A Radio Design		
	3B Operating Characteristics		
	3C Antenna Design		
	3D Ratio Installation		
	3E Special (Specify)		
Requested Areas	**SERVICE DOCUMENTS**	**Adv**	**EP**
	4A Radio Design		
	4B Operating Characteristics		
	4C Antenna Design		
	4D Radio Installation		
	4E Special (Specify)		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

ENGINES

Reference FAA Order 8110.37, Appendix 2, Chart E

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP), (Y=YES; N=NO) and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column, (Y=YES; N=NO) and provides rationale.

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**DETAIL DESIGN**	**Adv**	**EP**
	1A Turbine Engines		
	1B Piston Engines		
	1C Special (Specify)		
Requested Areas	**BLOCK TESTS**	**Adv**	**EP**
	2A Turbine Engines		
	2B Piston Engines		
	2C Special (Specify)		
Requested Areas	**PERFORMANCE CHARACTERISTICS**	**Adv**	**EP**
	3A Turbine Engines		
	3B Piston Engines		
	3C Special (Specify)		
Requested Areas	**VIBRATION ANALYSIS**	**Adv**	**EP**
	4A Turbine Engines		
	4B Piston Engines		
	4C Special (Specify)		
Requested Areas	**OPERATION MANUALS**	**Adv**	**EP**
	5A Turbine Engines		
	5B Piston Engines		
	5C Special (Specify)		
Requested Areas	**OVERHAUL MANUALS**	**Adv**	**EP**
	6A Turbine Engines		
	6B Piston Engines		
	6C Special (Specify)		
Requested Areas	**SERVICE DOCUMENTS**	**Adv**	**EP**
	7A Turbine Engines		
	7B Piston Engines		
	7C Special (Specify)		
Requested Areas	**EXHAUST EMISSIONS EVALUATION**	**Adv**	**EP**
	8A Turbine Engines		
	8B Piston Engines		
	8C Special (Specify)		
Requested Areas	**SOFTWARE**	**Adv**	**EP**
	9A Turbine Engines		
	9B Piston Engines		
	9C Special (Specify)		

Additional Requirements for a DER With a Delegation of Software Approval:

Circle One

Yes No (a) Comprehensive familiarity with, and understanding of, RTCA Document DO-178 (revision), Software Considerations in Airborne Systems and Equipment Certification.

Yes No (b) Familiarity with the systems safety assessment process, specifically, those portions which establish the software criticality levels.

Yes No (c) A demonstrated knowledge of the rationale for, and the significance of, each stage in the software development process, as well as its supporting standards, procedures, and documentation. The DER should be able to identify the critical aspects and contents of each of the documents mentioned in DO-178.

Yes No (d) Experience gained from participation in some technically responsible capacity over a complete software development program life cycle. This qualification may be satisfied by an aggregate over several different software development programs.

Yes No (e) Experience interacting with all phases of software development and testing processes addressed by DO-178, including utilization of the associated configuration and quality control procedures. This experience should include significant responsible involvement in several of those phases. When assessing an applicant's capabilities for making a knowledgeable finding of compliance, experience obtained in the requirements development or testing phases may, for example, be weighted more heavily than that obtained in the detail design or coding phases.

Yes No (f) Fluency in at least one high-level and one assembly-level programming language and familiarity with typical support software used in a software development process. Familiarity with typical software tools available to facilitate the development, documentation, and consistency-checking processes is highly desirable.

Yes No (g) Demonstrated knowledge of the sources of software anomalies, the relative merits of the types of testing procedures which are available to protect against them, and the characteristics of a thorough test program.

Yes No (h) Familiarity with the aspects of computing peculiar to real-time avionics systems, such as the use of interrupts, multitasking, software reentrancy, etc. This should include an appreciation of the types of analysis and testing necessary to ensure the integrity of these mechanisms.

Yes No (i) An understanding of the techniques which may be employed to reduce software criticality levels, such as system architecture, multiversion programming, and partitioning. This should include the ability to assess the adequacy of a proposed technique relative to the integrity credit desired.

Yes No (j) Knowledge of hardware characteristics such as input/output schemes, memory organization and multiport access, communication bus protocols, and processor architecture, all of which have an impact on the software interface and the potential for the creation of anomalies.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

ENGINES

Reference FAA Order 8110.37, Appendix 2, Chart E

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**SAFETY ANALYSIS**	**Adv**	**EP**
	10A Turbine Engines		
	10B Piston Engines		
	10C Special (Specify)		
Requested Areas	**LIGHTNING/HIRF PROTECTION**	**Adv**	**EP**
	11A Turbine Engines		
	11B Piston Engines		
	11C Special (Specify)		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

PROPELLERS

Reference FAA Order 8110.37, Appendix 2, Chart F

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP), (Y=YES; N=NO) and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column, (Y=YES; N=NO) and provides rationale.

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**DETAIL DESIGN**	**Adv**	**EP**
	1A Controllable Pitch Propellers		
	1B Fixed Pitch Propellers		
	1C Special (Specify)		
Requested Areas	**BLOCK TESTS**	**Adv**	**EP**
	2A Controllable Pitch Propellers		
	2B Fixed Pitch Propellers		
	2C Special (Specify)		
Requested Areas	**PERFORMANCE CHARACTERISTICS**	**Adv**	**EP**
	3A Controllable Pitch Propellers		
	3B Fixed Pitch Propellers		
	3C Special (Specify)		
Requested Areas	**VIBRATION ANALYSIS**	**Adv**	**EP**
	4A Controllable Pitch Propellers		
	4B Fixed Pitch Propellers		
	4C Special (Specify)		
Requested Areas	**OPERATION MANUALS**	**Adv**	**EP**
	5A Controllable Pitch Propellers		
	5B Fixed Pitch Propellers		
	5C Special (Specify)		
Requested Areas	**OVERHAUL MANUALS**	**Adv**	**EP**
	6A Controllable Pitch Propellers		
	6B Fixed Pitch Propellers		
	6C Special (Specify)		
Requested Areas	**SERVICE DOCUMENTS**	**Adv**	**EP**
	7A Controllable Pitch Propellers		
	7B Fixed Pitch Propellers		
	7C Special (Specify)		
Requested Areas	**SOFTWARE**	**Adv**	**EP**
	8A Controllable Pitch Propellers		
	8C Special (Specify)		
Requested Areas	**SOFTWARE**	**Adv**	**EP**
	8A Controllable Pitch Propellers		
	8C Special (Specify)		

Additional Requirements for a DER With a Delegation of Software Approval:

Circle One

Yes No (a) Comprehensive familiarity with, and understanding of, RTCA Document DO-178 (revision), Software Considerations in Airborne Systems and Equipment Certification.

Yes No (b) Familiarity with the systems safety assessment process, specifically, those portions which establish the software criticality levels.

Yes No (c) A demonstrated knowledge of the rationale for, and the significance of, each stage in the software development process, as well as its supporting standards, procedures, and documentation. The DER should be able to identify the critical aspects and contents of each of the documents mentioned in DO-178.

Yes No (d) Experience gained from participation in some technically responsible capacity over a complete software development program life cycle. This qualification may be satisfied by an aggregate over several different software development programs.

Yes No (e) Experience interacting with all phases of software development and testing processes addressed by DO-178, including utilization of the associated configuration and quality control procedures. This experience should include significant responsible involvement in several of those phases. When assessing an applicant's capabilities for making a knowledgeable finding of compliance, experience obtained in the requirements development or testing phases may, for example, be weighted more heavily than that obtained in the detail design or coding phases.

Yes No (f) Fluency in at least one high-level and one assembly-level programming language and familiarity with typical support software used in a software development process. Familiarity with typical software tools available to facilitate the development, documentation, and consistency-checking processes is highly desirable.

Yes No (g) Demonstrated knowledge of the sources of software anomalies, the relative merits of the types of testing procedures which are available to protect against them, and the characteristics of a thorough test program.

Yes No (h) Familiarity with the aspects of computing peculiar to real-time avionics systems, such as the use of interrupts, multitasking, software reentrancy, etc. This should include an appreciation of the types of analysis and testing necessary to ensure the integrity of these mechanisms.

Yes No (i) An understanding of the techniques which may be employed to reduce software criticality levels, such as system architecture, multiversion programming, and partitioning. This should include the ability to assess the adequacy of a proposed technique relative to the integrity credit desired.

Yes No (j) Knowledge of hardware characteristics such as input/output schemes, memory organization and multiport access, communication bus protocols, and processor architecture, all of which have an impact on the software interface and the potential for the creation of anomalies.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

PROPELLERS

Reference FAA Order 8110.37, Appendix 2, Chart F

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**SAFETY ANALYSIS**	**Adv**	**EP**
	9A Controllable Pitch Propellers		
	9B Fixed Pitch Propellers		
	9C Special (Specify)		
Requested Areas	**LIGHTNING/HIRF PROTECTION**	**Adv**	**EP**
	10A Controllable Pitch Propellers		
	10B Fixed Pitch Propellers		
	10C Special (Specify)		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

FLIGHT ANALYST

Reference FAA Order 8110.37, Appendix 2, Chart G

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP), (Y=YES; N=NO) and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column, (Y=YES; N=NO) and provides rationale.

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**REVIEW FLIGHT TEST PLANS**	**Adv**	**EP**
	1A Aircraft Performance		
	1B Aerodynamics		
	1C Flight Characteristics		
	1D Sys. Calib. (Air Spd., Alt., Air Temp.)		
	1E Propulsion Sys. & Related Components		
	1F Elec./Electronic Sys.-Related Comp.		
	1G Mech. & Hyd. Sys.-Related Comp.		
	1H Pressure & Air Conditioning Systems		
	1I Auto. Control Systems		
	1J Ice Protection System		
	1K Special (Specify)		
Requested Areas	**REVIEW FLIGHT TEST INSTRUMENTATION**	**Adv**	**EP**
	2A Aircraft Performance		
	2B Aerodynamics		
	2C Flight Characteristics		
	2D Sys. Calib. (Air Spd., Alt., Air Temp.)		
	2E Propulsion Sys. & Related Components		
	2F Elec./Electronic Sys.-Related Comp.		
	2G Mech. & Hyd. Sys.-Related Comp.		
	2H Pressure & Air Conditioning Systems		
	2I Auto. Control Systems		
	2J Ice Protection System		
	2K Special (Specify)		

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**WEIGHT/BALANCE SURVEILLANCE**	**Adv**	**EP**
	3A Aircraft Performance		
	3B Aerodynamics		
	3C Flight Characteristics		
	3F Elec./Electronic Sys. - Related Comp.		
	3I Auto. Control Systems		
Requested Areas	**FLIGHT TEST DATA RECORDING**	**Adv**	**EP**
	4A Aircraft Performance		
	4B Aerodynamics		
	4C Flight Characteristics		
	4D Sys. Calib. (Air Spd./Alt./Air Temp.)		
	4E Propulsion Sys. & Related Comp.		
	4F Elec./Electronic Sys. - Related Comp.		
	4G Mech. & Hyd. Sys. - Related Components		
	4H Pressure & Air Conditioning Systems		
	4I Auto. Control Systems		
	4J Ice Protection Systems		
	4K Special (Specify)		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

FLIGHT ANALYST

Reference FAA Order 8110.37, Appendix 2, Chart G

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**FLIGHT TEST DATA REDUCTION/ANALYSIS**	**Adv**	**EP**
	5A Aircraft Performance		
	5B Aerodynamics		
	5C Flight Characteristics		
	5D Sys. Calib. (Air Spd., Alt., Air Temp.)		
	5E Propulsion Sys. & Related Components		
	5F Elec./Electronic Sys. - Related Comp.		
	5G Mech. & Hyd. Sys. - Related Comp.		
	5H Pressure & Air Conditioning Systems		
	5I Auto. Control Systems		
	5J Ice Protection System		
	5K Special (Specify)		
Requested Areas	**FLIGHT TEST DATA EXPANSION (Alt./Temp./Wgt.)**	**Adv**	**EP**
	6A Aircraft Performance		
	6B Aerodynamics		
Requested Areas	**COMPILE FLIGHT TEST REPORTS**	**Adv**	**EP**
	7A Aircraft Performance		
	7B Aerodynamics		
	7C Flight Characteristics		
	7D Sys. Calib. (Air Spd., Alt., Air Temp.)		
	7E Propulsion Sys. & Related Components		
	7F Elec./Electronic Sys. - Related Comp.		
	7G Mech. & Hyd. Sys.-Related Comp.		
	7H Pressure & Air Conditioning Systems		
	7I Auto. Control Systems		
	7J Ice Protection System		
	7K Special (Specify)		
Requested Areas	**COMPILE PERFORMANCE SUBSTANTIATION REPORTS**	**Adv**	**EP**
	8A Aircraft Performance		
	8B Aerodynamics		

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**COMPLETE PORTIONS OF TYPE INSPECTION REPORTS**	**Adv**	**EP**
	9A Aircraft Performance		
	9B Aerodynamics		
	9C Flight Characteristics		
	9D Sys. Calib. (Air Spd., Alt., Air Temp.)		
	9E Propulsion Sys. & Related Components		
	9F Elec./Electronic Sys. - Related Comp.		
	9G Mech. & Hyd. Sys. - Related Comp.		
	9H Pressure & Air Conditioning Systems		
	9I Auto. Control Systems		
	9J Ice Protection System		
	9K Special (Specify)		
Requested Areas	**REVIEW ACFT. FLT. MANUAL AND RECOMMEND APPROVAL**	**Adv**	**EP**
	10A Aircraft Performance		
	10B Aerodynamics		
	10C Flight Characteristics		
	10D Sys. Calib. (Air Spd./Alt./Air Temp.)		
	10E Propulsion Sys. & Related Comp.		
	10F Elec./Electronic Sys. - Related Comp.		
	10G Mech. & Hyd. Sys. - Related Components		
	10H Pressure & Air Conditioning Systems		
	10I Auto. Control Systems		
	10J Ice Protection Systems		
	10K Special (Specify)		
Requested Areas	**COMPILE PART 36 REFERENCE PROFILES**	**Adv**	**EP**
	11L Part 36 Reference Conditions		

NOTE: Specific appendix to part 36 (for example, appendix C, appendix G, appendix H, appendix J) may be controlled by CFR authorized in delegation letter (for example, CFR 23, CFR 25, CFR 27, CFR 29) or by specific appendix (for example, appendix J only). This may require specific CFR limitations for new authorized area L and delegated function 11.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

FLIGHT TEST PILOT

Reference FAA Order 8110.37, Appendix 2, Chart H

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP), (Y=YES; N=NO) and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column, (Y=YES; N=NO) and provides rationale.

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**RECOMMEND APPROVAL OF FLIGHT TEST PLANS**	**Adv**	**EP**
	1A Aircraft Performance		
	1B Flight Characteristics		
	1C Propulsion Systems		
	1D Hyd., Elec., & Pneumatic Systems		
	1E Pressurization & A/C Systems		
	1F Flight Instruments & Systems		
	1G Auto. Control Systems		
	1H Ice Protection Systems		
	1I Operating Limitations or Procedures		
	1J H/V (Rotorcraft)		
	1K Special (Specify)		
Requested Areas	**CONDUCT GROUND TESTS AND EVALUATIONS**	**Adv**	**EP**
	2A Aircraft Performance		
	2C Propulsion Systems		
	2D Hyd., Elec., & Pneumatic Systems		
	2E Pressurization & A/C Systems		
	2F Flight Instruments & Systems		
	2G Auto. Control Systems		
	2H Ice Protection Systems		
	2I Operating Limitations/Procedures		
	2K Special (Specify)		

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**CONDUCT FLIGHT TESTS AND EVALUATIONS**	**Adv**	**EP**
	3A Aircraft Performance		
	3B Flight Characteristics		
	3C Propulsion Systems		
	3D Hyd., Elec., & Pneumatic Systems		
	3E Pressurization & A/C Systems		
	3F Flight Instruments & Systems		
	3G Auto. Control Systems		
	3H Ice Protection Systems		
	3I Operating Limitations/Procedures		
	3J H/V (Rotorcraft)		
	3K Special (Specify)		
Requested Areas	**COMPILE TEST REPORTS**	**Adv**	**EP**
	4B Flight Characteristics		
	4F Flight Instruments & Systems		
	4G Auto. Control Systems		
	4I Operating Limitations/Procedures		
	4J H/V (Rotorcraft)		
	4K Special (Specify)		
Requested Areas	**COMPLETE PORTIONS OF AND APPROVE THE TIR**	**Adv**	**EP**
	5A Aircraft Performance		
	5B Flight Characteristics		
	5C Propulsion Systems		
	5D Hyd., Elec., & Pneumatic Systems		
	5E Pressurization & A/C Systems		
	5F Flight Instruments & Systems		
	5G Auto. Control Systems		
	5H Ice Protection Systems		
	5I Operating Limitations/Procedures		
	5J H/V (Rotorcraft)		
	5K Special (Specify)		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

FLIGHT TEST PILOT

Reference FAA Order 8110.37, Appendix 2, Chart H

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**RECOMMEND APPROVAL OF AIRCRAFT FLIGHT MANUAL**	**Adv**	**EP**
	6A Aircraft Performance		
	6B Flight Characteristics		
	6C Propulsion Systems		
	6D Hyd., Elec., & Pneumatic Systems		
	6E Pressurization & A/C Systems		
	6F Flight Instruments & Systems		
	6G Auto. Control Systems		
	6H Ice Protection Systems		
	6I Operating Limitations/Procedures		
	6J H/V (Rotorcraft)		
	6K Special (Specify)		

Additional Requirements for a Flight Test Pilot DER:

Circle One

Yes No (a) Hold a commercial pilot's certificate with instrument rating and be qualified in aircraft of the same category and class and similar in design to that in which the applicant will be conducting tests.

Yes No (b) Have logged a minimum of 2,000 pilot-in-command (PIC) flying hours (1,000 hours for helicopters) of which at least 100 hours have been logged within the past 12 months.

Yes No (c) Have logged a minimum of 100 hours of appropriate experimental flight testing experience in the same certification category and in a similar type of aircraft for which the DER appointment is requested.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

ACOUSTICAL

Reference FAA Order 8110.37, Appendix 2, Chart I

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP), (Y=YES; N=NO) and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column, (Y=YES; N=NO) and provides rationale.

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**MEASUREMENT LOCATIONS**	**Adv**	**EP**
	1A Acoustical		
	1B Special (Specify)		
Requested Areas	**RECORDING EQUIPMENT**	**Adv**	**EP**
	2A Acoustical		
	2B Special (Specify)		
Requested Areas	**ANALYSIS EQUIPMENT**	**Adv**	**EP**
	3A Acoustical		
	3B Special (Specify)		
Requested Areas	**ENVIRONMENTAL CONDITIONS**	**Adv**	**EP**
	4A Acoustical		
	4B Special (Specify)		
Requested Areas	**CALCULATION PROCEDURE**	**Adv**	**EP**
	5A Acoustical		
	5B Special (Specify)		

NOTE 1: Acoustical DER appointments require two levels of approvals. First, the approval of the ACO manager, then the approval of the Director, Office of Environment and Energy (AEE-1), or FAA personnel to whom they have delegated such approval authority. However, technical data approvals and other activities of the acoustical DER will be monitored by the cognizant ACO.

NOTE 2: All of the above areas are ONLY authorized on a case-by-case basis.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 4. SAMPLE DMIR/DAR/ODAR APPLICATION PACKAGE SUBMITTAL LETTER

U.S. Department
of Transportation
Federal Aviation Administration

Dear **[Designee Applicant]**:

Enclosed is a designee application package that will assist you in preparing and submitting all the required information. Chapter 4, tables 4-1 to 4-4 of FAA Order 8100.8B, Designation Management Handbook, contains specific information which must be provided by applicants who seek appointment as DMIR/DAR/ODAR. The evaluation of the information provided by the applicant showing how the applicant meets the criteria determines if the applicant may be appointed as a designee, identified as a candidate, or has their application denied. When an applicant meets the criteria through direct FAA interaction and verifiable documentation, and there is an FAA need and ability to manage, appointment is made. When all of the criteria are met, with the exception of a direct working relationship with the FAA, an applicant may be identified as a candidate. Failure to meet the above will result in a denial.

The following items make up the DMIR/DAR/ODAR application package:

1. FAA Form 8110-14, Statement of Qualifications (DAR-ODAR-DMIR-DER). *THIS FORM MUST BE COMPLETED AND RETURNED*. If you are requesting appointment as an organizational DAR or DMIR, please ensure your employer completes item 10 and forwards a letter requesting your appointment.

2. Evaluation forms for GENERAL REGULATORY, TECHNICAL, INTERFACE, and STANDARDIZATION criteria requirements. The supplementary information which is required for REGULATORY, TECHNICAL, and INTERFACE criteria should be attached to the applicable sheet and *RETURNED*.

3. Evaluation forms for SPECIALIZED TECHNICAL criteria. These criteria are specialized to the <u>particular airworthiness function for which you are seeking authorization.</u> Write your name on each of these sheets. Then indicate the requested authorized functions for which you are seeking appointment.

For items 2 and 3 you must include documentation which verifies that you possess the required general and specialized knowledge. This may be done by listing experience with quality control methods and techniques, by indicating you have successfully completed the designee standardization written examination, and by documenting programs you have managed leading to the issuance of original airworthiness certificates or approvals for products and/or parts.

You must also include documentation which verifies that you have had the general and specialized experience required for any of the authorized functions you are requesting. This information should be in a resume format and be as concise as possible. Please include the location and dates where the experience was gained. It is very important that this information verifies your expertise in each of the authorized functions requested. Your resume will need to verify that you have all of these additional specific requirements.

Your completed application package *MUST BE RETURNED* for evaluation in accordance with FAA Order 8110.8. Please make information on your application as complete as possible. Concise, accurate, and detailed records are essential to prompt processing of your application. Incomplete packages will be returned. Please forward your application package to:

DOT/FAA
[Location] MIDO
ATTN: **[DPC]**
[Address]

If you have any questions regarding this application package, please contact **[DPC]** at **[telephone number]**.

[Signature Block]

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION

Applicant's Name_____

GENERAL REGULATORY CRITERIA

Regulatory Experience and Expertise

Regulatory Experience and Expertise Explained:

This form documents your knowledge of the meaning and applications of Title 14, Code of Federal Regulations (14 CFR). This knowledge allows the designee to determine what is and is not applicable for the task at hand. On the REGULATORY criteria sheet, check the spaces next to the 14 CFR part(s) of which you are knowledgeable. You must include documentation that verifies where and how you acquired your knowledge of acceptable compliance to the requested 14 CFR part. An example might look as follows:

> "During the time period from December 1983 to April 1997, I was employed by the Big Airplane Company in Ennis, Texas. My position was in the Airworthiness Certification staff. One of my job functions was to research documentation regarding certain regulations, conformity to company type design, and compliance to airworthiness standards to assist the company in making their findings of compliance. I worked very closely with Mr. Gene Vandermolen of the Transport Airplane Directorate."

APPLICANT INFORMATION		*FAA USE ONLY*	
GENERAL EXPERIENCE DESCRIPTION: Regulatory/Certification Expertise and Experience		**Adv**	**EP**
	Possesses a working knowledge of the pertinent FAA regulations, directives and related guidance:		
	14 CFR part 21		
	14 CFR part 45		
	14 CFR part 47		
	14 CFR part 183		
	Order 8110.4		
	Order 8100.8		
	Order 8130.2		
	Order 8130.21		
	Advisory Circular 21-2		
	Advisory Circular 21-23		
	Advisory Circular 21-32		
	Advisory Circular 21-33		
	Advisory Circular 45-2		

Supplementary Documentation (attach additional sheets as required).

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

GENERAL TECHNICAL CRITERIA

Technical Experience and Expertise

Technical Experience and Expertise Explained:

This form documents the applicant's possession of airworthiness and manufacturing knowledge, skills, and abilities. This criteria also is used to determine the authorized functions and limitations. Indicate applicable technical expertise and experience you have by placing an "X" in the left column of the table below. You must list at least three references and include telephone numbers at which they may be reached during normal business hours Monday through Friday. These references must be persons who have first-hand knowledge of your technical abilities. These persons must have the technical knowledge necessary to make such a judgment regarding your technical ability. Although not required, it will be helpful if these references are persons known to the Aircraft Certification Service. You must also include documentation that substantiates where and how you acquired your technical expertise and experience.

Mark with an "X"	*APPLICANT INFORMATION*	*FAA USE ONLY*	
	GENERAL EXPERIENCE DESCRIPTION: **Technical: Technical Expertise and Experience**	**Adv**	**EP**
	Each applicant must possess current technical knowledge and meet experience requirements in connection with the production or inspection of products or parts of the same type and complexity for the functions sought (for example, Boeing Model 707-100, Bell Model 47B, and/or related parts/components, appliances, etc.).		
	DMIR/ODAR Employed by a PAH or a PAH's supplier.		
	DMIR/ODAR: Familiar with the PAH and/or PAH's approved supplier's facilities, procedures, manufacturing practices, and inspection techniques in connection with type certification, original airworthiness certification, export certification, parts approval, and associated data as appropriate for the functions sought.		
	Three verifiable technical references are required to substantiate that the applicant possesses the required technical expertise for the designation sought. These references (listed below) may be the same persons used for character references (reference GENERAL INTERFACE CRITERIA). DMIR and ODAR applicants must include a letter of recommendation from the company attesting to the applicant's technical competency; this may be considered one of the three required technical references.		
	For an ODAR, unlike an individual DAR, it is the ORGANIZATION that must meet all DAR qualifications for authorized functions identified in the approved procedures manual. The ODAR is responsible for ensuring the individual authorized representatives identified in the ODAR procedures manual COLLECTIVELY meet the overall qualification criteria in this order, not each individual performing specific functions under the ODAR. Therefore, the individuals within an ODAR designation need only the skill and ability necessary to make the required determination consistent with the type and complexity of authorized functions to be performed. The ODAR is responsible for ensuring compliance with FAA regulations and terms of the appointment. Corrective action will be directed at the ORGANIZATION and not individuals authorized within the ODAR.		
	Technical References (list three names minimum and indicate if DMIR/DAR/ODAR): 1. _____ Name Phone Number Designations Held 2. _____ Name Phone Number Designations Held 3. _____ Name Phone Number Designations Held		

Supplementary Documentation (attach additional sheets as required).

_____

_____

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

GENERAL INTERFACE CRITERIA

Direct Interface with FAA Personnel and Procedures

Direct Interface with FAA Personnel and Procedures Explained:

This form is used to document your character references and your direct interface with FAA personnel and procedures. List at least three references and include a telephone number where they may be contacted during normal office hours Monday through Friday. These references should be able to verify your integrity, ethics, and interpersonal skills.

APPLICANT INFORMATION	*FAA USE ONLY*	
GENERAL EXPERIENCE DESCRIPTION: INTERFACE CRITERIA	**Adv**	**EP**
Three verifiable character references are required to substantiate that the applicant possesses integrity and sound judgment. These references (listed below) may be the same persons used for technical references (reference GENERAL TECHNICAL CRITERIA). DMIR and ODAR applicants must include a letter of recommendation from the company attesting to these attributes; this may be considered one of the three required character references.		
List a minimum of three verifiable character references: 1. _____ Name Phone Number 2. _____ Name Phone Number 3. _____ Name Phone Number 4. _____ Name Phone Number 5. _____ Name Phone Number		
Applicant has the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA.		
Applicant has a good command of the English language, both oral and written.		
Applicant must be sufficiently knowledgeable in technical and administrative functions associated with the appointment and must satisfactorily demonstrate this to the FAA prior to appointment.		
Applicant possesses unquestionable integrity, sound judgment, and cooperative attitude.		
DMIR applicant must have been in a responsible position for a minimum of 1 year in connection with the type of work covered by the designation.		
DMIR/ODAR applicants must report to a level of management in the organization sufficient to enable the applicant to administer the pertinent FAA regulations effectively without undue pressure or influence from other organization elements.		

DAR/ODAR applicants must include documentation showing significant experience in a direct working relationship with the FAA. This documentation should be in the following format: projects worked, dates of work, activity involved, and point of contact within the FAA. An example might look as follows:

> "Big Airplane AAA-44, April 1989 to present, STC project for EFIS system on Boeing Model 727-200; Jerry Smith (1989-1990) and multiple STC projects; George Burns (1990-present)."

Supplementary Documentation (attach additional sheets as required).

_____

_____

_____

_____

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

GENERAL STANDARDIZATION

Knowledge of the Standardized FAA Designee System

Knowledge of the Standardized FAA Designee System Explained:

This form is used to document your knowledge of FAA Airworthiness Approval and Certification process responsibilities, authority, limitations, activities, and procedures while serving as a representative of the FAA Administrator in the FAA certification process. Following the STANDARDIZATION CRITERIA is the designee knowledge-based test, which is used as evidence of your knowledge of designee functions. Complete the test, affirm with your signature, and return it with the rest of the application package. The applicant may gain this knowledge through experience, attending FAA Standardization Seminars, or by directed self-study.

DMIR/DAR/ODAR APPLICANT INFORMATION
CRITERION DESCRIPTION:
Applicant completes knowledge-based test

FAA USE ONLY		
Adv		**EP**
	Review completed test	

Knowledge-Based Test

Answer the following questions by darkening in the circle preceding the correct answer:

1. What regulation describes the requirements for designating private persons to act as representatives of the FAA?
   - ○ 14 CFR part 43
   - ○ 14 CFR part 21
   - ○ 14 CFR part 183

2. Which FAA publication is used to check the currency of orders and notices?
   - ○ AC 00-2
   - ○ AC 00-44
   - ○ AC 21-7
   - ○ Order WA 0000.5

3. Which FAA publication is used to check the currency of the CFR?
   - ○ AC 00-2
   - ○ AC 21-7
   - ○ AC 21-23
   - ○ AC 00-44

4. Which FAA publication is used to check the currency of advisory circulars (AC)?
   - ○ AC 00-44
   - ○ AC 00-2
   - ○ AC 00-11
   - ○ Order WA 0000.4

5. Title 14, Code of Federal Regulations (14 CFR) refers to:
   - ○ The president
   - ○ Wildlife and fisheries
   - ○ Agriculture
   - ○ Aeronautics and space

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

6. The word "chapter" when used in 14 CFR § 21.17 refers to:
   - ○ Chapter 14
   - ○ Chapter 1
   - ○ Chapter 21
   - ○ Chapter 17

7. Special Federal Aviation Regulations (SFAR) are:
   - ○ Equivalent to a CFR
   - ○ Issued for a specified period
   - ○ Issued for a specific purpose
   - ○ All the above

8. The designee's signature must be in permanent ink on the following form:
   - ○ Form 8100-2, Standard Airworthiness Certificate
   - ○ Form 8130-7, Special Airworthiness Certificate
   - ○ Form 8130-6, Application for Airworthiness Certificate
   - ○ All of the above

9. Typing errors may not be corrected on the following form:
   - ○ Any airworthiness application
   - ○ "E" card
   - ○ Standard or special airworthiness certificates
   - ○ All of the above

10. Designees may be authorized by the FAA to conduct inspections necessary to determine that products and related parts conform to the type design data and are in a condition for safe operation.
   - ○ True
   - ○ False

11. DMIR designations are effective for:
   - ○ An indefinite period of time
   - ○ 12 months
   - ○ 2 years

12. A representative's designation may be terminated upon a finding by the FAA that the designee did not properly perform their authorized duties.
   - ○ True
   - ○ False

13. What FAA order contains type certification project inspection procedures?
   - ○ Order 8120.2
   - ○ 14 CFR part 21
   - ○ Order 8110.4

14. On what FAA form are the majority of a designee's inspections documented?
   - ○ FAA Form 8100-1
   - ○ FAA Form 8130-6
   - ○ FAA Form 8110-12

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

15. Where would you find the detailed instructions for completion of FAA Form 8130-3, Airworthiness Approval Tag?
- O FAA Order 8120.2
- O FAA Order 8110.4
- O FAA Order 8130.21

16. Is it appropriate for a designee to sign and issue an FAA Form 8130-3 tag, if the form is incomplete with regard to part quantity, nomenclature, part number, installation eligibility, or shipper's invoice number?
- O Yes
- O No

17. Entries on the FAA Form 8130-3 tag may be made in pencil.
- O True
- O False

18. Who should the designee contact for information and answers relative to their duties as a designee? Use your own words.

_____

_____

_____

19. Is it permissible to issue one FAA Form 8130-3 tag for several parts of the same number?
- O Yes
- O No

20. An application for a type certificate for other than a transport category aircraft is effective for:
- O An indefinite period of time
- O 5 years
- O 3 years

21. Conformity to type design is considered attained when the required and proper components are installed and they are consistent with the drawings, specifications, and other data that are part of the type certificate.
- O True
- O False

22. Type certificates are issued for aircraft, aircraft engines, and propellers.
- O True
- O False

23. The final type inspection report ensures that all type inspection authorization requirements are completed, and all FAA regulations have been met.
- O True
- O False

24. An application for a type certificate must show compliance with FAA requirements that were in effect:
- O As of the latest change to 14 CFR part 21
- O As of the type certificate approval date
- O On the date of the application

25. The administrator of the FAA is empowered to issue:
- O Maximum standards
- O Aircraft identification plates
- O Reasonable rules

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

26. What must be presented to the FAA by the applicant for each aircraft engine or propeller presented for type certification?
- O A $5 service fee
- O A statement of conformity
- O A letter of acceptance

27. Definitions for specific words and phrases used throughout the Code of Federal Regulations may be found in:
- O 14 CFR part 21
- O 14 CFR part 199
- O 14 CFR part 1

28. The Code of Federal Regulations (CFR) is divided into:
- O 100 titles
- O 50 titles
- O 10 titles

29. Which regulation defines the eligibility for obtaining an Export Airworthiness Approval?
- O 14 CFR § 21.323
- O 14 CFR § 21.601
- O 14 CFR § 21.125

30. Which advisory circular contains export airworthiness procedures and special requirements?
- O AC 21-16
- O AC 21-2
- O AC 21-18

31. Which FAA order contains airworthiness inspection procedures?
- O Order 8130.2
- O Order 8120.2
- O Order 8110.4

32. Which FAA document contains information concerning the completion of FAA Form 8130-1, Application for Export Certificate of Airworthiness?
- O Order 8130.2
- O 14 CFR part 21
- O AC 21-2E

33. An approved product was sold to a customer in the United States and was shipped to that customer. The product was not specifically inspected by the DMIR. The customer now has a desire to sell the product to a foreign operator. Would it now be appropriate for the DMIR to process an Export Airworthiness Approval?
- O Yes
- O No

34. FAA Form 8130-3, Airworthiness Approval Tag, is a multipurpose form. As a designee, which side of the form would you complete for the export of either PMA or TSO articles?
- O Blocks 14 through 18
- O Blocks 19 through 23
- O Both

35. Which FAA document identifies most special requirements for export of products to foreign countries?
- O 14 CFR part 21
- O AC 21-2
- O Order 8130.2

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

36. An order is received for parts manufactured by your firm for shipment of aviation parts to a foreign aircraft manufacturer. The aircraft manufacturer has requested that the parts be shipped with FAA Form 8130-3. The requested parts are not manufactured under either your firm's PMA or TSO authorization. The parts are, however, produced under the same quality control system and are available in the facilities for inspection. Would it be appropriate for the DMIR to complete the requested FAA Form 8130-3?
- O Yes
- O No

37. Designees may be authorized to perform evaluation or surveillance functions of their firm's quality control system on behalf of the FAA.
- O True
- O False

38. The FAA regulatory basis for export is:
- O 14 CFR part 43, subpart D
- O 14 CFR part 21, subpart L
- O AC 21-2

39. Export requirements may be waived by the:
- O Manufacturer
- O FAA representative
- O Foreign Civil Aviation Authority

40. Oral applications may be made by anyone desiring to export a class II product.
- O True
- O False

41. An example of a class II product is:
- O MS20470AD4-4 rivets
- O A TSO-C22 aircraft seat belt
- O A complete aircraft propeller

42. What document is required to amend or modify an airworthiness certificate or operating limitations?
- O An amended type certificate
- O An Application for airworthiness certificate
- O A special flight authorization

43. Airworthiness certificates may be issued for an aircraft manufactured under a production certificate without further showing.
- O True
- O False

44. U.S. aircraft registration requirements are located in:
- O 14 CFR part 45
- O 14 CFR part 21
- O 14 CFR part 47

45. There are no specific size requirements for PMA markings, provided they are legible.
- O True
- O False

46. All designee functions must be accomplished within your company's facilities, unless otherwise authorized by your managing office.
- O True
- O False

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

47. The privileges of a DMIR are stated in:
- ○ FAA Order 8130.2
- ○ Public Law 103-272
- ○ 14 CFR part 183

I hereby affirm that I completed this designee test.

_____ _____
SIGNATURE DATE

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

AUTHORIZED FUNCTIONS AND TECHNICAL EXPERIENCE CRITERIA

INSTRUCTIONS: Applicant indicates below the function(s) for which authorization is sought. On the following SPECIALIZED TECHNICAL EXPERIENCE (Application Information) tables indicate, by putting an "X" in the left column, the appropriate experience for the authorized functions desired. The experience indicated must be substantiated on a separate supplemental sheet and submitted with the application. The advisor evaluates the requested function(s), and recommends authorized function(s) to the evaluation panel by marking the Adv column (Y=Yes, N=No) and provides rationale. The evaluation panel evaluates function(s) recommended by the advisor, marks the EP column (Y=Yes, N=No), and provides rationale.

DMIR Applicants - Indicate Functions Desired						
1	2	3	4	5	6	7

Manufacturing DAR and ODAR Applicants - Indicate Functions Desired														
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

AUTHORIZED FUNCTIONS

NOTE 1: A designee may not be authorized to perform evaluation, surveillance, or investigations of quality control systems, data, procedures, methods, or service difficulty reports. These are inherently governmental functions that are NOT to be delegated. The FAA inspector will NOT authorize any privilege not included in §§ 183.31 and 183.33. Authorized function(s) must appear on the designee's certificate of authority.

NOTE 2: Each designee must be carefully evaluated to ensure that they are issued the applicable codes with appropriate limitations for the functions they perform.

DMIR Codes and Functions:

01 Issue original standard or special airworthiness certificate for eligible aircraft and airworthiness approvals for engines, propellers, and product parts at a production approval holder's (PAH) facility, only when it has been determined that the product(s) conform to the approved design requirements and are in a condition for safe operation.

NOTE: Under this function code, the issuance of airworthiness approvals (Form 8130-3) are for domestic shipments only in accordance with FAA Order 8130.21, Procedures for Completion and Use of FAA Form 8130-3, Airworthiness Approval Tag.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

02 Issue special airworthiness certificate, in the experimental category, for the purpose of showing compliance with 14 CFR chapters I and III for aircraft which the PAH holds the type certificate (TC) and has undergone changes to the type design that require an FAA official flight test.

NOTE: The designees must contact their managing office to obtain any special direction or instructions before issuing each experimental airworthiness certificate.

03 Issue export certificate of airworthiness and export airworthiness approval tag in accordance with 14 CFR part 21, subpart L, for the PAH after determining that the products and parts submitted by the PAH conform to the type design, are in a condition for safe operation, and comply with the special requirements of the importing country.

NOTE: 14 CFR part 21, subpart L, restricts the export of class I, II, and III products to certain limitations or conditions. These specified limitations or conditions should be thoroughly reviewed, understood, and satisfied before a DMIR performs these functions.

04 Issue special flight permits to export aircraft after determining that all products presented by the PAH for export conform to the PAH's type design, are in a condition for safe operation, and comply with the special requirements of the importing country.

05 Conduct conformity inspections to determine that prototype products and related parts conform to the design specifications.

NOTE: All inspections will be delegated by the managing office. In all instances a complete company inspection of the products and related parts must be completed by the PAH or PAH-approved supplier before submitting for DMIR inspection. In general, a DMIR should not conduct inspections on behalf of the FAA if the individual has performed the identical inspection on behalf of the PAH or PAH's approved supplier.

06 Conduct any inspections to determine that production products and related parts conform to the approved type design and are in a condition for safe operation.

07 Perform functions specifically identified on the DMIR certificate of authority for the PAH, or the PAH's supplier, at any location authorized by the FAA.

DAR-F and ODAR-F Codes and Functions:

08 Issue original standard airworthiness certificates for U.S.-registered aircraft and original airworthiness approvals for engines, propellers, parts, and appliances that conform to the approved design requirements and are in a condition for safe operation.

NOTE 1: Under this function code, the issuance of airworthiness approvals (Form 8130-3) are for domestic shipments only in accordance with FAA Order 8130.21, Procedures for Completion and Use of FAA Form 8130-3, Airworthiness Approval Tag.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

NOTE 2: This includes very light aircraft (VLA), aircraft built from spare and surplus parts, and surplus military aircraft. This does not include aircraft built in countries in which the United States does not have a BAA or BASA.

09 Issue special airworthiness certificates, in the experimental category, for the purpose of showing compliance with 14 CFR chapter I, for U.S.-registered aircraft which have undergone changes to the type design and require flight test prior to the issuance/reissuance of an airworthiness certificate.

10 Issue original/recurrent special airworthiness certificates for primary category aircraft.

11 Issue original/recurrent special airworthiness certificates, in the experimental category, for the purposes of performing market survey, research and development, and crew training on U.S.-registered aircraft.

12 Issue original/recurrent special airworthiness certificates, in the experimental category, for the purpose of air racing and operating exhibition U.S.-registered aircraft located in the United States.

13 Issue original special airworthiness certificates for U.S.-registered restricted category aircraft, including aircraft built from spare and surplus parts or surplus military aircraft.

NOTE: Spare and surplus apply only to §§ 21.21 and 21.27 type-certificated aircraft.

14 Issue original class I provisional airworthiness certificates.

15 Issue original/recurrent special airworthiness certificates for limited category.

16 Issue special flight permits for U.S-registered aircraft for the purposes outlined in 14 CFR part 21, § 21.197(a)(1), (2), (3), (4), (5), and (b).

17 Issue replacement for a lost, stolen, or mutilated standard or special airworthiness certificate if the proper documentation can be obtained from the applicant.

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

18 Issue original export airworthiness approval for class I products in accordance with the provisions of 14 CFR part 21, subpart L.

19 Issue original export airworthiness approval for class II products manufactured and located in the United States in accordance with 14 CFR part 21, subpart L.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

20 Issue original export airworthiness approval for class III products that are manufactured and located in the United States in accordance with 14 CFR part 21, subpart L. When this function is delegated to an individual DAR, its application is limited to exporting of class III products only when employed by an applicant who is the PAH of the product being exported.

NOTE: DARs may be full-time, part-time, or contract employees of a PAH.

21 Make conformity determinations on aircraft, engines, propellers, and parts thereof to be used for design evaluation programs, for example, TC and supplemental type certification (STC) programs, and complete all necessary reports.

22 Issue conformity certifications on behalf of the Civil Aviation Authority (CAA) for components manufactured by U.S. suppliers for non-U.S. product manufacturers. Determinations of conformity to the design, test, and quality requirements may be accomplished by a DAR only after the FAA has received notification from the CAA of the country in which the product is located.

NOTE: In the context of function code 22, the term "DAR" applies to DARs and ODARs.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

Table 1

APPLICANT INFORMATION **Write in the number of years experience possessed for DMIR functions 1, 2, 4, 6, and 7 and DAR/ODAR functions 8 through 17 in the left column and attach supplemental substantiation.**		*FAA USE ONLY*	
Experience Includes	**ISSUE ORIGINAL AND/OR SPECIAL AIRWORTHINESS CERTIFICATES FOR U.S.-REGISTERED AIRCRAFT**	**Adv**	**EP**
	5 years of experience as a designated manufacturing inspection representative (DMIR)		
	5 years of experience as a designated alteration Station (DAS) inspector		
	5 years of experience as a delegation option authorization (DOA) inspector		
	5 years of experience as a company inspector		
	5 years of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original airworthiness certificates for aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.		
	An organization holding an FAA PC or APIS, must have a person(s) in its employ with 5 years of experience.		

Table 2

APPLICANT INFORMATION **Write in the number of years experience possessed for DMIR functions 3 and 7 and DAR/ODAR function 18 in the left column and attach supplemental substantiation.**		*FAA USE ONLY*	
Experience Includes	**ISSUE ORIGINAL EXPORT AIRWORTHINESS APPROVALS FOR CLASS I PRODUCTS**	**Adv**	**EP**
	5 years of experience as a DMIR		
	5 years of experience as a delegation option authorization (DOA) inspector		
	5 years of experience as a company inspector		
	5 years of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original export airworthiness approvals for class I products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.		
	An organization holding an FAA PC or APIS, must have a person(s) in its employ with 5 years of experience similar to the experience listed for class II products.		

Table 3

APPLICANT INFORMATION **Write in the number of years experience possessed for DMIR functions 1, 2, 4, 6, and 7 and DAR/ODAR functions 8 through 17 in the left column and attach supplemental substantiation.**		*FAA USE ONLY*	
Experience Includes	**ISSUE ORIGINAL AIRWORTHINESS APPROVALS FOR AN AIRCRAFT ENGINE OR PROPELLER DESIGNATED FOR DOMESTIC USE**	**Adv**	**EP**
	5 years of experience as a DMIR		
	5 years of experience as a delegation option authorization (DOA) inspector		
	5 years of experience as a company inspector		
	5 years of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original export airworthiness approvals for products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.		
	An organization holding an FAA PC or APIS, must have a person(s) in its employ with 5 years of experience similar to the experience listed for products.		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

Table 4

APPLICANT INFORMATION **Write in the number of years experience possessed for DMIR functions 3 and 7 and DAR/ODAR function 19 in the left column and attach supplemental substantiation.**		***FAA USE ONLY***	
Experience Includes	**ISSUE ORIGINAL EXPORT AIRWORTHINESS APPROVALS FOR CLASS II PRODUCTS**	**Adv**	**EP**
	3 years of experience as a DMIR		
	3 years of experience as a DOA inspector		
	3 years of experience as a company inspector		
	3 years of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	An organization as a holder of an FAA production approval must have a person(s) in its employ with 3 years of experience similar to the experience listed below:		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original airworthiness approvals for class II products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought, or show evidence of knowledge as indicated by the asterisk (*) below for class II products.		
	*Show evidence of 3 years of experience (for class II) with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that class II products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for original export airworthiness approval meet 14 CFR part 21, subpart L, and any special requirements of the importing country. Should include knowledge of:		
	*First article, in-process, and final assembly inspections		
	*Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, plating, etc.)		
	*Destructive and nondestructive inspections		
	*Manufacturing processes		
	*Airworthiness assurance		
	*Developing/implementing quality control systems/procedures		
	*Testing procedures		
	*Use of FAA-approved type design data		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

Table 5

APPLICANT INFORMATION **Write in the number of years experience possessed for DMIR functions 1, 2, 4, 6, and 7 and DAR/ODAR functions 8 through 17 in the left column and attach supplemental substantiation.**		***FAA USE ONLY***	
Experience Includes	**ISSUE ORIGINAL AIRWORTHINESS APPROVALS DESIGNATED FOR DOMESTIC USE OF A PART (FOR EXAMPLE, MODULE, SUBASSEMBLY, COMPONENT, ARTICLE, ETC.) MADE UNDER AN FAA PRODUCTION APPROVAL, THE FAILURE OF WHICH WOULD JEOPARDIZE THE SAFETY OF AN AIRCRAFT, AIRCRAFT ENGINE, OR PROPELLER**	**Adv**	**EP**
	3 years of experience as a DMIR		
	3 years of experience as a DOA inspector		
	3 years of experience as a company inspector		
	3 years of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	An organization as a holder of an FAA production approval must have a person(s) in its employ with 3 years of experience similar to the experience listed below:		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original airworthiness approvals for products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought, or show evidence of knowledge as indicated by the asterisk (*) below.		
	*Show evidence of 3 years of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought conform to approved design and are in a condition for safe operation.		
	*First article, in-process, and final assembly inspections		
	*Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, plating, etc.)		
	*Destructive and nondestructive inspections		
	*Manufacturing processes		
	*Airworthiness assurance		
	*Developing/implementing quality control systems/procedures		
	*Testing procedures		
	*Use of FAA-approved type design data		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

Table 6

APPLICANT INFORMATION **Write in the number of years experience possessed for DMIR functions 3 and 7 and DAR/ODAR function 20 in the left column and attach supplemental substantiation.**		***FAA USE ONLY***	
Experience Includes	**ISSUE ORIGINAL EXPORT AIRWORTHINESS APPROVALS FOR CLASS III PRODUCTS**	**Adv**	**EP**
	Employed by a PAH authorized to issue export airworthiness approvals for class III products.		
	1 year of experience as a DMIR		
	1 year of experience as a DOA inspector		
	1 year of experience as a company inspector		
	1 year of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	Organization holding an FAA production approval must have a person(s) in its employ with 1 year of experience similar to that listed below. Those person(s) authorized by the FAA to issue Form 8130-3 must perform or be directly in charge of inspections which determine that products conform to the PAH's approved type design data and are in a condition for safe operation.		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original airworthiness approvals for class III products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or show evidence of knowledge as indicated by the asterisk (*) below for class III products.		
	*Show evidence of 1 year of experience (for class III) with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine class III products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for original export airworthiness approval meet 14 CFR part 21, subpart L, and any special requirements of the importing country. Should include knowledge of:		
	*First article, in-process, and final assembly inspections		
	*Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, plating, etc.)		
	*Destructive and nondestructive inspections		
	*Manufacturing processes		
	*Airworthiness assurance		
	*Developing/implementing quality control systems/procedures		
	*Testing procedures		
	*Use of FAA-approved type design data		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

Table 7

APPLICANT INFORMATION **Write in the number of years experience possessed for DMIR functions 1, 2, 4, 6, and 7 and DAR/ODAR functions 8 through 17 in the left column and attach supplemental substantiation.**		***FAA USE ONLY***	
Experience Includes	**ISSUE ORIGINAL AIRWORTHINESS APPROVALS DESIGNATED FOR DOMESTIC USE OF ANY COMPONENT OR PART NOT INCLUDED IN TABLES 3 AND 5 ABOVE, INCLUDING STANDARD PARTS**	**Adv**	**EP**
	1 year of experience as a DMIR		
	1 year of experience as a DOA inspector		
	1 year of experience as a company inspector		
	1 year of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	An organization as a holder of an FAA production approval must have a person(s) in its employ with 1 year of experience similar to the experience listed below:		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original airworthiness approvals for products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought, or show evidence of knowledge as indicated by the asterisk (*) below.		
	*Show evidence of 1 year of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) conform to approved design and are in a condition for safe operation. Should include knowledge of:		
	*First article, in-process, and final assembly inspections		
	*Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, plating, etc.)		
	*Destructive and nondestructive inspections		
	*Manufacturing processes		
	*Airworthiness assurance		
	*Developing/implementing quality control systems/procedures		
	*Testing procedures		
	*Use of FAA-approved type design data		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

Table 8

APPLICANT INFORMATION **Write in the number of years experience possessed for DMIR functions 5 and 7 and DAR/ODAR function 21 in the left column and attach supplemental substantiation.**		*FAA USE ONLY*	
Experience Includes	**MAKE CONFORMITY DETERMINATIONS ON AIRCRAFT AND PARTS THEREOF (including those submitted for FAA tests prior to issuance of an FAA Type Design Approval)**	**Adv**	**EP**
	5 years of experience as a DMIR		
	5 years of experience as a DAS inspector		
	5 years of experience as a DOA inspector		
	5 years of experience as a company inspector		
	5 years of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	Involved in making actual conformity determinations or having responsibility for managing programs which lead to the determination that prototype or test articles, parts, or installations (including completed aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) conformed to the type design under evaluation by the FAA or show evidence of knowledge as indicated by the asterisk (*) below.		
	Organization holding an FAA production approval must have a person(s) in its employ with 5 years of experience similar to experience listed below:		
	Organization not holding an FAA production approval must have a person(s) in its employ with 5 years of experience similar to experience listed below:		
	*Show evidence of 5 years of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine prototype or test articles, parts, or installations, or completed aircraft (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) to be used for FAA design evaluation conform to the type design being evaluated. Should include knowledge of:		
	*First article, in-process, and final assembly inspections		
	*Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, plating, etc.)		
	*Destructive and nondestructive inspections		
	*Manufacturing processes		
	*Airworthiness assurance		
	*Developing/implementing quality control systems/procedures		
	*Testing procedures		
	*Use of FAA-approved type design data		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

Table 9

APPLICANT INFORMATION **Write in the number of years experience possessed for DMIR functions 5 and 7 and DAR/ODAR function 22 in the left column and attach supplemental substantiation.**		***FAA USE ONLY***	
Experience Includes	**ISSUANCE OF CONFORMITY CERTIFICATIONS FOR COMPONENTS MANUFACTURED IN THE UNITED STATES FOR NON-U.S. PRODUCT MANUFACTURER**	**Adv**	**EP**
	3 years of experience as a DMIR		
	3 years of experience as a DAS inspector		
	3 years of experience as a DOA inspector		
	3 years of experience as a company inspector		
	3 years of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	Involved in making actual conformity determinations or having responsibility for managing programs which lead to the determination that prototype or test articles, parts, or installations (including completed aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) conformed to the type design under evaluation by the FAA, or show evidence of knowledge as indicated by the asterisk (*) below.		
	Organization holding an FAA production approval must have a person(s) in its employ with 5 years of experience similar to experience listed below:		
	*Show evidence of 5 years of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine prototype or test articles, parts, or installations, or completed aircraft (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) to be used for FAA design evaluation conform to the type design being evaluated. Should include knowledge of:		
	*First article, in-process, and final assembly inspections		
	*Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, plating, etc.);		
	*Destructive and nondestructive inspections		
	*Manufacturing processes		
	*Airworthiness assurance		
	*Developing/implementing quality control systems/procedures		
	*Testing procedures		
	*Use of FAA-approved type design data		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

Table 10

APPLICANT INFORMATION **Write in the number of years experience possessed for DMIR functions 5 and 7 and DAR/ODAR function 21 in the left column and attach supplemental substantiation.**		*FAA USE ONLY*	
Experience Includes	**MAKE CONFORMITY DETERMINATIONS ON AIRCRAFT AND PARTS THEREOF (including those submitted for FAA tests prior to issuance of an FAA Type Design Approval)**	**Adv**	**EP**
	5 years of experience as a DMIR		
	5 years of experience as a DAS inspector		
	5 years of experience as a DOA inspector		
	5 years of experience as a company inspector		
	5 years of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	Involved in making actual conformity determinations or having responsibility for managing programs which lead to the determination that prototype or test articles, parts, or installations (including completed aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) conformed to the type design under evaluation by the FAA or show evidence of knowledge as indicated by the asterisk (*) below.		
	Organization holding an FAA production approval must have a person(s) in its employ with 5 years of experience similar to experience listed below:		
	Organization not holding an FAA production approval must have a person(s) in its employ with 5 years of experience similar to experience listed below:		
	*Show evidence of 5 years of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine prototype or test articles, parts, or installations, or completed aircraft (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) to be used for FAA design evaluation conform to the type design being evaluated. Should include knowledge of:		
	*First article, in-process, and final assembly inspections		
	*Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, plating, etc.)		
	*Destructive and nondestructive inspections		
	*Manufacturing processes		
	*Airworthiness assurance		
	*Developing/implementing quality control systems/procedures		
	*Testing procedures		
	*Use of FAA-approved type design data		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

Table 11

APPLICANT INFORMATION **Write in the number of years experience possessed for DMIR functions 5 and 7 and DAR/ODAR function 22 in the left column and attach supplemental substantiation.**		***FAA USE ONLY***	
Experience Includes	**ISSUANCE OF CONFORMITY CERTIFICATIONS FOR COMPONENTS MANUFACTURED IN THE UNITED STATES FOR NON-U.S. PRODUCT MANUFACTURER**	**Adv**	**EP**
	3 years of experience as a DMIR		
	3 years of experience as a DAS inspector		
	3 years of experience as a DOA inspector		
	3 years of experience as a company inspector		
	3 years of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	Involved in making actual conformity determinations or having responsibility for managing programs which lead to the determination that prototype or test articles, parts, or installations (including completed aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) conformed to the type design under evaluation by the FAA, or show evidence of knowledge as indicated by the asterisk (*) below.		
	Organization holding an FAA production approval must have a person(s) in its employ with 5 years of experience similar to experience listed below:		
	*Show evidence of 5 years of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine prototype or test articles, parts, or installations, or completed aircraft (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) to be used for FAA design evaluation conform to the type design being evaluated. Should include knowledge of:		
	*First article, in-process, and final assembly inspections;		
	*Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, plating, etc.)		
	*Destructive and nondestructive inspections		
	*Manufacturing processes		
	*Airworthiness assurance		
	*Developing/implementing quality control systems/procedures		
	*Testing procedures		
	*Use of FAA-approved type design data		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 6. INFORMATION THAT MUST BE IN THE PROCEDURES MANUAL SUBMITTED BY THE ODAR APPLICANT

Procedures submitted must, at a minimum, identify the ODAR's:

1. Policies and Objectives.
2. Organizational Structure.
3. Authorized Function(s).
4. Assignment of Responsibilities.
5. Training.
6. FAA Document Control (Safeguard FAA Forms and Certificates).
7. FAA Document Processing.
8. FAA Interface.
9. Supervision/Monitoring.
10. Self-Assessments.
11. Authorized Individual's:
    a. General Qualifications.
    b. Specialized Experience.
    c. Authority and Responsibilities.
    d. Identification.
    e. Limitations and Restrictions.
12. Records Retention.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 7. FAA GEOGRAPHIC LOCATIONS

Aircraft Certification Offices

Anchorage Aircraft Certification Office (ACE-115N)
Federal Aviation Administration
222 West 8th Avenue
Anchorage, AK 99513
Telephone: 907-271-2668
Fax: 907-279-6365

Atlanta Aircraft Certification Office (ACE-115A)
Federal Aviation Administration
1895 Phoenix Boulevard, Suite 450
Atlanta, GA 30349
Telephone: 770-703-6035
Fax: 770-703-6097

Boston Aircraft Certification Office (ANE-150)
Federal Aviation Administration
12 New England Executive Park
Burlington, MA 01803
Telephone: 781-238-7150
Fax: 781-238-7199

Brussels Aircraft Certification Staff (AEU-100)
Federal Aviation Administration
15 rue de la Loi (1st Floor)
B-1040
Brussels, Belgium
Telephone: 9011-32-2-508-2111 Extension 2710
Fax: 9011-32-2-230 68 99

Chicago Aircraft Certification Office (ACE-115C)
Federal Aviation Administration
2300 East Devon Avenue
Des Plaines, IL 60018
Telephone: 847-294-7357
Fax: 847-294-7834

Denver Aircraft Certification Office (ANM-100D)
Federal Aviation Administration
26805 E. 68th Avenue, Room 214
Denver, CO 80249
Telephone: 303-342-1080
Fax: 303-342-1088

Engine Certification Office (ANE-140)
Federal Aviation Administration
12 New England Executive Park
Burlington, MA 01803
Telephone: 781-238-7140
Fax: 781-238-7199

Fort Worth Airplane Certification Office (ASW-150)
Federal Aviation Administration
2601 Meacham Boulevard
Fort Worth, TX 76137
Telephone: 817-222-5150
Fax: 817-222-5959

Fort Worth Rotorcraft Certification Office (ASW-170)
Federal Aviation Administration
2601 Meacham Boulevard
Fort Worth, TX 76137
Telephone: 817-222-5170
Fax: 817-222-5959

Fort Worth Special Certification Office (ASW-190)
Federal Aviation Administration
2601 Meacham Boulevard
Fort Worth, TX 76137
Telephone: 817-222-5190
Fax: 817-222-5959

Los Angeles Aircraft Certification Office (ANM-100L)
Federal Aviation Administration
3960 Paramount Boulevard
Lakewood, CA 90712
Telephone: 562-627-5200
Fax: 562-627-5210

New York Aircraft Certification Office (ANE-170)
Federal Aviation Administration
10 5th Street, 3rd Floor
Valley Stream, NY 11581
Telephone: 516-256-7500
Fax: 516-568-2716

APPENDIX 1. APPLICATION PACKAGE
FIGURE 7. FAA GEOGRAPHIC LOCATIONS (CONTINUED)

Aircraft Certification Offices (Cont'd)

Seattle Aircraft Certification Office (ANM-100S)
Federal Aviation Administration
1601 Lind Avenue SW.
Renton, WA 98055-4056
Telephone: 425-227-2180
Fax: 425-227-1181

Wichita Aircraft Certification Office (ACE-115W)
Federal Aviation Administration
1801 Airport Road, Room 100
Wichita, KS 67209
Telephone: 316-946-4100
Fax: 316-946-4407

APPENDIX 1. APPLICATION PACKAGE
FIGURE 7. FAA GEOGRAPHIC LOCATIONS (CONTINUED)

Manufacturing Inspection Offices

Federal Aviation Administration
Manufacturing Inspection Office (ANM-108S)
1601 Lind Avenue SW.
Renton, WA 98055
Telephone: 425-227-2108
Fax: 425-227-1320

Federal Aviation Administration
Manufacturing Inspection Office (ASW-180)
2601 Meacham Boulevard
Fort Worth, TX 76137-4298
Telephone: 817-222-5180
Fax: 817-222-5136

Federal Aviation Administration
Manufacturing Inspection Office (ACE-180)
901 Locust, Suite 301
Kansas City, MO 64106
Telephone: 816-329-4180
Fax: 816-329-4157

Federal Aviation Administration
Manufacturing Inspection Office (ANE-180)
12 New England Executive Park
Burlington, MA 01803
Telephone: 781-238-7180
Fax: 781-238-7898

APPENDIX 1. APPLICATION PACKAGE
FIGURE 7. FAA GEOGRAPHIC LOCATIONS (CONTINUED)

Manufacturing Inspection District Offices

Federal Aviation Administration
Phoenix Manufacturing Inspection
District Office (ANM-108P)
13951 N. Scottsdale Road, Suite 123
Scottsdale, AZ 85254-3454
Telephone: 602-640-2101
Fax: 602-640-2113

Federal Aviation Administration
Oklahoma City Manufacturing Inspection
District Office (SW MIDO-41)
Wiley Post Airport
FAA Building, Room 206
Bethany, OK 73008
Telephone: 405-798-2052
Fax: 405-798-2062

Federal Aviation Administration
Los Angeles Manufacturing Inspection
District Office (ANM-108L)
3960 Paramount Boulevard
Lakewood, CA 90712-4137
Telephone: 562-627-5290
Fax: 562-627-5319/5293

Federal Aviation Administration
Van Nuys Manufacturing Inspection
District Office (ANM-108V)
7120 Hayvenhurst Avenue, Suite 100
Van Nuys, CA 91406
Telephone: 818-904-6298
Fax: 818-904-6001

Federal Aviation Administration
Windsor Locks Manufacturing Inspection
District Office (NE MIDO-41)
Building 85-214, 2nd Floor
Bradley International Airport
Windsor Locks, CT 06096
Telephone: 860-654-1091
Fax: 860-654-1089

Federal Aviation Administration
Orlando Manufacturing Inspection
District Office (CE MIDO-44)
Citadel International III Building
5950 Hazeltine National Drive, Suite 405
Orlando, FL 32822
Telephone: 407-855-9050
Fax: 407-438-1900

Federal Aviation Administration
Atlanta Manufacturing Inspection
District Office (CE MIDO-42)
One Crown Center
1895 Phoenix Boulevard, Suite 475
Atlanta, GA 30349
Telephone: 770-703-6100
Fax: 770-703-6108

Federal Aviation Administration
Wichita Manufacturing Inspection
District Office (CE MIDO-43)
1801 Airport Road, Room 101
Mid-Continent Airport
Wichita, KS 67209
Telephone: 316-946-4175
Fax: 316-946-4452

Federal Aviation Administration
San Antonio Manufacturing Inspection
District Office (SW MIDO-43)
10100 Reunion Place, Suite 650
San Antonio, TX 78216
Telephone: 210-308-3360
Fax: 210-308-3370

Federal Aviation Administration
Minneapolis Manufacturing Inspection
District Office (CE MIDO-46)
6020 28th Avenue South, Room 103
Minneapolis, MN 55450-2700
Telephone: 612-713-4366/4367
Fax: 612-713-4365

APPENDIX 1. APPLICATION PACKAGE
FIGURE 7. FAA GEOGRAPHIC LOCATIONS (CONTINUED)

Manufacturing Inspection District Offices (Cont'd)

Federal Aviation Administration
Kansas City Manufacturing Inspection
District Office (CE MIDO-45)
Downtown Airport, Room 272
250 Richards Road
Kansas City, MO 64116-4232
Telephone: 816-474-0015
Fax: 816-474-3811

Federal Aviation Administration
Teterboro Manufacturing Inspection
District Office (NE MIDO-45)
150 Fred Wehran Drive, Room 2
Teterboro Airport
Teterboro, NJ 07608
Telephone: 201-288-4340/4341
Fax: 201-645-2367

Federal Aviation Administration
Dallas/Fort Worth Manufacturing Inspection
District Office (SW MIDO-42)
2601 Meacham Boulevard
Fort Worth, TX 76137-4298
Telephone: 817-222-5819
Fax: 817-222-5995

Federal Aviation Administration
Farmingdale Manufacturing Inspection
District Office (NE MIDO-46)
Admin. Bldg., Suite 236
7150 Republic Airport
Farmingdale, NY 11735-1585
Telephone: 516-694-8420
Fax: 516-694-8424

Federal Aviation Administration
Cleveland Manufacturing Inspection
District Office (CE MIDO-47)
Federal Facilities Building, Room 127
Cleveland/Hopkins International Airport
Cleveland, OH 44135
Telephone: 216-265-1380
Fax: 216-265-1388

Federal Aviation Administration
Manufacturing Inspection
District Office (NE MIDO-44)
400 Airport Drive, Room 102
New Cumberland, PA 17070
Telephone: 717-782-4425/4426
Fax: 717-782-2231

Federal Aviation Administration
Seattle Manufacturing Inspection
District Office (ANM-108S)
2500 East Valley Road, Suite C-2
Renton, WA 98055
Telephone: 425-227-2170
Fax: 425-227-1330

Federal Aviation Administration
Vandalia Manufacturing Inspection
District Office (CE MIDO-48)
3800 Wright Drive
Vandalia, OH 45377
Telephone: 937-898-3991
Fax: 937-898-8717

APPENDIX 1. APPLICATION PACKAGE
FIGURE 7. FAA GEOGRAPHIC LOCATIONS (CONTINUED)

Manufacturing Inspection Satellite Offices

Federal Aviation Administration
Manufacturing Inspection
Satellite Office (NE MISO-42)
12 New England Executive Park
Burlington, MA 01803
Telephone: 781-238-7184
Fax: 781-238-7898

Federal Aviation Administration
Detroit Manufacturing Inspection
Satellite Office (CE MISO-53)
Willow Run Airport-East Side
8800 Beck Road
Belleville, MI 48111
Telephone: 734-487-7232/7364
Fax: 734-487-7429

Federal Aviation Administration
Savannah Manufacturing Inspection
Satellite Office (CE MISO-52)
404 Airways Avenue
Savannah, GA 31408
Telephone: 912-652-5933
Fax: 912-652-5934

Federal Aviation Administration
Mobile Manufacturing Inspection
Satellite Office (CE MISO-51)
Brookley Field - Building 28
P.O. Box 5196 - Bayside Station
Mobile, AL 36615
Telephone: 334-441-5253
Fax: 334-441-6032

Federal Aviation Administration
Chicago Manufacturing Inspection
Satellite Office (CE MISO-55)
2300 East Devon Avenue
Des Plaines, IL 60018
Telephone: 847-294-7190
Fax: 847-294-7826

APPENDIX 1. APPLICATION PACKAGE
FIGURE 7. FAA GEOGRAPHIC LOCATIONS (CONTINUED)

Certificate Management Office and Certificate Management Units

Federal Aviation Administration
Boeing Certificate Management Office
(ANM-108B)
2500 East Valley Road, Suite C-2
Renton, WA 98055
Telephone: 425-227-2177
Fax: 425-227-1159

Federal Aviation Administration
Everett Boeing Certificate Management Unit,
CMU-41 (ANM-108S)
P.O. Box 3707, M/C OF-04
Seattle, WA 98124-2207
Telephone: 425-342-4770
Fax: 425-342-0139

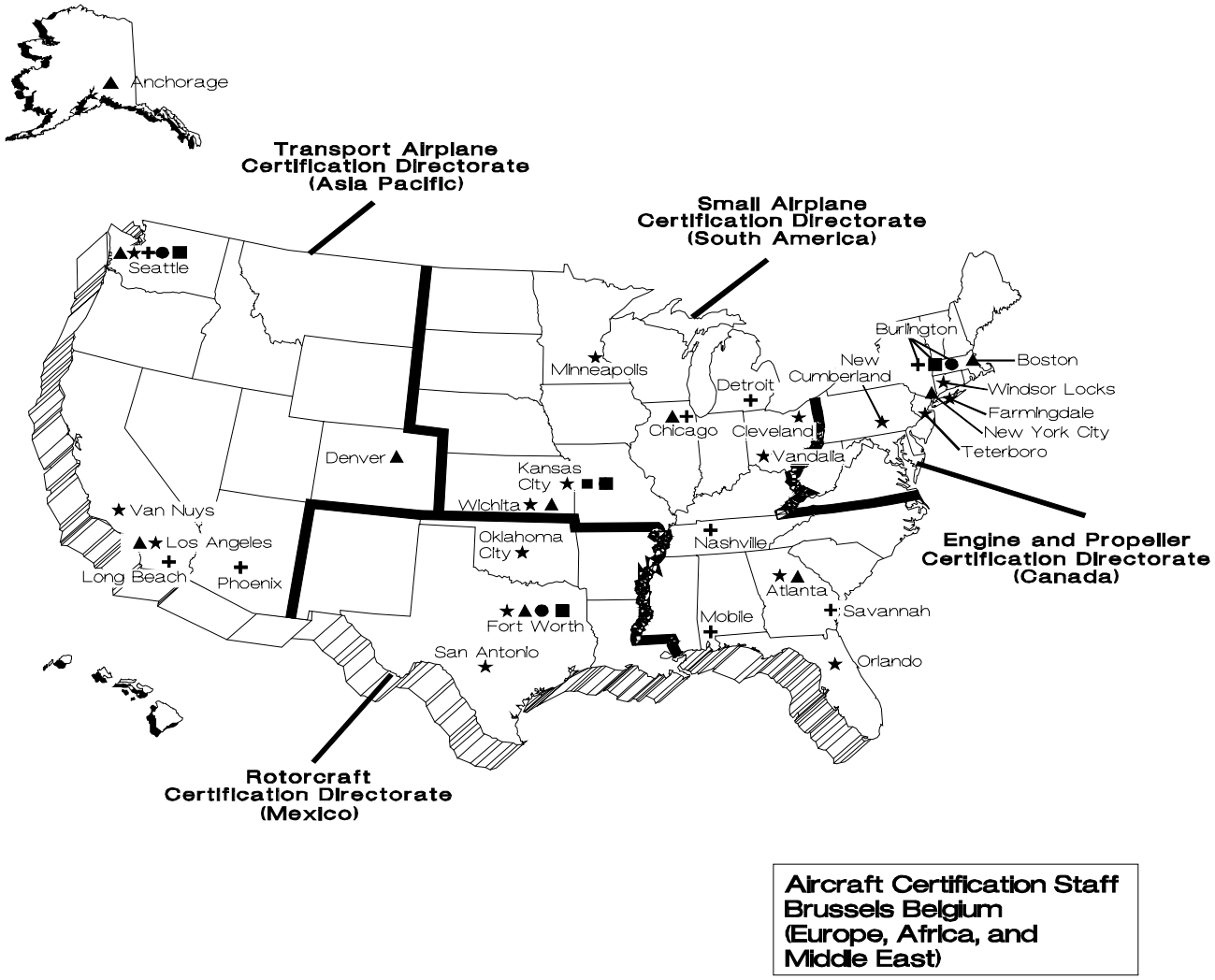
Federal Aviation Administration
Renton Boeing Certificate Management Unit,
CMU-42 (ANM-108B)
P.O. Box 3707, M/C 94-08
Seattle, WA 98124-2207
Telephone: 425-237-6229
Fax: 425-965-0264

Federal Aviation Administration
Auburn Boeing Certificate Management Unit,
CMU-43 (ANM-108B)
P.O. Box 3707, M/C 5R-06
Seattle, WA 98124-2207
Telephone: 425-931-2117
Fax: 425-351-4821

Federal Aviation Administration
Lynnwood Boeing Certificate Management Unit,
CMU-41 (ANM-108B)
P.O. Box 3707, M/C 39-CC
Seattle, WA 98124-2207
Telephone: 425-266-0031
Fax: 425-266-0366

Federal Aviation Administration
Long Beach Boeing Certificate Management Unit,
CMU-47 (ANM-108L)
3960 Paramount Boulevard
Lakewood, CA 90712
Telephone: 562-593-3180
Fax: 562-982-0748

APPENDIX 1. APPLICATION PACKAGE
FIGURE 8. FAA GEOGRAPHIC BOUNDARIES - AIRCRAFT CERTIFICATION DIRECTORATES



● Directorate Headquarters
▲ Aircraft Certification Offices
■ Manufacturing Inspection Offices
★ Manufacturing Inspection District Offices
+ Manufacturing Inspection Satellite Offices

APPENDIX 2. APPOINTMENT/EVALUATION DOCUMENTS
FIGURE 1. DESIGNEE APPOINTMENT TRACKING DOCUMENT

DESIGNEE APPOINTMENT TRACKING DOCUMENT

Instructions: Complete this document by entering a checkmark (✔) in each line entry, signed and dated where applicable.

DESIGNEE NAME: _____

____1. Cursory checks of application and request additional information if necessary (DPC).

____2. Review resume. (FAA advisor's name: _____)

Based on resume or previous experience, is there reason to believe that the applicant would be an asset to the ACO/MIDO/MISO? If we don't think this applicant would reduce our workload, the applicant should be rejected at this point.

____3. FAA need and ability to manage designee determination. _____
(FAA Manager's Signature and Date)

____4. Response to applicant (within 30 days).

____5. Ensure DPC has entered applicant in the DIN.

____6. Contact applicant as necessary.

____7. Evaluation (in writing) of why the applicant does not meet the following criteria (see tables 4-1 to 4-4, Appointment Criteria).

(a) Regulatory criteria
(b) Technical criteria
(c) Standardization criteria
(d) Interface criteria

____8. Company position (not applicable for consultants). Employed and recommended by the company. Position within company with sufficient authority to effectively administer compliance.

____9. Evaluation (in writing) for each area for which a delegated function was requested and identification of any limitations or why the applicant was not qualified. (Comments may be continued on a separate sheet if additional space is required.)

_____

_____

____10. Recommendation - Circle One:

(a) Forward to evaluation panel with a recommendation to appoint.
(b) Forward to evaluation panel with a recommendation to identify as a candidate.
(c) Send applicant denial letter.

ADVISOR'S SIGNATURE: _____ Date: _____

APPENDIX 2. APPOINTMENT/EVALUATION DOCUMENTS
FIGURE 1. DESIGNEE APPOINTMENT TRACKING DOCUMENT (CONTINUED)

____11. Evaluation panel review: Decision for immediate designee appointment, accept as a candidate, or reject application. Provide written evaluations if agreement is not reached and resolve with management. Send applicant letter informing the applicant of the decision and initial on the evaluation form for each delegation accepted.

____12. Interview applicant (if not, document justification).

EVALUATION PANEL DECISION: APPOINTMENT: _____

RECOMMEND CANDIDACY: _____

DENY APPOINTMENT: _____

(Document rationale for denial of appointment and attach to this form.)

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

____13. Orientation: For designee appointments or candidate status, outline expectations. For DER a candidate, have the candidate develop a plan to gain the experience necessary for appointment. For DAR candidates, review the DAR Candidate Development Profile.

____14. Have the applicant sign the Designee Acknowledgment of Responsibilities document.

____15. Review candidate: Toward the end of the 1-year period, the advisor should evaluate the candidate.

(a) Has the candidate demonstrated a good command of the English language?
(b) Has the candidate demonstrated integrity?
(c) Has the candidate demonstrated sound judgment?
(d) Has the candidate demonstrated a cooperative attitude?
(e) Has the candidate demonstrated an ability to act on behalf of the FAA?
(f) Based on demonstrated performance, will this candidate reduce FAA workload?

If any of these criteria are undemonstrated or there are concerns based on these criteria, a determination must be made as to how the criteria will be satisfied or the candidacy terminated.

APPENDIX 2. APPOINTMENT/EVALUATION DOCUMENTS
FIGURE 1. DESIGNEE APPOINTMENT TRACKING DOCUMENT (CONTINUED)

____16. Pre-appointment interview (after candidate period): Outline coordination expectations.

____17. Return file to DPC, who will verify file includes all documentation required and update appointment/candidate/denied status in the DIN.

APPEAL PANEL DECISION:

APPOINTMENT: _____

RECOMMEND CANDIDACY: _____

DENY APPLICATION: _____

(Document rationale for denial of appeal and attach to this form.)

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

APPENDIX 3. ORIENTATION
FIGURE 1. SAMPLE DESIGNEE ACKNOWLEDGMENT OF RESPONSIBILITIES

DESIGNEE ACKNOWLEDGMENT OF RESPONSIBILITIES

1.0 Basis and Requirements for Delegation of Authority.

Title 49, United States Code, is the legislative instrument governing U.S. aviation.

Section 44701(a) states that the Administrator of the FAA "shall promote safe flight of civil aircraft in air commerce..."

To fulfill these responsibilities, the Administrator is provided with various resources, including the power to delegate to others. This power is specified in § 44702(d), Delegation:

"(1) Subject to regulations, supervision, and review the Administrator may prescribe, the Administrator may delegate to a qualified private person, or to an employee under the supervision of that person, a matter related to:

(a) The examination, testing, and inspection necessary to the issuance of a certificate under this chapter, and

(b) Issuing the certificate.

(2) The Administrator may rescind a delegation under this subsection at any time for any reason which the Administrator deems appropriate."

In addition, Title 14, Code of Federal Regulations, part 1, indicates that where the regulations make reference to the "Administrator," this also includes any person authorized by the Administrator to exercise or perform that specific power, duty, or function.

2.0 Authorization and Role of a Designee.

Order 8100.8 sets out policy, procedures, and conditions under which an applicant may obtain a delegation of authority that may be exercised by a designee.

When accomplishing this task, the designee uses the same standards, procedures, and interpretations applicable to FAA employees accomplishing similar tasks. The designee is also required to observe all conditions and limitations imposed by the Administrator on the authority delegated.

3.0 Statement of Acceptance of Responsibilities and Obligations.

I understand and accept the responsibilities and obligations, as detailed in my letter of authorization, Orders 8100.8 and **[specify those that apply]**, associated with the exercise of the authority delegated by the Administrator.

APPENDIX 3. ORIENTATION
FIGURE 1. SAMPLE DESIGNEE ACKNOWLEDGMENT OF RESPONSIBILITIES (CONTINUED) (REVERSE SIDE)

As an authorized designee **[specify type]**, I will:

(a) Function in accordance with the responsibilities, privileges, and limitations contained in the relevant regulations and orders.

(b) Dedicate the required resources for the effective performance of the delegated functions.

(c) Remain knowledgeable in the **[specify]** specialty and in the applicable airworthiness standards, policies, and procedures.

(d) Attend FAA sponsored training as required.

(e) Cooperate with the FAA in exercising this delegated authority.

_____ _____
Mr./Ms. J. Doe, DXX-123456-XX Date

APPENDIX 3. ORIENTATION
FIGURE 2. SAMPLE DAR CANDIDATE DEVELOPMENT PROFILE

DAR Candidate's Name: _____
Managing Office: _____
Advisor: _____

Function	Date	Description of Function Performed	Advisor's Signature
Demonstrates knowledge of certification procedures for products and parts of 14 CFR part 21.			
Understands the ASI involvement/role in the TC/STC process per Order 8110.4.			
Demonstrates the ability to interpret drawings with respect to characteristics such as material, dimensions, general notes, and clearances to determine inspection requirements.			
Demonstrates the ability to interpret special processes (for example, welding, heat treat, coating/plating, and nondestructive testing).			
Demonstrates the ability to inspect parts with the use of standard inspection equipment (for example, micrometer, hardness testers, and height gauges) to determine part conformity.			
Demonstrates the ability to interpret inspection procedures/records that control fabrication and assembly of components (for example, engine buildup modules, and aircraft structural assemblies,).			
Demonstrates the ability to interpret test results of products/components to FAA-approved test plans.			
Demonstrates the ability to conduct inspections leading to airworthiness certificate of aircraft per Order 8130.2.			
Demonstrates the ability to conduct inspections leading to airworthiness certificate using FAA Form 8100-1, Conformity Inspection Record.			

APPENDIX 3. ORIENTATION
FIGURE 2. SAMPLE DAR CANDIDATE DEVELOPMENT PROFILE (CONTINUED)

DAR Candidate's Name: _____
Managing Office: _____
Advisor: _____

Function	Date	Description of Function Performed	Advisor's Signature
Demonstrates knowledge of the applicable directives contained in the FDR-1D kit for the DAR authorization sought.			
Demonstrates knowledge of aircraft registration requirements of 14 CFR part 47.			
Demonstrates knowledge of registration and data plate requirements of 14 CFR part 45.			
Demonstrates knowledge of the type certificate data sheets, aircraft specifications, and aircraft listings.			
Demonstrates knowledge of airworthiness directives of 14 CFR part 39.			
Demonstrates knowledge of maintenance requirements of 14 CFR part 43.			
Demonstrates general knowledge of the aircraft conformity requirements (FAA Form 8130-9).			
Demonstrates general knowledge of the aircraft weight and balance requirements.			
Demonstrates knowledge of proper aircraft ballast safety precautions.			
Demonstrates general knowledge of the coordination requirement with FAA flight test personnel with regard to type inspection authorizations (TIA) and conformity inspections.			

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 1. SAMPLE ACKNOWLEDGMENT OF LETTER REQUESTING DESIGNEE INFORMATION

U.S. Department
of Transportation
Federal Aviation
Administration

[Date]

[Applicant]
[Applicant's Address]

Dear **[Applicant]:**

This is to acknowledge receipt of your letter dated **[date]** requesting **[DER/DMIR/DAR/ODAR]** information.

Your letter is being returned to you along with the **[DER/DMIR/DAR/ODAR]** application package. Please submit the application in accordance with the instructions.

If you have any questions regarding the application process, please call **[DPC]** at **[phone number]**.

Sincerely,

[Manager]
[Appointing Office]

Enclosure

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 2. SAMPLE ACKNOWLEDGMENT OF RECEIPT OF APPLICATION

U.S. Department
of Transportation

Federal Aviation
Administration

[Date]

[Applicant]
[Applicant's Address]

Dear **[Applicant]**:

This is to acknowledge that your application for **[type of designation]**, dated **[date]**, was received in this office on **[date application was received].** The application will be evaluated against the Federal Aviation Administration's established criteria and you will be provided a decision within 90 days of the date your application was received.

If you have any questions regarding the application process, please call **[DPC]** at **[phone number]**.

Sincerely,

[Manager]
[Appointing Office]

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 3. SAMPLE NOTIFICATION APPLICATION FORWARDED TO EVALUATION PANEL

U.S. Department
of Transportation
Federal Aviation Administration

[Date]

[Applicant]
[Applicant's Address]

Dear **[Applicant]**:

This letter is to advise you that your application for **[designee position sought]** has been forwarded to an evaluation panel for review in the following requested areas:

[List areas requested and CFR section(s), as applicable.]

The evaluation panel is composed of individuals who have direct knowledge relating to the designation(s) you requested. The evaluation panel has been scheduled to interview you on **[date and time]** at **[location of meeting]**. Please contact **[DPC]** at **[phone number]**, to confirm that you can meet with the panel or to reschedule the interview for a more convenient time.

[Mr./Ms. Advisor] has been assigned as your advisor. **[He/She]** is your point of contact with the Federal Aviation Administration to answer any technical questions you may have. You may reach **[Mr./Ms. Advisor]** at **[phone number]**.

Sincerely,

[Manager]
[Appointing Office]

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 4. SAMPLE NOTIFICATION APPLICATION NOT FORWARDED TO EVALUATION PANEL

U.S. Department
of Transportation
Federal Aviation Administration

[Date]

[Applicant]
[Applicant's Address]

Dear **[Applicant]**:

This letter is to advise you that your application for **[type of designation]** has not been forwarded to an evaluation panel for review. A preliminary review of the established criteria for appointment revealed your application was deficient in the following area(s):

[Show appointment criteria deficiency with explanation.]

You have the option to appeal our decision, or you may resubmit your application with additional information at any time. Should you choose to exercise your right of appeal, you may contact **[DPC]** at **[phone number]**, and request that an appeal panel be convened. You must exercise this option within 60 days of the date of this letter.

Thank you for your interest in the designee program.

Sincerely,

[Manager]
[Appointing Office]

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 5. SAMPLE NOTIFICATION OF DENIAL LETTER

U.S. Department
of Transportation

Federal Aviation
Administration

[Date]

[Applicant]
[Applicant's Address]

Dear **[Applicant]**:

This letter is to advise you that your application for **[type of designation]** has been denied. A review of the established criteria for appointment revealed your application was deficient in the following area(s):

[Show appointment criteria deficiency with explanation.]

You have the option of appealing our decision, or you may resubmit your application with additional information at any time. Should you choose to exercise your right of appeal, you may contact **[DPC]** at **[phone number]**, and request that an appeal panel be convened. You must exercise this option within 60 days of the date of this letter.

Thank you for your interest in the designee program.

Sincerely,

[Manager]
[Appointing Office]

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 6. SAMPLE NOTIFICATION OF IDENTIFICATION AS A DER CANDIDATE - COMPANY

U.S. Department
of Transportation
Federal Aviation Administration

[Date]

[Company]
[Company's Address]

Dear **[Applicant]**:

The Federal Aviation Administration (FAA) has reviewed the application of **[Mr./Ms. Candidate]** for appointment as a **[discipline]** designated engineering representative (DER). This office is not acquainted with **[Mr./Ms. Candidate]**. One of the Order 8100.8, Designee Management Handbook, requirements for appointment is that the individual has worked with the FAA. However, during this initial period, we are pleased to select **[Mr./Ms. Candidate]** as a DER candidate. This status confers no official FAA delegation of authority and should not be construed as implying that the FAA will at any time in the future appoint him/her as an FAA DER. In addition, **[Mr./Ms. DER's Mentor]** has been appointed to act as the DER mentor during this time.

The DER candidate status means that the FAA formally has taken notice of the candidate's desire to be a DER and will, therefore, as part of the training process, review the candidate's certification activity and data submittals for acceptability in accordance with FAA DER Performance Standards. **[Mr./Ms. Candidate]**, as a DER candidate, should prepare the FAA Form 8110-3, Statement of Compliance With the CFR, review the compliance data, and provide concurrence by adding the following note in the Title block on Form 8110-3: "The above data have been reviewed by DER candidate **[printed name and signature of candidate and date]**." The data package will then be submitted to **[Mr./Ms. DER's Mentor]**, **[DERY-XXXXXX-NM]**, for review and approval on Form 8110-3.

The FAA will notify your DER mentor of **[Mr./Ms. Candidate]** status and will periodically request the DER's comments on the acceptability of the candidate's submittals. The objective of the DER Candidate Program is to provide the candidate an opportunity to learn to function as an FAA DER and thereby provide the basis for a DER appointment.

The specific technical specialty areas our evaluation will cover in accordance with the authorized regulations, delegated functions, and authorized areas of FAA Order 8100.8 **[latest revision]** are as follows:

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 6. SAMPLE NOTIFICATION OF IDENTIFICATION AS A DER CANDIDATE - COMPANY (CONTINUED)

Designated engineering representative candidate **[consultant or company]**

[Discipline(s), that is, structures, systems and equipment, propulsion, flight test]

Authorized regulations: **[that is, 14 CFR part 23, 14 CFR part 25, 14 CFR part 27, etc.]**

Delegated functions and authorized areas per Order 8100.8 **[latest revision]**, appendix 1

Charts: **[that is, chart A, chart B, chart C1, chart H, as appropriate, listing authorized area(s) under each chart].**

Order 8100.8 **[latest revision]** can be obtained online for use and guidance in learning the functions and responsibilities of the FAA DER system. We are providing an initial supply of Form 8110-3, Statement of Compliance With the CFR. If **[Mr./Ms. Candidate]** has any questions with respect to these delegations, the initial contact should be with FAA advisor, **[name]**, at **[phone number]**.

The FAA provides regulatory material and many current FAA publications such as safety data, airworthiness regulations, orders, notices, advisory circulars, and airworthiness directives online at http://av-info.faa.gov/dst. This information and other related regulations and policy may be reviewed through your appointing ACO or may be purchased from the U.S. Government Printing Office or U.S. Government bookstores.

As a newly appointed DER candidate, **[Mr./Ms. Candidate]** is required to attend our 2-day DER Standardization Seminar within the first year of **[Mr./Ms. Candidate]** appointment as a DER candidate. This seminar is usually given in July and this year will be on **[date]** at **[location]**.

In addition, the FAA schedules a yearly DER recurrent seminar which we request our DERs and DER candidates to attend at least once every 2 years. This request is to ensure that our DERs keep current with our policies and procedures as part of our DER oversight and consists of a 1-day general session and a 1-day technical breakout session. Scheduled dates and registration procedures for both of those seminars may be obtained from the DER's FAA advisor.

Sincerely,

[Manager]
[Appointing Office]

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 7. SAMPLE NOTIFICATION OF APPOINTMENT AS A DER

U.S. Department
of Transportation

Federal Aviation Administration

[Date]

[Applicant]
[Applicant's Address]

Dear **[Applicant]**:

This will advise you of the action we have taken pursuant to your application for appointment as a Federal Aviation Administration (FAA) designated engineering representative (DER).

The application package which you submitted on **[date]**, has been reviewed in conjunction with 14 CFR part 183, Representatives of the Administrator, and the knowledge acquired through our personal association with you on recent certification programs. We have found that you have adequate technical competence and the necessary knowledge of pertinent regulations and certification procedures to permit you to make certain findings for the FAA as a DER.

Accordingly, we are pleased to advise that you are hereby appointed as a DER for the FAA in the following capacity:

Designated engineering representative **[consultant or company]**

[Discipline(s), that is, structures, systems and equipment, propulsion, flight test]

Authorized regulations: **[that is, 14 CFR part 23, 14 CFR part 25, 14 CFR part 27, etc.]**

Delegated functions and authorized areas per Order 8100.8 **[latest revision]**, appendix 1

Charts: **[that is, chart A, chart B, chart C1, chart H, as appropriate, listing authorized area(s) under each chart].**

As evidence of this appointment, a certificate of designation, FAA Form 8000-5, and a wallet-sized reproduction for identification purposes have been prepared for you and are enclosed.

This appointment authorizes you, within the scope of your specific authority to assume certain responsibilities of the FAA for finding that type design data for a particular product are in compliance with applicable airworthiness requirements. Your personal authority can, with mutual agreement, be extended to other specific areas and functions where your assistance as a DER might be appropriate and desirable. 14 CFR part 183 prescribes a DER appointment duration of 1 year and provides for annual renewals at the Administrator's discretion.

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 7. SAMPLE NOTIFICATION OF APPOINTMENT AS A DER (CONTINUED)

To simplify our office procedures, your initial appointment is effective on this date and will be reviewed for renewal on **[date]** and annually thereafter to determine that your performance has been satisfactory and that there is a continued need by the FAA for your service as a DER.

Please use FAA Order 8100.8, Designee Management Handbook. It has been prepared to furnish information and guidance for designees in order to assist them in performing their designee activities in the most effective manner for the benefit of themselves, their employer, and the FAA. We ask that you give particular attention to the charts in appendix 1 which show the delegated functions and authorized areas for each engineering designee category. Your particular authority is described in the third paragraph of this appointment letter. In addition, FAA Order 8110.37, Designated Engineering Representative (DER) Guidance Handbook, contains pertinent instructions regarding the preparation and submittal of Form 8110-3, and guidelines pertaining to the limitations of engineering designee functions (refer to appendix 1).

We are enclosing a small supply of FAA Form 8110-3's to be used to advise us of the technical data you approve as a DER. You are authorized to make copies of this form.

The FAA provides regulatory material and many current FAA publications such as safety data, airworthiness regulations, orders, notices, advisory circulars, and airworthiness directives online at http://av-info.faa.gov/dst. This information and other related regulations and policy may be reviewed through your appointing ACO or may be purchased from the U.S. Government Printing Office or U.S. Government bookstores.

Because it is difficult to ensure that each of our DERs has been provided with all of the information needed, we encourage your close and frequent contact with our office regarding any questions you may have with respect to DER operations or procedures, or when you believe that any FAA instructions to DERs should be expanded or clarified. From our standpoint, we will take every opportunity to meet with you or otherwise assist you in the performance of your authorized functions. We will always welcome your comments and suggestions for the betterment of the DER Program in general or your own activities in particular.

If you have any questions with respect to these delegations, the initial contact should be with your FAA advisor, **[name]**, at **[phone number]**.

Unless you have already attended, as a newly appointed DER, you are required to attend our 2-day FAA DER Standardization Seminar within the first year of your appointment. This seminar is usually given in July, and this year will be on **[date]** at **[location]**.

Sincerely,

[Manager]
[Appointing Office]

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 8. SAMPLE NOTIFICATION OF IDENTIFICATION AS A DER CANDIDATE - CONSULTANT

U.S. Department
of Transportation

Federal Aviation Administration

[Date]
[Consultant/Small Company]
[Name and Address]

Reference: **[Letter Requesting DER Appointment]**

Dear **[Mr./Ms. Applicant]**:

Nomination of a New **[Discipline]**
Designated Engineering Representative (DER) Candidate

One of the requirements for appointment as a DER is that the individual has recently worked with the Federal Aviation Administration (FAA) in making compliance findings to the regulations. The FAA has reviewed your application for appointment as a **[discipline]** DER and at this time we do not consider that you have met the requirement.

However, during this initial period, we are pleased to appoint you as a DER candidate. This status confers no official FAA delegation of authority and should not be construed as implying that the FAA will at any time in the future appoint you as an FAA DER. In addition, **[Mr./Ms DER's Mentor]**, has been appointed to act as your DER mentor during this time.

The DER candidate status means that the FAA has formally taken notice of your desire to be a DER and will, therefore, as part of the training process, review your certification activity and data submittals for acceptability. The data submittal is to be accompanied by a signed and properly completed DER Candidate Statement of Compliance Form, in addition to a completed Form 8110-3 signed by **[Mr./Ms. DER's Mentor]**, **[DERT-XXXXXX-NM]**. The FAA will notify your DER mentor of your DER candidate status and will periodically request the DER's comments on the acceptability of your submittals. The objective of the DER Candidate Program is to provide the candidate an opportunity to learn to function as an FAA DER and thereby provide the basis for a DER appointment.

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 8. SAMPLE NOTIFICATION OF IDENTIFICATION AS A DER CANDIDATE - CONSULTANT (CONTINUED)

The specific technical specialty area our evaluation will cover in accordance with the authorized regulations, delegated functions, and authorized areas of Order 8100.8 **[latest revision]** are as follows:

Designated engineering representative candidate - **[consultant or small company]**

[Discipline(s), that is, structures, systems and equipment, propulsion, flight test]

Authorized regulations: **[that is, 14 CFR part 23, 14 CFR part 25, 14 CFR part 27, etc.]**

Delegated functions and authorized areas per Order 8100.8 **[latest revision]**, appendix 1

Charts: **[that is, chart A, chart B, chart C1, chart H, as appropriate, listing authorized area(s) under each chart]**

Order 8100.8 **[latest revision]** can be obtained online (see below) for your use and guidance in learning the functions and responsibilities of the FAA DER System. We are providing an initial supply of DER Candidate Statement of Compliance forms for your use.

If you have any questions with respect to these delegations, the initial contact should be with your FAA advisor, **[name]** at **[phone number]**.

The FAA provides regulatory material and many current FAA publications such as safety data, airworthiness regulations, orders, notices, advisory circulars, and airworthiness directives online at http://av-info.gaa.gov/dst. This information and other related regulations and policy may be reviewed through your appointing ACO or may be purchased from the U.S. Government Printing Office or U.S. Government bookstores.

Unless you already have attended, as a newly appointed DER candidate, you are required to attend our 2-day FAA DER Standardization Seminar within the first year of your appointment. This seminar is usually given in July, and this year will be held on **[date]** at **[location]**.

Sincerely,

[Manager]
Manager, **[Branch or ACO, whichever is appropriate]**

Enclosure

cc: **[Applicable branches]**
File: 8107 **(Candidate's last name]**

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 9. SAMPLE NOTIFICATION OF IDENTIFICATION AS A DAR CANDIDATE

U.S. Department
of Transportation
Federal Aviation Administration

[Date]

[Applicant]
[Applicant's Address]

Dear **[Applicant]**:

The Federal Aviation Administration (FAA) has reviewed your application for appointment as a designated airworthiness representative (DAR). One of the requirements for appointment is that individuals must have worked with the FAA for a minimum of 2 years. Because you have not worked with the FAA, we are not able to appoint you as a DAR at this time. However, because you do possess the technical qualifications to perform as a DAR, we are able to appoint you as a DAR candidate.

This status as a DAR candidate confers no official FAA delegation of authority and should not be construed as a guarantee of future appointment. However, if after successfully completing the DAR candidacy period there is still an FAA need, you may then be appointed as an FAA DAR.

You will be required to demonstrate to an FAA mentor, through actual demonstration and evaluation, the ability to make airworthiness certification determinations on a product of the type and complexity for which the authorization is sought.

As part of your training you will be required to—

a. Accompany and assist your assigned FAA mentor during a minimum of three inspections of an ongoing type certification or supplemental type certification program.

b. Accompany and assist your assigned FAA advisor during inspections leading to the issuance of an original airworthiness certificate.

As a DAR candidate you will not be allowed to charge any service fees because you will not be acting in an official capacity as an FAA DAR. In addition, the FAA reserves the right to cancel the candidacy period at any time without further consideration.

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 9. SAMPLE NOTIFICATION OF IDENTIFICATION AS A DAR CANDIDATE (CONTINUED)

As a newly appointed DAR candidate, you are required to attend the next available Initial Designee Standardization Seminar. This 3-day seminar is held in Oklahoma City, Oklahoma, and familiarizes attendees with FAA administrative procedures, methods, and practices in the interest of standardization.

We are providing you with a copy of FAA Order 8100.8, Designee Management Handbook, for your use and guidance in learning the functions and responsibilities of an FAA DAR. In addition, the FAA provides regulatory material and many current FAA publications such as safety data, airworthiness regulations, orders, notices, advisory circulars, and airworthiness directives online at http://av-info.faa.gov/dst. This information and other related regulations and policy may be reviewed through your appointing office or may be purchased from the U.S. Government Printing Office or U.S. Government bookstores.

If you have any questions you may contact **[Mr./Ms. Mentor]** who has been assigned as your FAA mentor during your candidacy period. **[Mr./Ms. Mentor]** can be reached at **[phone number]**.

Sincerely,

[Manager]
[Appointing Office]

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 10. SAMPLE NOTIFICATION OF APPOINTMENT AS A DMIR/DAR/ODAR

U.S. Department
of Transportation

Federal Aviation Administration

[Date]

[Applicant and/or Company]
[Applicant and/or Company's Address]

Dear **[Applicant and/or Company]**:

We are pleased to inform you that your appointment as a **[type of designee]** per § **[appropriate section of the CFR, for example, 183.31(a)(1)(2)]** of Title 14, Code of Federal Regulations (14 CFR) has been approved. This letter serves as your Certificate of Authority. This Certificate of Authority should be retained for your use and should be safely filed where it is available to you and the FAA. Your FAA Form 8000-5, Certificate of Designation, is also enclosed and should be displayed in your office. In addition, a wallet-sized reproduction is enclosed for identification purposes.

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

AUTHORIZED FUNCTIONS AND LIMITATIONS: This authorization is subject to certain functions and limitations as described below:

(The following are examples of functions and limitations delegated to a DMIR.)

PAH	FUNCTIONS AUTHORIZED
ABC Aircraft Co. 711 World Way Palomino, CA 00000	Function Code 06 - Conduct conformity inspections to determine that production products and related parts conform to the approved type design and are in a condition for safe operation. 14 CFR § 183.31(b)(2).
Acme Aircraft 75 Alfred Dr. Union City, NJ 00000	Function Code 03 - Export class II and III products only. 14 CFR § 183.31(a)(2).

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 10. SAMPLE NOTIFICATION OF APPOINTMENT
AS A DMIR/DAR/ODAR (CONTINUED)

(The following are examples of functions and limitations delegated to a DAR/ODAR. Record the word "none" if there are no limitations cited.)

1. Function Code 08 - Issue original standard airworthiness certificates for U.S.-registered aircraft and original approvals for engines, propellers, parts, and appliances that conform to the approved design requirements and are in a condition for safe operation.

LIMITATIONS: None

2. Function Code 18 - Issue original export airworthiness approvals of class I products in accordance with 14 CFR, part 21, subpart L.

LIMITATIONS: Only those aircraft produced under ABC Airplane Company production certificate # 1234, dated March 1, 1997, and production limitation record dated January 7, 1998.

**********NOTHING FOLLOWS**********

This authorization will expire on **[date]** unless a written request for renewal is submitted to the manufacturing inspection district office. Your designation may be renewed at any time prior to the expiration date for an additional period of **[timeframe]**. Designee appointments are evaluated prior to renewal for proper performance, activity, and determination of FAA need.

Sincerely,

[Manager]
[Appointing Office]

Enclosures

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 11. SAMPLE FAA FORM 8000-5, CERTIFICATE OF DESIGNATION (REDUCED SIZE)

U.S. Department of Transportation
Federal Aviation Administration

Certificate of Designation

Reposing special trust and confidence in the integrity, diligence, and discretion of

JANE S. SMITH

who has been found to have the necessary knowledge, skill, experience, interest, and impartial judgment to merit special public responsibility, I hereby designate as

DESIGNATED AIRWORTHINESS REPRESENTATIVE

with authorization to act in accordance with the regulations and procedures prescribed by the Federal Aviation Administration relating to this designation.

Issued at	Nowhere, Texas	*By Direction of the Administrator*
Dated	May 30, 2002	*John Q. Doe*
Certificate No.	**DARF-123456-SW**	**Manager, MIDO 99**

FAA FORM 8000-5 (4-84)(REPRESENTATION)

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 12. SAMPLE FAA FORM 8000-5, CERTIFICATE OF DESIGNATION (WALLET-SIZED REPRODUCTION FOR IDENTIFICATION PURPOSES)

U.S. Department of Transportation
Federal Aviation Administration

Certificate of Designation

Reposing special trust and confidence in the integrity, diligence, and discretion of

JANE S. SMITH

who has been found to have the necessary knowledge, skill, experience, interest, and impartial judgment to merit special public responsibility, I hereby designate as

DESIGNATED AIRWORTHINESS REPRESENTATIVE

with authorization to act in accordance with the regulations and procedures prescribes by the Federal Aviation Administration relating to this designation.

Issued at	Nowhere, Texas	*By Direction of the Administrator*
Dated	May 30, 2002	*John Q. Doe*
Certificate No.	**DARF123456SW**	**Manager, MIDO 99**

FAA FORM 8000-5 (4-84)(REPRESENTATION)

APPENDIX 5. AIR DOCUMENTS
FIGURE 1. SAMPLE CERTIFICATE OF AUTHORITY RENEWAL LETTER FOR DMIR/DAR/ODAR - MANUFACTURING

U.S. Department
of Transportation

Federal Aviation Administration

[Date]

[Designee]
[Designee's Address]

Dear **[Designee]**:

We are pleased to inform you that your renewal as a **[type of designee]** per § **[appropriate section of the CFR, for example, 183.31(a)(1)]** of Title 14, Code of Federal Regulations (14 CFR) has been approved. The letter serves as your Certificate of Authority. This Certificate of Authority should be retained for your use and should be safely filed where it is available to you and the FAA.

DESIGNATION CERTIFICATE NUMBER: [number, for example, DMIR-123456-CE]
FIXED BASE OF OPERATION: [appropriate designee or company address]
DATE OF DESIGNATION: [date of initial appointment]
DESIGNATION EXPIRATION: [date]

This authorization is subject to certain functions and limitations as described below. **[If there are no limitations noted, state so by using the word "none."]**

AUTHORIZED FUNCTIONS AND LIMITATIONS:

(The following are examples of functions and limitations delegated to a DMIR.)

PAH	FUNCTIONS AUTHORIZED
ABC Aircraft Co. 711 World Way Palomino, CA 00000	Function Code 6 – Conduct conformity inspections to determine that production products and related parts conform to the approved type design and are in a condition for safe operation. 14 CFR § 183.31(b)(2).
Acme Aircraft 75 Alfred Dr. Union City, NJ 00000	Function Code 03 – Export class II and III products only. 14 CFR § 183.31(a)(2).

APPENDIX 5. AIR DOCUMENTS
FIGURE 1. SAMPLE CERTIFICATE OF AUTHORITY RENEWAL LETTER FOR DMIR/DAR/ODAR - MANUFACTURING (CONTINUED)

(The following are examples of functions and limitations delegated to a DAR/ODAR.)

1. Function Code 08 – Issue original standard airworthiness certificates for U.S.-registered aircraft and original airworthiness approvals for engines, propellers, parts, and appliances that conform to the approved design requirements and are in a condition for safe operation.

LIMITATIONS: None

2. Function Code 18 – Issue original export airworthiness approvals of class I products in accordance with 14 CFR part 21, subpart L.

LIMITATIONS: 14 CFR part 23 and 25 airplanes.

**********NOTHING FOLLOWS**********

This authorization will expire on **[date]** unless a written request for renewal is submitted to the manufacturing inspection district office. Your designation may be renewed at any time prior to the expiration date for an additional period of **[timeframe]**. Designee appointments are evaluated prior to renewal for proper performance, activity, and determination of FAA need.

Sincerely,

[Manager]
[Appointing Office]

OFFICE	DATE EXPIRES	INSPECTOR'S SIGNATURE
[Managing Office]	**[Date]**	**[Advisor]**

APPENDIX 5. AIR DOCUMENTS
FIGURE 2. SAMPLE FAA FORM 8130-13, DESIGNEE GEOGRAPHIC EXPANSION AUTHORIZATION (REDUCED SIZE)

U.S. Department of Transportation
Federal Aviation Administration

Designee Geographic Expansion Authorization

1. Control #:

2. Office Name:

3. ATTN: | 4. Date:

5. Address:

City: State: ZIP Code:

6a.Telephone Number: ( ) | 6b. Fax Number: ( )

7. I hereby request authorization to perform the (*Designee type*) 7a._____ functions identified below outside the geographical boundaries of *(FAA Office)* 7b._____.
The function(s) pertain to:_____
_____.

8. Project Number(s): | 9. Project Date: | 10. FAA Form 8120-10#:

11. Authorized Function(s) will consist of:

12. FAA geographic oversight office of activity:

13. The activity is scheduled to begin on:

14. The estimated time required to complete the function(s): _____ Calendar Days.

15. Location(s) where the function(s) will be performed:

16. Name of Applicant: *(Last, First, Middle)*

17. Address: *(either PO Box or Street)*

18. City: | 19. State: | 20. ZIP Code:

21a. Telephone Number: ( ) | 21b. Fax Number: ( )

22. Remarks: *(If needed, continue remarks on plain paper and attach it to this form.)*

23. Signature: | 24. Designee Number: | 25. Requested Date:

26. The above identified designee is authorized to perform the requested functions outside the geographical area of the (FAA Office) _____.

All FAA documentation required as a result of the specific task(s) must be submitted to this office within seven (7) days of accomplishment.

The above identified designee shall contact the cognizant FAA office within the area in which the authorized function(s) will be performed, to advise them of her/his presence and activities.

NOTE: For any Designee Expansion Authorizations for activities to be undertaken in other countries, the cognizant Civil Aviation Authority must be notified in advance. A return notification authorizing permissibility for the designee's work activities, from the cognizant Civil Aviation Authority is required prior to entry into the country.

27. SPECIAL INSTRUCTIONS/REMARKS: *(If needed, continue remarks on plain paper and attach it to this form).*

28. Authorized By: (Print Name) | 29. Date:

30. Signature:

31. Office Name:

FAA FORM 8130-13 (6/00) See instructions on reverse side NSN: 0052-00-917-4001

APPENDIX 5. AIR DOCUMENTS
FIGURE 2. SAMPLE FAA FORM 8130-13, DESIGNEE GEOGRAPHIC EXPANSION AUTHORIZATION (REDUCED SIZE) (REVERSE SIDE)

INSTRUCTIONS FOR COMPLETING THE DESIGNEE GEOGRAPHIC EXPANSION AUTHORIZATION FORM

General:

A. Type (or legibly print) all information except the signatures.
B. Item 1 and items 26 through 31 are to be completed by the designee's Certificate Management Office.
C. Items 2 through 25 are to be completed by the designee.

Item Number:

(1) Enter the number assigned by the Certificate Management Office.
(2) Enter the name of the designee's Certification Management Office.
(3) Enter the name of the Advisor assigned to the designee.
(4) Enter the date this form was initiated.
(5) Enter the complete mailing address of the designee's Certification Management Office.
(6a) Enter the telephone number of the Certification Management Office or assigned Advisor.
(6b) Enter the FAX telephone number of the Certification Management Office.
(7)(a) Enter the abbreviation for the type of designation currently held *(for example, DMIR, DAR, ODAR, DOA, DAS).*
(7)(b) Enter the name of the designee's Certificate Management Office.
(8) *(When applicable)* Enter the project number(s) assigned by the FAA.
(9) *(When applicable)* Enter the date the FAA ACO/MIDO/FSDO office released the project for additional action.
(10) *(When applicable)* Enter the number assigned by the requesting office, as shown on the applicable *FAA forms, for example, 8110-1, 8120-10, etc.*
(11) List the functions that will be completed at the expanded location.
(12) Enter the name of the FAA office that has oversight responsibility at the expanded location.
(13) Enter the estimated date the project will start.
(14) Enter the estimated number of calendar days required to complete the project.
(15) Enter the location(s) where the inspections/functions will be conducted.
(16) Enter the full name of the applicant.
(17) Enter the mailing address of the applicant *(either PO Box number or street address).*
(18) Enter the mailing address city.
(19) Enter the two-letter abbreviation for the mailing address state.
(20) Enter the mailing address ZIP Code.
(21)(a) Enter the phone number of the applicant.
(21)(b) Enter the FAX number of the applicant.
(22) Enter any additional information and/or remarks by the designee.
(23) Signature of designee that filled out the form.
(24) Enter the designee's FAA assigned number.
(25) Enter the date of the request.
(26) Enter the name of the designee's Certification Management Office.
(27) Enter all special instructions given to the designee.
(28) Enter the name of the FAA employee granting this request.
(29) Enter the date of the granted request.
(30) Enter the signature of the FAA employee granting this request.
(31) Enter the name of the FAA office granting this request.

FAA FORM 8130-13 (6/00) Supersedes Previous Edition NSN: 0052-00-917-4001

APPENDIX 5. AIR DOCUMENTS
FIGURE 3. SAMPLE FAA FORM 8130-14, DESIGNEE MANAGEMENT REPORT (REDUCED SIZE)

DESIGNEE MANAGEMENT REPORT

Designee/Representative Name: *(Last, First, MI)*	Designee No.	Date:
Company Name:	Authorized Function(s):	
Advisor's Name: *(Last, First)*	FAA Office:	Hours:

Check **Applicable Item:** **Annual Review** _____ **Supervision** _____ **Training** _____ **Corrective Action** _____ **Other** _____

ITEM	SAT	UNSAT	N/A
1. Verify project has been delegated to designee. (*Enter in the Remarks Section how delegation was verified.)*			
2. Verify designee has all current regulations, associated policies, procedures, FAA forms and revisions thereof required in the performance of their duties.			
3. Verify the designee is actually performing the assigned duties in accordance with the pertinent regulation, related policies and procedures.			
4. Review official documents and paperwork initiated by the designee for any discrepancies.			
5. Verify the designee has been allowed sufficient time to study material relating to assigned duties and prepare reports and forms.			
6. Verify that information furnished designee is adequate to assure inspections of units will satisfy FAA conformity requirements.			
7. Verify sufficient work is being accomplished by the designee to warrant actual need.			
8. Verify designee holds a continuous position with sufficient authority to enable them to administer pertinent regulations effectively.			
9. Verify the FAA forms issued to the designee are adequately controlled to prevent use by unauthorized personnel.			
10. Verify if the designee allows the use of signature facsimile, if MIDO/FSDO has authorized its use, and if the designee has direct control. *(8130-3 tag only.)*			
11. Discuss issuance of Standard Airworthiness Certificates in accordance with applicable sections in FAA Order 8130.2 and 14 CFR part 21.			
12. Discuss issuance of Special Airworthiness Certificate in accordance with applicable sections in FAA Order 8130.2 and 14 CFR part 21.			
13. Discuss issuance of Restricted Airworthiness Certificate in accordance with applicable section in FAA Order 8130.2 and 14 CFR part 21.			
14. Discuss issuance of Special Flight Permits in accordance with FAA Order 8130.2.			
15. Discuss issuance of Export Certificates and approvals in accordance with applicable sections of FAA Order 8130.2, AC 21-2, and subpart L of 14 CFR part 21.			
16. Discuss Certification Procedures and review documents in accordance with the applicable AC's and orders.			
17. Verify attendance at Designee Standardization Seminar. Date attended: _____			
18. Validate currency of FAA authorization.			
19. Date scheduled for follow-up action. _____			

FAA Form 8130-14 (6-00) Supersedes Previous Edition Page 1 of 3 NSN: 0052-00-917-5001
FOR OFFICIAL USE ONLY
Public Availability to be determined under 6 U.S.C. 552

APPENDIX 5. AIR DOCUMENTS
FIGURE 3. SAMPLE FAA FORM 8130-14, DESIGNEE MANAGEMENT REPORT (REDUCED SIZE) (CONTINUED)

SOFTWARE ITEM(S) **Applicable to Software Designees**
1. On which systems did you perform software conformity inspections?
2. What issues did you discover and address during these inspections?
3. What interaction did you have with the manufacturing inspection district office (MIDO)/ certification management offices (CMO) regarding software conformity inspections?
4. What unique software issues did you face this year and how did you address and resolve them?
5. What software training did you attend this year?

When attending conformity inspection with the designee, check Good, Fair, Poor, or Not Observed	**GOOD**	**FAIR**	**POOR**	**NOT OBSERVED**
1. Ability to prepare for the software conformity inspection.				
2. Ability to perform a software installation conformity inspection. Internal or external part number verification techniques. Techniques to determine software were previously conformed.				
3. Ability to evaluate software product identification and revision marking methods.				
4. Ability to evaluate proper resolution of software problem reports.				
5. Ability to evaluate software products under configuration control.				
6. Ability to evaluate software verification and acceptance tests are properly accomplished.				
7. Ability to evaluate software has been compiled from released source code.				
8. Ability to evaluate software acceptance has been properly documented.				
9. Ability to evaluate software can be correctly loaded into target computer.				
10. Ability to evaluate software transfer verification.				
11. Ability to evaluate software will properly initialize and execute.				
12. Ability to address issues that arise during the software conformity inspection *(for example, unsuccessful software loading)*.				
13. Other, please specify.				
14. Date scheduled for follow-up action. _____				

FAA Form 8130-14 (6-00) Supersedes Previous Edition Page 2 of 3 NSN: 0052-00-917-5001
FOR OFFICIAL USE ONLY
Public Availability to be determined under 6 U.S.C. 552

APPENDIX 5. AIR DOCUMENTS
FIGURE 3. SAMPLE FAA FORM 8130-14, DESIGNEE MANAGEMENT REPORT (REDUCED SIZE) (CONTINUED)

Remarks Section: *(If needed, continue remarks on plain paper and attach it to this form).*

INSTRUCTIONS FOR COMPLETING THE DESIGNEE MANAGEMENT REPORT

GENERAL:

A. TYPE *(OR LEGIBLY PRINT)* ALL INFORMATION.
B. THE ADVISOR *(i.e., ASI)* WILL COMPLETE THIS FORM.
C. THE ENTRIES FOR THE TOP TWO BLOCKS ARE SELF-EXPANATORY.
D. FOR ITEM BLOCKS, RATE EACH ITEM AND PUT A CHECK IN THE APPROPRIATE BOX.

SAT—If the item is rated satisfactory.
UNSAT–If the item is rated unsatisfactory.
N/A—If the item is rated not applicable.

E. FOR EACH ITEM RATED UNSATISFACTORY, ENTER THE REASON(S) FOR THE RATING IN THE REMARKS SECTION.
F. FOR ITEM BLOCKS, RATE EACH ITEM AND PUT A CHECK IN THE APPROPRIATE BOX.

ITEM NUMBER:

1. Check applicable box and record how the delegation was verified in the remarks section.
2. Self-explanatory. Check applicable box.
3. Self-explanatory. Check applicable box.
4. Self-explanatory. Check applicable box.
5. Check applicable box. Rate per requirements in Order 8130.2.
6. Self-explanatory. Check applicable box.
7. Check applicable box. Rate per requirements in Order 8100.8.
8. Check applicable box. Rate per requirements in Order 8130.2.
9. Self-explanatory. Check applicable box.
10. Check applicable box. Rate per requirements in Order 8130.21.
11. Check applicable box. Enter comments in the remarks section.
12. Check applicable box. Enter comments in the remarks section.
13. Check applicable box. Enter comments in the remarks section.
14. Check applicable box. Enter comments in the remarks section.
15. Check applicable box. Enter comments in the remarks section.
16. Check applicable box. Enter comments in the remarks section.
17. Check applicable box. Enter date attended in space provided. Rate DMIR/DAR/ODAR per requirements in Order 8100.8.
18. Check applicable box. Enter date current designation function was granted. Refer to 14 CFR, part 21, subpart J for DOA; 14 CFR, part 21, subpart M for DAS; and Order 8130.2 for DMIR.
19. If any above items are unsatisfactory, schedule a date for follow-up action and enter the date in the space provided.

SOFTWARE ITEMS: (APPLICABLE TO SOFTWARE DESIGNEES)

A. Ask the type of designee (DAR/ODAR or DMIR) questions 1 through 4, and complete the response appropriately. Use a separate sheet of paper is necessary, and attach to this form.
B. Rate each item and put a check in the appropriate box. Items 1 through 13.
C. Use the remarks section or separate plain paper for additional information pertaining to any of the items addressed for software.
D. If any item(s) are rated poor, enter the reason(s) for the rating in the remarks section, and schedule a follow-up. Enter the date in the space provided.

FAA Form 8130-14 (6-00) Supersedes Previous Edition Page 3 of 3 NSN: 0052-00-917-5001
FOR OFFICIAL USE ONLY
Public Availability to be determined under 6 U.S.C. 552

APPENDIX 5. AIR DOCUMENTS
FIGURE 4. SAMPLE SUMMARY ACTIVITY REPORT
(TO BE USED BY MANFUCTURING DMIRS, DARS, AND ODARS)
(REDUCED SIZE)

SUMMARY ACTIVITY REPORT (To be used by DMIR, DAR-Mfg., ODAR-Mfg.)

COMPANY:_____
DESIGNEE:_____ **NUMBER:**_____
REPORTING PERIOD BEGINNING DATE: _____ **ENDING DATE:** _____

AIRWORTHINESS CERTIFICATION	ACTIVITY CODE QTY	ACTIVITY CODE QTY	ACTIVITY CODE QTY	ACTIVITY CODE QTY	ACTIVITY CODE QTY
STANDARD A/W CERTIFICATE	APIS 726	PC 727	OTM 737		
SPECIAL A/W CERTIFICATE	APIS 732	PC 733	PROTOTYPE TC 724	PROTOTYPE STC 725	OTM 740
EXPORT CERT. OF AIRWORTHINESS	APIS 728	PC 729	OTM 742		
A/W APPROVAL EXPORT TAGS	APIS/PC 730	PMA/TSO 731			
IN-PROCESS A/W INSPECTIONS	APIS/PC 736	PMA/TSO 736	OTM 743		
CONFORMITY CERT. MILITARY	APIS 734	PC 735			
MISC. ACTIVITY	RESTR. 738	SPEC. FLT. PMT. 741	CONF. FOR FCAA 744	DOMESTIC 8130-3 FORMS 745	

Instructions in MIMIS Guide for ASIs (Mfg.) and Mfg. Inspection Staff Page 1 of 2

APPENDIX 5. AIR DOCUMENTS
FIGURE 4. SAMPLE SUMMARY ACTIVITY REPORT (TO BE USED BY MANUFACTURING DMIRS, DARS, AND ODARS) (REDUCED SIZE) (CONTINUED)

SUMMARY ACTIVITY REPORT (To be used by DMIRs, DAR-Mfg., and ODAR-Mfg.)

COMPANY: _____ **DESIGNEE NAME:** _____
DESIGNEE NO: _____

REPORTING PERIOD: _____ **BEGINNING DATE:** _____
ENDING DATE: _____

TYPE CERTIFICATION REMARKS	CODE	PROJECT NUMBER	CONFORMITIES	TAGS	TIR
Type or Type Amendment	113				
STC or STC Amendment	213				
Designee Conformity at PMA	308				
Designee Conformity at Supplier	515				

Instructions in MIMIS Guide for ASIs (Mfg.) and Mfg. Inspection Staff Page 2 of 2

APPENDIX 5. AIR DOCUMENTS
FIGURE 5. SAMPLE LETTER AUTHORIZING DATA APPROVAL FOR REPAIRS AND ALTERATIONS

U.S. Department
of Transportation

Federal Aviation
Administration

[DER]
Designated Engineering Representative
[Address]
[City, State, and ZIP Code]

Dear **[Mr./Ms. DER]**:

You are authorized to approve data for repairs and alterations that are within the scope of your authority as defined on your Certificate of Authority letter, without obtaining prior Aircraft Certification Office (ACO) approval as required by FAA Orders 8100.8 and 8110.37, paragraph **[paragraph number]**. This authorization is for repairs and alterations that do not involve critical or life-limited parts, or if the work will be done outside the country.

This authorization will remain in effect until surrendered, suspended, revoked, or otherwise terminated. Should you have any questions, contact **[ACO advisor]** at **[telephone number]**.

Sincerely,

[Manager]
Manager, **[Office]** Certification Office,
Aircraft Certification Service

APPENDIX 5. AIR DOCUMENTS
FIGURE 6. SAMPLE FAA FORM 8110-29, DER/FAA INTERACTION TRACKING FORM

NAME: _____ **DER #:** _____
(Print: Prefix, Last Name, First Name, Middle Name, Suffix)

TEL. #: _____ **FAX #:** _____

ADDRESS: _____

DESIGNATION(s): _____
(Structures, Systems, Propulsion, Adm., etc.)

ACTIVITY: FROM _____ **TO** _____

FAA ADVISOR: _____
(Print)

ACO/BRANCH: _____

DER SIGNATURE: _____ **DATE:** _____

PROVIDE A **BRIEF** SUMMARY OF YOUR ACTIVITIES WHICH REQUIRED INTERACTON WITH FAA PERSONNEL IN THE FOLLOWING KEY AREAS. INCLUDE PROJECT DESCRIPTIONS, PRODUCT MODELS (AIRCRAFT, ENGINES, PROPELLER, EQUIPMENT, ETC.,) AND/OR FAA PROJECT NUMBERS, YOUR SPECIFIC CONTRIBUTIONS TO EACH APPLICABLE INTERFACTION, AND YOUR PRIMARY INDIVIDUAL FAA ENGINEERING CONTACTS.

1. DEVELOPMENT OF CERTIFICATION PLANS/COMPLIANCE CHECKLISTS:

2. IDENTIFICATION AND RESOLUTION OF SIGNIFICANT TECHNICAL ISSUES (ISSUE PAPERS, EQUIVALENT SAFETY): ***(FINDINGS, SPECIAL CONDITIONS, EXEMPTIONS, ETC.)***

3. REVIEW AND APPROVAL OF COMPLIANCE DATA:

4. INVOLVEMENT IN PROJECT MANAGEMENT/ADMINISTRATION:

5. REVIEW AND APPROVAL OF REPAIR/ALTERATION DATA INCLUDING PROCESS SPECIFICATION: ***(ACTIVITIES IN SUPPORT OF FAA FORM 337, REPAIR STATIONS, ETC.)***

6. INVESTIGATION AND RESOLUTION OF SIGNIFICANT SERVICE DIFFICULTIES:

7. PARTICIPATION IN TECHNICAL EXCHANGES: ***(MEETINGS AND TELECONS ON GENERAL TECHNICAL SUBJECTS.)***

8. PARTICIPATION IN FAA TRAINING/SEMINARS:

FOR FAA USE ONLY

☐ **ALL REQUIRED DER EVALUATION FORMS COMPLETED** ☐ **DER RENEWAL PROCESSED**
ACO/BRANCH ADVISOR SIGNATURE: _____ **DATE:** _____

FAA Form 8110-29 **(6/00) Supersedes Previous Edition** **NSN: 0052-00-919-6000**
SUBMITTAL OF THIS FORM IS MANDATORY FOR DER RENEWAL
FOR OFFICIAL USE ONLY
PUBLIC AVAILABILITY TO BE DETERMINED UNDER TITLE 5, UNITED STATES CODE, SECTION 552

APPENDIX 5. AIR DOCUMENTS
FIGURE 6. SAMPLE FAA FORM 8110-29, DER/FAA INTERACTION TRACKING FORM (REVERSE SIDE)

PERFORMANCE ELEMENT DEFINITIONS

1. DEVELOPMENT OF CERTIFICATION PLANS/COMPLIANCE CHECKLISTS:

Indicate projects where you have identified applicable regulations and methods of compliance for a design or design change. Indicate programs that required you to provide program schedules which identified critical milestones leading to FAA certification. List FAA personnel, that is, engineers, flight test pilots, inspectors, and other FAA designees where communications took place in the course of this activity. Note: Detailed project information is not required.

2. IDENTIFICATION AND RESOLUTION OF SIGNIFICANT TECHNICAL ISSUES:

For the certification projects in which you have participated, describe your work with the FAA in identifying certification related areas of new technology, areas where compliance methodology may have been new or controversial, or areas where existing regulations or policy were inadequate. Identify issue papers that resulted from your efforts and your contribution to the resolution of those issues.

3. REVIEW AND APPROVAL OF COMPLIANCE DATA:

Describe, in detail, your activities in reviewing and approving (or recommending for approval) compliance data. Compliance data consists of both type design data and type certification data. Type design data includes drawings, specifications, and other data, which defines the product. Type certification data include test plans, test reports, analyses, or other data used to demonstrate compliance with the applicable CFR. Note: Do not describe design details that may be considered proprietary by the applicant.

4. INVOLVEMENT IN PROJECT MANAGEMENT/ADMINISTRATION:

Describe your project management/administration activities. Describe how you ensured effective coordination between the applicant and the FAA, and how you facilitated certification program activities (for example, the submittal of compliance data, and the scheduling of conformities, testing, compliance inspections, etc.).

5. REVIEW AND APPROVAL OF REPAIR/ALTERATION DATA INCLUDING PROCESS SPECIFICATIONS:

Indicate your coordination activities with the FAA in approving repair or alteration data, especially on critical or life-limited parts. Describe when the coordination occurred, how the appropriate regulations were identified to the FAA, and the nature of supporting substantiating data.

6. INVESTIGATION AND RESOLUTION OF SIGNIFICANT SERVICE DIFFICULTIES:

Describe your DER role in identifying and/or resolving specific significant service difficulties. Be sure to identify key FAA contacts and any service information that resulted from your efforts.

7. PARTICIPATION IN TECHNICAL EXCHANGES:

Please describe important DER/FAA technical exchanges in which you have participated, such as general technical meetings with FAA specialists or management, and discussions with FAA specialists concerning technical issues related to your delegation. Note: Do not describe design details that may be considered proprietary by the applicant.

8. PARTICIPATION IN FAA TRAINING AND/OR SEMINARS:

Describe the FAA sponsored technical conferences, seminars, workshops, and presentations you have attended within this appointment period relating to your DER authorization.

APPENDIX 5. AIR DOCUMENTS
FIGURE 7. SAMPLE FAA FORM 8110-30, DER PERFORMANCE EVALUATION FORM

NAME: _____ DER #: _____
(PRINT: Prefix, Last Name, First Name, Middle Name, Suffix)

TEL. #: _____ FAX #: _____

DESIGNATION(s): _____
(Structures, Systems, Propulsion, Adm., etc.)

☐ Yes ☐ No EXECUTIVE LEVEL DERS ONLY: Has THE DER's title/position adversely affected the ability to perform delegated functions objectively and independently? (Written summary attached)
EVALUATION: FROM _____ TO _____

FAA EVALUATOR NAME: _____
(PRINT)

ACO/BRANCH: _____

For the above named DER, rate performance in each of the following categories by placing an "X" under column **SAT** for Satisfactory, column **NEEDS IMPR** for Needs Improvement, column **UNSAT** for Unsatisfactory, or column **N/OB** for Not Observed. For any rating other than Satisfactory, the FAA evaluator is required to contact the DER directly, and to document in the "REMARKS" section how the concern has been or will be resolved. Resolution action may range from a recommendation for non-renewal to an indication that the DER has agreed to work closely with the FAA during the next evaluation period to resolve the concern. Indicate your recommendation for renewal at the bottom of the form above your signature.

	SAT	NEEDS IMPR	UNSAT	N/OB
1. ACTIVITY LEVEL	☐	☐	☐	☐
2. DIRECT FAA CONTACT	☐	☐	☐	☐
3. DER/FAA INTERACTION TRACKING FORM	☐	☐	☐	☐
4. APPLICATION OF REGULATIONS, POLICY, AND GUIDANCE	☐	☐	☐	☐
5. ADHERENCE TO DER PROCEDURES	☐	☐	☐	☐
6. SHOWS INTEGRITY, SOUND JUDGMENT, COOPERATIVE ATTITUDE	☐	☐	☐	☐
7. SHOWS TECHNICAL COMPETENCE IN AREA OF APPOINTMENT	☐	☐	☐	☐
8. ATTENDANCE AT REQUIRED TRAINING	☐	☐	☐	☐
9. ABILITY TO COMMUNICATE CLEARLY	☐	☐	☐	☐
10. QUALITY OF SUBMITTALS	☐	☐	☐	☐
11. TIMELY IDENTIFICATION OF SIGNIFICANT ISSUES	☐	☐	☐	☐
12. TIMELY SUBMITTAL OF DATA	☐	☐	☐	☐

REMARKS: *(Explain all **Needs Impr, Unsat, N/OB** evaluations and provide resolution; attach additional pages as required.)*

Recommend Renewal? ☐ Yes ☐ No ☐ Change authorization as noted in Remarks.

Evaluator Signature: _____ Date: _____

DER Signature: _____ Date: _____
(If required)

FAA Form 8110-30 (6-00) **Supersedes Previous Edition** NSN: 0052-00-919-7000

COMPLETION OF THIS FORM IS MANDATORY FOR DER RENEWAL
FOR OFFICIAL USE ONLY
PUBLIC AVAILABILITY TO BE DETERMINED UNDER TITLE 5, UNITED STATES CODE, SECTION 552

APPENDIX 5. AIR DOCUMENTS
FIGURE 7. SAMPLE FAA FORM 8110-30, DER PERFORMANCE EVALUATION FORM (REVERSE SIDE)

PERFORMANCE ELEMENT DEFINITIONS

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

2. DIRECT FAA CONTACT: In the delegated area, the DER has direct contact with the FAA on technical and project issues. The DER keeps the FAA informed of activities. Indicators would be office visits, phone calls, attendance at project meetings, or attendance at Designee Conferences.

3. DER/FAA INTERACTION TRACKING FORM: The DER submitted the required key interaction form. Indicator would be a complete, accurate, and timely interaction form.

4. APPLICATION OF REGULATIONS, POLICY, AND GUIDANCE: The DER properly applied airworthiness requirements and technical or administrative policy and guidance. Indicators may include a showing of understanding and proper application of regulations etc., during the course of certification projects, including meetings with the FAA, and appropriate compliance findings.

5. ADHERENCE TO DER PROCEDURES: The DER followed the DER handbook and other national or local directives in performing DER functions. Indicators would be submittal of properly completed 8110-3's, coordinating with FAA on unique and novel design features, receiving permission to witness or conduct tests, verification of conformity prior to witnessing tests, properly utilizing authority, etc. DER procedures require coordination with FAA Engineering on unique or novel designs, generation of Certification Plans, appropriate and timely requests for conformity, generation of tests plans, verification of satisfactory conformity findings prior to witnessing certification tests when delegated by the FAA and approval of compliance data in a timely and correct sequential manner. The DER should have a good understanding of when the DER may "Approve" vs. "Recommend Approval" for a compliance submittal (8110-3) and a clear understanding of the discrete areas of delegation that the DER may address.

6. SHOWS INTEGRITY, SOUND JUDGMENT, AND COOPERATIVE ATTITUDE: The DER was honest, complete, and forthcoming with information in all dealings with the FAA. The DER exercised sound judgment in making technical and project decisions. Conduct was professional, and the DER fully cooperated with the FAA in resolving technical and program issues. Indicators may be direct experience with the DER, including participation in certification meetings, where the DER is forthcoming and cooperatively seeks resolution of issues.

7. SHOWS TECHNICAL COMPETENCE IN AREA OF APPOINTMENT: The DER's technical work and interaction with the FAA, particularly on complex technical issues, shows the DER's competence in the delegated area. Indicators of competence would include properly developed test plans, appropriate compliance findings, and technically accurate and complete substantiation and test reports.

8. ATTENDANCE AT REQUIRED TRAINING: The DER attended any training required by the Agency, including that which may be required by the administering ACO. Indicator would be attendance at required training, seminars, conferences, etc.

9. ABILITY TO COMMUNICATE CLEARLY: The DER communicated effectively, both orally and in writing, such that technical and administrative issues are clearly understood. Indicators would be effective oral communications during certification meetings, telephone conversations, and other direct contacts with FAA employees. Written reports, substantiation, and communications are complete and well organized.

10. QUALITY OF SUBMITTALS: The DER's data submittals are complete, logically arranged, legible, accurate, and clearly establish compliance with the applicable airworthiness requirements such that review by the FAA may be minimal. Indicators would be test plans, test reports, substantiation, drawings, etc. that meets the listed criteria.

11. TIMELY IDENTIFICATION OF SIGNIFICANT ISSUES: As early as practical in the program, the DER identified to the FAA areas of new technology, unusual design features, or those areas requiring special guidance or direct FAA involvement. Indicators would include timely informal contacts to alert the FAA to areas of concern and participation in certification meetings to identify significant technical issues for Issue Papers.

12. TIMELY SUBMITTAL OF DATA: DER submittal of compliance data was in a time frame consistent with program schedule and required FAA review. DER consistently avoids last minute "data dumps," thus allowing adequate time for FAA actions prior to critical program milestones.

APPENDIX 6. FAA DOCUMENTATION FOR TERMINATION
FIGURE 1. SAMPLE NOTICE OF TERMINATION FOR MISCONDUCT OF DESIGNEE

[Date]

CERTIFIED MAIL NUMBER: _____

File Number: _____

Designee: Mr. John Doe
c/o Concise Aircraft Parts
25 Shore Drive
Atlantic City, NJ 00000

Dear Mr. Doe:

This is to inform you that our office proposes that your Federal Aviation Administration (FAA) designation as a **[type of designee, for example, DMIR]** be terminated when it expires on **[date]**. A copy of this letter is being sent to the company that holds your designation. This proposed action is based upon documentation indicating that you engaged in conduct inconsistent with the responsibilities of a DMIR. On or about **[date]**, you allegedly issued an export airworthiness certificate on an engine without having examined the appropriate paperwork to determine conformity. **[Cite the reference to the regulations/policy that was violated/noncompliance.]**

A request, in writing, for reconsideration of the proposal must be made no later than 2 weeks from the date of receipt of this letter. At this time, you should present any evidence or statement concerning this matter. This evidence or statement should be sufficiently detailed to establish quantity, nomenclature, and part number for the items in question. In addition, the identification of items previously installed in FAA-approved products is also requested. If you elect to bring an attorney, an FAA attorney will also be present. The FAA will maintain a record of the meeting.

If a request for reconsideration is made, the termination action will be suspended until the appeal process is complete. This does not apply to an immediate suspension.

Any discussions or written statements will be given consideration at the conclusion of our review. Unless we hear from you in writing, your designation will be terminated in accordance with 14 CFR part 183.15(d)(4), for not properly performing your duties under your designation.

Sincerely,

[Manager]
Manager, **[Branch or higher, as appropriate]**

APPENDIX 6. FAA DOCUMENTATION FOR TERMINATION
FIGURE 2. SAMPLE NOTICE TO A PRODUCTION APPROVAL HOLDER ON TERMINATION OF A DESIGNEE

[Date]

CERTIFIED MAIL NUMBER: _____

File Number: _____

Designee: Mr. John Doe
Designation Number: _____

Mr. A. Hess, Director of Quality
c/o Concise Aircraft Parts
25 Shore Drive
Atlantic City, NJ 00000

Dear Mr. Hess:

This is to inform you that our office proposes that Mr. John Doe's Federal Aviation Administration (FAA) designation as a designated manufacturing inspection representative (DMIR) be terminated when it expires on **[date].** Mr. Doe's designation will be terminated because **[our records indicate that he has had insufficient activity to warrant continuing the designation** or **the FAA has learned that he allegedly issued an export airworthiness certificate on more than one engine without having examined the appropriate paperwork to determine conformity]**.

[Cite the reference to the regulations/policy requirements that was violated/noncompliance.]

Concise Aircraft Parts may request, in writing, reconsideration of the proposal no later than 2 weeks from the date of receipt of this letter. We would appreciate receiving any evidence or statement Concise Aircraft Parts might care to make concerning this matter. This evidence or statement should be sufficiently detailed to establish quantity, nomenclature, and part number of the items in question. In addition, the identification of items previously installed in FAA-approved products is also requested. Representatives of Concise Aircraft Parts may discuss this matter with us and be represented by legal counsel. If you elect to bring an attorney, an FAA attorney will also be present. The FAA will maintain a record of the meeting.

If a request for reconsideration is made, the termination action will be suspended until the appeal process is complete. This does not apply to an immediate suspension.

Any discussions or written statements will be given consideration at the conclusion of our review. Unless we hear from you in writing, Mr. Doe's designation will be terminated in accordance with 14 CFR, part 183.15(d)(4), for not properly performing his duties under his designation.

Sincerely,

[Manager]
Manager, **[Branch or higher, as appropriate]**

APPENDIX 6. FAA DOCUMENTATION FOR TERMINATION
FIGURE 3. SAMPLE NOTICE OF TERMINATION FOR MISCONDUCT AS A DER

[Date]

CERTIFIED MAIL NUMBER: _____

File Number: _____

Designee: Mr. John Doe
Designation Number: _____

Concise Aircraft Parts
25 Shore Drive
Atlantic City, NJ 00000

Dear Mr. Doe:

This is to inform you that our office proposes that your Federal Aviation Administration (FAA) designation as a designated engineering representative (DER) be terminated when it expires on **[date]**. This letter is to notify you of the reasons for this decision and of the procedures that will be followed in this matter. This proposed action is based on a determination by this office that you have demonstrated a lack of sound engineering knowledge, skill, and impartial judgment necessary to merit special public responsibility. **[Cite the reference of the regulations/policy that was violated/noncompliance.]** Specific examples on which we based this finding are as follows:

a) Substantial technical deficiencies contained in flight test reports submitted by you, as documented by FAA letter dated April 10, 2002.

b) Lack of any indication toward improvement in either area since your May 9, 2002, counseling session.

Although the FAA is authorized to revoke or to refuse to renew a DER designation on this basis, you may request reconsideration of our decision. Because you are a consultant DER, only you, the designee, may request reconsideration. This request must be made no later than 2 weeks from the date of receipt of this letter. Your written response should include any information you may wish to be reviewed. You may discuss this matter with us and be represented by legal counsel. If you elect to bring an attorney, an FAA attorney will also be present. The FAA will maintain a record of the meeting.

If a request for reconsideration is made, the termination action will be suspended until the appeal process is complete. This does not apply to an immediate suspension.

Any discussions or written statements will be given consideration at the conclusion of our review. Unless we hear from you in writing, your designation will be terminated for the above-stated reason(s).

Sincerely,

[Manager]
Manager, **[Branch or higher, as appropriate]**

APPENDIX 7. AFS DOCUMENTS
FIGURE 1. SAMPLE FAA FORM 8110-28, APPLICATION AND STATEMENT OF QUALIFICATION (DME/DPRE/DAR-T/ODAR-T)

Form Approved OMB No. 2120-0033

APPLICATION AND STATEMENT OF QUALIFICATION (DME/DPRE/DAR-T/ODAR-T)

Department of Transportation
Federal Aviation Administration

Supplemental Application and Instructions

Privacy Act Statement

The information on the accompanying form is solicited under authority of Title 49, USC, Section 44702. Submission of all the data is mandatory except for Social Security Number (SSN), which is voluntary. The purpose of this information is to determine your eligibility for designation as a Designated Mechanic Examiner (DME), Designated Parachute Rigger Examiner (DPRE), Designated Airworthiness Representative-Maintenance (DAR-T), or Organizational Designated Airworthiness Representative-Maintenance (ODAR-T). The routine use of the data is to provide the public with names and addresses of certain categories of representatives who may provide service to them. The data will be used to evaluate your qualifications and eligibility for designation as a DME, DPRE, DAR-T, or ODAR-T. **Your application cannot be processed unless the data is complete.** Disclosure of your SSN is optional. Disclosure will facilitate maintenance of your records which are maintained in alphabetical order and cross-referenced with your SSN and airman number to provide prompt access. In the event of nondisclosure, a unique number will be assigned to your file.

Paperwork Reduction Act Statement

The information collected on this form is necessary to determine applicant eligibility for DME, DPRE, DAR-T, or ODAR-T. The information is used to determine certification eligibility. We estimate that it will take 55 minutes to complete the form. Completion of this form is required to obtain a benefit. The information collected becomes part of the Privacy Act system of records; DOT/FAA 830, Representatives of the Administrator; and confidentiality pursuant to the provisions of the Privacy Act is granted. Please note that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number associated with this collection is 2120-0033.

Detach all supplemental information and instruction sheets before submitting application.

DESIGNEE/EXAMINER CANDIDATE APPLICATION PROCEDURES

HOW TO APPLY

For Initial Designations:

1. Complete, sign, and date this application. Answer all applicable questions fully. Use additional sheets of blank paper if you need more space to complete the answers to a question. Be sure to indicate the number of the question you are answering at the top of the blank sheet.

2. Use a separate sheet for each question requiring additional space. Attach all additional blank sheets to this application.

3. Question 7. See definitions and qualification criteria on page ii of these instructions.

4. Applicants for DAR-T designations must attach a letter of recommendation in accordance with FAA Order 8100.8 latest revision, Designee Management Handbook.

WHERE TO SEND APPLICATION FOR INITIAL DESIGNATION (DME, DPRE, and DAR-T applicants ONLY.) ODAR-T applicants will submit this form to the local FSDO or IFO.

1. Your completed application with all attached sheets should be sent to:

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

2. **Keep a copy of this application for your personal records.**

WHAT HAPPENS TO YOUR APPLICATION

Your application will be evaluated by the National Examiner Board (NEB) to ensure that you meet the selection criteria for the designation sought. The NEB will advise you by letter whether or not you meet the applicable criteria. If you meet this criteria, the letter from the NEB will state that your application has been accepted and instruct you to complete the examiner predesignation knowledge test. If you do not meet the selection criteria, the NEB will advise you how the deficiency may be corrected. **Do not take the predesignation knowledge test until receiving a letter of acceptance from the NEB. Applicants for designation as DAR-T's are not required to take a Predesignation Test.**

Upon receiving notification that your application has been accepted, take the appropriate predesignation knowledge test at any FAA computerized testing center. Request the Aviation Mechanic Examiner Test or the Parachute Rigger Examiner Test. You must forward test results to the NEB within 10 days of the date you complete the test. **Keep a copy of the test report for your personal records.**

Upon receiving the applicant's test report with a score of 80 percent or higher, the NEB will notify the applicant of approval/nonapproval for assignment to the national examiner candidate pool. In accordance with candidates' indicated geographic availability, qualifications, and ranking within the pool, the NEB forwards candidate applications to each FSDO requesting a new designee.

Your application will be kept on file in the NEB candidate pool for a period of 2 years or until you are selected for designation, whichever comes first.

After 2 years, applications of all candidates not selected for designation will be deleted from the NEB pool. An applicant must repeat the application process in order to apply for reassignment to the candidate pool.

FAA Form 8110-28 (6-00) Supersedes Previous Edition

i

NSN:0052-00-917-0000

APPENDIX 7. AFS DOCUMENTS
FIGURE 1. SAMPLE FAA FORM 8110-28, APPLICATION AND STATEMENT OF QUALIFICATION (DME/DPRE/DAR-T/ODAR-T) (CONTINUED)

Form Approved OMB No. 2120-0033

DESIGNEES/EXAMINERS APPLYING FOR RENEWAL, ADDITIONAL AUTHORIZATIONS, AND/OR REINSTATEMENTS.
Designees/Examiners applying for renewal, additional authorizations, or reinstatement should complete blocks 1, 2, 4, 5, 6, 7, 7b (if applicable), 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, and 22, and return it directly to the designating FSDO. Renewal applications shall be submitted to the designating FSDO 45 days before the designee's/examiner's current designation expires.

TYPES OF DESIGNATIONS AND QUALIFICATION CRITERIA

Definition

DME - Designated Mechanic Examiner

General Qualifications

The applicant must:

1. Have held a valid aviation mechanic certificate for 5 years with the rating(s) for which designation is to be issued.
2. Have been actively exercising the privileges of a valid aviation mechanic certificate for 3 years immediately prior to designation.
3. Be at least 23 years of age.
4. Show evidence of a high level of aeronautical knowledge in the subject areas required for aviation mechanic certification in both reciprocating and turbine-engine aircraft.
5. Have a good record as a mechanic, as a person engaged in the industry and community with a reputation for honesty and dependability.
6. Have a fixed base of operation adequately equipped to exercise the authority of designation.

Definition

DPRE - Designated Parachute Rigger Examiner

General Qualifications

The applicant must:

1. Have held a valid master parachute rigger certificate for 2 years.
2. Have been actively exercising the privileges of a valid master parachute rigger certificate for 2 years immediately prior to designation.
3. Be at least 23 years of age.
4. Show evidence of a high level of knowledge in the subject areas required for the parachute rigger certification.
5. Have a good record as a parachute rigger, as a person engaged in the industry and community with a reputation for honesty and dependability.
6. Have a fixed base of operation adequately equipped to exercise the authority of the designation.

Definition

DAR-T - Designated Airworthiness Representative-Maintenance/ODAR-T Organizational Designated Airworthiness Representative-Maintenance

General Qualifications.— To qualify for an appointment as a DAR-T, all applicants (including those persons in an ODAR-T who will perform the authorized function(s)) must meet the general qualifications listed below, in addition to having the experience specified in FAA Order 8100.8 latest revision, as appropriate for the particular function for which authorization is being sought:

The applicant must:

1. Be current and possess a thorough working knowledge of pertinent CFR's, directives, and related guidance material.
2. Possess current technical knowledge and experience commensurate with that required for the particular function (e.g., Boeing Airplane: Models 707-100, 747SP, etc; Bell Helicopter Models: 47B, 47H, etc.; and/or related parts/components and/or appliances, etc.).
3. Have unquestionable integrity, a cooperative attitude, and the ability to exercise sound judgment.
4. Have the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA, consistent with FAA regulations, statutes, and safety goals, notwithstanding any influence to the contrary.
5. Have at least 2 years satisfactory experience working directly in connection with the type work to be covered in the authorized function(s).
6. Have a good command of the English language, both oral and written.
7. Hold a valid aviation mechanic certificate with Airframe and Powerplant (A&P) ratings.

Instructions for Completing FAA Form 8110-28; Designated Mechanic Examiner (DME), Designated Parachute Rigger Examiner (DPRE), Designated Airworthiness Representative-Maintenance (DAR-T), and Organizational Designated Airworthiness Representative-Maintenance (ODAR-T) Application and Statement of Qualifications

1. All entries on FAA Form 8110-28 must be made in (black) permanent ink or typewritten.
2. Read the "PRIVACY ACT" statement attached to FAA Form 8110-28. Remove the "PRIVACY ACT" statement portion before submitting FAA Form 8110-28.
3. Complete blocks 1 through 22 as follows:

   Block 1. NAME (Last, First, Middle).

   (1) Enter your legal name. For record purposes, no more than one middle name may be entered.
   (2) If you have no middle name, enter **"NMN"** (no middle name) or **"NMI"** (no middle initial).
   (3) If you have initial(s) only, enter the initials and then enter "INITIALS ONLY."
   (4) If you are a junior, III, IV, etc., so indicate.

   Block 2. PERMANENT MAILING ADDRESS - Enter all required information, to include Number and Street, P.O. Box, City, State, and Zip Code.

   Note: If a P.O. Box or Rural Route is used, you must furnish (on a separate sheet of paper) the directions required to find your residence. This becomes part of the application and must be signed by you, the applicant. The following shows an example of one applicant's additional statement. Example: "I live 2 miles north of state highway 37 on Peachtree Lane in a two-story house with large barn in the back." (You must sign this statement.)

APPENDIX 7. AFS DOCUMENTS
FIGURE 1. SAMPLE FAA FORM 8110-28, APPLICATION AND STATEMENT OF QUALIFICATION (DME/DPRE/DAR-T/ODAR-T) (CONTINUED)

Form Approved OMB No. 2120-0033

Block 3. U.S. CITIZEN - You must check Yes or No.
Block 3A. COUNTRY IN WHICH YOU HOLD CITIZENSHIP - Enter name of country. If dual citizenship is held, indicate the names of both countries.
Block 3B. DAR-T Repairmen must enter the certificate number(s) of the repair station where they perform work.
Block 4. SOCIAL SECURITY NUMBER.
(1) Completing Block 4 is optional. (See "PRIVACY ACT" STATEMENT.)
(2) Enter your SSN or either "DO NOT USE" or "NONE."
Block 5. DATE OF BIRTH - Use six-digit, numeric characters, i.e., 08-09-60; not August 9, 1960.
Block 6. TELEPHONE NUMBER - Provide a home telephone number and a business telephone number including area code and extension, if applicable.
Block 7. DESIGNATION SOUGHT.
(1) DME applicants will check the "Designated Mechanic Examiner" box and will check the "Airframe" rating box for the Airframe rating, the "Powerplant" rating box for the Powerplant rating, or both the "Airframe" and "Powerplant" rating boxes for the Airframe and Powerplant (A&P) rating.
(2) DPRE applicants will check the "Designated Parachute Rigger Examiner" box and will check the "Seat" rating box for the Seat type rating, the "Back" rating box for the Back type rating, the "Chest" rating box for the Chest type rating and the "LAP" rating box for the Lap type rating. DPRE's are required to hold at least two parachute rigger type ratings, i.e.; Seat and Back, Seat and Chest, Back and Chest, etc., and hold a Master Parachute Rigger Rating.
(3) DAR-T/ODAR-T applicants will check the Designated Airworthiness Representative (Maintenance only) box and identify specific function(s) currently authorized to perform in accordance with procedures set forth in AC 183-35 latest revision, Airworthiness Designee Function Codes and Consolidated Directory for DMIR/DAR/DAS/DOA and SFAR No. 36, and/or FAA Order 8100.8 latest revision, Designee Management Handbook, for which an appointment is sought in block 7b.

Block 7a. FSDO OR IFO OF JURISDICTION - From the list on page v of this application, enter the FSDO or IFO that has jurisdiction in the area or location where you are presently located.

Block 7b. DAR-T/ODAR-T APPLICANT'S FUNCTION(S) - DAR-T/ODAR-T applicants will identify specific functions which they are currently authorized to perform in accordance with AC 183-35 latest revision and /or FAA Order 8100.8 latest revision for which designation is sought. (Maintenance Functions only)

Block 8. EDUCATION AND TRAINING - Enter all formal education.
(1) Dates: Enter the beginning and ending dates of the training [including general education (i.e. high school, GED, etc.)] that you attended. Use six-digit, numeric characters (i.e., 08-09-60). Do not use August 9, 1960.
(2) Name of School: Enter the name of the school where training was received.
(3) Curriculum: Enter the school's curriculum: i.e.; Airframe, Powerplant, or Airframe and Powerplant (A&P).
(4) Degree or Certificate: Enter the degree or type of certificate received (i.e., AA/BS/BA/MA/MB).

Block 9. FAA CERTIFICATES NOW HELD PERTINENT TO DESIGNATION SOUGHT.
(1) Enter type certificate(s) held-Mechanic, Master Parachute Rigger, or Repairmen's Certificate.
(2) Enter the certificate number for each type certificate.
(3) Enter the rating(s) you hold: i.e., Airframe, Powerplant, Airframe and Powerplant; or Parachute Rigger with Seat, Back, Chest, or Lap ratings.
(4) Enter the original date the certificate(s) and rating(s) were issued. (If the certificate was lost and a new one was issued, or you have added a rating your present certificate will not have the original date of issue, or if you have added a rating, your present certificate will not have the original date of issue).

Block 10. WORK EXPERIENCE.
(1) Complete the name, address, and telephone number of the employer/organization.
(2) Job Title: Enter job title.
(3) Dates Employed: Enter date employment began and date employment ended (i.e. 02-14-67 to 06-23-70). Use six-digit, numeric characters (i.e., 08-09-60); not August 9, 1960.
(4) Supervisor's Name: Enter the supervisor's name(s).
(5) Reason for leaving: Enter reason for leaving this position.
(6) Description of Duties: Give a complete description of the duties performed during this period of employment.

Block 11. LOCATION WHERE DESIGNEE FUNCTIONS WILL BE PERFORMED. (DME and DPRE designees only).
(1) Enter the address (including city, state, and Zip Code) where designee functions will be performed.
(2) Enter the telephone number of this location (including area code).

Block 11a. LOCAL FSDO OR IFO THAT MANAGES THIS AREA - From the list on page v enter the FSDO or IFO that has jurisdiction in the area or location where you will performing the designee duties.

APPENDIX 7. AFS DOCUMENTS
FIGURE 1. SAMPLE FAA FORM 8110-28, APPLICATION AND STATEMENT OF QUALIFICATION (DME/DPRE/DAR-T/ODAR-T) (CONTINUED)

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Questions 12 through 21.

1. All questions must be answered "YES" or "NO." Do not leave any question blank. All "YES" answers must be explained on an attached sheet of paper.

Block 22. AWARDS PROGRAM. Complete this block by filling in the required items.

Block 23. APPLICANT'S SIGNATURE - Sign and date the application in black ink, after reading the statements in this block.

Block 23a. TYPE OR PRINT APPLICANT'S NAME BELOW THE SIGNATURE

FOR FAA OR NATIONAL EXAMINER BOARD USE ONLY

Block 24. FOR ORIGINAL ISSUANCE ONLY - This block will be filled out by a representative of the National Examiner Board to record qualification and referral information. The NEB personnel will:

(1) Check the qualified or not qualified block and enter date of determination.
(2) If qualified and referred, indicate to which FSDO the applicant was assigned and enter date of referral.
(3) The NEB representative will sign, list title, and date this portion when NEB action has occurred.

Block 24a. DAR-T RECORD OF APPROVAL - This block will be filled out by the Principal Maintenance Inspector (PMI) representing the FSDO or IFO requesting a new designee and will indicate which functions the applicant is authorized to perform, and any limitations, in accordance with AC 183.35 latest revision, Airworthiness Designee Function Codes and Consolidated Directory for DMIR/DAR/ODAR/DAS/DOA and SFAR No. 36.

Block 25. SIGNATURE AND DATE - The Regional Office will sign and date this block of the application using black ink. This responsibility may be delegated to the local FSDO or IFO.

Block 26. DME/DPRE RECORD OF APPROVAL

Block 26a. PMI FSDO OR IFO ACTION - Check the approve or disapprove box to indicate the selection status of each applicant's files when the files are received from the NEB.

Block 26b. REMARKS - Complete with any remarks that are appropriate.

Block 26c. SIGNATURE AND DATE - The PMI will sign and date this block of the application with black ink.

Block 26d. FSDO OR IFO MANAGER'S APPROVAL - The FSDO or IFO manager will check the approve or disapprove box to indicate concurrence or nonconcurrence of the selection of each applicant when files are forwarded by the PMI.

Block 26e. REMARKS - Complete with any remarks that are appropriate.

Block 26f. SIGNATURE AND DATE - The FSDO or IFO manager will sign and date this block of the application using black ink.

NOTE: Blocks 26 through 26i are for renewals, reinstatements, and additional authorizations. Indicate by a check mark in the appropriate box if the application is for a renewal, reinstatement, or additional authorization.

Block 27. FSDO OR IFO ACTIONS - The FSDO or IFO representative will check the box to indicate the type of action requested by the applicant.

Block 27a. ORIGINAL CERTIFICATION VERIFICATION. Check Yes, No, or Not Applicable to indicate the designee continues to meet the original designation criteria.

Block 27b. CRITERIA FOR ADDITIONAL AUTHORIZATION - The PMI will check the Yes, No, or Not Applicable box to indicate the applicant meets the criteria for the additional authorization sought.

Block 27c. NEED FOR DESIGNEE - The PMI will indicate if there is still a need for the applicant's service by checking Yes or No.

Block 27d. INSPECTOR'S ACTION - The PMI will check the approve or disapprove box to indicate the applicant is or is not authorized for renewal, reinstatement, or additional authorization when the request is received from the applicant.

Block 27e. REASON FOR DISAPPROVAL - The PMI will complete this block and list the reason(s) the applicant is not being approved for the designation sought.

Block 27f. SIGNATURE AND DATE - The PMI will sign and date this block of the application using black ink.

Block 27g. FSDO OR IFO MANAGER'S APPROVAL - The FSDO or IFO manager will check the approve or disapprove box to indicate concurrence or nonconcurrence of the action requested by each applicant when files are forwarded by the PMI.

Block 27h. REASON FOR DISAPPROVAL - The FSDO or IFO manager will complete this block and list the reason(s) the applicant is not being approved for the designation sought.

Block 27i. SIGNATURE AND DATE - The FSDO or IFO manager will sign and date this block of the application using black ink.

NOTICE: Whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact, or who makes any false, fictitious, or fraudulent statements or representations, or entry, may be fined up to $250,000 or imprisoned for not more than 5 years, or both. ***(18 U.S. Code Secs 1001;3571)***

APPENDIX 7. AFS DOCUMENTS
FIGURE 1. SAMPLE FAA FORM 8110-28, APPLICATION AND STATEMENT OF QUALIFICATION (DME/DPRE/DAR-T/ODAR-T) (CONTINUED)

Form Approved OMB No. 2120-0033

LIST OF FLIGHT STANDARDS DISTRICT OFFICES

ALASKAN REGION (AAL)

ANC FSDO-03	ANCHORAGE, AK
FAI FSDO-01	FAIRBANKS, AK
JNU FSDO-05	JUNEAU, AK

CENTRAL REGION (ACE)

DSM FSDO-01	DES MOINES, IA
ICT FSDO-07	WICHITA, KS
LNK FSDO-09	LINCOLN, NE
MCI FSDO-05	KANSAS CITY, MO
STL FSDO-03	ST. ANN/ ST. LOUIS, MO

EASTERN REGION (AEA)

ABE FSDO-05	ALLENTOWN, PA
FRG FSDO-11	FARMINGDALE, NY
AGC FSDO-03	W. MIFFLIN/ PITTSBURGH, PA
ALB FSDO-01	ALBANY, NY
BAL FSDO-07	BALTIMORE, MD
CRW FSDO-09	CHARLESTON, WV
DCA FSDO-27	CHANTILLY, VA WASH, DC
HAR FSDO-13	NEW CUMBERLAND/ HARRISBURG, PA
PHL FSDO-17	PHILADELPHIA,PA
NYC FSDO-15	GARDEN CITY, NY
PIT FSDO-19	CORAOPOLIS/ PITTSBURGH, PA
RIC FSDO-21	SANDSTON/ RICHMOND, VA
ROC FSDO-23	ROCHESTER, NY
TEB FSDO-25	TETERBORO, NJ
NY IFO-29	JAMAICA, NY

GREAT LAKES REGION (AGL)

CLE FSDO-25	CLEVELAND, OH
CMH FSDO-07	COLUMBUS, OH
CVG FSDO-05	CINCINNATI, OH
DPA FSDO-03	WEST CHICAGO, IL
DTW FSDO-23	BELLEVILLE, MI
FAR FSDO-21	FARGO, ND
GRR FSDO-09	GRAND RAPIDS, MI
IND FSDO-11	INDIANAPOLIS, IN
MKE FSDO-13	MILWAUKEE, WI
MSP FSDO-15	MINNEAPOLIS, MN
ORD FSDO-31	SCHILLER PARK, IL
RAP FSDO-27	RAPID CITY, SD
SBN FSDO-17	SOUTH BEND, IN
SPI FSDO-19	SPRINGFIELD, IL

NEW ENGLAND REGION (ANE)

BED FSDO-01	BEDFORD, MA
BDL FSDO-03	WINDSOR LOCKS, CT
BOS FSDO-02	BOSTON, MA
PWM FSDO-05	PORTLAND, ME

NORTHWEST MOUNTAIN REGION (ANM)

BOI FSDO-11	BOISE, ID
CPR FSDO-04	CASPER, WY
DEN FSDO-03	DENVER, CO
GEG FSDO-13	SPOKANE, WA
HLN FSDO-05	HELENA, MT
PDX FSDO-09	HILLSBORO/ PORTLAND, OR
SEA FSDO-01	SEATTLE, WA
SLC FSDO-07	SALT LAKE CITY, UT
DEN FSDO-30	DENVER, CO

SOUTHERN REGION (ASO)

ATL FSDO-11	COLLEGE PARK/ ATLANTA, GA
BHM FSDO-09	BIRMINGHAM, AL
BNA FSDO-03	NASHVILLE, TN
CAE FSDO-13	WEST COLUMBIA, SC
FLL FSDO-17	FT. LAUDERDALE, FL
TPA-FSDO-35	TAMPA, FL
INT FSDO-05	WINSTON-SALEM, NC
JAN FSDO-07	JACKSON, MS
LOU FSDO-01	LOUISVILLE, KY
MEM FSDO-25	MEMPHIS, TN
MIA FSDO-19	MIAMI, FL
ORL FSDO-15	ORLANDO, FL
CLT FSDO-33	CHARLOTTE, NC
SJU FSDO-21	SAN JUAN, PR
TPA FSDO	TAMPA, FL

SOUTHWEST REGION (ASW)

ABQ FSDO-01	ALBUQUERQUE, NM
BTR FSDO-03	BATON ROUGE, LA
DAL FSDO-05	DALLAS, TX
DFW FSDO-07	DALLAS, TX
FTW FSDO-19	FT. WORTH, TX
HOU FSDO-09	HOUSTON, TX
LBB FSDO-13	LUBBOCK, TX
LIT FSDO-11	LITTLE ROCK, AR
OKC FSDO-15	OKLA. CITY, OK
SAT FSDO-17	SAN ANTONIO, TX

WESTERN PACIFIC REGION (AWP)

FAT FSDO-17	FRESNO, CA
HNL FSDO-13	HONOLULU, HI
LAS FSDO-19	LAS VEGAS, NV
LAX FSDO-23	LOS ANGELES, CA
LGB FSDO-05	LONG BEACH, CA
OAK FSDO-27	OAKLAND, CA
RAL FSDO-21	RIVERSIDE, CA
RNO FSDO-11	RENO, NV
SAC FSDO-25	SACRAMENTO, CA
SAN FSDO-09	SAN DIEGO, CA
SDL FSDO-07	SCOTTSDALE, AZ
SJC FSDO-15	SAN JOSE, CA
VNY FSDO-01	VAN NUYS, CA
SFO FSDO-03	SAN FRANCISCO, CA

INTERNATIONAL FIELD OFFICE LIST

FRA IFO-EA33	FRANKFURT
SIN IFO-WP33	SINGAPORE
BRX IFO-EA31	BRUSSELS
LGW IFO-EA35	LONDON
MIA IFO-SO23	MIAMI SPNGS, FL
DFW IFO-SW23	DALLAS, TX

APPENDIX 7. AFS DOCUMENTS
FIGURE 1. SAMPLE FAA FORM 8110-28, APPLICATION AND STATEMENT OF QUALIFICATION (DME/DPRE/DAR-T/ODAR-T) (CONTINUED)

Form Approved OMB No. 2120-0033

U.S. Department of Transportation
Federal Aviation Administration

Application and Statement of Qualification (DME/DPRE/DAR-T/ODAR-T)

This application is for: Initial Application ☐ Reinstatement ☐
Have you ever held a current or previous designation in any region? Yes ☐ No ☐
If "Yes" give designation number and dates: Designation Number:_____ From:_____ To:_____

1. Name (Last, First, Middle)	**3. Are you a U.S. Citizen?** ☐ Yes ☐ No
2. Address (Apt. No., Number, Street)	**3a.** If not a U.S. citizen, name the country.
City **State** **Zip**	**3b.** DAR-T Repairman Repair Station Number(s)
6. Phone Number Home ( ) Work ( ) / **4. Social Security Number** | | | - | | - | | | |	**5.** Date of Birth *Month/Day/Year*
7. Designation Sought (Check appropriate box(es) below:) ☐ Designated Mechanic Examiner (DME) ☐ Airframe ☐ Powerplant ☐ Airframe and Powerplant ☐ Designated Parachute Rigger Examiner (DPRE) ☐ Seat ☐ Back ☐ Chest ☐ Lap ☐ Designated Airworthiness Representative (DAR-T) (Maintenance Function(s) only) ☐ Organizational Designated Airworthiness Representative (ODAR-T) (Maintenance Function(s) only)	**7a.** Your Flight Standards District Office (FSDO) or International Field Office (IFO) of jurisdiction?

7b. DAR-T/ODAR-T applicants shall list specific function codes requested from those identified in AC 183-35 and/or FAA Order 8100.8 (Maintenance Only).

8. Did you graduate from high school or have a GED high school equivalency?
☐ **Yes** **If "YES" give month and year of graduation.**_____
☐ **No** **If "NO" give the highest grade completed.**_____

College and/or Technical Training Dates: From: Mo-Day-Yr	To: Mo-Day-Yr	Name of School	Curriculum or Study Program	Degree or Certificate Received

9. FAA Certificates Held Pertinent to Designation Sought

Type	Certificate Number	Rating	Original Date of Issue

10. Work Experience:
Describe all work experience that pertains to your qualifications for the designation sought. Describe your current or most recent work experience in Block A and work backwards, describing each applicable position you have held during at least the past 5 years. You may describe work experience accrued more than 5 years ago if you wish to do so. Use a separate block for each position described. Include military service if your military experience is pertinent to your application for a designation.

A. Name of Employer/Organization:		**Telephone Number** ( )
Address		
City	**State**	**ZIP**
Job Title:	**Dates Employed: From**_____ **To**_____	**Supervisor's Name:**
Reason for Leaving:		
Description of Duties: *(use blank sheet of paper if more space is needed)*		

B. Name of Employer/Organization:		**Telephone Number** ( )
Address		
City	**State**	**ZIP**
Job Title:	**Dates Employed: From**_____ **To**_____	**Supervisor's Name:**
Reason for Leaving:		
Description of Duties: *(use blank sheet of paper if more space is needed)*		

FAA Form 8110-28 (6-00) Supersedes Previous Edition 1 NSN: 0052-00-917-0000

APPENDIX 7. AFS DOCUMENTS
FIGURE 1. SAMPLE FAA FORM 8110-28, APPLICATION AND STATEMENT OF QUALIFICATION (DME/DPRE/DAR-T/ODAR-T) (CONTINUED)

Form Approved OMB No. 2120-0033

C. Name of Employer/Organization:		**Telephone Number ( )**
Address		
City	**State**	**ZIP**
Job Title:	**Dates Employed: From_____ To_____**	**Supervisor's Name:**
Reason for Leaving:		
Description of Duties: *(use blank sheet of paper if more space is needed)*		

D. Name of Employer/Organization:		**Telephone Number ( )**
Address		
City	**State**	**ZIP**
Job Title:	**Dates Employed: From_____ To_____**	**Supervisor's Name:**
Reason for Leaving:		
Description of Duties: *(use blank sheet of paper if more space is needed)*		

E. Name of Employer/Organization:		**Telephone Number ( )**
Address		
City	**State**	**ZIP**
Job Title:	**Dates Employed: From_____ To_____**	**Supervisor's Name:**
Reason for Leaving:		
Description of Duties: *(use blank sheet of paper if more space is needed)*		

11. Location Where Designee Functions Will Be Performed: (DME or DPRE ONLY)

Address	**Telephone Number ( )**
City, State, ZIP Code	
11A. FSDO or IFO that manages the area where authorized functions will be performed:	

12. During the last 5 years were you fired from any job? ☐ Yes ☐ No	**13. Have you ever been convicted of any felony violation?** ☐ Yes ☐ No	**14. Are you now under charges for any violation of law?** ☐ Yes ☐ No	**15. Have you ever been imprisoned, been on probation, or been on parole?** ☐ Yes ☐ No
16. Have you ever been convicted by a military court-martial? ☐ Yes ☐ No	**17. Have you ever been discharged from the military service under a General Discharge?** ☐ Yes ☐ No	**18. Have you ever been discharged from a military service under other than Honorable Conditions?** ☐ Yes ☐ No	**19. Has any certificate issued to you ever been revoked?** ☐ Yes ☐ No

20. Have you ever been convicted of, or are you now under charges for, violation of Federal, State, or Local statutes relating to narcotic drugs, marijuana, depressants, or stimulant drugs or substances? ☐ Yes ☐ No

21. Give full details regarding each question in blocks 12 through 19 to which you have answered "Yes."

_____

_____

_____

_____

(Use blank sheet of paper if more space is needed.)

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APPENDIX 7. AFS DOCUMENTS
FIGURE 1. SAMPLE FAA FORM 8110-28, APPLICATION AND STATEMENT OF QUALIFICATION (DME/DPRE/DAR-T/ODAR-T) (CONTINUED)

Form Approved OMB No. 2120-0033

22. Have you ever participated in the Maintenance Technician Award Program? ☐ Yes ☐ No
If yes, list the latest year you participated._____
Check which Phase: ☐ Phase I - Bronze ☐ Phase II - Silver ☐ Phase III - Gold ☐ Phase IV - Ruby ☐ Phase V - Diamond

Remarks

SIGNATURE, RELEASE OF INFORMATION, AND CERTIFICATION -- Read Carefully
YOU MUST SIGN AND DATE THIS APPLICATION -- (You must print or type your name under the signature block)

- I understand that a false statement on any part of this application will be grounds for not approving this application, for rescinding my eligibility as an examiner or designee candidate, for not designating me, or for terminating any designation I may receive.
- I understand that any information I give may be investigated.
- I consent to the release of information regarding my personal and technical qualifications for designation as a mechanic examiner/parachute rigger examiner/ designated airworthiness representative-maintenance/or organizational designated representative-maintenance by employers, schools, law enforcement agencies, and other individuals and organizations, to investigators, employees of the federal government, and persons not employed by the federal government to whom the Federal Aviation Administration (FAA) has delegated the authority to screen and approve or disapprove DME/DPRE/DAR-T/ODAR-T applicants.
- I understand that, if my application is accepted, approval for assignment to the national examiner/designee candidate pool is dependent on satisfactory completion of the predesignation knowledge test with a score of 80 percent or higher for DME/DPRE.
- I understand that assignment to the national examiner/designee candidate pool does not guarantee selection or designation as a mechanic examiner/parachute rigger examiner/or designated airworthiness representative maintenance and that, if selected, designation is dependent upon satisfactory completion of a practical test (demonstration of competency) for DME/DPRE and satisfactory completion of the Initial Technical Airman Examiner Standardization Seminar for DME/DPRE/DAR-T candidates.
- I understand that my FAA accident/incident violation history will be verified at each stage of the application process.
- I understand that designation as a mechanic examiner/parachute rigger examiner/designated airworthiness representative-maintenance/organizational designated airworthiness representative-maintenance is a privilege, not a right, and that any designation received may be terminated, revoked, or not renewed at any time or for any reason the FAA Administrator deems appropriate.
- I certify that, to the best of my knowledge and belief, all of my statements on this application are true, correct, complete, and in good faith.

NOTICE: Whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact, or who makes any false, fictitious, or fraudulent statements or representations, or entry, may be fined up to $250,000 or imprisoned for not more than 5 years, or both. ***(18 U.S. Code Secs 1001;3571)***

23. Signature of Applicant (Sign application in black ink. Both signature and typed or printed name is requested.)

23a. Typed or Printed Name of Applicant	**Date signed (Month, Day, Year)**

FOR NATIONAL EXAMINER BOARD USE ONLY

24. (For Original Issuance Only)

☐ **Qualified** ☐ **Not Qualified** **Date**_____

Referred to:_____ **FSDO** **Date:**_____

Signature of NEB Official:_____ **Title:**_____ **Date:**_____

INITIAL SELECTION — FOR FAA (FSDO, RO, OR IFO) USE ONLY. BLOCKS 24-27C

24a. DAR-T RECORD OF APPROVAL

☐ **Designated Airworthiness Representative** ☐ **Maintenance Function(s)** **NOTE: A separate approval is required for each discipline.**

Function(s) Authorized (Identify specific function(s) authorized including any limitations).

25. Regional Office Signature of Approval DAR/ODAR Only ☐ **Approve** ☐ **Disapprove**

Regional Office Signature_____ **Date**_____

FAA Form 8110-28 (6-00) Supersedes Previous Edition 3 NSN: 0052-00-917-0000

APPENDIX 7. AFS DOCUMENTS
FIGURE 1. SAMPLE FAA FORM 8110-28, APPLICATION AND STATEMENT OF QUALIFICATION (DME/DPRE/DAR-T/ODAR-T) (CONTINUED)

Form Approved OMB No. 2120-0033

26. DME/DPRE RECORD OF APPROVAL ☐ Designated Mechanic Examiner ☐ Designated Parachute Rigger Examiner
(NOTE): DME/DPRE Blocks 25-26i

26a. FSDO or IFO Principal Maintenance Inspector's Action: ☐ APPROVE ☐ DISAPPROVE

26b. Remarks:

26c. Principal Maintenance Inspector's Signature:_____ **DATE:**_____

26d. Managing FSDO or IFO Manager's Action: ☐ APPROVE ☐ DISAPPROVE

26e. Remarks:

26f. Managing FSDO or IFO Manager Signature:_____ **DATE:**_____

27. FSDO or IFO Actions: ☐ Renewal ☐ Reinstatement ☐ Additional Authorization

27a. The examiner continues to meet the criteria for the original designation

☐ Yes ☐ No ? NOT APPLICABLE

27b. The examiner meets the criteria for the additional authorization sought

☐ Yes ☐ No ? NOT APPLICABLE

27c. There is a need for the examiner's services ☐ Yes ☐ No

27d. Inspector's Action: ☐ APPROVE ☐ DISAPPROVE

27e. Reason for Disapproval (Use blank sheet of paper if more space is needed)

27f. Principal Maintenance Inspector's Signature:_____ **DATE:**_____

27g. Manager's Action: ☐ APPROVE ☐ DISAPPROVE

27h. Reason for Disapproval (Attach additional sheets, if required)

27i. Managing FSDO or IFO Managers Signature:_____ **DATE:**_____

FAA Form 8110-28 (6-00) Supersedes Previous Edition **4** **NSN: 0052-00-917-0000**

APPENDIX 7. AFS DOCUMENTS
FIGURE 2. SAMPLE CERTIFICATE OF AUTHORITY LETTER
FOR DAR - MAINTENANCE (DAR-T)

U.S. Department
of Transportation

Federal Aviation
Administration

[Date]

[Applicant]
[Applicant's Address]

Dear **[Applicant]**:

We are pleased to inform you that your **[appointment/renewal]** as a **[type of designee]** per § **[appropriate section of the CFR, for example, 183.31]** of Title 14, Code of Federal Regulations (14 CFR) has been approved. This letter serves as your Certificate of Authority. This Certificate of Authority should be retained for your use and should be safely filed where it is available to you and the FAA.

DESIGNATION CERTIFICATE NUMBER: [number, for example, DART-123456-NM]
FIXED BASE OF OPERATION: [appropriate designee or company address]
DATE OF DESIGNATION: [date of initial appointment]
DESIGNATION EXPIRATION: [date]

This authorization is subject to certain functions and limitations as described below:

AUTHORIZED FUNCTIONS AND LIMITATIONS: (The following are examples of functions and limitations delegated to a DAR.)

1. Function Code 23 – Issue recurrent standard airworthiness certificates for U.S.-registered aircraft.

   LIMITATIONS: (See COA supplement, dated **[date]**)

2. Function Code 26 – Issue recurrent/original special airworthiness certificates, in the experimental category, for the purposes of exhibition or air racing on U.S.-registered aircraft located in the United States.

**********NOTHING FOLLOWS**********

APPENDIX 7. AFS DOCUMENTS
FIGURE 2. SAMPLE CERTIFICATE OF AUTHORITY LETTER
FOR DAR - MAINTENANCE (DAR-T) (CONTINUED)

This authorization will expire annually on **[date]** unless a written request for renewal is submitted to the **[appropriate managing office]**. Your designation may be renewed at any time prior to the expiration date for an additional period of **[timeframe]**. Designee appointments are evaluated prior to renewal for proper performance, activity, and determination of FAA need.

Sincerely,

[Manager]
[Appointing Office]

Enclosures

APPENDIX 7. AFS DOCUMENTS
FIGURE 3. SAMPLE CERTIFICATE OF AUTHORITY LETTER
FOR ODAR - MAINTENANCE (ODAR-T)

U.S. Department
of Transportation
Federal Aviation
Administration

[Date]

[Company]
[Company's Address]

Dear **[ODAR Focal Point]**:

We are pleased to inform you that your **[appointment/renewal]** as a **[type of designee]** per § **[appropriate section of the CFR, for example, 183.31]** of Title 14, Code of Federal Regulations (14 CFR) has been approved. This letter serves as your Certificate of Authority. This Certificate of Authority should be retained for your use and should be safely filed where it is available to you and the FAA.

DESIGNATION CERTIFICATE NUMBER: [number, for example, ODART-123456-NM]
FIXED BASE OF OPERATION: [appropriate designee or company address]
DATE OF DESIGNATION: [date of initial appointment]
DESIGNATION EXPIRATION: [date]
PARENT ORGANIZATION: [repair station or air carrier name and certification type and number]

This authorization is subject to certain functions and limitations as described below:

AUTHORIZED FUNCTIONS AND LIMITATIONS: (The following are examples of functions and limitations delegated to an ODAR.)

1. Function Code 23 – Issue recurrent standard airworthiness certificates for U.S.-registered aircraft.

LIMITATIONS: (See COA supplement, dated **[date]**)

2. Function Code 26 – Issue recurrent/original special airworthiness certificates, in the experimental category, for the purposes of exhibition or air racing on U.S.-registered aircraft located in the United States.

**********NOTHING FOLLOWS**********

APPENDIX 7. AFS DOCUMENTS
FIGURE 3. SAMPLE CERTIFICATE OF AUTHORITY LETTER
FOR ODAR - MAINTENANCE (ODAR-T) (CONTINUED)

This authorization is contingent upon maintaining the parent organization's certification, and may need to be amended if the parent organization's operations specifications/ratings are amended. This authorization will expire annually on **[date]** unless a written request for renewal is submitted to the **[appropriate managing office]**. Your designation may be renewed at any time prior to the expiration date for an additional period of **[timeframe]**. Designee appointments are evaluated prior to renewal for proper performance, activity, and determination of FAA need.

Sincerely,

[Manager]
[Appointing Office]

Enclosures

APPENDIX 7. AFS DOCUMENTS
FIGURE 4. SAMPLE CERTIFICATE OF AUTHORITY SUPPLEMENT, DELEGATED FUNCTIONS AND LIMITATIONS (DAR-T AND ODAR-T)

CERTIFICATE OF AUTHORITY SUPPLEMENT, DATED **[date]**
DELEGATED FUNCTIONS AND LIMITATIONS

Supplement Issue Date: June 1, 2000 Supplement Expiration Date: (If different than COA date)
Pursuant to § 183.33 of Title 14, Code of Regulations, Frank J. Smith, DART123456 WP, is hereby authorized to perform certain maintenance functions subject to the following conditions and limitations:

1. Issue recurrent standard airworthiness certificates for U.S.-registered aircraft.

   LIMITATIONS:

   a. Cessna Airplane Models 150, 172, 182, and 185; Piper Airplane Models PA18 and PA28.

   b. 14 CFR part 25 airplanes not exceeding 70,000 pounds.

   c. Aerospatiale SA-360C "Dauphin" Transport helicopters only.

2. Issue recurrent restricted airworthiness certificates for U.S.-registered restricted category aircraft.

   LIMITATIONS: Only aircraft located in the United States and its possessions.

3. Issue original/recurrent special airworthiness certificates for U.S.-registered, amateur-built aircraft.

   LIMITATIONS: Only aircraft located in the United States and its possessions.

4. Issue special flight permits for U.S.-registered aircraft for the purposes outlined in 14 CFR § 21.197(a)(1), (2), and (b).

   LIMITATIONS:

   a. 14 CFR part 23 airplanes in all categories.

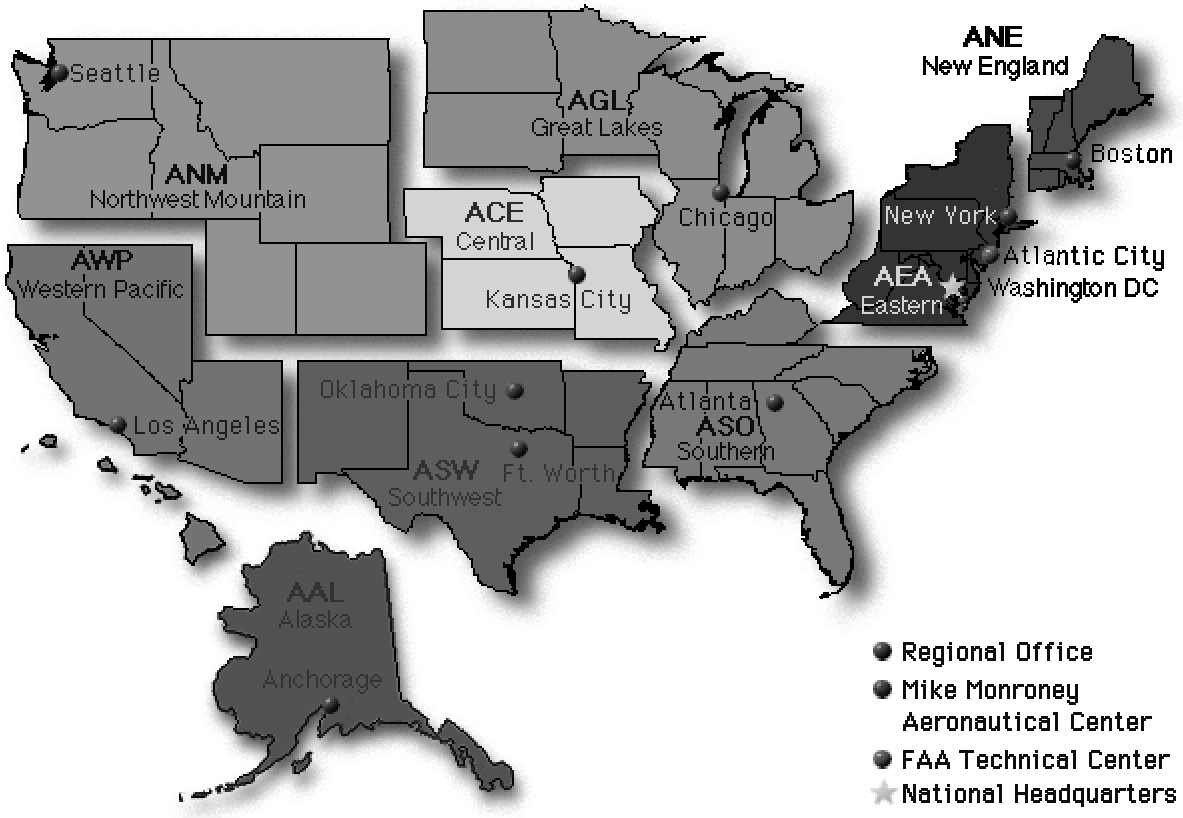
   b. 14 CFR part 25 airplanes not exceeding 70,000 pounds.

   c. Any U.S.-registered aircraft involved in an incident/accident that concerns the National Transportation Safety Board (NTSB) will not be issued a special flight permit unless coordinated with the NTSB.

x/x/x/x/x/x/x/x/x/x/NOTHING FOLLOWS/x/x/x/x/x/x/x/x/x/x/

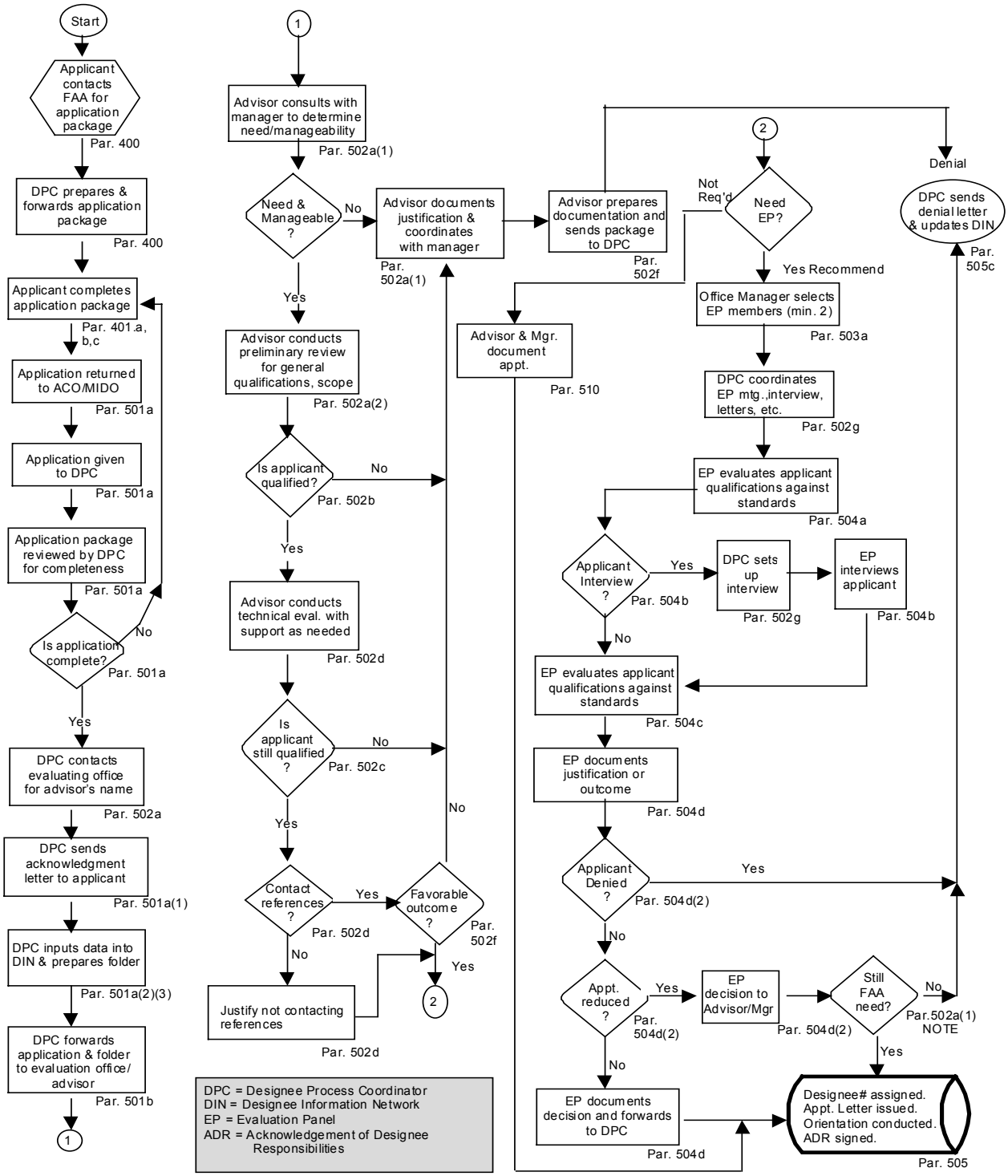
J. Doe
Manager, Flight Standards Division
Western Pacific Region

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

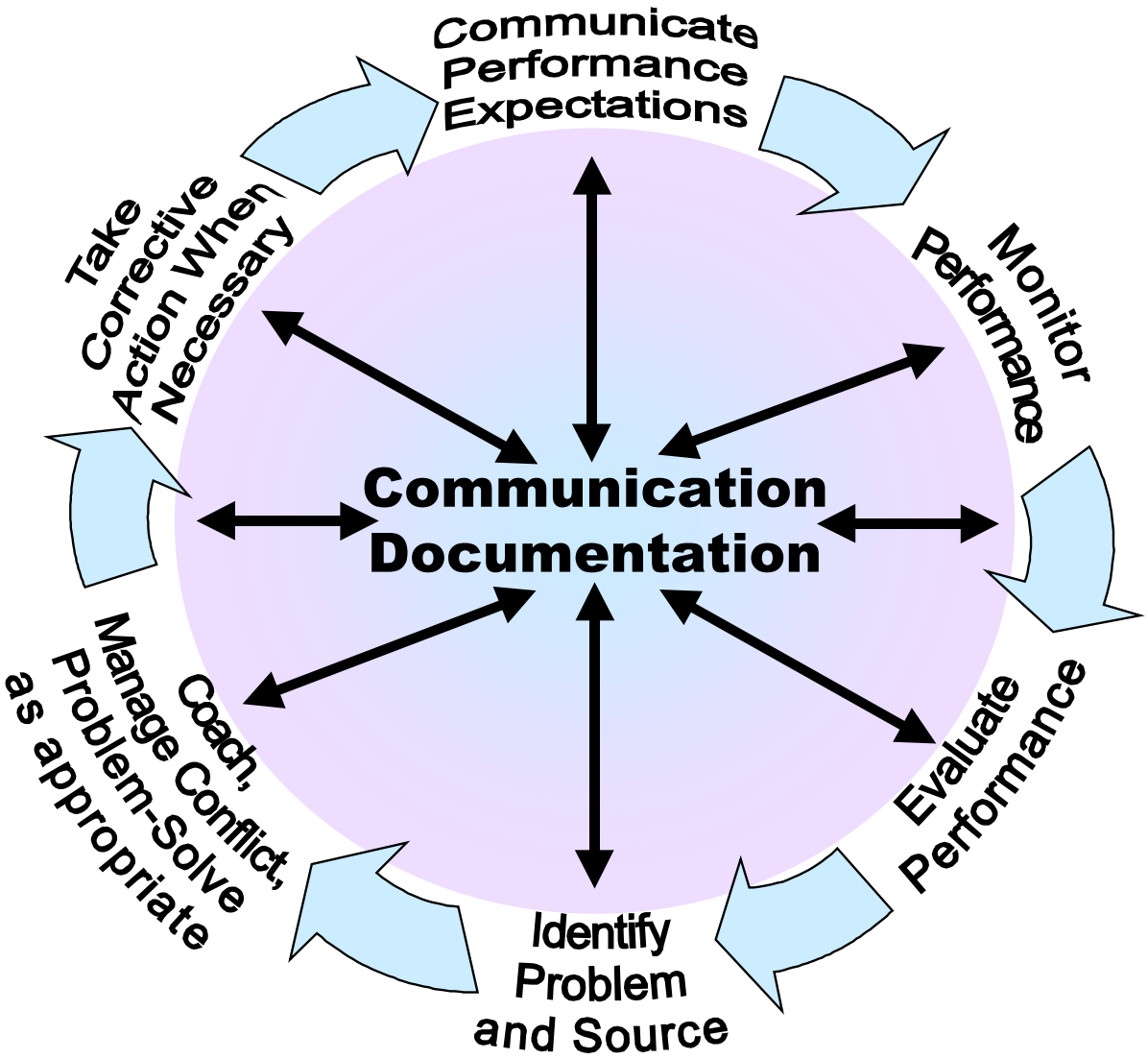


The AFS Web site address is http://www.faa.gov/avr/afs/fsdo/fsdomaphome.htm. This Web site address allows access to the AFS geographic boundaries as shown above, and also allows you to click on the region(s) and/or FSDOs for further location information.

APPENDIX 8. PROCESS FLOWCHARTS
FIGURE 1. FLOWCHART - DESIGNEE SELECTION AND APPOINTMENT PROCESS



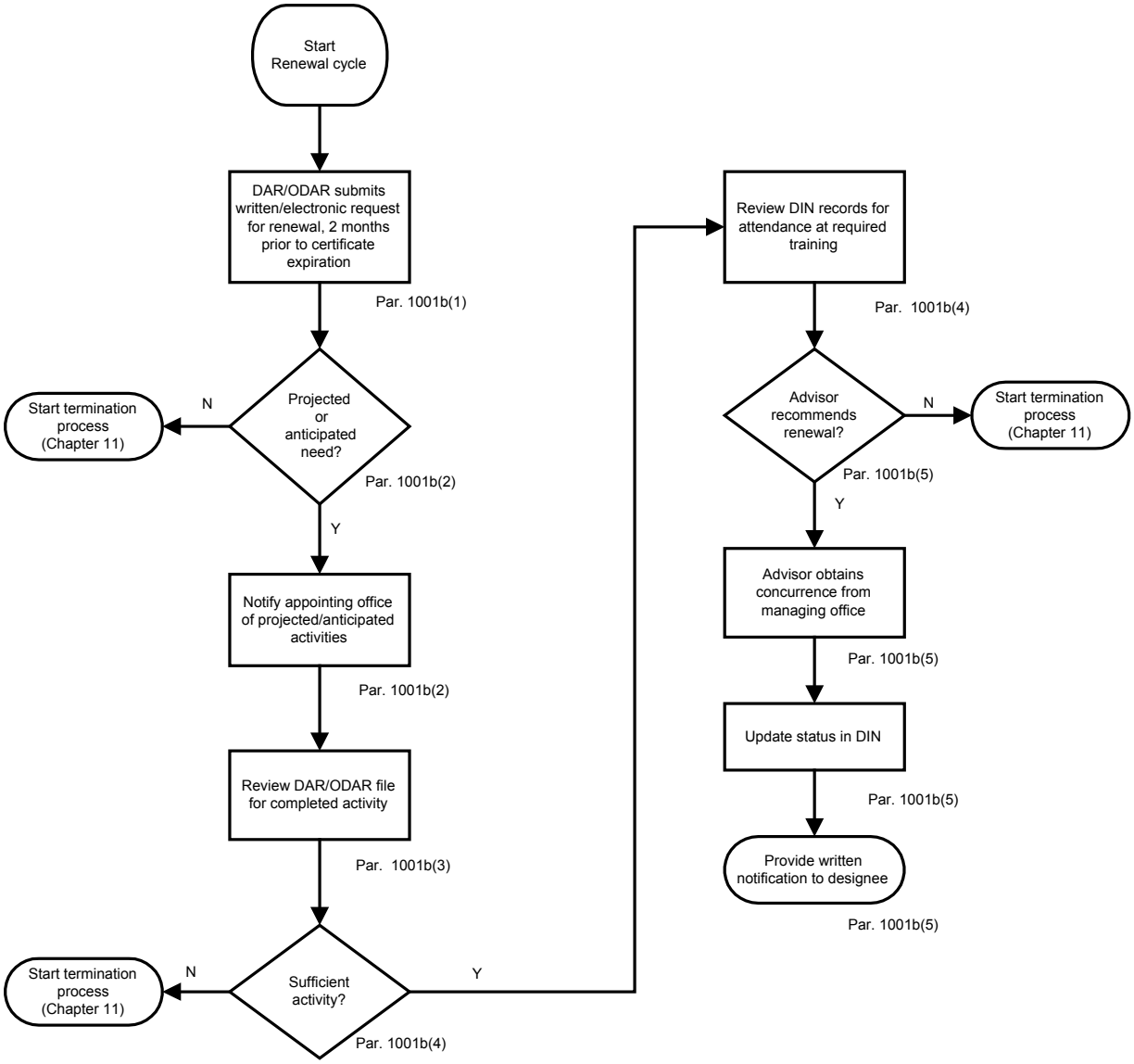
APPENDIX 8. PROCESS FLOWCHARTS
FIGURE 2. GRAPHIC - DESIGNEE OVERSIGHT PROCESS



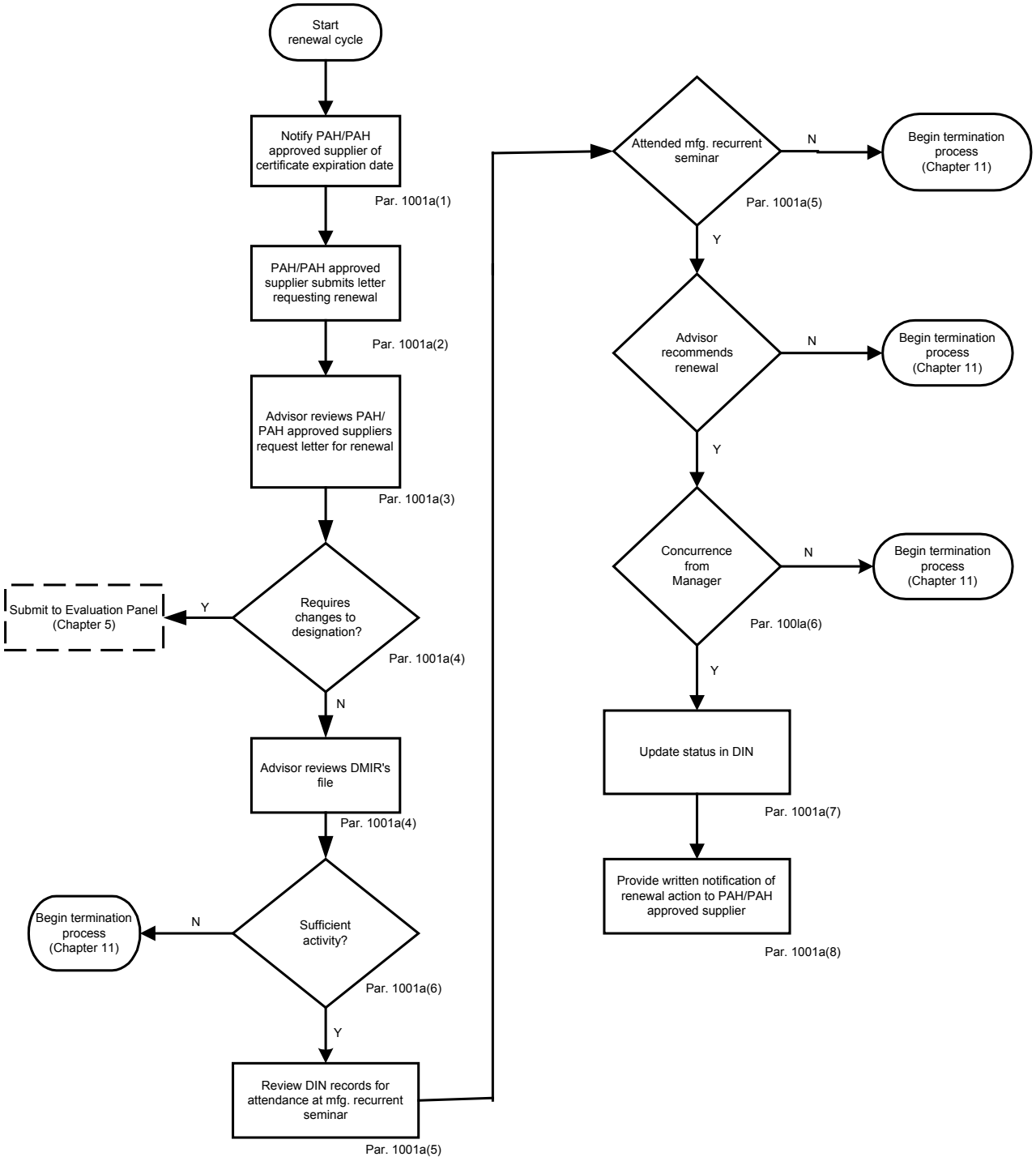
FAA ADVISOR

DESIGNEE

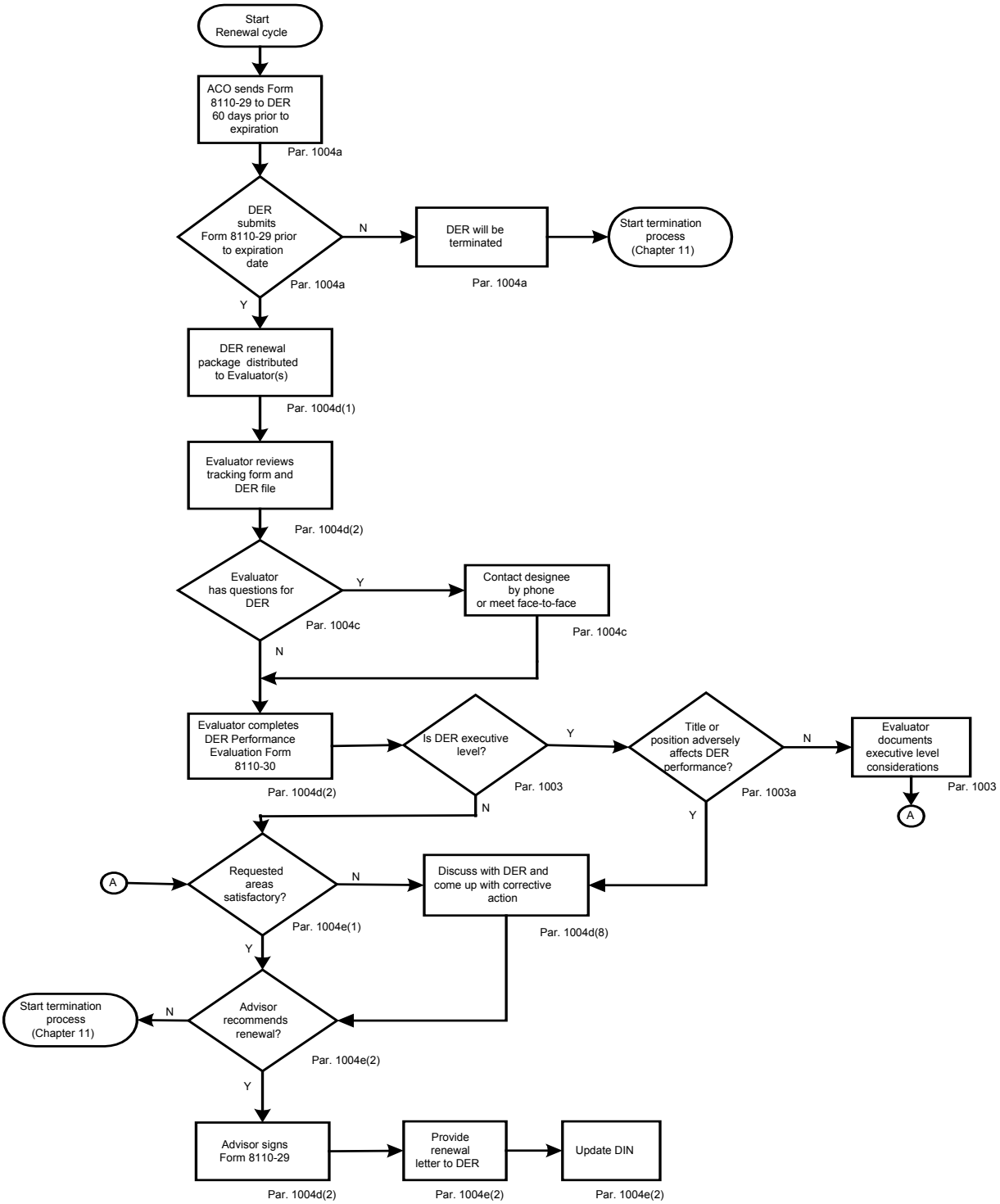
APPENDIX 8. PROCESS FLOWCHARTS
FIGURE 3. FLOWCHART - DAR/ODAR RENEWAL PROCESS



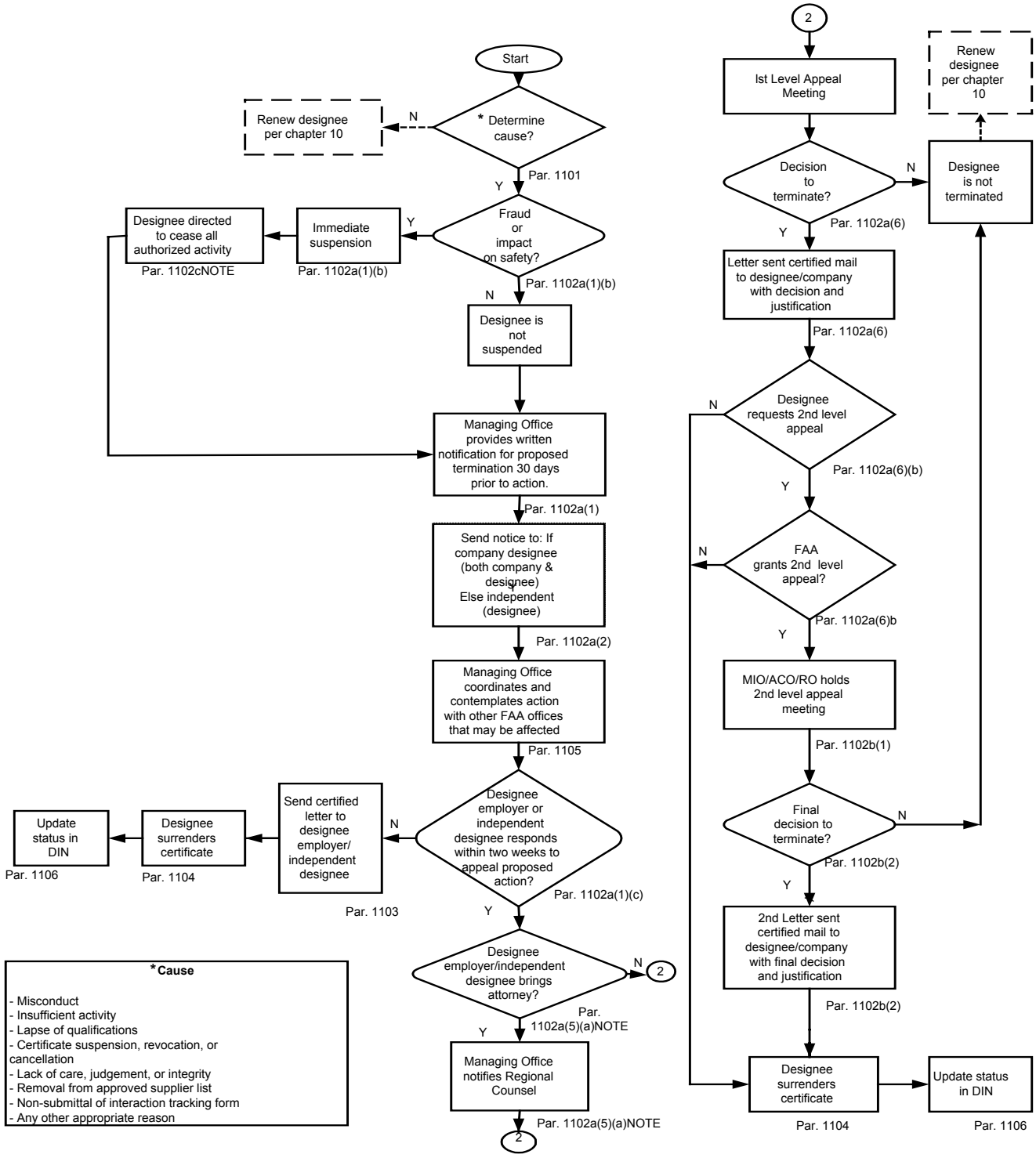
APPENDIX 8. PROCESS FLOWCHARTS
FIGURE 4. FLOWCHART - DMIR RENEWAL PROCESS



APPENDIX 8. PROCESS FLOWCHARTS
FIGURE 5. FLOWCHART - DER RENEWAL PROCESS



APPENDIX 8. PROCESS FLOWCHARTS
FIGURE 6. FLOWCHART - TERMINATION FOR CAUSE AND APPEAL PROCESS



U.S. Department
of Transportation

**Federal Aviation
Administration**

Directive Feedback Information

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

Subject: Order 8100.8B, Designee Management Handbook

To: Directive Management Officer, AIR-520

(Please check all appropriate line items)

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

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

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

☐ Other comments:

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

Submitted by: _____ Date: _____

FTS Telephone Number: _____ Routing Symbol: _____

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