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 regulations, 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 Certificates 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. _____			

SOFTWARE ITEM(s)
Applicable to Software Designees

1. On what 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 (MIDOs)/ Certification Management Offices (CMOs) 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 was 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 *(e.g., 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 5 U.S.C. 552

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-EXPLANATORY.
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 5, and complete the response appropriately. Use a separate sheet of paper if 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.