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FEDERAL AVIATION ADMINISTRATION

National Policy

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SUBJ: Designee Management Handbook

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 in this order is the result of an ongoing effort to improve the processes involving representatives of the Administrator and to update the procedures as appropriate.

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Chapter 1. Introduction

100. 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 they are applied in an unbiased manner to all qualified private persons. Specific designee procedures covered in this order 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.

101. Audience. All FAA employees who oversee private persons acting as representatives of the Administrator and those persons acting as representatives of the Administrator for the purpose of aircraft certification.

102. Where To Find This Order. You can find this order at http://www.faa.gov/regulations_policies/orders_notices/.

103. Cancellation. This order cancels FAA Order 8100.8C, Designee Management Handbook, dated May 7, 2007, and its associated changes, and FAA Order 8130.33, Designated Airworthiness Representatives: Amateur-Built and Light-Sport Aircraft Certification Functions.

104. Explanation of Changes. This revision of the order—

a. Places FAA Order 8100.8 in the format outlined in FAA Order 1320.1E, FAA Directives Management.

b. Incorporates information previously found in FAA Order 8130.33, Designated Airworthiness Representatives: Amateur-Built and Light-Sport Aircraft Certification Functions.

c. Sets a compliance date for advisor recurrent training.

d. Adds specific requirements for data entry into the Designee Information Network (DIN).

e. Deletes the requirement for a geographic expansion form for Designated Airworthiness Representatives (DAR).

f. Directs applicants to the FAA website for application forms.

g. Clarifies the use of designated manufacturing inspection representatives (DMIR) and DARs for TC/STC applicants.

h. Updates policy for DMIRs outside the United States.

i. Authorizes the local office to levy training requirements as necessary.

j. Changes "one on one" meeting to "performance review" for manufacturing designees.

k. Changes witnessing requirements for manufacturing designees.

l. Explains the new DIN process and DIN renewal process.

m. Addresses termination for failure to complete recurrent training.

n. Changes the requirement for record management.

o. Authorizes the listing of all function codes.

p. Revises the manufacturing application.

q. Creates criteria for issuing FAA Form 8130-31, Statement of Conformity – Military Aircraft.

r. Creates new appointment tracking documents.

s. Creates a new manufacturing Summary Activity Report.

t. Creates new manufacturing witnessing cycle change checklists.

105. Compliance Date. This order is effective when signed. The compliance date of this order is 60 days after the order is signed.

106. General Authority.

a. Title 49 of the United States Code 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 of the 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, Designated Engineering Representatives, 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) Flight analyst.

(8) Flight test pilot (FTP).

(9) Acoustical engineering.

c. Section 183.31, Designated Manufacturing Inspection Representatives, defines the privileges of a DMIR appointment.

d. Section 183.33, Designated Airworthiness Representative, defines the privileges of a DAR appointment.

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

f. Section 183.15(b) 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(b), chapter 11 of this order, and/or FAA Order 8900.1, Flight Standards Information Management System (FSIMS).

i. The FAA 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 oversight is the process which the FAA uses to manage the designee's performance as a representative of the Administrator. This process provides the FAA the opportunity to identify and correct any designee performance deficiencies. When a performance deficiency is communicated to the designee, the FAA initiates corrective actions that will result in satisfactory work performance by the designee for future activities.

l. 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.

m. The FAA will terminate a designee when it determines that the appointment is not warranted under 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 a designation in accordance with § 183.15(b).

n. 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, or FAA Order 8900.1, vol. 13, chapter 5, section 3.

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. Training.

a. Initial Training. FAA employees managing designees will complete designee management training as specified by their service headquarters. AIR employees will accomplish training as specified in FAA Order 8000.93, Aircraft Certification Service National Technical Training Plan. ASIs, aviation safety engineers (ASE), and FTPs who have more than 12 months of experience working for the FAA but have not completed the required training may manage designees when assigned a mentor who has successfully completed training. The mentor and/or one of the managing office's qualified ASIs, ASEs, or FTPs will provide guidance and be available to answer any designee management-related questions.

b. Recurrent Training. ASIs will complete online recurrent training once every 36 months after completion of initial training. ASEs and FTPs will attend the same recurrent seminars that their assigned designees attend once every 4 years after completion of initial training. A detailed description of the designee recurrent seminars is provided in chapter 8. ASEs and FTPs may satisfy the 4 year requirement by attending a DER seminar in the calendar year it is due. ASIs, ASEs, and FTPs currently managing designees must be compliant with this requirement by May 31, 2012.

c. Recording Training Completion. ASI, ASE, and FTP training will be recorded by their FAA organization, in the electronic Learning Management System (eLMS), through their training manager. Their office is responsible for tracking compliance, rather than the Engineering Procedures Office (AIR-110) or the Production and Airworthiness Division, (AIR-200).

202. 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 perform the following:

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, they 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 information required by 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 also may 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, they will not chair EP meetings. The appointing office manager or an ASI member to the EP will chair the meeting.

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. Prepare letters of denial or termination as directed in this order.

j. Inform the managing office manager of receipt of any denial decision appeals from the applicant.

203. 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 accomplish the following:

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.

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. Review the designee's performance as required by this order.

t. Renew the designee appointment as required by this order.

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

v. Enter data into the DIN as required by this order.

204. Appointing Office Manager. The appointing office manager's responsibilities in the designee management process are to accomplish the following:

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

b. Determine that the FAA has the ability to manage the designation.

c. Determine the assignment of an advisor.

d. Select EP members.

e. Sign (or delegate signature authority) for all designee correspondence not generated electronically within the DIN.

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

g. Approve a minimum level of oversight for assigned designees and ensure that a minimum level of oversight is conducted for each designation.

h. Oversee and approve designee renewals.

205. 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 must consist of at least two individuals who are in the same discipline as the applicant and who are familiar with the selection and appointment process. The applicant's assigned advisor may be a member of the EP. The EP will accomplish the following:

Note 1: The EP must consist of at least three individuals for applicants seeking specialized delegation for vintage aircraft. One from the Small Airplane Directorate and two who are in one of the requested vintage aircraft disciplines. For applicants seeking special vintage aircraft delegation for engines, the EP will also include a member from the Engine and Propeller Directorate. A representative of the Flight Standards office with knowledge of the applicant's activity is also highly recommended.

Note 2: 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.

a. Review the application package submitted by the advisor.

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

c. Reach consensus for each selection or appointment.

d. Document all meetings and sign all EP forms.

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

206. 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 consist of at least three persons equivalent to the advisor level or above who were not involved in the original denial decision. The appeal panel will accomplish the following:

a. Determine if the appointment process was conducted properly and either upholds the previous decision, override that decision, or request that any part of the appointment process be repeated.

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

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

d. Conduct any interviews, as necessary.

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

f. Complete deliberations and reach a decision by consensus within 45 days from the date of the appeal.

g. Document and sign all appeal panel decisions.

207. 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 that of the advisor. The evaluator's responsibilities are to provide the following:

a. Technical specialist input to the advisor during the application review process.

b. Orientation applicable to the evaluator's technical specialty to the designee.

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

208. Managing Office Manager. The managing office manager is responsible for supervising, monitoring, training, and tracking assigned designees. The managing offices are the aircraft certification offices (ACO), certificate management offices (CMO), and manufacturing inspection district offices (MIDO) in their respective geographic areas. The managing office manager's responsibilities are to ensure the following:

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

b. An assigned designee's activities have at least a minimum level of oversight.

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

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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 website at http://www.faa.gov.

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. Designees, upon appointment and renewal, must acknowledge that designation is a privilege, not a right, and understand the designation may be terminated at any time for any reason at the discretion of the Administrator.

h. Designees are responsible for obtaining and maintaining all guidance material (including FAA forms) necessary to perform their authorized functions. All designee guidance material is available on the designee section of the FAA.gov website. This website is intended to be the primary source of electronic designee guidance material. AFS and AIR maintain this website. If designees are unable to obtain guidance material through the Internet, they may contact their managing/appointing offices for assistance.

301. Manufacturing Designee Authority.

a. Manufacturing DMIRs are responsible for performing authorized functions in accordance with the pertinent regulations, FAA directives, and any specific instructions conveyed by their managing office(s). A DMIR will—

(1) Be authorized to assume responsibility for performing authorized functions concerning products and/or articles produced and controlled by their employer's production approval,

(2) Not issue U.S. airworthiness certificates or special flight permits for non-U.S.-registered aircraft,

(3) Perform functions only within the limits of their authority, and

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

b. Manufacturing DARs are responsible for performing authorized functions in accordance with the pertinent regulations, FAA directives, and any specific instructions conveyed by their managing office(s). A DAR will—

(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 DAR has completed and signed the certificate. 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 production approval holder (PAH)) on products or articles 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 in accordance with the instructions provided in FAA Order 8130.2, Airworthiness Certification of Aircraft and Related Products.

(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 also must 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). The DAR will contact the managing office to obtain any special directions or instructions BEFORE issuing a special flight permit for overweight operations.

302. Cross-Utilization of DARs. Manufacturing designees are primarily responsible for original airworthiness certification, and maintenance designees are primarily responsible for recurrent airworthiness certification. However, there are some manufacturing function codes that authorize recurrent certification activity and some maintenance function codes that authorize original certification activity. When considering an appointment that includes function codes with recurrent authorization, the manufacturing managing office should coordinate with the geographically responsible flight standards district office (FSDO) on the intent to delegate recurrent functions. Include documentation verifying this coordination in the evaluation package for the applicant/designee.

a. When delegating a recurrent certification activity to a designee whose certificate of authority (COA) contains a function code that includes recurrent authority, the manufacturing managing office should notify the geographically responsible FSDO of the activity. This coordination can be in person, telephonic, electronic (for example, email), or by a paper document. Document the coordination by entering a comment in the general comments section of the designee's DIN record and scan and attach a copy of any appropriate documentation.

> **Note:** Under no circumstances will a manufacturing managing office authorize a designee to perform any recurrent certification activity not specifically included in the manufacturing function codes contained in this FAA order and granted to that designee on the electronic COA (eCOA).

303. 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 on a case-by-case basis when the FAA's ability to adequately monitor and supervise the designee is maintained. Chapter 9 contains detailed instructions on management of designees operating outside their geographic boundaries.

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 any system issues or major problems 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.

304. 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 Code of Federal 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.

> **Note:** On a case-by-case basis, with proper coordination with the MIDO and assurance of technical ability, the ACO and MIDO may authorize a DAR to witness a compliance test.

305. 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 approve, or recommend approval to the FAA of, only 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. Dual Appointments. An individual may be appointed to act as both a company DER and a consultant DER. In such a case, two separate (dual) appointments will be made and separate certificates of delegation issued.

(1) 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.

(2) 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.

d. Multiple Specialty Appointments. A qualified person may be appointed to act as more than one type of DER listed in part 183. The appointee must be qualified to determine compliance with 14 CFR in authorized areas and delegated functions assigned from those listed in appendix A, figure A-3 of this order (see DER Application Evaluation — General Technical Criteria).

306. 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 DER.

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, the following items that comply with pertinent regulation(s):

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

(2) Noise data.

(3) Noise analyses.

(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).

307. Engineering Designees - Special Designations. A DER may be appointed to approve technical data not specifically listed in the charts of appendix A, figure A-3 of this order. Each chart has an authorized area of "special," with delegated functions to cover this contingency. When we authorize a special delegation, we list the "special" authorized area and specifically define the function. A DER must have significant experience in the appropriate area to be given a special delegation. The following "special" delegations may be authorized:

Note: Use of "special delegations" other than those defined in this order should be coordinated with the Engineering Procedures Office (AIR-110).

a. Administrative/Management DERs. A qualified person may be appointed as an administrative coordinator or manager of an applicant's certification program. We assign this person the authorized designation of administrative DER or management DER. These special designations are not associated with a particular chart for DER authority in appendix A to this order. It must be recognized that the management DER and administrative DER are not actually DER types with authority prescribed by part 183, rather special authorizations introduced by FAA policy. These authorizations were established to recognize certain individual's capability to provide assistance to the ACO in administrative and project management aspects of certification. In performing this role, an administrative/management DER does not use Form 8110-3.

(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. Administrative DERs perform administrative tasks only and therefore are not required to be appointed under one of the delegations listed in § 183.29.

(2) Management DER. The management DER, usually a consultant DER, performs FAA certification project management duties for the FAA, acting like an FAA project manager. They organize the applicant's certification program, directing, overseeing, and managing the tasks of technical assessments and findings of compliance. The management DER ensures all technical data required to show compliance is reviewed and approved by the appropriate technical DER, except those items reserved by the FAA for approval. To establish his capability as an FAA project manager, we must first appoint a management DER under one of the delegations listed in § 183.29.

b. Major Repairs and Alterations. A DER requires specific authorization to examine and approve data for alterations and/or major repairs. We may assign a DER the authorized area of "special-major repairs" and/or "special-major 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 E, figure E-2 of this order. A DER only needs this delegation if his Form 8110-3 will be referenced as the approved data for a specific major repair or major alteration. The three specific authorizations are as follows:

(1) Special-major repairs.

(2) Special-major alterations.

(3) Special-major repairs and major alterations.

Note 1: DERs with specific delegation for vintage aircraft are limited to examination of data and findings of compliance within their specialty in support of field approvals under FAA Order 8900.1.

Note 2: We may give special-major repair DERs specific authority to approve data for repair specifications and/or approve repair specifications (RS-DER).

Note 3: Service documents and overhaul manuals produced by the original design/PAH are not considered major repair or major alteration data that require this specific authorization.

c. Special Delegation for Repairs and/or Alterations for Vintage Airplanes and Engines

(1) Special Delegation Authority**.** A designated engineering representative (DER) may be appointed with a special delegation for major repairs and/or major alterations for vintage airplanes and/or engines. This authority allows a DER to approve data for only the types of repairs and/or alterations to vintage airplanes and/or engines that would be eligible for Federal Aviation Administration (FAA) field approvals under FAA Order 8900.1. A DER with

this special delegation may have their authority defined by multiple technical specialty areas with specific limitations noted. The specific authorizations are:

(a) Vintage airplane (or engine) major repairs,

(b) Vintage airplane (or engine) major alterations, and

(c) Vintage airplane (or engine) major repairs and major alterations.

Note: The intent is to allow individuals who don't meet the conventional DER appointment criteria to become DERs with limited approval authority in multiple technical specialties for repairs and/or alterations of specific makes of vintage airplanes and/or engines. This will facilitate complete approvals by a single DER when practical.

(2) Vintage Airplanes and Engines. For the purpose of this authority, vintage airplanes are those airplanes certificated under Civil Air Regulations (CAR) 3, or earlier certification basis, and manufactured before 1973 that meet all of the following parameters:

(a) Single-engine,

(b) Maximum five-place,

(c) Maximum 7,000 pounds gross takeoff weight,

(d) Nonpressurized, and

(e) Noncomposite metallic or wood primary structure.

Note: Vintage engines are all radial engines, and all other piston engines manufactured before 1973.

(3) Evaluation Panel. The evaluation panel for applicants seeking this special delegation must consist of at least three individuals: one representative from the Small Airplane Directorate and two representatives from the requested technical disciplines. For applicants seeking authority for engines, the evaluation panel will also include a member from the Engine and Propeller Directorate. A representative from the FAA AFS with knowledge of the applicant's activity also is highly recommended.

d. Repair Specification DER (RS-DER). To be authorized to manage repair specification approval projects, the DER must have appropriate experience and be qualified to manage repair specification data approvals. DERs granted the specific authority to manage and approve technical data in repair specifications are called RS-DERs. An "RS-DER" is a shortened name for a DER with the special delegation to approve serial number-specific major repair data, non-serial number-specific major repair data, and manage repair specification approvals. Once the RS-DER is satisfied that the repair specification meets all the requirements,

then, to indicate they have completed their review of the repair specification, they must sign the cover page with their name and DER number.

(1) An RS-DER is responsible for managing the repair specification project and approving some, if not all, of the technical data associated with the repair specification. The technical data is approved via Form 8110-3. The RS DER may rely on other DER-approved data, provided the DERs have the appropriate delegation of multiple repairs.

(2) DERs may be authorized to perform two specific functions in the repair specification approval process:

(a) To manage the repair specification project and approve the technical data in the repair specification, and/or

(b) To approve data in support of multiple-use, non DAH, non-serial number specific repairs.

(3) A DER must be authorized for at least one of the two functions specified in paragraphs (2)(a) or (2)(b) above, to support repair specification approvals.

> **Note 1:** Existing DERs who are already authorized for multiple-use repairs can approve data to support repair specification approvals without any additional specific authorization.
>
> **Note 2:** Existing DERs who are already authorized for serial number specific repairs may continue to make those findings.

e. Parts Manufacturer Approval (PMA) Identicality. A DER requires specific authorization to examine and make findings of identicality to obtain a PMA. This is appropriate only where a DER has access to the original design approval holder's data, allowing them to make a direct comparison of design data.

> **Note:** We authorize test and computation findings within the scope of the DER's basic delegation.

f. Alternative Methods of Compliance (AMOC) with Airworthiness Directives (AD). We may give a design approval holder's company structural DER the authority to approve AMOCs for specific structural ADs where the intent of the AD was to restore the airplane to its type certification basis or other known, defined, and published standards.

308. Engineering Designees - Special Authorizations. The level of data approval and/or delegation we grant a DER may vary from project to project depending on the complexity of the project. A project ACO manager or manager's representative may issue a special authorization, in writing, permitting a DER to approve data normally reserved to us (that is, witness tests, approve test plans) within the DER's scope of authorization. The special authorization must be specific in its delegation and time-limited, and is valid only at the ACO that issued the authorization. Verbal authorization from the ACO is permitted in some cases, such as witnessing tests, if the DER documents it on the subsequent Form 8110-3 or other acceptable method. See

FAA Order 8110.37, Designated Engineering Representative (DER) Guidance Handbook, appendix A, Limitations on DER Functions, for activities that may be permitted by special authorization letter.

309. Engineering Designees - Delegated Functions/Authorized Areas/Limitations/ Specific Functions.

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 applies.

c. Limitations. 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.

> **Note:** The FAA retains authority and responsibility for examining and approving certain items. This limits the data that the DER can approve. FAA Order 8110.37, appendix A, lists those areas that would more than likely be reserved for FAA approval but that could be delegated to a DER.

d. Specific Functions. Within a delegated function and authorized area, a DER can be authorized specific function requirements by his managing office. This is not an expansion of a DERs authority, rather a specific direction to the DER's role within his current delegated authorization. Examples of specific functions are as follows:

(1) Electrical DER-specific functions related to electrical wiring interconnection systems (EWIS), and

(2) Structural DER-specific functions related to the aging airplane safety rule (AASR) to support 14 CFR part 26 requirements.

> **Note:** See FAA Memorandum, Authorization and Delegation of Functions Related to the Aging Airplane Safety Rule (AASR), for areas of delegated authority available for authorization/delegation.

e. DER Authorization. The delegated functions and authorized areas for each DER will be established from the appendix A, figure A-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 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" may 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.

> **Note:** The delegation of a specific portion of 14 CFR also includes the delegation for predecessor and other applicable regulations unless specifically excluded. Approval for predecessor regulations typically would be limited to 14 CFR or CAR airworthiness requirements.

310. 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 Policy Office staff, AIR-40). 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 CAA and the FAA.

> **Note:** For paragraph 310a(1) above, the JAA/European Aviation Safety Agency (EASA) may 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 (TC) data sheet of the affected product. A DER 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 portion(s) of 14 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 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 FAA 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 an FAA TC or 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 review any bilateral agreements and comply with any requirements for prior notification with the CAA. If required, the notification will outline the proposed visit (anticipated activities, length of stay, etc.).

> **Note:** The FAA is responsible for contacting the CAA if there is no bilateral agreement or if a bilateral agreement requires prior notification. For a list of bilateral agreements, go to the AIR Products and Services website at http://www.faa.gov.

(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 state of registry before conducting any activity with the aircraft. The applicant must submit the letter, or the ACO must obtain the letter from the airworthiness authority of the state 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:** Agreement from the CAA of the state 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, see FAA 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 IFOs, DERs should consult the ACO or a regional FSDO.

(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 any systemic issues or major problems 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, the FAA may find that some individuals elect not to submit an application based on their inability to satisfy the high qualification requirements 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 local FAA managing office will forward all requests to the person who will serve as the DPC. Any false statements made by the applicant in the application package are grounds for denial of appointment. (For FAA locations, visit http://www.faa.gov.)

b. The DPC will direct the applicant to the designee page at http://www.faa.gov. The applicant can download the appropriate application forms. When the prospective applicant submits the completed application package, the DPC will initiate the formal review process and coordinate all subsequent FAA actions.

> **Note:** There may be local working agreements between the appointing ACO/manufacturing inspection office (MIO)/MIDO/CMO and specific companies that provide guidelines for identifying individuals as prospective designees; however, all prospective applicants must meet all qualification criteria before 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 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. The cover letter for all DER applications must include the applicant's plans for activity as a DER. Companies should apply for the appointment of only as many designees as they deem appropriate for the services to be rendered.

b. Form 8110-14. The applicant must submit a completed Form 8110-14 with an original signature (see appendix A, figure A-1 of this order). For a company designee, the employer must complete and sign item 13. Include the company's address and telephone number on the form. Item 4, Social Security number, and item 5, date of birth, are no longer required.

c. Evaluation Forms. The applicant must complete and submit applicable portions of the evaluation forms (see appendix A, figures 3 and 4 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, interface, and standardization). The applicant must return the evaluation forms and supplemental

information 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), and provides verifiable documentation, and the FAA has the need and ability to manage the designation. 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 described below.

402. Regulatory Appointment Criteria.

a. DER.

(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 14 CFR parts and predecessor regulations for which the designation is requested.

b. DMIR/DAR The applicant is knowledgeable of the pertinent regulations, directives, and related guidance material.

403. Technical Appointment Criteria — General.

a. DER.

(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; see appendix A, figure A-3 of this order.

(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 of 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 of 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 foreign CAA's regulations, knowledge in the application and interpretation of the specific foreign regulations must be demonstrated.

b. DMIR/DAR.

(1) Each applicant must possess current technical knowledge and meet experience requirements in connection with the production or inspection of products and/or articles OF THE SAME TYPE AND COMPLEXITY for the functions sought. For specialized technical appointment criteria, refer to the DMIR/DAR application in appendix A, figure A-4 and at http://www.faa.gov.

(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 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 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.

404. Technical Appointment Criteria — Specialized — DER.

Table 4-1. Technical Appointment Criteria — Specialized — DER

DER Category	Applicant Requirements
FTP DER designation	**1.** 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. **2.** 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. **3.** 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 paragraphs 2 and 3 above are initial requirements, not annual requirements.

Table 4-1. Technical Appointment Criteria — Specialized — DER	
DER Category	**Applicant Requirements**
DER with a delegation of software approval	**1.** A thorough working knowledge and understanding of RTCA Document DO-178 (as amended), Software Considerations in Airborne Systems and Equipment Certification. **2.** 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 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. **3.** Familiarity with the systems safety assessment process, specifically, those portions that establish the software criticality level. **4.** 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. **5.** 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. **6.** 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. **7.** 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.

Table 4-1. Technical Appointment Criteria — Specialized — DER	
DER Category	**Applicant Requirements**
	8. 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. **9.** 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. **10.** 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. **11.** 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. **12.** 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." **13.** Experience with software verification process activities, including reviews, analyses, and testing. **14.** 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. **15.** 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).

Table 4-1. Technical Appointment Criteria — Specialized — DER	
DER Category	**Applicant Requirements**
	16. Familiarity with software modification processes, including change impact analyses, upgrading previously developed software, and regression analyses and testing. **17.** 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). **18.** A minimum level of successful experience before the DER is allowed to approve certain software. The experience of the DER to be considered in relation to software level is as follows: **a. 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. **b. 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. **c. 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. **d. 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.

Table 4-1. Technical Appointment Criteria — Specialized — DER	
DER Category	**Applicant Requirements**
Structural DER with a delegated function of damage tolerance evaluation	**1.** A degree in one of the following: **a.** Engineering mechanics. **b.** Aerospace/Aeronautical engineering. **c.** Mechanical engineering. **d.** Civil engineering. **Note:** In addition to one of the above, a course in fracture mechanics is desirable, if not taken during the degree program. **2.** The equivalent of 2 full years of experience in damage tolerance analysis. The experience must be within the last 10 years before appointment.
Structural DER with delegated functions of fatigue analysis	**1.** A degree in one of the following: **a.** Engineering mechanics. **b.** Aerospace/Aeronautical engineering. **c.** Mechanical engineering. **d.** Civil engineering. **Note:** In addition to one of the above, a course in fatigue analysis is desirable, if not taken during the degree program. **2.** The equivalent of 2 full years of experience in fatigue analysis. The experience must be within the last 10 years before appointment.

Table 4-1. Technical Appointment Criteria — Specialized — DER	
DER Category	**Applicant Requirements**
Administrative DER (who is usually a company DER)	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 to demonstrate that the applicant meets the intent of paragraph 403 of this chapter (Technical Appointment Criteria–General), and paragraph 405 of this chapter (Interface Appointment Criteria), the ACO manager may, at their discretion, appoint an applicant who does not meet all of the other requirements of table 4-1.
Management DER (who is usually a consultant DER)	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 A to this order.

Table 4-1. Technical Appointment Criteria — Specialized — DER	
DER Category	**Applicant Requirements**
DER with a delegation of vintage aircraft approval	**1.** Sufficient experience in direct contact with the FAA in which the applicant has been actively engaged in processing FAA approvals and has demonstrated DER knowledge over a variety of vintage aircraft 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 vintage aircraft STC and field approvals. **2.** In lieu of general requirements— **a.** Each applicant may alternatively have been in a responsible position in connection with the type of work for which the designation is being sought, and be cognizant of the related technical requirement and problems related to civil vintage aircraft alterations via the STC and field approval process. **b.** Each applicant may have the basic engineering knowledge appropriate to the designations being sought, as demonstrated by 8 years of progressively responsible work performing alterations via STC or field approvals as a Function Code 50 DAR, as an Airframe and Powerplant Mechanic (A&P) with an Inspection Authorization (IA) or with an FAA Repairman Certificate as appropriate for his particular delegation. An applicant who has Function Code DAR experience may substitute 1.5 years for every 1 year of experience in the certificate process toward the total of 8 years. **c.** The applicant may have the basic engineering knowledge appropriate to the designations being sought as well as knowledge of the applicable certification requirements. The applicant must have at least 12 years of progressively responsible experience performing repairs and alterations of the general type of airplanes for which appointment is sought. As an example, if an applicant has had 12 years modifying Piper tube and fabric airplanes doing structural modifications, they would be delegated vintage aircraft approval for Piper tube and fabric airplanes in the structures discipline, as well as aircraft of similar constructions such as Aeronca Champs, Taylorcraft and other similar aircraft. DERs delegated vintage aircraft approval may operate outside their designated area of responsibility when given authorization from their DER advisor in the cognizant ACO. **3.** Three verifiable technical references are required to substantiate the applicant possesses the required technical expertise for the areas of

Table 4-1. Technical Appointment Criteria — Specialized — DER	
DER Category	**Applicant Requirements**
	delegation being sought. These references may be the same people/persons used for character references. **4.** For company (type club or non-profit) DERs delegated vintage aircraft approval, the application must include a statement from the type club attesting to the applicant's technical competency and a representative of the type club must sign the application form. **Note:** The applicant's documented technical expertise will be evaluated against the vintage aircraft make, certification basis, and individual regulations for which the repair and/or alterations data approval is sought. **5.** The goal of the FAA is to have vintage aircraft DERs have "spinner-to-tail" DER approval authority; therefore, they should be appointed to multiple delegations listed in appendix A to this order. **6.** Once the base qualifications are verified, the DER may receive delegation for all makes of vintage aircraft of similar construction. **7.** A vintage aircraft DER will not be allowed to make findings of compliance with foreign (CAA) regulations.

Table 4-1. Technical Appointment Criteria — Specialized — DER	
DER Category	**Applicant Requirements**
Repair Specification DER (RS-DER)	ACOs will ensure the applicant for the special delegation of RS-DER has the following experience before authorizing repair specification authority: **1.** Experience in approving repair designs as a DER with the special delegation of major repairs, or major repairs and major alterations (or equivalent experience, for example, as an ACO engineer or Organization Authorization Designation unit member). The experience should be of sufficient quality and quantity to ensure the applicant will be able to execute the delegation appropriately. For example, the applicant should have demonstrated this by having approved more than a dozen major repairs in a year's time. **2**. Experience managing projects and being responsible for ensuring all applicable certification requirements for the repair are identified. This can be evidenced by overseeing others who develop and approve data that demonstrates compliance with the certification requirements, and ensuring compliance issues resulting from or associated with overlapping of engineering disciplines are resolved. **3**. Experience being the primary contact with the FAA, both FSDO/CMO/IFO and ACO. **Note:** A DER may be limited to working on repair specifications appropriate to their experience. For example, the FAA may limit a structures DER to airframe repair specifications. A DER may not be limited if their experience allowed them to manage repair specification data approvals in other technical areas with the support of authorized DERs in those areas.
DER with a delegation of Airborne Electronic Hardware approval	**1.** A thorough working knowledge and understanding of RTCA/DO-254[ ] (where [ ] indicates the latest revision of the document), Design Assurance Guidance for Airborne Electronic Hardware. **2.** An understanding of and experience with RTCA/DO-254[ ] hardware life cycle data needed to demonstrate that the objectives of RTCA/DO-254 are fully met (for example, Plan for Hardware Aspects of Certification, Hardware Accomplishment Summary, Hardware Process Assurance Plan, Hardware Configuration Management Plan, Hardware Design Plan; Hardware Verification Plan, Hardware Validation Plan, Hardware Design Standards, and Traceability data). The DER should also demonstrate the ability to assess the quality of

Table 4-1. Technical Appointment Criteria — Specialized — DER	
DER Category	**Applicant Requirements**
	hardware life cycle data and the development team's adherence to approved plans, standards and procedures. **3.** Familiarity with the systems safety assessment process, specifically, those portions that establish the hardware design assurance levels. **4.** A demonstrated knowledge of the rationale for, and the significance of, each process and activity in the hardware life cycle, as well as its supporting standards, procedures, and documentation. The DER should be able to identify and evaluate the critical aspects and contents of each of the documents in RTCA/DO-254[ ]. **5.** Ability to distinguish between complex and simple electronic hardware. This should include the ability to: (1) evaluate the classification of the device as "simple" and its justification; (2) assess the test and analysis strategy; and (3) evaluate the test and analysis results to confirm verification coverage required for the "simple" classification of the electronic hardware. **6.** Experience gained from participation in some technically responsible capacity over a complete airborne electronic hardware life cycle. This qualification may be satisfied by an aggregate of involvement in different airborne electronic hardware development programs and various roles in those programs. 7. Experience interacting with the phases of airborne electronic hardware development and testing processes addressed by RTCA/DO-254[ ], including use of the associated configuration management and process assurance. This experience should include significant responsible involvement in several of those phases. **8.** Experience with the design of different kinds of airborne electronic hardware devices, such as Application Specific Integrated Circuits (ASIC), Programmable Logic Devices (PLD), Field Programmable Gate Arrays (FPGA), and other types of custom micro-coded devices. **9.** Familiarity with Hardware Description Languages used for programming airborne electronic hardware, and an understanding of the types of verification required for using such languages. **10.** Familiarity with various tools used in the design, verification, validation, and configuration control of airborne electronic hardware. Familiarity with available typical airborne electronic hardware tools to

Table 4-1. Technical Appointment Criteria — Specialized — DER	
DER Category	**Applicant Requirements**
	facilitate the development, documentation, and consistency-checking processes is highly desirable. **11.** Demonstrated knowledge of the sources of airborne electronic hardware anomalies, the relative merits of the types of verification processes and activities that are able to detect errors and anomalies, and the characteristics of a thorough verification program. **12.** An understanding of the system and hardware design techniques that may be used to assign or reduce a hardware design assurance level (for example, redundancy, built-in-test, monitoring, circuit/function isolation, and dissimilarity). This should include the ability to assess the acceptability of proposed mitigation techniques relative to the required system integrity and reliability. **13.** Experience in addressing errors in the different processes and activities where errors can be introduced in airborne electronic hardware (for example, handling of components, use of development tools, design, and the manufacturing/fabrication process). **14.** Knowledge of hardware characteristics that can impact interfaces with software and other hardware components, including safety, integrity, and reliability aspects. **15.** Experience with airborne electronic hardware verification process activities, including reviews, analyses, simulation/emulation, and testing. **16.** Familiarity with post-certification airborne electronic hardware processes (for example, manufacturing quality control, factory configuration control, acceptance test procedures, factory installation and test equipment, production equipment control, and installation approvals for Technical Standard Order (TSO) authorization equipment). **17.** Familiarity with airborne electronic hardware modification processes, including modifications to previously developed hardware, changes of aircraft installation, change of application or design environment, upgrading a design baseline, and conducting change impact analyses and regression testing and analyses. **18.** The FAA requires a minimum level of successful experience before allowing a DER to approve data pertaining to airborne electronic hardware. The experience to be considered in relation to

Table 4-1. Technical Appointment Criteria — Specialized — DER	
DER Category	**Applicant Requirements**
	airborne electronic hardware design assurance levels is as follows: **a. Level A Airborne Electronic Hardware.** A DER should have demonstrated knowledge of the different design assurance considerations and strategies in RTCA/DO-254, Appendix B, including Functional Failure Path Analysis, Architectural Mitigation, Product Service Experience, and Advanced Verification Methods. A DER should have at least 1 year of successful experience reviewing Level A airborne electronic hardware data submittals before being designated to approve any Level A data. **b. Level B Airborne Electronic Hardware.** A DER should have demonstrated knowledge of the different design assurance considerations and strategies in RTCA/DO-254, Appendix B, including Functional Failure Path Analysis, Architectural Mitigation, Product Service Experience, and Advanced Verification Methods. A DER should have at least 1 year of successful experience reviewing Level A or Level B airborne electronic hardware data submittals before being designated to approve any Level B data. **c. Level C Airborne Electronic Hardware.** A DER should have at least 1 year of successful experience reviewing Level A, Level B, or Level C airborne electronic hardware data submittals before being designated to approve any Level C data. **d. Level D Airborne Electronic Hardware.** According to AC 20-152, if RTCA/DO-254 is the proposed means of compliance for airborne electronic hardware Level D devices, then DER review of the life cycle data will not be needed. However, if a manufacturer chooses to use a design assurance practice other than RTCA/DO-254, then DER review of the life cycle processes and data may be needed. This will ensure Level D devices will perform their intended functions and the alternate method is acceptable. A DER may be designated to approve Level D data if the qualification criteria for appointment as a DER with airborne electronic hardware approval have been met (see above items 1. through 17.). **Note: 1:** The appointing ACO will determine what limitations will be placed on the DER's authority. These limitations should be expressed in the terms used in RTCA/DO-254 and must be defined in the DER's authorization letter.

Table 4-1. Technical Appointment Criteria — Specialized — DER	
DER Category	**Applicant Requirements**
	Note 2: Certain data approvals should be reserved for approval by the ACO. This includes the Plan for Hardware Aspects of Certification, Top Level Drawing or Hardware Configuration Index, and the Hardware Accomplishment Summary. For some systems and complex electronic hardware requiring design assurance Level A or B, the verification and validation data may also be reserved for approval by the ACO.

Note: 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.

405. Interface Appointment Criteria — DER.

a. Interpersonal skills, including the following:

(1) Command of the English Language — Spoken. All designees must have sufficient command of the English language to allow the designee to perform assigned functions.

(2) Command of the English Language — Written. All designees must have the ability to write clear, concise, informative, and meaningful documents and reports.

b. Integrity, professionalism, and sound judgment: All designees must possess and maintain a reputation in the aviation industry, their profession, and the community for a high degree of integrity, honesty, professionalism, dependability, sound judgment, and a cooperative attitude. (Company applicants must include a statement from the company attesting to these attributes.)

c. 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.

d. 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 d. above need not be met for identification as a candidate. The applicant must satisfy all other criteria.

e. The applicant's place of residence must be in the United States, but U.S. citizenship is not a requirement for appointment.

f. 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.

g. The applicant must have the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA.

h. The applicant's position within a company should not result in any significant conflict of interest.

406. Standardization Appointment Criteria.

a. DER. These criteria verify that the DER applicant possesses knowledge of the designee program, pertinent regulations, directives, and related guidance material, by the applicant's successful completion of the DER initial seminar.

b. DMIR/DAR. These criteria verify that the DMIR/DAR applicant possesses knowledge of the designee program, pertinent regulations, directives, and related guidance material, by the applicant's successful completion of initial training.

407. FAA Employee Applicants. 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 National Examiner Board (NEB) earlier than 120 days before their actual date of retirement or separation from the agency. A letter of recommendation must accompany the application from management of the applicant's last assigned office in lieu of the three letters of reference. All other portions of the application package are required to be completed and returned because former employees must still substantiate the applicant's 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.

408. Multiple Appointments. 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. 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 delegations are 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 delegations are in different geographic areas of responsibility, the two managing offices will determine which office will manage the delegation.

Note: A designee performing engineering and manufacturing DMIR/DAR functions (or other combination thereof) may not perform both functions on the same product or article. For example, a manufacturing DMIR/DAR cannot perform a conformity inspection on the same product or article for which they approved the design as a DER.

409. 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, and cooperative attitude, and it must be accompanied by a completed Form 8110-14. The request for appointment also must 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. If the supplier DMIR applicant is an existing DMIR, the MIDO in the geographic area where the supplier is located will determine if a new Form 8110-14 is required. If the addition of the supplier function codes constitutes an expansion of authority, a full application package will be required as described in paragraph 508 of this order.

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: If a TC/STC applicant that does not hold a production approval is having articles manufactured at a supplier that does not hold a production approval, required conformity inspections must be performed by a DAR/ASI.

c. A PAH may supply articles to a TC/STC applicant that does not hold a production approval. In this case a qualified PAH DMIR (or a DAR) will perform any required conformity inspections. A TC/STC applicant that does not hold a production approval may make a written request to a PAH supplier to provide a DMIR to make conformity inspections on articles manufactured in that facility on the applicant behalf. This written request should include the project number and information, and the specific need for the DMIR. The PAH supplier will make a written request to their manufacturing managing office requesting the DMIR's eCOA be amended to include this additional authorization. When the managing office approves the request and the eCOA is changed to reflect the additional authorization, the managing office will scan and attach these letters to the DMIR's DIN record.

d. When revisions are sought to authorized functions listed 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. The appointing MIDO must issue and process a new eCOA in accordance with chapter 5, AIR Designee Appointment Process, of this order and the DMIR will print the new eCOA from the DIN portal. The appointing office will notify the appropriate MIDO of any revisions to a supplier DMIR's COA.

410. 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 this order. The application must be accompanied by adequate written justification providing all information (for example, work location, type of work, and duration) 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:

> **Note:** Before appointing a designee outside the United States, the FAA managing office must comply with the requirements in FAA Order 8100.11, Decision Paper Criteria for Undue Burden and No Undue Burden Determinations Under 14 CFR Part 21.

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 managing office will 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 the 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.

411. 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 manufacturing DARs. 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 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 products/articles 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 the application in accordance with chapter 5 of this order.

> **Note:** Comply with the requirements in FAA Order 8110.11, Decision Paper Criteria for Undue Burden and No Undue Burden Determinations Under 14 CFR Part 21 before appointing a designee outside the United States.

412. 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 outweighs any FAA need that might be met by appointing such a DER.

Chapter 5. AIR Designee Appointment Process

500. General. This chapter describes the procedure to process and evaluate an application. The selection and appointment process involves initial application review by the DPC, the appointing office manager's determination of need and ability to manage the designation, and 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 all necessary information has been provided.

(1) If the application is incomplete, the DPC will request that the applicant provide any missing information. A certificate from AFS-640 for completion of initial training is required as part of the application package for manufacturing designees.

(2) The DPC will check with the DIN to determine if the applicant has a previous designee record. If the applicant has had previous designations terminated because of misconduct, the DPC will deny the application and notify the appointing office manager.

(3) If a recent request for appointment by the applicant has been denied, the DPC will consult the appointing office manager to determine whether to continue with or deny the application.

b. When the package is acceptable, the DPC will—

(1) Contact the appointing office for the advisor's name. The appointing office manager appoints an advisor who will have the primary responsibilities in the selection and appointment process for the assigned applicant.

(2) 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.

(3) Ensure the required information is entered into the DIN. For manufacturing designees, the DPC will update the DIN training record to document successful completion of initial training based on the information provided by the applicant on the completion certificate issued by AFS-640.

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

c. 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. Upon receipt of the application package from the DPC, the advisor will accomplish the following:

(1) Consult the appointing office 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 evaluate the application further. The appointing office manager will initial the Designee Appointment Tracking Document, items 1 and 2 (see appendix B, figure B-1 of this order) to document the FAA need and ability to manage decisions. If the appointing 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 appointing 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 and scope, and determine if there is a regulatory violation history (see 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.

> **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.

(a) For manufacturing designees, the advisor may obtain and review the violation history by using 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 conduct a thorough interview of each applicant's character references.

(b) For manufacturing designees, the advisor will verify the applicant's successful completion of initial training.

(c) 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 conduct a thorough interview of each applicant's character references.

b. At the completion of the preliminary review, the advisor may deny the application. When denying an application, the advisor will document the justification and coordinate with the DPC and the office manager.

c. If the applicant is denied, the DPC will update the information in the DIN and notify the applicant of the action by certified mail. The notification letter will provide the applicant specific justification for the denial. The letter also will advise the applicant of their right to appeal the decision within 60 days from the date of the letter (see appendix D, figure D-4 of this order).

d. On determining to continue the evaluation, the advisor will assess all data relevant to the appointment and either deny the application or recommend appointment or candidacy along with any limitations to the EP. The advisor will document recommended limitations in the Designee Appointment Tracking Document and sign under item 12 (see appendix B, figure B-1 of this order). The advisor will coordinate 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.

> **Note:** The advisor must provide written justification and attach it to the Designee Appointment Tracking Document if they decide not to contact the references based on their existing knowledge of the applicant's technical capability and character.

e. Upon receiving the application package, the DPC reviews the file to determine whether the advisor recommends the applicant 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. If the applicant is denied, the DPC will update the information in the DIN and notify the applicant of the action by certified mail. The notification letter will provide the applicant specific justification for the denial. The letter will also advise the applicant of their right to appeal the decision within 60 days from the date of the letter (see appendix D, figure D-4 of this order).

> **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.

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

503. Purpose and Makeup of the EP.

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 include only ASIs, ASEs, and FTPs. In addition, the applicant's assigned advisor may be a member of the EP.

> **Note:** For applicants seeking specialized delegation for vintage aircraft, see paragraph 205.

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. EP 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 may 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 (see appendix B, figure B-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 an FAA need still exists.

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 certificate number. The designee's certificate number will be composed of—

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

(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, 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 designee's certificate number for a company DER who was appointed out of the Transport Directorate would be DERY-123456-NM. The designee's certificate number for a manufacturing DAR who was appointed out of the Transport Directorate would be DARF-123456-NM.

b. Individual designees may be appointed for 12 to 36 months at the discretion of the appointing office. However, the appointing office should be selective in issuing any certificates of designation with an appointment or renewal period of more than 12 months. To maintain consistency and manage workload, manufacturing managing offices must establish expiration dates that limit renewals to no more than 25 percent of the assigned designees in any one fiscal quarter.

c. For DERs, the DPC will then prepare and coordinate a letter of notification of appointment (see appendix D, figure D-5 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 an FAA Form 8000-5, Certificate of Designation, and send them to the designee. The DPC should schedule, with the advisor, the designee's orientation session in accordance with chapter 7, AIR Designee Orientation, of this order.

d. For DMIRs and DARs, the DPC or advisor will notify the designee of selection and schedule designee orientation. The DPC or advisor will generate an eCOA in the DIN for the designee for presentation during designee orientation. The DPC will prepare the Designee Acknowledgement of Responsibilities and have it available for signature at the conclusion of designee orientation. The DPC also will prepare an FAA Form 8000-5, Certificate of Designation, to be presented to the designee at the completion of orientation.

e. 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 (see appendix D, figure D-4 of this order).

f. The following apply for a DMIR application for function code 53 only.

(1) The appointment will be entered in the DIN as a DMIR with function code 53.

(2) This DIN entry will not allow the addition of any other function codes.

(3) The designee must submit a new application, meet the minimum requirements in chapter 4 of this order and complete a new EP process to be appointed for any other designee function codes.

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 identification as a candidate, the DPC, with the advisor, should schedule the candidate's orientation session in accordance with chapter 7 of this order. (See sample candidate letters in appendix D, figures 6 and 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 candidacy must be reviewed no later than 12 months 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 24 months), the candidacy and appointment will be denied based on a 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 only was 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. 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 to record his review of compliance data. Form 8110-3 must contain a note specifying that the DER candidate has reviewed the substantiating data. The DER can submit the data package directly to the FAA, or through another DER who has been delegated full authority in the appropriate technical area. Procedures for DER candidate data submittal can be found in FAA Order 8110.37, section 3-2.

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 are issued. See paragraph 907 of this order for documentation of DER candidate activities.

508. Requests for Multiple Appointments, Dual Appointments, Expanded Authority, and Transfer. This section provides the application and EP requirements for currently appointed designees seeking multiple appointments, dual appointments, expansion to their authority, and transfer to a different managing office. The advisor will assess all data relevant to the request in accordance with paragraphs 501 through 505 of this order. The process will be documented in the Designee Multiple Appointment, Dual Appointment, Expanded Authority, and Transfer Tracking Document (see appendix B, figure B-2).

Note: EPs are required for requests by existing designees who have NOT previously gone through the EP process.

a. Requests for Multiple Appointments. An active designee requesting an appointment for more than one type of designation (for example, DER, DMIR, DAR) will submit a complete application package to the applicable managing office in accordance with chapter 4 of this order. The managing office will evaluate the application in accordance with paragraphs 501 through 505 of this order.

b. Requests for Dual Appointments. An active designee requesting a dual appointment (for example, company DER and consultant DER, or DAR and DMIR) will submit a complete application package to the applicable managing office in accordance with chapter 4 of this order. The managing office will evaluate the application in accordance with paragraphs 501 through 505 of this order.

> **Note:** The EP for a dual appointment may be waived by the office manager if the requesting designee has previously gone through the EP process, and the manager will document this by signing item 7 of the Designee Appointment Tracking Document.

c. Request for Expanded Authority. An active designee requesting additional authority or functions will submit a complete application package to the applicable managing office in accordance with chapter 4 of this order. The managing office will evaluate the application in accordance with paragraphs 501 through 505 of this order.

> **Note:** An active DER requesting expanded authority need not submit the interface and standardization appointment criteria.

(1) The EP for an active designee requesting expansion of authority to a different discipline (for example, propeller to mechanical system), or authorized function (for example, adding hardware to software authorized functions, adding article conformity to parts installation authorized functions, or adding aircraft certification to issuance of special flight permits authorized functions) is required to determine if the designee is technically qualified for the new authorizations being requested.

> **Note:** If appointed, an evaluator will be assigned in that different discipline.

(2) The EP for an active designee requesting expansion of authority within the designee's existing discipline may be waived if the requesting designee has previously gone through the EP process. The advisor determines that the designee meets the experience requirements in this order and recommends the expansion to the manager. Upon management approval of the expansion of authority the advisor generates a new COA and notifies the designee.

d. Request for Transfer. An active designee requesting a transfer to a different geographic area must first contact the manager of the new ACO, engine certification office (ECO), CMO, or MIDO, and confirm the FAA need and ability to manage the designee before submitting an application. If the manager of the new office determines that there is a need and ability to manage the designee, the designee will submit a complete application package in accordance with chapter 4 of this order. The new office will evaluate the application in accordance with paragraphs 501 through 505 of this order.

> **Note 1:** For active designees requesting a transfer who have previously gone through the EP process, the new ACO, ECO, CMO, or MIDO may only require the submittal of a cover letter and Form 8110-14.

Note 2: A DER who relocates out of the geographical area of the managing office without requesting a transfer may no longer exercise the privileges of a DER and should be immediately terminated by the managing office.

(1) The new managing office may waive the EP for a designee requesting a transfer with the agreement of the advisor and office manager of the new managing office if the requesting designee has previously gone through the EP process.

(2) If the new office approves the transfer, the current managing office must update the DIN to reflect the transfer and ensure the transferred designee's updated information is entered into the DIN. The new office will document the results in the designee's file and accomplish the administrative requirements in accordance with paragraph 505 of this order. If the new office does not approve the transfer, the current managing office may have to terminate the authority if the designee still chooses to relocate.

Note: A designee 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 the designee is in transferred status and not authorized to perform functions.

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Chapter 6. AIR Appeal Process

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

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. The appeal panel will consist of at least three persons equivalent to the advisor level or above who were not involved in the original decision for denial. An appeal panel must consider all available information and may interview the applicant and FAA personnel, or may invite other persons to be resources at its deliberations. An appeal panel decision is FINAL.

> **Note:** For manufacturing inspection, if the DPC is the aviation assistant or equivalent, they may not chair appeal panel 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. Support the original decision.

b. Override the original decision.

c. Direct a repeat of any part of the appointment process.

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 the appeal panel finds discrepancies, appropriate actions must be taken to ensure the future integrity of the appointment process.

b. An appeal panel must complete its deliberations within 45 days of receiving the appeal request.

c. Each appeal panel member must document and sign the decision in accordance with appendix B, figure B-1 of this order. The DPC will prepare the letter for the appointing office manager who will provide the decision to the appellant.

d. Notification of the appeal panel's decision must be made within 15 days of its determination.

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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 must sign the Designee Acknowledgment of Responsibilities (see appendix C, figure C-1 of this order), which will be scanned and attached to the designee's DIN record.

701. General Designee Orientation. During the initial orientation for each designee, the advisor should include the following items:

a. AIR Headquarters and Directorate Structure. Review the organizational structure of headquarters and of the appropriate FAA directorate.

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 the designee must have adequate time to perform their assigned duties and to adequately represent the Administrator. Inform the designee that it is their responsibility to notify the FAA managing office if they are not provided adequate company time to perform their designee duties.

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 Department of Transportation (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 items 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 certificate 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 the designee must 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 that the designee must follow and comply with these policy and guidance materials.

> **Note:** For DERs, explain that a signed issue paper for the certification project being conducted is binding for that project. Also, explain that 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.

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

n. Training Seminars. Explain to a newly appointed designee that they must attend recurrent training 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 http://www.faa.gov.

o. Designation Privilege. Explain to a newly appointed designee 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. Emphasize that designees are entitled to only as much due process as the FAA provides. See 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 may approve and what the DER only may recommend for approval.

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

c. Form 8110-3. Explain how to complete Form 8110-3. Advise the DER that a computer-generated Form 8110-3 is acceptable and can be downloaded from the Designee website. 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. Inform the DER that if they do not exercise the delegated authority, they must explain why on Form 8110-3, when submitted. Advise the DER to 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. Note that the ACO may delegate test plan approval to the designee (see chapter 3 of this order). Inform the DER that they must have specific approval from the FAA before witnessing a test as the FAA representative. Explain that the ACO and the DER must agree beforehand on how to document the approval.

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, FAA 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, they should contact the appropriate advisor, manager, or representative in the ACO.

i. 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 (see paragraph 1006 of this order).

j. Designee Acknowledgement of Responsibilities. The advisor will prepare and provide to the designee the Designee Acknowledgement of Responsibilities. This acknowledgement must be signed to complete the orientation process.

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. Explain that a DMIR IS NOT authorized to perform evaluation, surveillance, or investigation of quality control systems, data, procedures, methods, or service difficulty reports. Emphasize that 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 products and articles in accordance with certain limitations or conditions. Explain that the DMIR should thoroughly review, understand, and accomplish these specified limitations or conditions before performing these export functions.

d. Summary Activity Reports. Instruct the DMIR to provide information relating to accomplishments using the Summary Activity Report and establish a schedule with the designee for timely submittals. This schedule will not exceed 12 months between reports. Explain to the designee these reports must be scanned and attached to their DIN record using the DIN portal.

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

f. Product Certification. Caution the DMIR that any irregularities or deficiencies related to the product certificated might result in the termination of their designation under the provisions of § 183.15(b)(4).

g. Use of Authority. Explain that the DMIR 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. Advise the DMIR to seek guidance from their managing office when problems arise.

h. Conformity Inspections. Inform the DMIR to use Form 8100-1 in accordance with the instructions provided in FAA Order 8130.2.

i. Document Submittal. Emphasize that the DMIR must 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. Explain that when appropriate, the DMIR also must obtain a completed Form 8130-9 from an applicant before performing any conformity inspections.

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

a. Product Certification. Caution the DAR that any irregularities or deficiencies related to the product certificated may result in the termination of their designation under the provisions of § 183.15(b)(4).

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

c. Communication. Inform the designee that they will not conduct any certification activity until that activity has been specifically delegated to them by their managing office. 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. Failure to obtain specific prior authorization for certification activity may be grounds for termination of the appointment.

d. Summary Activity Reports. Instruct the DAR to provide information relating to accomplishments using the Summary Activity Report and establish a schedule with the designee for timely submittals. This schedule will not exceed 12 months between reports. Explain to the designee these reports must be scanned and attached to their DIN record using the DIN portal.

e. Safeguarding of Forms. Emphasize that the DAR must ensure that all FAA forms, certificates, and other official documents are properly safeguarded. Explain that under no circumstance may any certificate be in the possession of an applicant until the DAR completes and signs the certificate. Note that 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. Explain that the DAR is 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. Emphasize that 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. Explain that the DAR 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. Advise the DAR to 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 in accordance with the instructions provided in FAA Order 8130.2.

i. Document Submittal. Emphasize that the DAR 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. Explain that when appropriate, the DAR also must obtain a completed Form 8130-9 from an applicant before performing any inspections.

Chapter 8. Designee Training

800. General. Designee training is provided via seminars that familiarize the designee with FAA procedures and publications in the interest of standardization. This chapter establishes the types of seminars and the attendance requirements for AIR and AFS designees.

> **Note:** The FAA managing office is authorized to require a designee to attend additional training including any training listed in this chapter and any other training deemed necessary for the designations held. Failure of a designee to accomplish training as required by the managing office is grounds for termination.

801. Types of Designee Training Seminars. The Engineering Procedures Office (AIR-110) is responsible for developing seminars for engineering designees. The Regulatory Support Division (AFS-600) is responsible for developing seminars for manufacturing and maintenance designees. Seminars are held at locations throughout the United States. There are two categories of designee seminars: initial and recurrent. The initial seminar provides a familiarization with the designee functions and FAA administrative procedures, practices, and standardized methods to comply with FAA policy and procedures. The recurrent seminar provides updated information, and technical and procedural guidance appropriate to the designee's authorized functions.

802. Initial Seminars.

a. Seminar Attendance. All applicants must complete the applicable initial seminar before appointment. For manufacturing and maintenance designees, Part I and Part II of the appropriate seminar listed in paragraph 802 must be successfully completed before appointment. Designees are required to attend the applicable initial seminar only one time unless otherwise directed by their managing office. A DER applicant must attend the DER initial seminar, or complete the portions of the online initial training applicable to the authority he seeks, before appointment or identification as a candidate.

> **Note 1:** Designees must attend the appropriate initial training seminar required for their function codes to meet the training requirement.
>
> **Note 2:** Manufacturing and maintenance designees applying for additional authorized function codes/functions will not be authorized those function codes/functions until all required prerequisite training is completed in accordance with this chapter.
>
> **Note 3:** Former manufacturing designees applying for appointment are considered new applicants and must complete all training requirements before appointment.

b. Manufacturing and Maintenance Seminars. Class schedules and enrollment are available online at http://www.faa.gov.

(1) Initial Engines, Propellers, and Articles Seminar. This seminar consists of a Part I web-based course that must be completed before registration for the Part II classroom seminar. The Part II classroom seminar must be successfully completed within 1 year of completion of the Part I web-based course. This seminar will include training on the completion of airworthiness approvals and the performance of administrative procedures required to accomplish those tasks. Designees who are ONLY authorized to perform one or more of the following (that is, no aircraft certification) must complete this seminar:

(a) Issue FAA Form 8130-3, Authorized Release Certificate, for domestic airworthiness approvals;

(b) Issue Form 8130-3 for export of articles;

(c) Issue Form 8130-3 for export of engines and/or propellers; and/or

(d) Production and prototype conformity (function codes 5, 6, and 21).

(2) Initial Aircraft Certification Seminar. This seminar consists of a Part I web-based course that must be completed before registration for the Part II classroom seminar. The Part II classroom seminar must be successfully completed within 1 year of completion of the Part I web-based course. This seminar will consist of all the subjects listed in paragraph 802b(1), the certification and export of aircraft, and the administrative procedures to accomplish those tasks the designee will perform on behalf of the Administrator. All maintenance designees (DAR-T) regardless of their function codes and those manufacturing designees who accomplish the following must complete this seminar:

(a) Issue Form 8100-2 (function codes 1 and 8 for complete aircraft);

(b) Issue FAA Form 8130-7 (function codes 1 for complete aircraft, 2, 9, 10, 11, 12, 13, 14, and 15);

(c) Issue FAA Form 8130-4, Export Certificate of Airworthiness (function codes 3 and 18 for complete aircraft);

(d) Issue special flight permits (function codes 4 and 16); and/or

(e) Issue amendment/replacement airworthiness certificates (function code 17).

(3) Initial Amateur-built and Light-sport Certification Seminar. This classroom seminar is conducted in Oklahoma City, Oklahoma, and covers the regulatory requirements and policy concerning the certification of amateur-built and light-sport aircraft (LSA). This training is mandatory for any maintenance or manufacturing DAR that has applied for initial designation with ONLY function codes 46, 47, and/or 48.

(4) DMIR Code 53 Seminar. This web-based seminar provides the information necessary for a DMIR with this function code to properly issue Form 8130-3 at the appropriate facility. This training is mandatory for a DMIR applicant who has applied ONLY for function code 53.

c. DER Initial Seminar. The DER Initial Seminar, hosted by the Engineering Procedures Office (AIR-110) is an indoctrination course tailored for DER applicants. It consists of an overview of the FAA, DER responsibilities, and certification activities a DER may encounter. This seminar provides familiarization with FAA administrative procedures, DER roles and responsibilities, and an overview of the type certification process. This training may be available as an in-person seminar, or an online course.

803. Recurrent Seminar.

a. Manufacturing Recurrent Seminars. These seminars familiarize manufacturing designees with FAA administrative procedures, methods, and practices. The seminar provides current national policy and detailed instructions concerning designee authority and responsibility. These seminars are offered in various locations within the United States each year. Manufacturing designees must attend the recurrent seminars applicable to their authorized functions. Manufacturing designees may also complete the initial seminar as listed in paragraph 802 of this order in lieu of the recurrent seminar. Class schedules and enrollment are available online at http://www.faa.gov.

(1) Recurrent Engines, Propellers, and Articles Seminar. This seminar is required for those designees NOT performing aircraft certification functions as identified in paragraph 802b(1) above.

(2) Recurrent Aircraft Certification Seminar for Manufacturing. This seminar is required for those designees who perform aircraft certification functions as identified in paragraph 802b(2) above.

b. Maintenance Designee Recurrent Seminar. This seminar familiarizes DAR-Ts with FAA administrative procedures, methods, and practices. The seminar provides current national policy and detailed instructions concerning designee authority and responsibility. This seminar is offered in various locations within the United States each year. Class schedules and enrollment are available online at http://www.faa.gov.

c. Recurrent Amateur-Built and Light-Sport DAR Seminar.

(1) This 1-day classroom seminar provides the manufacturing and maintenance DAR with the most current national policy regarding the certification of amateur-built and light-sport aircraft. This seminar is required for DAR-Fs and DAR-Ts that hold ONLY amateur-built or light-sport functions (function codes 46, 47, and/or 48). Designees that hold other function codes in addition to amateur-built and light-sport functions must attend the Maintenance or Manufacturing Recurrent Seminar as appropriate.

(2) This seminar may be conducted at various locations around the country, sometimes coinciding with major sport flying events. Class schedules and enrollment are available online at http://www.faa.gov.

d. DMIR Code 53 Recurrent Seminar. This Web-based seminar provides the information necessary for a DMIR with function code 53 to continue to issue Form 8130-3 at the appropriate facility. This training is mandatory for a DMIR who ONLY has function code 53.

e. DER Recurrent Seminar. This seminar provides general information and technical breakout sessions. Technical breakout sessions are grouped by technical specialty (for example, powerplant or mechanical systems and equipment).

f. Manufacturing and Maintenance Recurrent Seminar Attendance. Manufacturing and maintenance designees must successfully complete the appropriate recurrent seminar every 36 months after completion of the initial seminar or previously completed recurrent seminar.

Note 1: Designees must attend the recurrent seminar appropriate to the functions they hold to meet the training requirement.

Note 2: Successful completion of recurrent training is defined as attending the entire seminar and passing the end-of-course test. AIR management action required in the event a designee fails to successfully complete recurrent training is described in chapter 11 of this order. AFS actions required in the event of a designee failure are addressed in FAA Order 8900.1.

(1) Attendance at FAA Academy Course 21016, Part 21, revision 2, or course 27903, Part 21 seminar, may be substituted for a recurrent seminar on a one-time basis for AIR designees.

(2) Designees who apply under § 183.31 or § 183.33 and who previously have attended the initial seminar and are seeking multiple appointments or expanded authority need attend only a recurrent seminar within 12 months before or after appointment, not to exceed their renewal requirements.

(3) Failure to attend the recurrent seminar will result in termination.

(4) Designees appointed with both manufacturing and maintenance authorized functions must attend both the manufacturing and the maintenance recurrent seminars to meet the training requirements.

g. DER Recurrent Seminar Attendance. DERs must attend a recurrent seminar every 2 calendar years to maintain their knowledge of the regulations and policies and as a condition for renewal. DERs may satisfy the 2 year requirement by attending a DER seminar in the calendar year it is due. Failure to meet this requirement results in immediate suspension and possible termination of delegated authority with no appeal rights in accordance with chapter 11 of this order. A recurrent seminar consists of a general session, and a technical session for each of the technical delegations. Attendance at the seminar must include a general session, and a technical session for each engineering designation held by a DER.

Note: For a DER who holds a single delegated function in one or more engineering designation types and who holds no other authorities in those designation types, attendance at a technical session may be accomplished by a special session deemed by AIR-100 to be appropriate to the delegated function. Software-only DERs and flammability DERs are examples of DERs with this type of authority. Otherwise a DER holding a single delegated function may accomplish his or her technical session attendance requirement by attending a technical session deemed by the advisor to be the most appropriate to the work performed.

804. Additional Provisions. It is desirable that the FAA advisor and manager attend the recurrent seminar when offered in their geographic area. Attendance at the seminar is a good opportunity to interface with the designees and allows for information sharing by the managing offices.

805. Seminar Attendance Records. Attendance at a seminar/training will be entered into the DIN by the appropriate training organization at the conclusion of the seminar/training, except for initial manufacturing designee training. The Engineering Procedures Office (AIR-110) enters engineering designee seminar/training completion information into the DIN. The appointing office for manufacturing designees enters the initial training completion information into the DIN when the DIN record is established. AIR-200 enters manufacturing designee seminar/training completion information for recurrent training into the DIN. FAA Academy courses (for example, part 21 seminar) are entered into the DIN by the FAA Academy.

806. Seminar Registration.

a. Manufacturing and maintenance designees must register online at http://www.faa.gov. Manufacturing and maintenance designees must register, identifying which function codes they have been authorized on their COA. The designee's function codes will determine which seminar is appropriate.

b. DERs must register online at http://www.faa.gov. DERs must register, identifying the type of appointment they have been authorized (for example, consultant DER or company DER).

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Chapter 9. AIR Designee Oversight

900. General. This chapter provides information and guidance for the oversight (supervision, monitoring, and tracking) of a DMIR, DER, or DAR. The ability to provide adequate oversight depends on balancing the level of FAA staffing to AIR'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 a 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 FAA uses the following tools to enhance the working relationship with the designee:

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

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

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

d. Communication and Documentation. Maintain proper communication and documentation with the designee. 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.

e. Correcting Performance-related Issues. When a designee's performance does not meet FAA expectations, the advisor should 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 (OJT), requiring the designee to complete additional formal training, closely monitoring the designee's work activities for a determined amount of time, and reducing the authorized areas/functions. These actions must be documented in the DIN as appropriate to allow a proper evaluation of the designee's performance improvement. It is the FAA's desire to coach, counsel and provide additional training to a poorly performing designee to enable them to return to a satisfactory performance level. However, when the managing office determines that the designee's continued performance does not meet FAA expectations, the designee will be terminated. See chapter 11 for instructions on the termination process.

f. 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 website and/or other FAA websites) on how to acquire all policy and guidance material necessary to perform their authorized function(s).

902. Manufacturing DMIR/DAR 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.

(a) Ensure that the designee has acquired and maintains all current guidance material necessary to perform the authorized function(s) and is familiar with the latest major changes in policy documents including orders and associated memorandums.

(b) Determine that the designee is performing within the scope of their authorized function(s).

(c) Verify the designee's attendance at the appropriate recurrent seminar is in accordance with this order.

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

(e) Ensure the designee 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 designee has 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 before performing the following:

1 Issuing airworthiness certificates.

2 Issuing 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 every 12 months, conduct a performance review of the designee's activities using the criteria cited above. Discuss the outcome of the performance review with the designee and document this review in the DIN.

(3) Determine and initiate appropriate corrective action (for example, additional training or counseling), if the designee fails to demonstrate acceptable methods, techniques, and practices. Document the requirement for the corrective action and the completion of the corrective action in the DIN. 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, consider the steps available in paragraph 901 c above. Document unsatisfactory performance issues in the DIN.

Note: Act on safety-related situations immediately.

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

(1) At least once every 12 months, witness the designee's inspection of a completed article to ensure satisfactory inspection techniques are used. Depending on article availability, it may be necessary to use either an in-process or a noncommercial article to fulfill this requirement. If the advisor determines that no suitable articles are available, the designee may demonstrate inspection techniques and knowledge of the pertinent guidance material by simulating this requirement. Simulations cannot be used to meet witnessing requirements on a consecutive basis.

(2) The 12-month cycle for witnessing may be changed to up to an 18-month cycle in certain cases. The decision to change the cycle is based on factors determined by evaluating the designee's performance and analyzing the risk associated with the specific production process or certification process. Advisors will use the checklist in appendix H to evaluate and document a recommendation for a change in the witnessing cycle for a designee. This checklist will be scanned and attached to the designee's DIN record to document the cycle change. In addition, the advisor will note this action in the General Management Actions under General Comments.

(3) The 12-month cycle for witnessing may be changed for designees who have established a satisfactory performance record and are located at facilities designated as low risk (as defined in FAA Order 8120.2, Production Approval and Certificate Management Procedures). The managing office may conduct designee monitoring with the same frequency as the principal inspector evaluations for those facilities. Advisors will use the checklist in appendix H to document the evaluation for this change in witnessing cycles. This checklist will be scanned and attached to the designee's DIN record to document the cycle change. In addition, the advisor will note this action in the General Management Actions under General Comments.

Note: For newly appointed designees, witnessing will be accomplished annually (two or more annual performance evaluation cycles) until a record of satisfactory performance can be established.

(4) Ensure 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.

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

c. Designee Oversight Tracking Requirements. The advisor will track the designee's activity by documenting the designee's activities in the DIN. The DIN allows the managing office to enter key oversight activity electronically.

(1) Document witnessing in the DIN.

(2) Document the performance review in the DIN.

(3) Document corrective action requirements in the DIN.

(4) Document the completion of corrective action in the DIN.

(5) Require the designee to record their work activity on the Summary Activity Report form (see appendix E, figure E-1 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.

(6) Establish an appropriate procedure with the PAH and/or designee to ensure the FAA managing office is provided either monthly, bimonthly, quarterly, or annual submittals of the Designee Activity Report.

(7) Any written correspondence to the designee not generated within the DIN must be scanned and attached to the DIN record.

903. DMIR/DAR 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.

a. Upon receipt of a PAH's request for certification activity within the United States, but outside the managing office's area of responsibility, 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. For certification activity requests involving independent designees, the managing office will contact the geographic office where the certification activity is needed to determine if that office can process the requested activity or will allow the use of a designee from outside its area.

b. The managing office will authorize in writing all designee work outside of its geographic area (including other countries). The authorization should not exceed 6 months (180 days) unless additional written justification is provided. This authorization can be entered in the general comments section in the DIN, or a copy of the written confirmation will be scanned and attached to the designee's DIN record.

c. 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.

904. 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 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, AIR 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. Because of the burdensome nature of documenting every interaction between the DER and the FAA, and measuring DER performance in each case, the team identified 12 areas of FAA evaluation of DER activity, which are on FAA Form 8110-30, DER Performance Evaluation Form. The DERs are required to report their activities based on eight key interactions with the FAA to their advisor on an annual basis on FAA Form 8110-29, DER/FAA Interaction Tracking Form. 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. 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. Form 8110-29, DER/FAA Interaction Tracking Form. At least once annually, the DER must 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 must 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 regulations.

(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 articles. 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 interaction should not include design details that may be considered proprietary by the applicant.

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

b. Form 8110-30, DER Performance Evaluation Form. At least once annually, the advisor/evaluator must conduct a DER performance evaluation and complete Form 8110-30. To support the completion of Form 8110-30, the advisor/evaluator should review prior years' submittals from Form 8110-29 and Form 8110-30 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, the advisor will conduct a followup session to determine if the completed corrective action is acceptable. If the designee's performance remains unsatisfactory, the advisor will discuss possible termination with the ACO manager.

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

c. The 12 Performance Element Definitions for Form 8110-30.

(1) Activity Level. The DER is actively utilizing the delegated authority. Typical indication would be the submittal of completed Form 8110-3s 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 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 8110-3s, coordinating with the FAA on unique and novel design features, receiving permission to witness or conduct tests, verifying conformities before witnessing tests, and properly using authority. 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 before 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, showed 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 will attend 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, and conferences.

(9) Ability to Communicate Clearly. The DER communicates 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 were 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, and drawings 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 with 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. The DER's submittal of compliance data, especially data requiring FAA review, was in a timeframe consistent with the program schedule. The DER consistently avoided last-minute "data dumps," thus allowing adequate time for FAA actions before 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 Form 8110-29 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, the advisor will 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.

905. Minimum Levels of DER Oversight. DER oversight is conducted by the advisor during the course of normal interactions with the DER conducting certification activity. Oversight of the DER by the FAA is recorded in the DER's annual performance evaluation for renewal (see paragraphs 904 and 1005 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 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); FAA Order VS1100.2, Managing AVS Delegation Programs; and paragraph 1001 of this order for DER appointment renewal or termination.

a. Supervision. By completing Form 8110-30, the evaluator is documenting supervision of the DER. The evaluator will rate the DER's performance with respect to the 12 evaluation items on Form 8110-30. If the DER's performance is rated unsatisfactory or needs improvement, 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.

> **Note:** Form 8110-30 is always is signed by the advisor and the "alternate" method documented in hard copy or in the DIN.

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 may 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 (see paragraph 1005d(2) 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 Form 8110-29 in conducting the evaluations.

906. 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 must 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.

907. 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 904 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 advisor on the candidate's progress toward appointment. The advisor

(and other evaluators, if applicable) must evaluate the candidate's performance and complete 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 24 months, 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 may recommend termination of the candidacy. See chapter 11 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, the advisor may recommend the candidate be appointed as a DER.

908. 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.

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Chapter 10. AIR Designee Renewal

1000. AIR Designee Renewal.

a. General. This chapter provides information for the renewal of a DMIR, DAR, or DER. The renewal of a designee is based on a request from the PAH or designee, the designee's performance, and the FAA's continued need and ability to manage the appointment. All designees, upon renewal, must acknowledge that designation is a privilege, not a right, and understand the designation may be terminated at any time for any reason at the discretion of the Administrator. This is done automatically in the online renewal system in the DIN portal.

b. Automation of the Renewal Process. Designee renewal is accomplished through the DIN portal, an online system for AIR designees. The system allows the electronic exchange of information between the managing office and the designee.

> **Note:** A designee can request renewal through the DIN portal only after the DIN system has notified them that they are eligible. This notification normally occurs not less than 60 days before expiration of the current appointment.

c. Expired Status for a Designee. A designee that is not renewed by their expiration date will be automatically placed in expired status. This status DOES NOT allow the designee to perform any functions on behalf of the FAA. This status allows a maximum of 90 days for the managing office to determine a follow-on action, that is, either reappointment or termination.

d. Designee Users. The online system provides designees the tools to maintain their personal data and make requests for renewal. The use of the online system is mandatory for all DERs, DMIRs, and manufacturing DARs. In the rare instance where a special accommodation must be made, the managing office must request a deviation to this policy to accept a manual renewal request. Exception requests for DERs must be coordinated with their managing office and approved by the Engineering Procedures Office (AIR-110). Exception requests for DMIRs and manufacturing DARs must be coordinated with their managing office and approved by AIR-200.

1001. Duration of Appointments. Renewal of any designee appointment is at the option and sole discretion of the FAA.

a. Designee Appointments. DMIRs, DARs and DERs may be appointed for 12 to 36 months at the discretion of the appointing office. However, the appointing office should be selective in issuing any certificates of designation with an appointment or renewal period of more than 12 months. To maintain consistency and manage workload, manufacturing managing offices must establish expiration dates that prevent more than 25 percent of the assigned designees to require renewal in any one fiscal quarter.

b. DER Candidate Procedure. Although DER candidates are not renewed, their performance will be evaluated annually in the same manner as a DER.

1002. DMIR and Manufacturing DAR Renewal Guidelines. The managing office is responsible for implementing the applicable guidelines for renewal contained in this chapter, based on designee type. Once the managing office has determined that the guidelines for renewal have been met, an eCOA will be generated in the DIN. For the eCOA, the designee will be electronically notified to print their eCOA upon completion of the renewal process. A designee may request to expand their authority to include additional functions at the time of renewal. Requests for expanded authority will be accomplished in accordance with paragraph 508 of this order.

a. Guidelines for DMIR Renewal.

(1) The DIN will email the PAH DMIR or the PAH's supplier DMIR at least 60 days before expiration of their appointment. The notification will advise the designee of the need to request renewal and allow renewal request through the DIN portal. The system will not allow the designee to request renewal until acknowledging that an FAA designation is a privilege and not a right and can be terminated at any time for any reason by the FAA. This acknowledgement is accomplished electronically and upon completion allows the renewal request to proceed automatically.

(2) The DMIR must provide a letter from each PAH and the PAH supplier, concurring with the PAH DMIR's request for renewal. The letters will be scanned and attached electronically through the DIN portal.

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

(4) The advisor will review the DMIR's file for completed project activity (for example, Summary Activity Report(s) and performance reviews). Lack of activity may be used as justification for termination.

(5) The advisor will review the DIN records for the DMIR's attendance at the standardization or recurrent seminar as required by chapter 8 of this order.

> **Note:** Failure to complete the required recurrent training seminar disqualifies the designee for renewal and the appointment is terminated on the expiration date.

(6) The advisor will notify the office manager through the DIN of the requested renewal. The manager validates the continuing FAA need and ability to manage the designation within the DIN and either approves or rejects the renewal.

(7) Upon approval by the office manager, the advisor will generate the renewal eCOA and complete the renewal process. The DIN will record the date of renewal and notify the designee that the renewal process is complete and advise them to print the eCOA. If the designee is not renewed, the DIN will show the termination date of the appointment and advise the designee of non-renewal. When terminating an appointment, the managing office will provide written notification to the PAH or PAH's approved supplier and DMIR in accordance with chapter 11 of this order.

(8) The managing office will notify the PAH's geographic MIDO in writing of renewal actions (for example, written or electronic letter) for the PAH's supplier DMIR.

b. Guidelines for a Manufacturing DAR Renewal.

(1) The DIN will notify the DAR at least 60 days before expiration of their appointment. The notification will advise the designee of the need to request renewal and allow renewal request through the DIN portal. The system will not allow the designee to request renewal until acknowledging that an FAA designation is a privilege and not a right and can be terminated at any time for any reason by the FAA. This acknowledgement is accomplished electronically and upon completion allows the renewal request to proceed automatically.

> **Note:** If a DAR changes the address at which the authorized functions are to be performed, thereby changing the managing office, without prior coordination, the appointment will be terminated in accordance with chapter 11 of this order.

(2) A DAR may be renewed based solely on a projected or anticipated need. The managing office will document the projected or anticipated activities in the DIN. This renewal provision will be limited to only one renewal period. For DARs renewed under this provision, the requirement for sufficient activity will be waived, but all other renewal requirements of this order will apply.

(3) The advisor will review the DAR's file for completed project activity (for example, Summary Activity Report(s) and performance reviews). Lack of activity may be used as justification for termination.

(4) When determining whether to renew an appointment, the advisor must verify and review the DIN record for the DAR to ensure they attended a recurrent training seminar in accordance with chapter 8 of this order. The advisor also must verify the DAR has performed at least one or more per year of the following activities consistent with authorized functions:

> **Note:** Failure to successfully complete the required recurrent training seminar will disqualify the designee for renewal and result in the termination of the appointment.

(a) Issuance of one original/recurrent airworthiness certification or an export approval for a product.

(b) Issuance of one airworthiness approval for an article.

(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 articles 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) The advisor will notify the office manager through the DIN of the requested renewal. The manager validates the continued FAA need and ability to manage the designation within the DIN and either approves or rejects the renewal.

(6) Upon approval by the office manager, the advisor will generate the renewal eCOA and complete the renewal process. The DIN will record the date of renewal and notify the designee that the renewal process is complete and advise them to print the eCOA. If the designee is not renewed, the DIN will show the termination date of the appointment and advise the designee of non-renewal.

1003. Executive-level DMIRs/DARs. The risk of conflict of interest increases as a company DMIR/DAR takes on additional responsibilities and rises to an executive level within the company (for example, senior vice president or director of quality assurance) where the primary job duties are schedule-driven and devoted to the output of the company's marketable products. MIDOs/manufacturing inspection satellite offices (MISO) should increase surveillance in performance evaluations for these DMIRs/DARs. The following criteria should be used to evaluate whether the DMIR's/DAR's company position can adversely affect the DMIR's/DAR's ability to perform delegated functions objectively and independently. Compliance with these criteria should establish the necessary assurance that the DMIR's/DAR's position within a company does not make the DMIR/DAR more vulnerable to abusing the FAA authority obtained. The following elements define the criteria to be considered:

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

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

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

1004. Executive-level DMIR/DAR Evaluation Considerations. When evaluating the above elements, the advisor should verify that the DMIR/DAR was able to act independently and impartially. The advisor will enter a comment in the designee's DIN record under General Management Actions as a General Comment to document the evaluation of the impact of the designee's executive-level status on their performance. 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, 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 the DMIR/DAR additional responsibilities that may adversely affect the DMIR's/DAR's ability to perform impartially or stay focused on the delegated authority. This is further compounded by the fact that the company still chooses to use the DMIR/DAR in previous technical areas of expertise.

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

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

1005. DER Renewal Procedures. The DIN portal automates the renewal process by allowing a DER to request renewal and submit Form 8110-29 electronically to the managing office. Coordination between advisors and evaluators and completion of Form 8110-30 will occur within the DIN.

a. Acknowledgement of Renewal. The DIN will email the DER at least 60 days before expiration of their appointment. The notification will advise the designee of the need to request renewal electronically through the online system. The online system will not allow the designee to request renewal until acknowledging that an FAA designation is a privilege and not a right and can be terminated at any time for any reason by the FAA. This acknowledgement is accomplished electronically and upon completion allows the renewal request to proceed automatically.

b. Submission Procedures. The DER must complete the process online, including submitting the electronic Form 8110-29 at least 30 days before expiration. If the DER has appointments as both a consultant and company DER, they must submit two tracking forms, one for each appointment. Because the form must be submitted before the DER's delegation can be renewed, the FAA is assured of being informed of key interactions.

Note 1: An electronic version of Form 8110-29 is available in the DIN portal for the DER's use. An electronic version of Form 8110-30 is available in DIN for the FAA's use.

Note 2: If a DER is both a company and a consultant DER, the FAA must evaluate performance and activity for both the company appointment and the consultant appointment. Lack of activity in a particular appointment is grounds for terminating that appointment.

Note 3: Forms 8110-29 and 8110-30 are completed annually for the review and documentation of DER oversight, even if the DER's renewal is not due during the particular year. A DER's performance since the previous renewal is the basis for the DER renewal decision. For appointments longer than 12 months, Form 8110-29 and Form 8110-30 for each year since the previous renewal will be considered in the renewal decision.

Note 4: Failure to submit Form 8110-29 in a timely manner could cause a delay in renewal. This may result in suspension or termination of the DER's delegated authority at the discretion of the managing ACO**.**

c. Evaluation Procedures.

(1) Notification to FAA Personnel Involved in the Renewal.

(a) Multiple Disciplines. If the DER has authority in only one technical discipline, then the advisor may be the only evaluator. Otherwise, an evaluator must be assigned for each of the other technical disciplines for which the DER has approval authority. The advisor must coordinate the review of the renewal package with the other evaluators, including notifying them that the DER has submitted Form 8110-29.

(b) Within Each Discipline. If the DER has worked with multiple FAA personnel within a specific discipline, the evaluator for that discipline may coordinate the review of the renewal package with those engineers or FTPs. The evaluator may use as many reviewers as necessary. However, at least one person from any other ACOs the DER has worked with should be contacted.

(2) Evaluation. Each evaluator will evaluate the DER's performance over the renewal interval for the 12 performance elements and complete Form 8110-30. The evaluator for each discipline must complete Form 8110-30 for their technical discipline. If any evaluator rates any performance category as "unsat" the advisor must adopt that rating or document why they feel the rating was improper on Form 8110-30. Likewise, if the advisor disagrees with an evaluator's recommendation to not renew the designee, the advisor must document their rationale on the DER Performance Evaluation Form.

(a) 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 the evaluator may use include personal experience, performance or conduct notes, input from the Form 8110-29, 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.

> **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.

(b) 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 evaluators should be cognizant of the DER's activities, within their discipline, during the previous year.

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

(d) Unauthorized Activity. Each evaluator should compare the DER's activity during the previous year to the delegated functions and authorized areas and ensure no activities are outside the DER's authorization.

(e) "Not Observed (N/OB)." The N/OB choice is used to indicate that the evaluator and DER are unaware of activity in the area being evaluated. For example, it is very possible the DER may not have been involved in the identification of significant issues during the review period. In this case, the N/OB choice is appropriate and would not affect the renewal recommendation. If there is a continued FAA need, justify renewal in the Remarks section.

(f) Personal Contact. If personal contact with the DER is necessary to resolve a significant performance problem noted, the Remarks section of the Form 8110-30 should identify the method of resolution agreed to by the evaluator and DER of each issue raised. The evaluator should prepare a paper copy of such a form to be maintained in the DER file. The DER should sign the paper copy verifying their concurrence. If the DER's signature cannot be obtained, a letter documenting the needed resolution will be sent to the DER by certified mail and copied in the DER's file.

d. FAA Renewal Action.

(1) After all evaluators have completed their Forms 8110-30, the advisor must complete the "official" Form 8110-30 that incorporates the ratings and recommendations of the other evaluators or contains the advisor's justification within the Remarks section. The completed form will be retained in the DIN to document performance and, possibly, to be used as the basis for a termination decision.

(2) The advisor notifies the office manager through the DIN of the requested renewal. The manager validates the continued FAA need and ability to manage the designation within the DIN and either approves or rejects the renewal.

(3) Upon approval by the office manager, the advisor will generate the renewal eCOA and complete the renewal process. The DIN will record the date of renewal and notify the designee that the renewal process is complete and advise them to print the eCOA. If the designee is not renewed, the advisor will take action to terminate the appointment and the DIN will be updated to show the termination date.

1006. Executive-level DER Evaluation Considerations. The risk of conflict of interest increases as a company DER takes on additional responsibilities and rises to an executive level within the company, where the primary job duties are schedule-driven and devoted to the output of the company's marketable products. In addition, a consultant DER who forms a company that applies for certificates and other approvals goes beyond a purely consulting function. Hence, the ACOs should increase surveillance in performance evaluations for these DERs. This increased surveillance should consist of monitoring and oversight in the form of a written summary showing the DER's performance to the elements stated in paragraph 904c of this order. All criteria listed in paragraph 1006a below should be used for this purpose.

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

(1) Adherence to DER Procedures. The DER follows the DER handbook and other policy documents when performing DER functions. It should be shown that the DER does not deviate from these procedures for nonperformance-related issues, such that the DER neither is deceptive nor displays any artificiality or shallowness of any kind.

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

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

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

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

(1) Performance Degradation. If during an interaction, a meeting, a specific review, or when Form 8110-30 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.

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Chapter 11. Suspension, Reinstatement, and Termination of AIR Designations

1100. General. This chapter provides the procedures and requirements for the suspension, reinstatement, and termination of the designation of a DMIR, DER, or DAR. Suspension is the FAA action that removes some or all authority for a designee to act on behalf of the FAA. Reinstatement is the FAA action taken to authorize a designee to act on behalf of the FAA when that authorization was previously suspended. Termination is the action by the FAA as a result of a decision to not renew or to rescind a designation at any time for any reason the Administrator considers appropriate. These procedures are intended to ensure fair and equitable treatment of the designee, but the continued integrity, quality, and efficiency of the FAA's overall delegation system is paramount.

1101. Suspension. Suspension is a management tool available to the FAA managing office that allows the removal of some or all of a designee's authorization to act on behalf of the FAA. This tool allows the managing office to take corrective action on a designee without terminating the appointment. Suspension is appropriate when the FAA determines that a designee should not exercise their authority because the designee's performance warrants counseling or additional training, or when their performance falls below FAA standards.

1102. Suspension Process and Documentation. The FAA managing office will provide written notice by certified mail (return receipt requested) to the designation holder identifying which authorizations are suspended. The letter will identify the reasons for the suspension action and any corrective action the designee must accomplish that would lead to reinstatement if applicable. The FAA managing office will scan the letter and attach it to the designee's DIN record and make the appropriate record in the DIN to reflect the suspension action.

a. For a DMIR or company DER, the letter will be sent to the designee's employer and a copy will be sent to the designee (see appendix E, figure E-5 of this order).

b. For a designee employed by a supplier to a PAH, the notice will be sent to the PAH and copies will be sent to the supplier and designee (see appendix E, figure E-6 of this order).

c. For an independent DAR or consultant DER, the letter will be sent to the designee (see appendix E, figure E-7 of this order).

1103. Suspension Requirements. Suspension is required in the following instances.

a. A designee fails to accomplish recurrent training within the timeframes specified in this order. The designee is suspended until successful completion of recurrent training, unless their authorization expires or they are terminated.

b. A designee accomplishes the training but fails the recurrent training test. The designee is suspended until successful completion of recurrent training. For DARs and DMIRs, they may also attend and successfully complete the appropriate Part I and Part II initial seminars. The suspension will not exceed the expiration date of their authorization.

c. A designee is not renewed by the expiration date of their COA. The designee is suspended immediately upon expiration of their COA until the managing office makes a determination to renew or terminate the appointment.

d. The managing office has made a determination to terminate a designee. In this instance, the designee is immediately suspended and the managing office will follow the procedures established in this chapter.

1104. Reinstatement from Suspension. Reinstatement from suspension is the FAA action taken to remove a suspension. The FAA managing office will provide written notice by certified mail (return receipt requested) to the designation holder identifying which authorizations are reinstated. The letter will identify any authorizations that remain suspended, if applicable. The FAA managing office will scan the letter and attach it to the designee's DIN record and make the appropriate record in the DIN to reflect the reinstatement action.

a. For a DMIR or company DER, the letter will be sent to the designee's employer and a copy will be sent to the designee (see appendix E, figure E-8 of this order).

b. For a designee employed by a supplier to a PAH, the notice will be sent to the PAH and copies will be sent to the supplier and designee (see appendix E, figure E-9 of this order).

c. For an independent DAR or consultant DER, the letter will be sent to the designee (see appendix E, figure E-10 of this order).

1105. Termination.

a. Termination is the action by the FAA to not renew or to rescind a designation at any time for any reason the Administrator considers appropriate. Designees are selected, appointed, and trained to serve the needs of the FAA in fulfilling its safety mission, allowing the FAA to leverage its resources. Designees who are performing poorly or requiring excessive resources to manage must be terminated to ensure continued confidence in the designee system. When it has been determined that termination is warranted, the process should begin immediately. Termination decisions must be formally documented, to include the specific reason. Where applicable, the decision to terminate should include feedback from those involved in reviewing work performed outside the designee's managing office.

b. Designation is a privilege that conveys responsibilities, but does not imply employment or other rights unrelated to FAA needs. Therefore, the Administrator may terminate a designation under § 183.15(b)—

(1) Upon the written request of the representative;

(2) Upon the written request of the employer in any case in which the recommendation of the employer is required for the designation;

(3) Upon the representative being separated from the employer who recommended the appointment;

(4) Upon a finding by the Administrator that the representative has not properly exercised or performed the duties of the designation;

(5) Upon the lack of need for the representative by the Administrator; or

(6) For any reason the FAA considers appropriate (see paragraph 1106 for additional reasons).

c. Follow the procedures in paragraph 1107 of this order when the termination is at the request of the designation holder or the employer who requested the designation, or when the designee dies, retires, or no longer works for the company that requested the designation.

d. General procedures for terminating designations for performance-related reasons are listed in paragraph 1108 of this order. Even though the FAA sometimes refers to the designations and authorizations as "certificates," they are NOT "certificates" within the meaning of § 44709. The procedures for appealing actions taken under authority of § 44709 and its implementing regulations are not applicable to designees.

e. Designees terminated based on misconduct will not be permitted to reapply to the designee program. Misconduct is construed as a designee mismanaging his or her responsibilities, deliberately violating the CFR or FAA policies, or behaving improperly, resulting in termination for lack of care or judgment; lack of integrity; certificate suspension or revocation; or unsatisfactory performance.

1106. Cause for Termination of Designations. The following are conditions for designee certificate termination as identified in § 183.15(b)(1) through (5), and reasons the Administrator considers appropriate under § 183.15(b)(6):

a. Deceased.

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

c. 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.

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

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

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

g. Loss of a Prerequisite Certificate. When a certificate is required as a basis for the appointment of the designee, for example, the PAH's PC, or a mechanic's or repairman's certificate held by a maintenance DAR, and that certificate is suspended, canceled, or revoked.

h. Lack of Care or Judgment. When the Administrator finds the designee or PAH has not demonstrated the care or judgment necessary to exercise the designation properly.

i. Lack of Integrity. When the Administrator finds the designee or PAH has not demonstrated the integrity necessary to exercise the designation properly.

j. 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. The lack of need or ability to manage cannot be the result of one of the other termination conditions. If it is, the other termination condition is considered the termination reason.

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

l. Nonsubmittal of Renewal Request. When an approved designee does not request renewal following the process in chapter 10.

m. Unsatisfactory Performance. When the Administrator finds that the designee has not properly exercised or satisfactorily performed the duties of the designation.

n. Any Other Appropriate Reason. 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).

1107. Voluntary Termination Procedures for Designees.

a. A designee may voluntarily terminate his or her designation by request in writing to the managing office. The designee will include the date and reason(s) for termination. If employed by a PAH or PAH supplier, the designee will send a copy of the voluntary termination letter to the PAH/PAH's supplier. The managing office may hold a debriefing with the individual(s) to cover any tasks not completed or performed.

b. The managing office will update the DIN to reflect the termination.

1108. Termination Procedures of a DMIR, DER, or DAR.

a. Termination and Opportunity to Appeal. A designation is a privilege, not a right; therefore, the Administrator has the authority to terminate a delegation for any reason. However, the FAA Office of Aviation Safety recognizes the benefit of having procedures to ensure due process is provided, if requested by the designee.

(1) Notice of Termination. 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. Termination notices will be coordinated with the assistant chief counsel. Sample notification letters are in appendix F, figures 1 through 3 of this order. When a designee is terminated for any reason, the managing office will scan the letter and attach it to the designee's DIN record and the DIN will be updated with the

effective date of termination. The effective date cannot be beyond the expiration date. At a minimum, the notice must include the following:

(a) Reasons for Termination. Specific reasons for the termination, including examples of unacceptable conduct, when applicable.

(b) Immediate Suspension. Notification that the designation holder must cease all delegation activity.

(c) Permission To Request an Appeal. When applicable, a statement allowing the designation holder to request an appeal will be provided in the proposed action. This request for appeal must be submitted in writing. The designation holder will have 14 calendar days from the date of receipt of the termination notification letter to file a request for appeal. The appeal request must include all documents and information the designation holder wants the FAA to consider during the appeal process. No documentation will be accepted by the FAA after the request for appeal is received. If a meeting with the FAA is desired, the designation holder must request this meeting as part of the request for appeal.

(d) Intention To Keep Record. When applicable, 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. 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. The notice will be given to the DAR/consultant DER.

b. Appeal Procedures.

(1) Termination Reasons.

(a) Appeal procedures do not apply for the following termination reasons: lack of FAA need and ability to manage, loss of a prerequisite certificate, or failure to meet training requirements.

(b) If termination is based on performance by a 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 termination is based on performance by a DAR or consultant DER, those individuals may appeal. In this instance, only the DAR/consultant DER may participate in the appeal process.

(2) Appeal Requested. If a designation holder requests appeal within 14 calendar days of receipt of the termination notification, the following apply:

(a) Process. The managing office will form an appeal panel composed of three persons, advisor level or above, NOT involved in the termination decision. The panel will meet to review and support or override the termination decision. If requested by the designee, the panel will meet with the designee and the FAA inspector or project engineer who made the recommendation to terminate the designation. The process must be completed within 45 business days of receiving the appeal request. If the designee requests a meeting with the FAA to discuss the appeal, the managing office will have 45 business days from the conclusion of that meeting to complete the process.

> **Note**: If the designee chooses to have a lawyer attend, then the managing office must request FAA regional counsel attendance.

(b) Record. The FAA will maintain a record of the meeting in some form, such as notes, a summary written 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.

(c) Notice of Appeal Panel Decision. The managing office will notify the designation holder within 15 business days of the decision of the appeal panel.

1109. Coordination of Termination Decisions. Termination of a particular designation (for example, DER, DAR, DMIR) does not necessarily require termination of all designations held. However, to ensure other FAA offices that may have issued authorizations to the designee are aware of the termination action, the office terminating the designation will notify each of the designee's other managing offices of the termination decision. Paragraph 1109 does not apply for voluntary terminations of designations as described in paragraph 1107.

1110. Designee Information Network Status. If the managing FAA office takes action to suspend or terminate a designation, the following action will be taken as well:

a. The DPC or advisor for AFS designees will ensure the DIN is updated.

b. Office files will correctly reflect the appropriate designation status.

Chapter 12. AIR Designee File Management

1200. Establishment and Maintenance of Files. Managing offices will establish a designee file for each designee applicant and maintain the file throughout every designee status (that is, denied, candidate, active, terminated) until authorized for destruction by FAA Order 1350.15, Records Organization, Transfer, and Destruction Standards.

1201. Designee File Content. Each office will establish an active designee file and an archive designee file.

> **Note:** Information on documents such as Social Security numbers and date of birth is personal identification information and should be appropriately and permanently obliterated before the document is placed in either the active file or the archive file.

a. Active Designee File. The function of the active designee file is to provide a location for all documents pertaining to an applicant or a designee currently authorized as a representative of the Administrator. The active designee file contains documents necessary for oversight and management of the applicant or designee during the current oversight period. The current oversight period is the time between the original appointment and first renewal, or between the most recent renewal and a future renewal. The documents include original appointment documents and documents generated since original appointment, or the most recent designee renewal as specified throughout this order.

> **Note:** For DERs, FAA Forms 8110-3 submitted to the project ACO for a certification project should be kept in the project file. Those forms submitted to the managing ACO for the purpose of showing activity and performance evaluation may be destroyed, at the discretion of the advisor, after the annual or performance review is completed, if the forms will serve no further purpose.

b. Archive Designee File. The function of the archive designee file is to provide a location for all documents pertaining to a designee that do not need to be maintained in the active file, but must be retained as directed by FAA Order 1350.15. When a designee is renewed, the active designee file will be purged and the documents removed will be placed in the archive designee file. No action is necessary for documents stored in the DIN.

1202. Designee File Management. After initial appointment and before the first renewal, all application and appointment documents will be maintained in a paper file. Designee oversight actions and renewal actions required by this order will be documented in the DIN. After the first renewal, all application and appointment documents will be moved to the archive file and the DIN record remains the active file. Managing offices will scan and attach any documents not generated within the DIN to the DIN record when necessary or as required by this order. The DIN system generates and stores original documents and electronically records various oversight activities as described throughout this order. These DIN documents and the electronically recorded oversight actions are the official record when entered or generated within the DIN. There is no requirement to generate printed copies of designee records if those records are generated within the DIN. Managing offices may scan and attach other documents to the

DIN record to eliminate duplication of files. If a document is scanned and attached to the designee's DIN record, do not retain a paper copy in a paper file. There should not be an active paper file after the designee's first renewal through the DIN system.

> **Note:** There may be situations that generate a large amount of paper documents that must be retained by policy. For example, termination actions or appeal proceedings. In these instances enter a comment in the designee's DIN record that a paper file was generated and note the contents of that file. Those documents remain in the active file until the next renewal and then are moved to the archive file.

Chapter 13. Amateur-Built and Light-Sport Aircraft Certification Functions

1300. Purpose. This chapter provides policy and guidance specific to the appointment of DARs with amateur-built and light-sport aircraft certification functions. All other processes outlined in the appropriate sections of this order (AIR or AFS) will be followed. This chapter supersedes the information in FAA Order 8130.33, which has been cancelled.

1301. Function Code Descriptions. The function codes and descriptions are listed in chapter 15.

1302. Limitations. DARs with amateur-built function code 46, and light-sport function codes 47 and 48 must be limited by class (that is, airplane, glider, weight-shift control, balloon, powered parachute, powered lift, and seaplane) and complexity (that is, metal, tube and fabric, composite, wood, and tube and sail) on their COA letter, and these limitations must be annotated in the DIN.

1303. National Examiner Board (NEB). NEB meetings with FAA staff from AFS and AIR determine the initial qualifications of DAR applicants for amateur-built and light-sport aircraft certification functions. Each NEB meeting considering DAR applications for amateur-built and light-sport aircraft certification functions must include an ASI who represents the MIO and MIDO. The Manufacturing Inspection Management Team (MIMT) will determine MIO/MIDO representation.

a. National Designee Candidate Pool. The NEB is responsible for creating and maintaining a national designee candidate pool that contains the names of all DAR applicants who have been found to meet applicable requirements. Applicants assigned 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. Application Procedures. All initial DAR applicants for function codes 46, 47, and/or 48 must complete and submit the following to the NEB:

(1) FAA application Form 8110-28 (see appendix G, figure G-1).

(2) Amateur-built and light-sport supplemental forms, as applicable, located in this chapter.

(3) Three verifiable character references.

(4) Three verifiable technical references.

Note: Technical references may be the same person(s) used for character references.

c. Application Submittal. Applications will be submitted to the following address:

Federal Aviation Administration
Designee Quality Assurance Branch, AFS-650
ATTN: National Examiner Board
P.O. Box 25082
Oklahoma City, OK 73125-0082

d. **Application Packet Review.** The NEB will review the submitted application packet to determine if the applicant meets the minimum requirements of this order for the associated DAR function code applied for.

(1) Accepted Application Packet. When the NEB review determines the applicant meets the minimum standards of this order, the NEB will inform the applicant.

(2) Denied Application Packet. When the NEB review determines the applicant does not meet the minimum standards of this order, the NEB will inform the applicant. The denied applicant will have up to 12 months to add information to the existing application; after 12 months, a new application packet must be submitted. The letter to the applicant will include instructions on how to either resubmit additional information within the 1-year period or submit a new application packet after the 1-year period.

e. Referral of Applicants. The regional office (RO)/FSDO or MIO/MIDO will determine if a need exists for a DAR with amateur-built or light-sport category functions. If the RO/FSDO or MIO/MIDO determines that a need exists, they will request a list of qualified candidates from the NEB. The NEB will send the requesting office copies of applicant file(s) for the three most highly qualified DAR candidates appropriate for the designation needed and geographic area to be served.

(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 will have no bearing on current or subsequent referrals.

f. Expanded Authority.

(1) Adding a Function Code. Existing DARs who wish to add function codes 46, 47, and/or 48 must meet the qualification and training requirements outlined in this chapter. Designees requesting expanded authority, and who have previously gone through the NEB process, need only submit the technical portion of the application package (Form 8110-28 with relevant experience (per paragraph 1305) for the added function(s) requested, along with a recommendation letter from their managing office (FSDO/MIDO). Designees who have never been through the NEB process must submit a complete application package as required in paragraph 1303. Upon approval, the NEB will notify the managing office, who may then add the additional function(s) to the DAR's COA letter. Applicants found not qualified for the additional functions will be notified directly by the NEB.

(2) Changes to Limitations. Existing DARs who wish to add class and complexity within their authorized function codes to their COA letter may do so through equivalent training or experience as determined by their managing office.

> **Note:** For example, a DAR with function code 46, airplane, metal/composite may add airplane, metal/composite/tube and fabric to their COA letter after receiving the appropriate training or experience. The method of appropriate training or experience to be received (for example, repairman maintenance training, Experimental Aircraft Association (EAA) workshops) will be determined by the DAR's managing FSDO/MIDO.

1304. Selection and Appointment Process. The selection and appointment process for AIR applicants will be in accordance with chapter 3 of this order. Manufacturing applicants must complete initial training for function codes 46, 47, and/or 48 before being appointed. This requirement also applies to current DAR-Fs who apply for these function codes. The selection and appointment process for AFS applicants will be in accordance with chapter 14 of this order.

1305. Qualification Criteria. The following qualification criteria will be used for the appointment of DARs with amateur-built and light-sport certification functions.

a. General Qualifications and Requirements.

(1) Each applicant must possess appropriate technical knowledge and meet the applicable specialized experience requirements for amateur-built and/or light-sport aircraft found in this section.

(2) Verifiable technical references from three individuals or organizations are required to validate that the applicant possesses the required technical expertise for the functions sought.

The technical references must come from persons working in aviation (for example, mechanic with an inspection authorization, EAA technical counselors) or aviation organizations (for example, former aviation employers, aircraft manufacturers, recommending organizations, fixed base operators, repair stations). These references may be the same persons or organizations used for character references.

b. Amateur-Built Specialized Experience (Function Code 46). For the issuance of special airworthiness certificates for the purpose of operating amateur-built aircraft, the applicant must possess current knowledge relating to the fabrication, assembly, and operating characteristics of amateur-built aircraft and meet one or more of the following criteria:

(1) Hold a current mechanic certificate with A&P ratings and have performed a minimum of three condition inspections on amateur-built aircraft of the same class and complexity as those for which authorization is sought.

(2) Received a repairman certificate for at least one certificated amateur-built aircraft the applicant has built and have performed a minimum of three condition inspections. That aircraft must have been operated for a minimum of 100 hours.

(3) Experience as an FAA inspector who has issued at least three original airworthiness certificates for amateur-built aircraft in the same class and complexity for the authorization sought.

c. Experimental Light-Sport Specialized Experience (Function Code 47). For the issuance of special airworthiness certificates for the purpose of operating light-sport aircraft, the applicant must possess current knowledge relating to the fabrication, assembly, and operating characteristics of light-sport aircraft and meet one or more of the following criteria:

(1) Hold a current mechanic certificate with A&P ratings or light-sport aircraft repairman's certificate with maintenance rating, and have performed a minimum of three condition inspections on amateur-built aircraft or light-sport aircraft, of the same class and complexity or class of aircraft for which authorization is sought.

(2) Have a minimum of 36 months of experience as either a field technical representative or a quality assurance inspector for a light-sport aircraft or amateur-built kit aircraft manufacturer. Those responsibilities must have included aircraft inspection and providing technical assistance to builders on the assembly and testing of their aircraft that are for the same class of aircraft for which authorization is sought.

(3) Experience as an FAA inspector or DAR who has issued at least three original airworthiness certificates for amateur-built, experimental light-sport, and/or light-sport category aircraft in the same class of aircraft for which authorization is sought.

d. Light-Sport Category Specialized Experience (Function Code 48). For the issuance of special airworthiness certificates in the light-sport category, the applicant must possess current knowledge relating to the fabrication, assembly, and operating characteristics of light-sport category aircraft and meet one or more of the following criteria:

(1) Hold a current mechanic certificate with A&P ratings or light-sport aircraft repairman's certificate with maintenance rating. The individual also must have a minimum of 36 months of experience maintaining the same class of aircraft for which authorization is sought.

(2) Have a minimum of 36 months of experience as a field technical representative or a quality assurance inspector employed by a light-sport category aircraft or amateur-built kit aircraft manufacturer. Those responsibilities must have included aircraft inspection and/or providing technical assistance to builders on the assembly and testing of aircraft of the same class of aircraft for which authorization is sought.

(3) Experience as an FAA inspector who has issued at least three original airworthiness certificates for light-sport category aircraft of the same class aircraft for which authorization is sought.

e. Interface Qualifications and Requirements.

(1) The applicant must have a good command of the English language (read, write, speak, and understand), sufficient to allow them to perform the functions sought.

(2) Three verifiable character references are required to substantiate the applicant possesses integrity and sound judgment. These may be the same persons or organizations used for technical references.

(3) The applicant must possess a high degree of integrity, sound judgment, and a cooperative attitude. The applicant also must be sufficiently knowledgeable in technical and administrative functions associated with the appointment and must satisfactorily demonstrate this to the FAA before appointment.

(4) The applicant must have the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA. Owners and principle partners of LSA companies are not eligible for appointment as LSA DARs for certification of products from their companies. LSA DARs employed by a company will not certificate any LSA on which they supervise employees or perform any tasks to any LSA on behalf of the company.

1306. Training Requirements. It is mandatory that the applicant attend the FAA initial training seminar for amateur-built and light-sport aircraft certification and FAA recurrent seminars as required by chapter 8 of this order. Successful completion of required courses will ensure a proper understanding of FAA expectations, regulations, policy, procedures, forms, records, and any issues unique to amateur-built and/or light-sport aircraft.

a. DAR Attendance. New applicants or existing DARs requesting to add function codes 46, 47, and/or 48 may not perform these functions until the required initial training has been completed. See chapter 8 of this order for training requirements.

b. FAA Initial Training Seminar. The required Initial Amateur-Built and Light-Sport Certification Seminar is tailored to amateur-built and light-sport aircraft certification functions. This FAA training is presented in Oklahoma City, Oklahoma. Class schedules and enrollment information are available online at http://www.faa.gov.

c. FAA Recurrent Training Seminars. Recurrent seminars provide updated information and technical or procedural guidance appropriate to individual technical specialties and are to be attended in accordance with chapter 8 of this order. Failure to attend the recurrent seminars as required will result in termination. Recurrent training seminar descriptions and schedules are available at http://www.faa.gov.

d. Training Documentation. At the conclusion of the seminar(s), attendance will be entered into the DIN by AFS-600 for those DAR applicants that are already in the DIN system. For applicants not in the DIN, the advisor must ensure training information is updated in the DIN after the applicant has been entered into the system. All attendees will be provided a certificate of training to document successful completion of the seminar. The managing office should access the DIN to determine when designees need to be scheduled for recurrent seminars to maintain their designation.

Figure 13-1. Amateur-Built and Light-Sport Aircraft Supplemental Information (Page 1 of 2)

Applicant's Name_____

Specific Qualification Requirements

A&P Certificate No.
LSA Repairman - Maintenance Rating Certificate No.
Amateur-built/light-sport aircraft built that received an airworthiness certificate. N_____, total operating hours _____, class/complexity _____ N_____, total operating hours _____, class/complexity _____ N_____, total operating hours _____, class/complexity _____
Performed the following amateur-built/light-sport aircraft annual condition inspections. Minimum three required for each class and complexity rating sought. N_____, date of inspection _____, class/complexity _____ N_____, date of inspection _____, class/complexity _____ N_____, date of inspection _____, class/complexity _____ N_____, date of inspection _____, class/complexity _____ N_____, date of inspection _____, class/complexity _____ N_____, date of inspection _____, class/complexity _____

Figure 13-1. Amateur-Built and Light-Sport Aircraft Supplemental Information (Page 2 of 2)

Applicant's Name_____

□ **Manufacturer Field Technical Representative**
□ **Quality Assurance Inspector**
Minimum of 36 months of experience, whose responsibilities on aircraft of the same class and complexity for the ratings sought, include: □ aircraft inspection; and □ providing technical assistance to builders on the assembly and testing of their aircraft
Experience: ►Company _____Position_____ Years of employment _____Phone_____ ►Company _____Position_____ Years of employment _____Phone_____ ►Company _____Position_____ Years of employment _____Phone_____ ►Company _____Position_____ Years of employment _____Phone_____ ►Company _____Position_____ Years of employment _____Phone_____

Previous FAA Inspector or Current DAR Specific Requirements
Performed the following amateur-built/light-sport aircraft original certifications. Minimum three required. N_____, cert date_____, class/complexity of aircraft _____ N_____, cert date_____, class/complexity of aircraft _____ N_____, cert date_____, class/complexity of aircraft _____ N_____, cert date_____, class/complexity of aircraft _____ N_____, cert date_____, class/complexity of aircraft _____ N_____, cert date_____, class/complexity of aircraft _____ N_____, cert date_____, class/complexity of aircraft _____ N_____, cert date_____, class/complexity of aircraft _____

Chapter 14. AFS DAR Procedures

1400. General. This section describes the processes AFS uses in the selection, appointment, orientation, and acceptance of delegated authority of appointed designees, and training, oversight, renewal, termination, and tracking of a designee's authorized functions. The process provides a method by which qualified private person(s) may apply for appointment as a DAR and provides AFS inspectors with information regarding implementation of the 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 AFS designees. DAR applications must be submitted in accordance with paragraph 1405. All applicants will submit FAA Form 8110-28, Application and Statement of Qualification (DME-DPRE-DAR-T). See appendix G, figure G-1 of this order for a sample application. Authorized functions cannot be subdelegated (that is, all authorized functions must be accomplished only by the DAR having the authorization).

1401. General Qualifications. DAR applicants must meet the specialized experience requirements in paragraphs 1402 and 1403 (as appropriate) and the general qualifications listed below:

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

b. Current specific technical knowledge and experience commensurate with that required for the particular function (for example, Boeing Airplane Model 747-400, Bell Model 47B, and/or related article and avionics).

c. High degree of 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.

e. Satisfactory experience, within the preceding 24 months of the application, working directly in the type of work to be covered in the authorized function(s).

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

1402. Specialized Experience Required for Maintenance Functions. DAR applicants must meet the specialized experience listed below for each function sought.

a. Issuance of Recurrent Airworthiness Certificates and Recurrent Airworthiness Approvals for Products and Articles that Conform to the Approved Design Requirements for U.S.-Registered Aircraft (includes function codes 23 through 30 and 33).

(1) A DAR applicant must have 60 months of experience as one of the following:

(a) An FAA airworthiness inspector (maintenance) involved in actually issuing (or having responsibility for managing designees who issued) original airworthiness certificates when delegated or recurrent airworthiness certificates for aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.

(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 14 CFR requirements.

(2) In addition to meeting the experience requirements of paragraph 1402a(1) above, a DAR applicant for this function code must also have 36 months of experience (see appendix A, figure A-4 of this order) in the issuance of recurrent airworthiness approvals for articles that conform to the approved design requirements and are in a condition for safe operation.

b. Issuance of Recurrent Export Certificate of Airworthiness for Aircraft (Function Code 31).

(1) A DAR applicant must have 60 months of experience as one of the following:

(a) An FAA airworthiness inspector (maintenance) involved in actually issuing (or having responsibility for managing designees who issued) recurrent export airworthiness approvals for products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.

(b) A person having responsibility for managing export airworthiness approval programs leading to the issuance of recurrent export airworthiness approvals for aircraft (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 and P rating. This person also must demonstrate the ability to determine that aircraft submitted for recurrent export airworthiness approval meet part 21, subpart L, and the special requirements of the importing country.

> **Note:** Recurrent export airworthiness approvals for aircraft must be OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.

(c) The experience as outlined in appendix A, figure A-4 of this order, plus an additional 24 months leading to issuance of recurrent export airworthiness approvals for aircraft.

c. Issuance of Recurrent Domestic and/or Export Airworthiness Approvals for Engines, Propellers, and/or Articles (Function Code 32). A DAR applicant must have 36 months of experience as one of the following:

(1) An FAA airworthiness inspector (maintenance or avionics) involved in actually issuing (or having responsibility for managing designees who issued) recurrent export airworthiness approvals for engines, propellers and/or articles OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.

(2) The holder of a current mechanic certificate with an A rating 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 engines, propellers and/or articles submitted for recurrent export airworthiness approval meet part 21, subpart L, and the special requirements of the importing country.

> **Note:** Recurrent export airworthiness approvals for engines, propellers and articles must be OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.

(3) The experience as outlined in appendix A, figure A-4 of this order, plus an additional 24 months leading to issuance of recurrent export airworthiness approvals for engines, propellers and/or articles.

d. Issue Notification of Completion to Operators After Conducting Aircraft Records Reviews and Structural Spot Inspections (Function Code 49). A DAR applicant must meet one of the following requirements:

(1) Have 60 months of experience as an FAA maintenance inspector conducting structural spot inspections and air carrier records reviews.

(2) 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.)

(a) 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.

(b) This individual must have 60 months of experience as a quality auditor involved in airplane structural inspections and records review.

(c) The applicant must have specific knowledge in structural inspection and corrosion prevention and control programs, and other training as determined by the FAA.

(2) Before exercising the authority of this function, the applicant must be thoroughly familiar with the appropriate chapters of FAA Order 8900.1 and have satisfactorily completed OJT on the air carriers approved maintenance policies and procedures from the cognizant certificate holding district office (CHDO).

> **Note:** The OJT portion of the specialized requirements will not be required for evaluation by the NEB. After selection and before using the authorization of function code 49 for a specific air carrier, the DAR must receive the OJT required by this paragraph. The DAR must have documented proof of the training from the CHDO required by this paragraph while exercising the authority authorized by this function.

1403. Specialized Experience Required for Data Management Functions. A DAR applicant for a Data Management authorized function must meet the specialized experience and training requirements listed below for each function sought. All candidates must attend the training requirements listed in paragraph d below.

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

(1) A DAR applicant must have 60 months of experience as one of the following:

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

(b) A person responsible for requesting FAA field approvals or managing alteration programs that lead to approvals 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 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 60 months of 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 products, including articles of products or avionics articles (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 14 CFR requirements.

(c) A person having specialized experience outlined in appendix A, figure A-4 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) A DAR applicant must have 36 months of specialized experience for articles when an applicant has experience leading to the issuance of recurrent airworthiness approval for domestic use of articles.

b. Persons applying for the DAR with Data Management authorized function (code 50) must hold a current DAR designation for a period of at least 12 months with function codes 08 and 23. Persons applying for authorized function code 50 must demonstrate their understanding of engineering techniques, manufacturing philosophy, and maintenance practices of changed type-certificated products, as it relates to original/amended airworthiness certification. The DAR must have demonstrated sound judgment when issuing airworthiness certificate/airworthiness approvals on behalf of the FAA.

c. Persons applying for the DAR Data Management authorized function for avionics only must hold a current DAR designation for a period of at least 12 months with function codes 08 and 23 (A&P not required) on avionics equipment (ability to provide domestic airworthiness approval for avionics articles that conform to approved design requirements), or persons applying for authorized function code 50 must demonstrate their understanding of engineering techniques, manufacturing philosophy, and maintenance practices of changed type-certificated articles as it relates to original airworthiness approval and hold a current DAR designation for a period of 12 months with function code 08, 21, or 23, and airworthiness approval for articles that conform to the approved designed requirements and are in a condition for safe operation. The DAR must have demonstrated sound judgment when issuing airworthiness approvals on behalf of the FAA.

d. Training Requirements for Data Management Functions. Persons applying for a DAR with Data Management authorized function must also have completed FAA course No. 21811 (Aircraft Alterations and Repairs), and either course No. 27903 (titled CFR Part 21 Seminar) or course No. 21016 (Part 21). In addition to these courses, the person applying for an avionics function code must have attended course No. 21846 (Avionics Certification Procedures).

1404. National Examiner Board (NEB) Process. The NEB will accept and evaluate applications from DAR-T applicants whose designations are governed by this chapter.

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. 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 need only to submit the Form 8110-28 with relevant experience for the added function(s) requested, along with a recommendation letter from their managing FSDO/IFO.

(b) The Managing FSDO, or IFO, as appropriate, and the NEB will review these applications. The results will be documented in the designee's COA, the DIN updated, and the administrative requirements accomplished in accordance with FAA Order 8900.1, vol. 13. Only the NEB may authorize added functions, and only the managing FSDO or IFO may specify any limitations(s) on the authorized functions.

(2) A former DAR whose privileges were terminated may apply for reinstatement only at the field office where that designee was last assigned (provided poor performance, judgment, or integrity was not the basis for the termination). The FAA office where the former designee was last assigned may reinstate the designation only if that designee meets the requirements and procedures for an original issuance of the designation. A new Form 8110-28 must also be submitted.

(3) DARs may relocate to a different geographical area without applying to the NEB if the receiving FAA office agrees to the transfer. Upon application, a new COA letter may be issued by the receiving field office that serves the designee's new location of residence if that office wishes to retain the designee's services. This issuance depends solely on the need for the designee's services by that receiving field office. The DAR's previous field office will terminate the designation previously held by the DAR before issuing the new authorization for the new office.

1405. Application Procedures. All DAR applicants must complete Form 8110-28. This form is available to download at http://www.faa.gov. The application package also must include three letters from 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 also must contain a letter from the geographically cognizant FSDO or IFO specifying that the applicant meets all the general requirements specified in paragraph 1401 of this order. Address the application documents to: FAA, Designee Quality Assurance Branch, AFS-650, ATTN: National Examiner Board, P.O. Box 25082, Oklahoma City, OK 73125-0082.

1406. Authorized Functions and Codes and Their Usage. See chapter 15 of this order for a listing of function codes. The list details the maintenance functions that may be delegated to a maintenance designee. 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 the DIN. If the managing office encounters difficulty with entering the information in the DIN, the managing office should contact the regional office focal point for assistance.

1407. Former 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 before their actual date of retirement or separation from the agency. A letter of recommendation must accompany the application from management of their last assigned office in lieu of the three letters of reference. All other portions of the application package are required to be completed and returned, because former employees must still 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.

1408. Applicant Notification. There are two types of FAA notifications to the applicant. The first type notifies the applicant in writing whether the applicant is placed into the national candidate pool, or found to be not acceptable. The second type of notification is when an applicant receives a designation; it includes the type of designation and the functions authorized. See appendix G, figures 2 and 3 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 24 months 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 24 months, 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 director of AFS will convey the board's decision to the applicant.

b. Notification of Designation. For DARs, the 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 G, figure G-2 of this order.

1409. General Designee Orientation. The managing office accomplishes the initial orientation for all DARs. For more information on designee orientation, see FAA Order 8900.1, vol. 13.

1410. Designee Responsibilities.

a. Product Certification. Any irregularities or deficiencies related to any product certificated may result in termination under the provisions of § 183.15(b)(4).

b. Authorized Functions. DARs may perform authorized functions only within the limits of their authority.

c. Communication. DARs must contact their managing office for authorization BEFORE accepting any certification or inspection activity requested by an applicant and obtain 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. DARs must ensure all FAA forms, certificates, and other official documents are properly safeguarded. Under no circumstance will 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. DARs are not allowed to perform any maintenance, mechanical functions, or inspections, or act as an agent 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 DAR from performing maintenance, mechanical functions, inspections, or acting as an agent in a non-DAR capacity when NOT involved in the airworthiness certification/approval actions under the DAR's authority.

g. Use of Authority. DARs must 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, and special importing requirements) before issuing airworthiness or export certificates. The DAR will seek guidance from their managing office when problems arise that they cannot resolve.

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

i. Airworthiness Applications. DARs must review applications for completeness and ensure the various airworthiness certificates or approvals have certification statements signed by an applicant or authorized agent.

1411. DAR 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. See FAA Order 8900.1 for instructions on this process.

a. Written Permission Required. If permission is granted by the geographically responsible FSDO/IFO, the designee's managing FAA office will provide the designee with written permission to conduct the expanded geographic activity. The written permission will contain the specific location, functions authorized, and duration (not to exceed 30 days) of the geographic expansion.

b. Authorization Requirements. The designee will maintain a copy of the written permission onsite while performing the authorized function(s). Completed certification files and other documentation required for certification activity will be submitted to the DAR-T's managing office. The geographically responsible office may, however, request to review any certification work performed by a designee in their district by contacting the managing office.

1412. 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 will maintain key information in the DIN 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.

1413. Compliance and Enforcement. The FAA's compliance and enforcement program in FAA 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 toward 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."

1414. Designee Renewal. Timely request for renewal is the responsibility of the designee; however, renewal of any designee appointment is at the option and sole discretion of the FAA.

a. DAR DAR appointments may be issued for 12 to 36 months.

b. Guidelines for Maintenance DAR Renewal. The procedures for renewal are contained in FAA Order 8900.1, vol. 13.

(1) A DAR must submit a written request for renewal to the managing office at least 45 days before the authorization expires. All designees must review and sign a Designee Acknowledgment of Responsibilities as part of the renewal process to confirm their understanding that an appointment as a designee is a privilege and not a right and can be terminated by the FAA at any time (see appendix C, figure C-1 of this order). A designation that has expired is not renewable without reapplication in accordance with this order.

(2) A DAR appointment may be renewed based solely on a projected or anticipated need. If a DAR changes the address at which the authorized functions are to be performed, thereby changing the managing office, without prior coordination, the renewal shall be terminated in accordance with FAA Order 8900.1, vol. 13.

Note: Training must be current in accordance with chapter 8 of this order.

(3) The advisor will review the DAR's file for completed project activity (for example, Designee Management Report and Summary Activity Report(s)). Lack of activity can be used as a justification for termination.

(4) When determining whether to renew or not to renew a certificate, the advisor must verify and review DIN records for the DAR to ensure they attended a recurrent standardization seminar within the last 36 months and/or have a copy of the recurrent seminar certificate of attendance on file. The advisor also must verify that the DAR has performed at least one or more per year of the following activities consistent with authorized functions:

(a) Issuance of recurrent standard airworthiness certificates.

(b) Issuance of recurrent/original special airworthiness certificates.

(c) Issuance of special flight permits.

(d) Issuance of export airworthiness approvals for products.

(e) Issuance of export airworthiness approvals for articles.

(f) Issuance of domestic airworthiness approvals for engines.

(g) Issuance of domestic airworthiness approvals for propellers.

(h) Issuance of domestic airworthiness approvals for articles.

(i) Issuance of notification of completion after conducting records reviews and aircraft inspections required by the Aging Aircraft Safety Act of 1991.

(j) Issuance of completeness for alterations that use DER-approved data.

1415. Termination of Designations. Termination of maintenance DARs will be accomplished in accordance with FAA Order 8900.1, vol. 13.

Chapter 15. Authorized Functions

1501. Authorized Functions and Codes. The following tables contain a list of functions codes, descriptions, and any related notes for DMIRs and DARs.

1502. 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 the DIN.

Table 15-1. DMIR Authorized Functions

Function Code Number	Description	Notes
53	Issue Form 8130-3 for articles, domestic or export, at a PC holder's distribution center.	
01	Issue original standard or special airworthiness certificate for eligible aircraft and airworthiness approvals for products and articles at a PAH's facility, only when it has been determined that the products and/or articles conform to the approved design requirements and are in a condition for safe operation.	This function code may also be used to authorize issuance of Form 8130-31 and may be limited to only this activity.
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 that has undergone changes to the type design that require an FAA official flight test.	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 articles 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.	14 CFR part 21, subpart L, restricts the export of products and/or articles 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.	

Table 15-1. DMIR Authorized Functions (continued)

Function Code Number	Description	Notes
05	Conduct conformity inspections to determine that prototype products and related articles conform to the design specifications.	1. All inspections will be delegated by the managing office. In all instances a complete company inspection of the products and related articles 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 same individual has performed the identical inspection on behalf of the PAH or PAH's approved supplier. 2. This function code authorizes the DMIR to issue conformity certifications on behalf of the CAA for articles 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 DMIR. This may be done at any location authorized by the FAA. This will occur only after the FAA has received notification from the CAA of the country in which the product is located.
06	Conduct any inspections to determine that production products and related articles conform to the approved type design and are in a condition for safe operation.	
07	Perform functions specifically identified on the DMIR COA for the PAH, or the PAH's supplier, at any location authorized by the FAA.	

Table 15-2. DAR-F Authorized Functions

Function Code Number	Description	Notes
08	Issue original standard airworthiness certificates for U.S.-registered aircraft and original airworthiness approvals for products or articles that conform to the approved design requirements and are in a condition for safe operation.	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 Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag. 2. This includes very light aircraft, aircraft built from spare and surplus articles, and surplus military aircraft. This does not include aircraft built in countries in which the United States does not have a BAA or BASA IPA. 3. The issuance of airworthiness approvals meets the requirements for production conformity at the PAH or the PAH's supplier. 4. This function code may also be used to authorize issuance of FAA Form 8130-31, Statement of Conformity – Military Aircraft, and may be limited to only this activity.
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 before 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 articles or surplus military aircraft.	Spare and surplus apply only to §§ 21.21 and 21.27 type-certificated aircraft.

Table 15-2. DAR-F Authorized Functions (continued)

Function Code Number	Description	Notes
14	Issue original class I provisional airworthiness certificates for products.	
15	Issue original/recurrent special airworthiness certificates for limited category.	
16	Issue special flight permits for U.S.-registered aircraft for production flight testing, conducting customer demonstration flights, and overweight operations.	
17	Issue amendment/replacement for standard or special airworthiness certificate if the proper documentation can be obtained from the applicant.	1. The managing office may limit a designee to do amendments and/or replacements. 2. This includes the replacement of certificates when the aircraft registration number changes. 3. This function code may also be used to authorize issuance of Form 8130-31 and may be limited to only this activity.
18	Issue original export airworthiness approval for products in accordance with the provisions of 14 CFR part 21, subpart L.	
19	Issue original/recurrent domestic airworthiness approval for articles in accordance with 14 CFR part 21.	
20	Issue original/recurrent export airworthiness approvals for articles manufactured in accordance with 14 CFR part 21. Individual DARs must be employed by an applicant who is the PAH of the articles being exported.	DARs may be full-time, part-time, or contract employees of a PAH.
21	Make conformity determinations on products and articles thereof to be used for design evaluation programs; for example, TC and supplemental type certification (STC) programs, and complete all necessary reports.	For conformity inspections at the PAH's or PAH's supplier at any location authorized by the FAA, the managing office will delegate all inspections. In all instances, a complete company inspection of the products and related articles must be completed by the PAH or PAH-approved supplier before submitting for an inspection. In general, a designee will not conduct inspections on behalf of the FAA if the same individual has performed the identical inspection on behalf of the PAH or PAH's approved supplier.

Table 15-2. DAR-F Authorized Functions (continued)

Function Code Number	Description	Notes
22	Issue conformity certifications on behalf of the Civil Aviation Authority (CAA) for articles 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 at any location, authorized by the FAA and only after the FAA has received notification from the CAA of the country in which the product is located.	

Table 15-3. DAR-T Authorized Functions

Function Code Number	Description	Notes
23	Issue recurrent standard airworthiness certificates for U.S.-registered aircraft that conform to the approved design requirements and are in a condition for safe operation.	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 Bilateral Airworthiness Agreement (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.
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).	The CAA of the exporting country (other than the country of manufacture) with whom the United States 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.
25	Issue recurrent special airworthiness certificates for U.S.-registered restricted category aircraft.	The exception would be for non-U.S.-manufactured aircraft imported from countries other than the country of manufacture.
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.	
27	Issue recurrent/original special airworthiness certificates for primary category aircraft.	
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.	
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).	Designees will not fax any special flight permits; see FAA Order 8130.2.
30	Issue recurrent/original special airworthiness certificates for limited category aircraft.	

Table 15-3. DAR-T Authorized Functions

Function Code Number	Description	Notes

Table 15-3. DAR-T Authorized Functions (continued)

Function Code Number	Description	Notes
31	Issue recurrent export certificate of airworthiness for aircraft in accordance with part 21, subpart L.	
32	Issue original/recurrent domestic and/or export airworthiness approvals for engines, propellers and/or articles manufactured in accordance with 14 CFR part 21.	
33	Issue amendments/replacements for standard or special airworthiness certificates if the proper documentation can be obtained from the applicant.	1. The managing office may limit a designee to do amendments and/or replacements. 2. This includes the replacement of certificates when the aircraft registration number changes.
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.	
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.	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 certificate number also should 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. DAR certification of data documents does not constitute a field approval.

Table 15-4. DAR-F and DAR-T Authorized Functions

Function Code Number	Description	Notes
46	Issue original/recurrent and replacement special airworthiness certificates, experimental, for the purpose of operating U.S.-registered amateur-built aircraft.	
47	Issue original/recurrent and replacement special airworthiness certificates, experimental, for the purposes of operating U.S.-registered light-sport aircraft.	
48	Issue original/recurrent and replacement special airworthiness certificates for U.S.-registered light-sport category aircraft and special flight permits for light-sport category aircraft production flight-test operations.	

Appendix A. Application Package
Figure A-1. Sample FAA Form 8110-14, Statement of Qualifications

FAA Form 8110-14, Statement of Qualifications

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.

STATEMENT OF QUALIFICATIONS

(DAR-DMIR-DER)

US Department of Transportation
Federal Aviation Administration

Form Approved OMB-2120-0033
Expiration Date 08-31-2013

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. DATE OF BIRTH

5. BUSINESS PHONE NUMBER	6. BUSINESS FAX NUMBER	7. EMAIL ADDRESS

8. DESIGNATION SOUGHT

☐ Designated Engineering Representative (DER)	☐ Structural Engineering	☐ Engine Engineering
☐ Company ☐ Consultant	☐ Powerplant Engineering	☐ Propeller Engineering
	☐ Systems and Equipment Engineering	☐ Flight Analyst
	☐ Acoustical Engineering	☐ Flight Test Pilot

Manufacturing Function(s):

☐ Designated Airworthiness Representative (DAR)

☐ 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:

9. EXPERIENCE RESUME FOR NUMBER OF YEARS, AS APPROPRIATE, PERTINENT TO DESIGNATION SOUGHT. ***(Use additional sheets if necessary)***

Dates From	Dates To	Employer's Name	Position Title and Duties

10. EDUCATION AND TRAINING HIGH SCHOOL LEVEL AND ABOVE PERTINENT TO DESIGNATION SOUGHT.

Dates From	Dates To	Name of School	Curriculum or Study Program	Degrees Received

11. FAA CERTIFICATES NOW HELD PERTINENT TO DESIGNATION SOUGHT.

Type	Certificate No.	Rating	Date Each Rating Issued

12. EMPLOYER'S RECOMMENDATION:

I recommend the person identified above be appointed as:

☐ Designated Engineering Representative ☐ Designated Manufacturing Inspection Representative ☐ Designated Airworthiness Representative

Date	Primary Business	Signature

13. LOCATION WHERE DESIGNEE FUNCTIONS WILL BE PERFORMED IF DIFFERENT THAN BLOCK 2.

Address	Telephone Number	EMAIL Address (Optional)

14. 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 (12-2011) Supersedes Previous Edition Electronic Format:PDF

SAMPLE

Appendix A. Application Package
Figure A-2. Sample Letter to a DER Applicant

U.S. Department
of Transportation
Federal Aviation Administration

[DER Applicant]:

Here is the information you will need to prepare and submit all the required information in your designated engineering representative (DER) application package. Refer to the FAA website at http://www.faa.gov to download a copy of the required forms.

The following items make up the DER application package:

1. All applications must be submitted with a cover letter requesting appointment and with the applicant's plans for activity as a DER.

2. 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*.

3. 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*.

4. 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 A. Application Package
Figure A-3. DER Application Evaluation

Applicant's Name_____

GENERAL REGULATORY CRITERIA

Regulatory Experience and Expertise

Regulatory Experience and Expertise Explained:

This application documents your knowledge of the meaning and application of Title 14, Code of Federal Regulations (14 CFR). This knowledge allows the DER to determine compliance with the appropriate airworthiness regulations. In the REGULATORY CRITERIA blocks, check the spaces next to the 14 CFR part(s) for which you are seeking a designation. You must submit supplementary documentation which verifies where and how you acquired your knowledge of acceptable compliance to the requested 14 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 re-engine 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
CRITERIA DESCRIPTION:
Applicant provides supplementary documentation to verify applicant is cognizant of regulatory requirements and problems related to civil aircraft approvals and has had direct experience requiring expertise in the certification process.

FAA USE ONLY	
Adv	**EP**

DER APPLICANT USE ONLY	
Regulations Requested	**Possesses a working knowledge of the pertinent FAA regulations.**
	14 CFR part 21
	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.	

FAA USE ONLY	
Adv	**EP**

Supplementary Documentation (attach additional sheets as required).

Appendix A. Application Package
Figure A-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 96 months 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 Telephone Number 2. _____ Name Telephone Number 3. _____ Name Telephone Number 4. _____ Name Telephone Number 5. _____ Name Telephone Number		***ACO advisor must contact at least three references.*** ***or*** ***Advisor attaches justification for not contacting references.***	
Engineering Experience: 96 months of experience *(An engineering degree or equivalent may be substituted for 48 months of this requirement)*		Advisor lists years rated_____	

Supplementary Documentation (attach additional sheets as required).

Appendix A. Application Package
Figure A-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 _____ Telephone Number 2. _____ Name _____ Telephone Number 3. _____ Name _____ Telephone Number 4. _____ Name _____ Telephone Number 5. _____ Name _____ Telephone Number		
Applicant has the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA.		
Command of the English Language - spoken: All designees must have sufficient command of the English language to allow the designee to perform assigned functions.		
Command of the English Language - written: All designees must have the ability to write clear, concise, informative, and meaningful documents and reports.		
Applicant must be sufficiently knowledgeable in technical and administrative functions associated with the appointment and must satisfactorily demonstrate this to the FAA before appointment.		
Integrity, professionalism, and sound judgment: All designees must possess and maintain a reputation in the aviation industry, their profession, and the community for a high degree of integrity, honesty, professionalism, dependability, sound judgment, and a cooperative attitude. (Company applicants 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).

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Appendix A. Application Package
Figure A-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. The certificate of completion of the DER Initial Seminar that you are provided upon successful completion of the seminar is used as evidence of your knowledge of DER functions. Submittal of a copy of this record of completion of the DER Initial Seminar is required by you before appointment or identification as a candidate. You may also list other experience, training, etc., that has helped you gain this knowledge. If evidence of completion of the DER Initial Seminar is not found recorded in the training section of the DIN, the appointing office will update the training file accordingly.

DER APPLICANT INFORMATION
CRITERION DESCRIPTION:
Applicant completes DER Initial Seminar

FAA USE ONLY		
Adv		**EP**
	Review record of completion	

List Relevant Experiences, Training, etc.

Appendix A. Application Package
Figure A-3. DER Application Evaluation (Continued)

Applicant's Name_____

STRUCTURAL

See FAA Order 8110.37, Appendix B, 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 A. Application Package
Figure A-3. DER Application Evaluation (Continued)

Applicant's Name_____

STRUCTURAL

See FAA Order 8110.37, Appendix B, 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: The general category in the structures chart embraces all airframe articles such as wing, fuselage, empennage, landing gear, flight controls, engine mounts, and special articles, 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. 24 to 36 months of experience in airframe stress analysis
Yes No 2. 36 to 60 months 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 120 months before appointment.

Appendix A. Application Package
Figure A-3. DER Application Evaluation (Continued)

Applicant's Name_____

POWER PLANT INSTALLATIONS

See 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 A. Application Package
Figure A-3. DER Application Evaluation (Continued)

Applicant's Name_____

POWER PLANT INSTALLATIONS

See 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)		

Appendix A. Application Package
Figure A-3. DER Application Evaluation (Continued)

Applicant's Name_____

POWER PLANT INSTALLATIONS

See FAA Order 8110.37, Appendix 2, Chart B

Additional Application Requirements for a Delegated Function of Airborne Electronic Hardware Approval (continued):

Circle One		(Applicant/DER indicates knowledge/ability/experience possessed - attach substantiation)
Yes	No	(c) Familiarity with the systems safety assessment process, specifically, those portions that establish the hardware design assurance levels.
Yes	No	(d) Demonstrated knowledge of the rationale for, and the significance of, each process and activity in the hardware life cycle, as well as its supporting standards, procedures, and documentation. The DER should be able to identify and to evaluate the critical aspects and contents of each of the documents in RTCA/DO-254[ ].
Yes	No	(e) Ability to distinguish between complex and simple electronic hardware. This should include the ability to evaluate the classification of the device as "simple" and its justification, assess the test and analysis strategy, and evaluate the test and analysis results to confirm verification coverage required for the "simple" classification of the electronic hardware.
Yes	No	(f) Experience gained from participation in some technically responsible capacity over a complete airborne electronic hardware life cycle. This qualification may be satisfied by an aggregate of involvement in different airborne electronic hardware development programs and various roles in those programs.
Yes	No	(g) Experience interacting with the phases of airborne electronic hardware development and testing processes addressed by RTCA/DO-254[ ], including use of the associated configuration management and process assurance. This experience should include significant responsible involvement in several of those phases.
Yes	No	(h) Experience with the design of some different kinds of airborne electronic hardware devices, such as Application Specific Integrated Circuits (ASIC), Programmable Logic Devices (PLD), Field Programmable Gate Arrays (FPGA), and other types of custom micro-coded devices.
Yes	No	(i) Familiarity with Hardware Description Languages used for programming airborne electronic hardware, and an understanding of the types of verification required for use of such languages.
Yes	No	(j) Familiarity with various tools used in the design, verification, validation, and configuration control of airborne electronic hardware. Familiarity with typical airborne electronic hardware tools available to facilitate the development, documentation, and consistency-checking processes is highly desirable.
Yes	No	(k) Demonstrated knowledge of the sources of airborne electronic hardware anomalies, the relative merits of the types of verification processes and activities able to detect errors and anomalies, and the characteristics of a thorough verification program.
Yes	No	(l) Understanding of the system and hardware design techniques that may be used to assign or to reduce a hardware design assurance level, such as redundancy, built-in-test, monitoring, circuit/function isolation, and dissimilarity. This should include the ability to assess the acceptability of proposed mitigation techniques relative to the required system integrity and reliability.
Yes	No	(m) Experience in addressing errors in the different processes and activities in which errors can be introduced in airborne electronic hardware, for example, handling of components, use of development tools, design, and manufacturing/fabrication process.
Yes	No	(n) Knowledge of hardware characteristics that can impact interfaces with software and other hardware components, including safety, integrity, and reliability aspects.
Yes	No	(o) Experience with airborne electronic hardware verification process activities, including reviews, analyses, simulation/emulation, and testing.
Yes	No	(p) Familiarity with post-certification airborne electronic hardware processes, such as manufacturing quality control, factory configuration control, acceptance test procedures, factory installation and test equipment, production equipment control, and installation approvals for Technical Standard Order (TSO) authorization equipment.
Yes	No	(q) Familiarity with airborne electronic hardware modification processes, including modifications to previously developed hardware, changes of aircraft installation, change of application or design environment, upgrading a design baseline, and conducting change impact analyses and regression testing and analyses.
Yes	No	(r) Demonstrated knowledge of the different design assurance considerations and strategies in RTCA/DO-254[ ] appendix B, including Functional Failure Path Analysis, Architectural Mitigation, Product Service Experience, and Advanced Verification Methods that may be used for level A and B complex electronic hardware.

Appendix A. Application Package
Figure A-3. DER Application Evaluation (Continued)

Applicant's Name_____

POWER PLANT INSTALLATIONS

See 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 A. Application Package
Figure A-3. DER Application Evaluation (Continued)

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

Additional Application Requirements for a Delegated Function of Airborne Electronic Hardware Approval:

Circle One (Applicant/DER indicates knowledge/ability/experience possessed - attach substantiation)

Yes No (a) Thorough working knowledge and understanding of RTCA/DO-254[ ] (where [ ] indicates the latest revision of the document), Design Assurance Guidance for Airborne Electronic Hardware.

Yes No (b) Understanding of and experience with RTCA/DO-254[ ] hardware life cycle data needed to demonstrate that the objectives of RTCA/DO-254 are fully met (for example, Plan for Hardware Aspects of Certification, Hardware Accomplishment Summary, Hardware Process Assurance Plan, Hardware Configuration Management Plan, Hardware Design Plan, Hardware Verification Plan, Hardware Validation Plan, Hardware Design Standards, Traceability Data). The DER should also demonstrate the ability to assess the quality of hardware life cycle data and the development team's adherence to approved plans, standards, and procedures.

Appendix A. Application Package
Figure A-3. DER Application Evaluation (Continued)

Applicant's Name_____

SYSTEMS AND EQUIPMENT (MECHANICAL EQUIPMENT)

See 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		
	3M Evacuation Systems		
	3N Special (Specify)		

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)		

Appendix A. Application Package
Figure A-3. DER Application Evaluation (Continued)

Applicant's Name_____

SYSTEMS AND EQUIPMENT (MECHANICAL EQUIPMENT)

See FAA Order 8110.37, Appendix 2, Chart C1 (Cont'd)

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		
	7H Interior Arrangements		
	7I Interior Materials		
	7J Pressurization		
	7K Fire Protection		
	7L Water System, Potable & Waste		
	7M Evacuation Systems		
	7N 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.

Additional Application Requirements for a Delegated Function of Complex Electronic Hardware Approval:

Circle One (Applicant/DER indicates knowledge/ability/experience possessed - attach substantiation)

Yes No (a) Thorough working knowledge and understanding of RTCA/DO-254[ ] (where [ ] indicates the latest revision of the document), Design Assurance Guidance for Airborne Electronic Hardware.

Yes No (b) Understanding of and experience with RTCA/DO-254[ ] hardware life cycle data needed to demonstrate that the objectives of RTCA/DO-254 are fully met (for example, Plan for Hardware Aspects of Certification, Hardware Accomplishment Summary, Hardware Process Assurance Plan, Hardware Configuration Management Plan, Hardware Design Plan, Hardware Verification Plan, Hardware Validation Plan, Hardware Design Standards, Traceability Data). The DER should also demonstrate the ability to assess the quality of hardware life cycle data and the development team's adherence to approved plans, standards, and procedures.

Yes No (c) Familiarity with the systems safety assessment process, specifically, those portions that establish the hardware design assurance levels.

Appendix A. Application Package
Figure A-3. DER Application Evaluation (Continued)

Applicant's Name_____

SYSTEMS AND EQUIPMENT (MECHANICAL EQUIPMENT)

See FAA Order 8110.37, Appendix 2, Chart C1 (Cont'd)

Additional Application Requirements for a Delegated Function of Complex Electronic Hardware Approval (Con't):

Yes No (d) Demonstrated knowledge of the rationale for, and the significance of, each process and activity in the hardware life cycle, as well as its supporting standards, procedures, and documentation. The DER should be able to identify and to evaluate the critical aspects and contents of each of the documents in RTCA/DO-254[ ].

Yes No (e) Ability to distinguish between complex and simple electronic hardware. This should include the ability to evaluate the classification of the device as "simple" and its justification, assess the test and analysis strategy, and evaluate the test and analysis results to confirm verification coverage required for the "simple" classification of the electronic hardware.

Yes No (f) Experience gained from participation in some technically responsible capacity over a complete airborne electronic hardware life cycle. This qualification may be satisfied by an aggregate of involvement in different airborne electronic hardware development programs and various roles in those programs.

Yes No (g) Experience interacting with the phases of airborne electronic hardware development and testing processes addressed by RTCA/DO-254[ ], including use of the associated configuration management and process assurance. This experience should include significant responsible involvement in several of those phases.

Yes No (h) Experience with the design of some different kinds of airborne electronic hardware devices, such as Application Specific Integrated Circuits (ASIC), Programmable Logic Devices (PLD), Field Programmable Gate Arrays (FPGA), and other types of custom micro-coded devices.

Yes No (i) Familiarity with Hardware Description Languages used for programming airborne electronic hardware, and an understanding of the types of verification required for use of such languages.

Yes No (j) Familiarity with various tools used in the design, verification, validation, and configuration control of airborne electronic hardware. Familiarity with typical airborne electronic hardware tools available to facilitate the development, documentation, and consistency-checking processes is highly desirable.

Yes No (k) Demonstrated knowledge of the sources of airborne electronic hardware anomalies, the relative merits of the types of verification processes and activities able to detect errors and anomalies, and the characteristics of a thorough verification program.

Yes No (l) Understanding of the system and hardware design techniques that may be used to assign or to reduce a hardware design assurance level, such as redundancy, built-in-test, monitoring, circuit/function isolation, and dissimilarity. This should include the ability to assess the acceptability of proposed mitigation techniques relative to the required system integrity and reliability.

Yes No (m) Experience in addressing errors in the different processes and activities in which errors can be introduced in airborne electronic hardware, for example, handling of components, use of development tools, design, and manufacturing/fabrication process.

Yes No (n) Knowledge of hardware characteristics that can impact interfaces with software and other hardware components, including safety, integrity, and reliability aspects.

Yes No (o) Experience with airborne electronic hardware verification process activities, including reviews, analyses, simulation/emulation, and testing.

Yes No (p) Familiarity with post-certification airborne electronic hardware processes, such as manufacturing quality control, factory configuration control, acceptance test procedures, factory installation and test equipment, production equipment control, and installation approvals for Technical Standard Order (TSO) authorization equipment.

Yes No (q) Familiarity with airborne electronic hardware modification processes, including modifications to previously developed hardware, changes of aircraft installation, change of application or design environment, upgrading a design baseline, and conducting change impact analyses and regression testing and analyses.

Yes No (r) Demonstrated knowledge of the different design assurance considerations and strategies in RTCA/DO-254[ ] appendix B, including Functional Failure Path Analysis, Architectural Mitigation, Product Service Experience, and Advanced Verification Methods that may be used for level A and B complex electronic hardware.

Appendix A. Application Package
Figure A-3. DER Application Evaluation (Continued)

Applicant's Name_____

SYSTEMS AND EQUIPMENT (ELECTRICAL EQUIPMENT)

See 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 A. Application Package
Figure A-3. DER Application Evaluation (Continued)

Applicant's Name_____

SYSTEMS AND EQUIPMENT (ELECTRICAL EQUIPMENT)

See 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		
	3I Interior/Exterior Lighting		
	3J Flight Data/Voice Recording		
	3K Passenger Address/Entertainment		
	3L Special (Specify)		

Appendix A. Application Package
Figure A-3. DER Application Evaluation (Continued)

Applicant's Name:_____

SYSTEMS AND EQUIPMENT (ELECTRICAL EQUIPMENT)

See FAA Order 8110.37, Appendix 2, Chart C2

Additional Requirements for a DER With a Delegation Part 25 of EWIS, Detail Design and Installation and/or Safety Analysis Approval:

Circle One

DESIGN

Yes No Have an engineering degree plus 4 years of employment experience in aircraft wire design.
Yes No Have a thorough working knowledge and experience in each of the following areas:
1. Electrical systems types and characteristics for transport airplanes
2. Designing wiring in a factory setting for transport airplanes
3. Developing test procedures for testing and inspecting electrical wiring
4. Wire and cable selection
5. Wire connection and associated hardware
6. Aspects of DO-160E and Advisory Circular (AC) 43.13-1B

INSTALLATION

Yes No Have 4 years of employment with practical experience in wire installations for aircraft.
Yes No Have a thorough working knowledge and experience in each of the following areas:
1. Wire installations in a factory setting in transport airplanes
2. Performing wiring inspection
3. Aircraft wire types and their unique characteristics
4. Aircraft zones and unique characteristics (e.g., temperature, vibration, moisture, etc.)
5. Wire connection and installation hardware
6. Aircraft wiring separation standards and wiring best practices

ANALYSIS

Yes No Have an engineering degree.
Yes No Have a thorough working knowledge and experience that includes the application or development of each of the following:
1. Aircraft electrical load analysis
2. Safety analysis
3. Industry EWIS design standard
4. Aircraft Functional Hazard Assessments
5. System Functional Hazard Assessments
6. System Safety Assessments (Fault Tree Analysis/Dependence Diagrams)
7. Failure Modes And Effects Analysis Common Cause Analyses (Zonal Analysis/Common Mode Analysis)

MAINTENANCE

Yes No Have a minimum of 4 years employment with a thorough working knowledge and experience in each of the following areas:
1. Performing electrical wiring maintenance at a maintenance facility
2. Performing wiring tests, inspections, troubleshooting
3. Wire and cable selection
4. Wiring components and installation hardware
5. Standard wiring practice manual
6. Aircraft zonal analysis
7. Wiring inspection techniques (e.g., visual inspection, detailed visual inspection, etc.)
8. Understanding of and experience with the aspects Advisory Circular (AC) 43.13-1B

Additional Application Requirements for a Delegated Function of Complex Electronic Hardware Approval:

Circle One (Applicant/DER indicates knowledge/ability/experience possessed - attach substantiation)

Yes No (a) Thorough working knowledge and understanding of RTCA/DO-254[ ] (where [ ] indicates the latest revision of the document), Design Assurance Guidance for Airborne Electronic Hardware.

Appendix A. Application Package
Figure A-3. DER Application Evaluation (Continued)

Applicant's Name_____

SYSTEMS AND EQUIPMENT (ELECTRICAL EQUIPMENT)

See FAA Order 8110.37, Appendix 2, Chart C2

Additional Application Requirements for a Delegated Function of Airborne Electronic Hardware Approval (continued):

Circle One		(Applicant/DER indicates knowledge/ability/experience possessed - attach substantiation)
Yes	No	(b) Understanding of and experience with RTCA/DO-254[ ] hardware life cycle data needed to demonstrate that the objectives of RTCA/DO-254 are fully met (for example, Plan for Hardware Aspects of Certification, Hardware Accomplishment Summary, Hardware Process Assurance Plan, Hardware Configuration Management Plan, Hardware Design Plan, Hardware Verification Plan, Hardware Validation Plan, Hardware Design Standards, Traceability Data). The DER should also demonstrate the ability to assess the quality of hardware life cycle data and the development team's adherence to approved plans, standards, and procedures.
Yes	No	(c) Familiarity with the systems safety assessment process, specifically, those portions that establish the hardware design assurance levels.
Yes	No	(d) Demonstrated knowledge of the rationale for, and the significance of, each process and activity in the hardware life cycle, as well as its supporting standards, procedures, and documentation. The DER should be able to identify and to evaluate the critical aspects and contents of each of the documents in RTCA/DO-254[ ].
Yes	No	(e) Ability to distinguish between complex and simple electronic hardware. This should include the ability to evaluate the classification of the device as "simple" and its justification, assess the test and analysis strategy, and evaluate the test and analysis results to confirm verification coverage required for the "simple" classification of the electronic hardware.
Yes	No	(f) Experience gained from participation in some technically responsible capacity over a complete airborne electronic hardware life cycle. This qualification may be satisfied by an aggregate of involvement in different airborne electronic hardware development programs and various roles in those programs.
Yes	No	(g) Experience interacting with the phases of airborne electronic hardware development and testing processes addressed by RTCA/DO-254[ ], including use of the associated configuration management and process assurance. This experience should include significant responsible involvement in several of those phases.
Yes	No	(h) Experience with the design of some different kinds of airborne electronic hardware devices, such as Application Specific Integrated Circuits (ASIC), Programmable Logic Devices (PLD), Field Programmable Gate Arrays (FPGA), and other types of custom micro-coded devices.
Yes	No	(i) Familiarity with Hardware Description Languages used for programming airborne electronic hardware, and an understanding of the types of verification required for use of such languages.
Yes	No	(j) Familiarity with various tools used in the design, verification, validation, and configuration control of airborne electronic hardware. Familiarity with typical airborne electronic hardware tools available to facilitate the development, documentation, and consistency-checking processes is highly desirable.
Yes	No	(k) Demonstrated knowledge of the sources of airborne electronic hardware anomalies, the relative merits of the types of verification processes and activities able to detect errors and anomalies, and the characteristics of a thorough verification program.
Yes	No	(l) Understanding of the system and hardware design techniques that may be used to assign or to reduce a hardware design assurance level, such as redundancy, built-in-test, monitoring, circuit/function isolation, and dissimilarity. This should include the ability to assess the acceptability of proposed mitigation techniques relative to the required system integrity and reliability.
Yes	No	(m) Experience in addressing errors in the different processes and activities in which errors can be introduced in airborne electronic hardware, for example, handling of components, use of development tools, design, and manufacturing/fabrication process.
Yes	No	(n) Knowledge of hardware characteristics that can impact interfaces with software and other hardware components, including safety, integrity, and reliability aspects.
Yes	No	(o) Experience with airborne electronic hardware verification process activities, including reviews, analyses, simulation/emulation, and testing.
Yes	No	(p) Familiarity with post-certification airborne electronic hardware processes, such as manufacturing quality control, factory configuration control, acceptance test procedures, factory installation and test equipment, production equipment control, and installation approvals for Technical Standard Order (TSO) authorization equipment.
Yes	No	(q) Familiarity with airborne electronic hardware modification processes, including modifications to previously developed hardware, changes of aircraft installation, change of application or design environment, upgrading a design baseline, and conducting change impact analyses and regression testing and analyses.
Yes	No	(r) Demonstrated knowledge of the different design assurance considerations and strategies in RTCA/DO-254[ ] appendix B, including Functional Failure Path Analysis, Architectural Mitigation, Product Service Experience, and Advanced Verification Methods that may be used for level A and B complex electronic hardware.

Appendix A. Application Package
Figure A-3. DER Application Evaluation (Continued)

Applicant's Name:_____

SYSTEMS AND EQUIPMENT (ELECTRICAL EQUIPMENT)

See 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 A. Application Package
Figure A-3. DER Application Evaluation (Continued)

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 A. Application Package
Figure A-3. DER Application Evaluation (Continued)

Applicant's Name_____

RADIO

See 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 A. Application Package
Figure A-3. DER Application Evaluation (Continued)

Applicant's Name_____

ENGINES

See 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 A. Application Package
Figure A-3. DER Application Evaluation (Continued)

Applicant's Name_____

ENGINES

See 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)		

Additional Application Requirements for a Delegated Function of Airborne Electronic Hardware Approval:

Circle One (Applicant/DER indicates knowledge/ability/experience possessed - attach substantiation)

Yes No (a) Thorough working knowledge and understanding of RTCA/DO-254[ ] (where [ ] indicates the latest revision of the document), Design Assurance Guidance for Airborne Electronic Hardware.

Yes No (b) Understanding of and experience with RTCA/DO-254[ ] hardware life cycle data needed to demonstrate that the objectives of RTCA/DO-254 are fully met (for example, Plan for Hardware Aspects of Certification, Hardware Accomplishment Summary, Hardware Process Assurance Plan, Hardware Configuration Management Plan, Hardware Design Plan, Hardware Verification Plan, Hardware Validation Plan, Hardware Design Standards, Traceability Data). The DER should also demonstrate the ability to assess the quality of hardware life cycle data and the development team's adherence to approved plans, standards, and procedures.

Yes No (c) Familiarity with the systems safety assessment process, specifically, those portions that establish the hardware design assurance levels.

Yes No (d) Demonstrated knowledge of the rationale for, and the significance of, each process and activity in the hardware life cycle, as well as its supporting standards, procedures, and documentation. The DER should be able to identify and to evaluate the critical aspects and contents of each of the documents in RTCA/DO-254[ ].

Yes No (e) Ability to distinguish between complex and simple electronic hardware. This should include the ability to evaluate the classification of the device as "simple" and its justification, assess the test and analysis strategy, and evaluate the test and analysis results to confirm verification coverage required for the "simple" classification of the electronic hardware.

Yes No (f) Experience gained from participation in some technically responsible capacity over a complete airborne electronic hardware life cycle. This qualification may be satisfied by an aggregate of involvement in different airborne electronic hardware development programs and various roles in those programs.

Yes No (g) Experience interacting with the phases of airborne electronic hardware development and testing processes addressed by RTCA/DO-254[ ], including use of the associated configuration management and process assurance. This experience should include significant responsible involvement in several of those phases.

Yes No (h) Experience with the design of some different kinds of airborne electronic hardware devices, such as Application Specific Integrated Circuits (ASIC), Programmable Logic Devices (PLD), Field Programmable Gate Arrays (FPGA), and other types of custom micro-coded devices.

Yes No (i) Familiarity with Hardware Description Languages used for programming airborne electronic hardware, and an understanding of the types of verification required for use of such languages.

Yes No (j) Familiarity with various tools used in the design, verification, validation, and configuration control of airborne electronic hardware. Familiarity with typical airborne electronic hardware tools available to facilitate the development, documentation, and consistency-checking processes is highly desirable.

Yes No (k) Demonstrated knowledge of the sources of airborne electronic hardware anomalies, the relative merits of the types of verification processes and activities able to detect errors and anomalies, and the characteristics of a thorough verification program.

Appendix A. Application Package
Figure A-3. DER Application Evaluation (Continued)

Applicant's Name_____

ENGINES

See FAA Order 8110.37, Appendix 2, Chart E

Additional Application Requirements for a Delegated Function of Airborne Electronic Hardware Approval (continued):

Circle One		(Applicant/DER indicates knowledge/ability/experience possessed - attach substantiation)
Yes	No	(l) Understanding of the system and hardware design techniques that may be used to assign or to reduce a hardware design assurance level, such as redundancy, built-in-test, monitoring, circuit/function isolation, and dissimilarity. This should include the ability to assess the acceptability of proposed mitigation techniques relative to the required system integrity and reliability.
Yes	No	(m) Experience in addressing errors in the different processes and activities in which errors can be introduced in airborne electronic hardware, for example, handling of components, use of development tools, design, and manufacturing/fabrication process.
Yes	No	(n) Knowledge of hardware characteristics that can impact interfaces with software and other hardware components, including safety, integrity, and reliability aspects.
Yes	No	(o) Experience with airborne electronic hardware verification process activities, including reviews, analyses, simulation/emulation, and testing.
Yes	No	(p) Familiarity with post-certification airborne electronic hardware processes, such as manufacturing quality control, factory configuration control, acceptance test procedures, factory installation and test equipment, production equipment control, and installation approvals for Technical Standard Order (TSO) authorization equipment.
Yes	No	(q) Familiarity with airborne electronic hardware modification processes, including modifications to previously developed hardware, changes of aircraft installation, change of application or design environment, upgrading a design baseline, and conducting change impact analyses and regression testing and analyses.
Yes	No	(r) Demonstrated knowledge of the different design assurance considerations and strategies in RTCA/DO-254[ ] appendix B, including Functional Failure Path Analysis, Architectural Mitigation, Product Service Experience, and Advanced Verification Methods that may be used for level A and B complex electronic hardware.

Appendix A. Application Package
Figure A-3. DER Application Evaluation (Continued)

Applicant's Name_____

PROPELLERS

See 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)		

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 A. Application Package
Figure A-3. DER Application Evaluation (Continued)

Applicant's Name_____

PROPELLERS

See 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)		

Additional Application Requirements for a Delegated Function of Airborne Electronic Hardware Approval:

Circle One (Applicant/DER indicates knowledge/ability/experience possessed - attach substantiation)

Yes No (a) Thorough working knowledge and understanding of RTCA/DO-254[ ] (where [ ] indicates the latest revision of the document), Design Assurance Guidance for Airborne Electronic Hardware.

Yes No (b) Understanding of and experience with RTCA/DO-254[ ] hardware life cycle data needed to demonstrate that the objectives of RTCA/DO-254 are fully met (for example, Plan for Hardware Aspects of Certification, Hardware Accomplishment Summary, Hardware Process Assurance Plan, Hardware Configuration Management Plan, Hardware Design Plan, Hardware Verification Plan, Hardware Validation Plan, Hardware Design Standards, Traceability Data). The DER should also demonstrate the ability to assess the quality of hardware life cycle data and the development team's adherence to approved plans, standards, and procedures.

Yes No (c) Familiarity with the systems safety assessment process, specifically, those portions that establish the hardware design assurance levels.

Yes No (d) Demonstrated knowledge of the rationale for, and the significance of, each process and activity in the hardware life cycle, as well as its supporting standards, procedures, and documentation. The DER should be able to identify and to evaluate the critical aspects and contents of each of the documents in RTCA/DO-254[ ].

Yes No (e) Ability to distinguish between complex and simple electronic hardware. This should include the ability to evaluate the classification of the device as "simple" and its justification, assess the test and analysis strategy, and evaluate the test and analysis results to confirm verification coverage required for the "simple" classification of the electronic hardware.

Yes No (f) Experience gained from participation in some technically responsible capacity over a complete airborne electronic hardware life cycle. This qualification may be satisfied by an aggregate of involvement in different airborne electronic hardware development programs and various roles in those programs.

Yes No (g) Experience interacting with the phases of airborne electronic hardware development and testing processes addressed by RTCA/DO-254[ ], including use of the associated configuration management and process assurance. This experience should include significant responsible involvement in several of those phases.

Yes No (h) Experience with the design of some different kinds of airborne electronic hardware devices, such as Application Specific Integrated Circuits (ASIC), Programmable Logic Devices (PLD), Field Programmable Gate Arrays (FPGA), and other types of custom micro-coded devices.

Yes No (i) Familiarity with Hardware Description Languages used for programming airborne electronic hardware, and an understanding of the types of verification required for use of such languages.

Yes No (j) Familiarity with various tools used in the design, verification, validation, and configuration control of airborne electronic hardware. Familiarity with typical airborne electronic hardware tools available to facilitate the development, documentation, and consistency-checking processes is highly desirable.

Yes No (k) Demonstrated knowledge of the sources of airborne electronic hardware anomalies, the relative merits of the types of verification processes and activities able to detect errors and anomalies, and the characteristics of a thorough verification program.

Appendix A. Application Package
Figure A-3. DER Application Evaluation (Continued)

Applicant's Name_____

PROPELLERS

See FAA Order 8110.37, Appendix 2, Chart F

Additional Application Requirements for a Delegated Function of Airborne Electronic Hardware Approval (continued):

Circle One		(Applicant/DER indicates knowledge/ability/experience possessed - attach substantiation)
Yes	No	(l) Understanding of the system and hardware design techniques that may be used to assign or to reduce a hardware design assurance level, such as redundancy, built-in-test, monitoring, circuit/function isolation, and dissimilarity. This should include the ability to assess the acceptability of proposed mitigation techniques relative to the required system integrity and reliability.
Yes	No	(m) Experience in addressing errors in the different processes and activities in which errors can be introduced in airborne electronic hardware, for example, handling of components, use of development tools, design, and manufacturing/fabrication process.
Yes	No	(n) Knowledge of hardware characteristics that can impact interfaces with software and other hardware components, including safety, integrity, and reliability aspects.
Yes	No	(o) Experience with airborne electronic hardware verification process activities, including reviews, analyses, simulation/emulation, and testing.
Yes	No	(p) Familiarity with post-certification airborne electronic hardware processes, such as manufacturing quality control, factory configuration control, acceptance test procedures, factory installation and test equipment, production equipment control, and installation approvals for Technical Standard Order (TSO) authorization equipment.
Yes	No	(q) Familiarity with airborne electronic hardware modification processes, including modifications to previously developed hardware, changes of aircraft installation, change of application or design environment, upgrading a design baseline, and conducting change impact analyses and regression testing and analyses.
Yes	No	(r) Demonstrated knowledge of the different design assurance considerations and strategies in RTCA/DO-254[ ] appendix B, including Functional Failure Path Analysis, Architectural Mitigation, Product Service Experience, and Advanced Verification Methods that may be used for level A and B complex electronic hardware.

Appendix A. Application Package
Figure A-3. DER Application Evaluation (Continued)

Applicant's Name_____

FLIGHT ANALYST

See 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		
	3K Special (Specify)		
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 A. Application Package
Figure A-3. DER Application Evaluation (Continued)

Applicant's Name_____

FLIGHT ANALYST

See 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		
	6K Special (Specify)		
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		
	8K Special (Specify)		

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		
	11K Special (Specify)		

Note: Specific appendix to part 36 (for example, appendix C, appendix G, 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 A. Application Package
Figure A-3. DER Application Evaluation (Continued)

Applicant's Name_____

FLIGHT TEST PILOT

See 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		
	4H Ice Protection 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 A. Application Package
Figure A-3. DER Application Evaluation (Continued)

Applicant's Name_____

FLIGHT TEST PILOT

See 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 A. Application Package
Figure A-3. DER Application Evaluation (Continued)

Applicant's Name_____

ACOUSTICAL

See 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 A. Application Package
Figure A-4. DMIR/DAR Application Evaluation

Applicant's Name_____

GENERAL REGULATORY CRITERIA

Regulatory Experience and Expertise

Regulatory Experience and Expertise Explained:

This application 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, place an "**X**" in the column to the left of each 14 CFR part(s) in which you are knowledgeable. You must include documentation that verifies where and how you acquired knowledge of acceptable compliance to that specific 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 on 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 its 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		
	FAA Order 8110.4		
	FAA Order 8100.8		
	FAA Order 8130.2		
	FAA 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 A. Application Package
Figure A-4. DMIR/DAR 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. These criteria determine which authorized functions and limitations are appropriate for each applicant. On the table below, please indicate the applicable technical expertise and experience you have by placing an "**X**" in the left column. You must list at least three references that include their telephone numbers so 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 and have the technical knowledge necessary to make such a judgment. Although not a requirement, it will be helpful if these references are persons known to the FAA Aircraft Certification Service. You must 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 articles OF THE SAME TYPE AND COMPLEXITY for the functions sought (for example, Boeing Model 707-100, Bell Model 47B, and/or related articles, etc.).		
	DMIR employed by a PAH or a PAH's supplier.		
	DMIR: 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, articles 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 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.		
	Technical References (list three names minimum and indicate if DMIR/DAR: 1. _____ Name Telephone Number Designations Held 2. _____ Name Telephone Number Designations Held 3. _____ Name Telephone Number Designations Held		

Supplementary Documentation (attach additional sheets as required).

Appendix A. Application Package
Figure A-4. DMIR/DAR Application Evaluation (Continued)

Applicant's Name_____

GENERAL INTERFACE CRITERIA

Direct Interface with FAA Personnel and Procedures

Direct Interface with FAA Personnel and Procedures Explained:

1. Interpersonal Skills.

- Command of the English Language - spoken: All designees must have sufficient command of the English language to allow the designee to perform assigned functions.
- Command of the English Language - written: All designees must have the ability to write clear, concise, informative, and meaningful documents and reports.

2. Integrity, professionalism, and sound judgment: All designees must possess and maintain a reputation in the aviation industry, their profession, and the community for a high degree of integrity, honesty, professionalism, dependability, sound judgment, and a cooperative attitude. (Company applicants must include a statement from the company attesting to these attributes.)

3. 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 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.

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, 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.

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 12 months in connection with the type of work to be covered by the designation. Also, the DMIR 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.

Appendix A. Application Package
Figure A-4. DMIR/DAR Application Evaluation (Continued)

This form is used to document your character references and your direct interface with FAA personnel and procedures. List at least three references that 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 (see GENERAL TECHNICAL CRITERIA). DMIR 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 Telephone Number 2. _____ Name Telephone Number 3. _____ Name Telephone Number 4. _____ Name Telephone Number 5. _____ Name Telephone Number		
Applicant has the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA.		
Command of the English Language - spoken: All designees must have sufficient command of the English language to allow the designee to perform assigned functions.		
Command of the English Language - written: All designees must have the ability to write clear, concise, informative, and meaningful documents and reports.		
Applicant must be sufficiently knowledgeable in technical and administrative functions associated with the appointment and must satisfactorily demonstrate this to the FAA before appointment.		
Integrity, professionalism, and sound judgment: All designees must possess and maintain a reputation in the aviation industry, their profession, and the community for a high degree of integrity, honesty, professionalism, dependability, sound judgment, and a cooperative attitude. (Company applicants must include a statement from the company attesting to these attributes.)		
DMIR applicants must have been in a responsible position for a minimum of 12 months in connection with the type of work covered by the designation.		
DMIR 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 applicants must include documentation showing significant experience in a direct working relationship with the FAA.		

DAR applicants showing significant experience in a direct working relationship with the FAA will have their documentation in the following format: projects worked, dates of work, activity involved, and point of contact within the FAA. An example 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 A. Application Package
Figure A-4. DMIR/DAR 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" below 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

DMIR Code 53 Applicants
53

Manufacturing DAR Applicants - Indicate Functions Desired															
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	53

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.

Note 3: The "conformity inspections" functions include test articles, as required. Designees may be authorized to witness tests when requested by the ACO and authorized by the managing office.

Note 4: Designees are required to complete any necessary reports/documents, as applicable, under any function code.

Appendix A. Application Package
Figure A-4. DMIR/DAR Application Evaluation (Continued)

Issuance of Original Standard and/or Special Airworthiness Certificates for U.S.-Registered AirCraft

Applicant's Name_____

At least one of the following must apply:

1. The applicant must have 60 months of experience in actually issuing (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.

2. An organization holding an FAA PC must have a person(s) in its employ with 60 months of experience similar to that specified in paragraph 1 above.

INSTRUCTIONS: Write in the number of months of experience obtained for DMIR functions 1, 2, 6, and 7 and DAR functions 8 through 17 in the left column. Attach supplemental substantiation.

Table 1

APPLICANT INFORMATION			*FAA USE ONLY*	
Yes/No	**Type of Applicant**		**Adv**	**EP**
	Individual with 60 months 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.			
	An organization holding an FAA PC must have a person(s) in its employ with 60 months of experience.			
No. of Months	**Minimum Standard**		**Adv**	**EP**
	60 months of experience as a DMIR.			
	60 months of experience as a DAS inspector.			
	60 months of experience as a DOA inspector.			
	60 months of experience as a company inspector.			
	60 months of experience as an FAA manufacturing inspector.			

Appendix A. Application Package
Figure A-4. DMIR/DAR Application Evaluation (Continued)

Issuance of Original Export Airworthiness Approvals for Products

Applicant's Name_____

At least one of the following must apply:

1. The applicant must have 60 months of experience in actually issuing (or having responsibility for managing programs leading to the issuance of) original domestic and/or export airworthiness approvals for products of the SAME TYPE AND COMPLEXITY as those for which authorization is sought.

2. An organization holding an FAA PC must have a person(s) in its employ with 60 months of experience similar to that specified in paragraph 1 above.

INSTRUCTIONS: Write in the number of months of experience possessed for DMIR functions 3 and 7 and DAR function 18 in the left column and attach supplemental substantiation.

Table 2

APPLICANT INFORMATION		*FAA USE ONLY*	
Yes/No	**Type of Applicant**	**Adv**	**EP**
	Individual with 60 months 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 for products of the SAME TYPE AND COMPLEXITY as those for which authorization is sought.		
	An organization holding an FAA PC must have a person(s) in its employ with 60 months of experience similar to the experience listed for manufactured articles.		
No. of Months	**Minimum Standard**	**Adv**	**EP**
	60 months of experience as a DMIR.		
	60 months of experience as a DOA inspector.		
	60 months of experience as a company inspector.		
	60 months of experience as an FAA manufacturing inspector.		

Appendix A. Application Package
Figure A-4. DMIR/DAR Application Evaluation (Continued)

Issuance of Original Airworthiness Approvals for Products Designated for Domestic Use

Applicant's Name_____

At least one of the following must apply:

1. The applicant must have 60 months of experience in actually issuing (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.

2. An organization holding an FAA PC must have a person(s) in its employ with 60 months of experience similar to that specified in paragraph 1 above.

INSTRUCTIONS: Write in the number of months of experience possessed for DMIR functions 1, 4, and 7 and DAR function 8 in the left column and attach supplemental substantiation.

Table 3

APPLICANT INFORMATION		*FAA USE ONLY*	
Yes/No	**Type of Applicant**	**Adv**	**EP**
	Individual with 60 months 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 for products of the SAME TYPE AND COMPLEXITY as those for which authorization is sought.		
	An organization holding an FAA PC must have a person(s) in its employ with 60 months of experience similar to the experience listed for products.		
No. of Months	**Minimum Standard**	**Adv**	**EP**
	60 months of experience as a DMIR.		
	60 months of experience as a DOA inspector.		
	60 months of experience as a company inspector.		
	60 months of experience as an FAA manufacturing inspector.		

Appendix A. Application Package
Figure A-4. DMIR/DAR Application Evaluation (Continued)

Issuance of Original Export Airworthiness Approvals for Articles

Applicant's Name_____

At least one of the following must apply:

1. The applicant must have 36 months of experience in actually issuing (or having responsibility for managing programs leading to the issuance of) original domestic and/or export airworthiness approvals for articles of the SAME TYPE AND COMPLEXITY as those for which authorization is sought.

2. The applicant must show evidence of 36 months of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that these articles (of the SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for original export airworthiness approval comply with part 21, subpart L, and any special requirements of the importing country. This is to include knowledge of the following:

a. First article, in-process, and final assembly inspections.

b. Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, and plating).

c. Destructive and nondestructive inspections.

d. Manufacturing processes.

e. Airworthiness assurance.

f. Development and implementation of quality control systems and procedures.

g. Testing procedures.

h. Use of FAA-approved type design data.

3. An organization holding an FAA production approval must have a person(s) in its employ with 36 months of experience similar to that specified in paragraphs 1 and/or 2 above.

Appendix A. Application Package
Figure A-4. DMIR/DAR Application Evaluation (Continued)

INSTRUCTIONS: Write in the number of months of experience possessed for DMIR functions 3 and 7 and DAR functions 19 and 20 in the left column and attach supplemental substantiation.

Table 4

APPLICANT INFORMATION		*FAA USE ONLY*	
Yes/No	**Type of Applicant**	**Adv**	**EP**
	Individual with 36 months 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 for articles of the SAME TYPE AND COMPLEXITY as those for which authorization is sought.		
	Individual with 36 months of experience (for articles) with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that these articles (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. This experience 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; and use of FAA-approved type design data.		
	An organization as a holder of an FAA production approval must have a person(s) in its employ with 36 months of experience.		
No. of Months	**Minimum Standard**	**Adv**	**EP**
	36 months of experience as a DMIR.		
	36 months of experience as a DOA inspector.		
	36 months of experience as a company inspector.		
	36 months of experience as an FAA manufacturing inspector.		

Appendix A. Application Package
Figure A-4. DMIR/DAR Application Evaluation (Continued)

Issuance of Original Airworthiness Approvals Designated for Domestic Use of Articles (for example, Module, Subassembly, Article, etc.) made under an FAA Production Approval, the failure of which would jeopardize the Safety of Products

Applicant's Name_____

At least one of the following must apply:

1. The applicant must have 36 months of experience in actually issuing (or having responsibility for managing programs leading to the issuance of) original airworthiness approvals for articles of the SAME TYPE AND COMPLEXITY as those for which authorization is sought.

2. The applicant must show evidence of 36 months of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that articles (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 the following:

a. First article, in-process, and final assembly inspections.

b. Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, and plating).

c. Destructive and nondestructive inspections.

d. Manufacturing processes.

e. Airworthiness assurance.

f. Development and implementation of quality control systems and procedures.

g. Testing procedures.

h. Use of FAA-approved type design data.

3. An organization holding an FAA production approval must have a person(s) in its employ with 36 months of experience similar to that specified in paragraphs 1 and/or 2 above.

Appendix A. Application Package
Figure A-4. DMIR/DAR Application Evaluation (Continued)

INSTRUCTIONS: Write in the number of months of experience possessed for DMIR functions 1, 4, and 7 and DAR function 8 in the left column and attach supplemental substantiation.

Table 5

APPLICANT INFORMATION		*FAA USE ONLY*	
Yes/No	**Type of Applicant**	**Adv**	**EP**
	Individual with 36 months 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 for articles of the SAME TYPE AND COMPLEXITY as those for which authorization is sought.		
	Individual with 36 months of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that articles 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 experience 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; and use of FAA-approved type design data.		
	An organization as a holder of an FAA production approval must have a person(s) in its employ with 36 months of experience.		
No. of Months	**Minimum Standard**	**Adv**	**EP**
	36 months of experience as a DMIR.		
	36 months of experience as a DOA inspector.		
	36 months of experience as a company inspector.		
	36 months of experience as an FAA manufacturing inspector.		

Appendix A. Application Package
Figure A-4. DMIR/DAR Application Evaluation (Continued)

Issuance of Original/Recurrent Export Airworthiness Approvals for Articles

Applicant's Name_____

At least one of the following must apply:

1. The applicant must be employed by a PAH or a PAH's approved supplier. The applicant must have 12 months of experience in actually issuing (or having responsibility for managing programs leading to the issuance of) original domestic and/or export airworthiness approvals for articles of the SAME TYPE AND COMPLEXITY as those for which authorization is sought.

2. The applicant must show evidence of 12 months of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that articles (of the SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for original export airworthiness approval comply with part 21, subpart L, and any special requirements of the importing country. This should include knowledge of the following:

a. First article, in-process, and final assembly inspections.

b. Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, and plating).

c. Destructive and nondestructive inspection.

d. Manufacturing processes.

e. Airworthiness assurance.

f. Development and implementation of quality control systems and procedures.

g. Testing procedures.

h. Use of FAA-approved type design data.

3. An organization holding an FAA production approval must have a person(s) in its employ with 12 months of experience similar to that specified in paragraphs 1 and/or 2 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 articles conform to the PAH's approved type design data and are in a condition for safe operation.

Appendix A. Application Package
Figure A-4. DMIR/DAR Application Evaluation (Continued)

INSTRUCTIONS: Write in the number of months of experience possessed for DMIR functions 3 and 7 in the left column and attach supplemental substantiation.

Table 6

APPLICANT INFORMATION		*FAA USE ONLY*	
Yes/No	**Type of Applicant**	**Adv**	**EP**
	Individual with 12 months 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 for articles of the SAME TYPE AND COMPLEXITY as those for which authorization is sought. These articles must be manufactured in a facility with a Certificate Management Information System (CMIS) risk-based resource targeting (RBRT) risk level of low and have a unit criticality of 1 or 2.		
	Individual with 12 months of experience (articles) with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that these articles (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. This experience 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; and use of FAA-approved type design data.		
	An organization holding an FAA production approval must have a person(s) in its employ with 12 months of experience. 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.		
No. of Months	**Minimum Standard**	**Adv**	**EP**
	Employed by a PAH authorized to issue export airworthiness approvals for articles.		
	12 months of experience as a DMIR.		
	12 months of experience as a DOA inspector.		
	12 months of experience as a company inspector.		
	12 months of experience as an FAA manufacturing inspector.		

Appendix A. Application Package
Figure A-4. DMIR/DAR Application Evaluation (Continued)

Issuance of Original Airworthiness Approvals Designated for Domestic use of any Article Not Included in Tables A-3 and A-5, Including Standard Parts Manufactured under a Production Approval

Applicant's Name_____

At least one of the following must apply:

1. The applicant must be employed by a PAH or a PAH's approved supplier. The applicant must have 12 months of experience in actually issuing (or having responsibility for managing programs leading to the issuance of) original airworthiness approvals for articles of the SAME TYPE AND COMPLEXITY as those for which authorization is sought.

2. The applicant must show evidence of 12 months of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine articles (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 the following:

a. First article, in-process, and final assembly inspections.

b. Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, and plating).

c. Destructive and nondestructive inspection.

d. Manufacturing processes.

e. Airworthiness assurance.

f. Development and implementation of quality control systems and procedures.

g. Testing procedures.

h. Use of FAA-approved type design data.

3. An organization holding an FAA production approval must have a person(s) in its employ with 12 months of experience similar to that specified in paragraphs 1 and/or 2 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 a condition for safe operation.

Appendix A. Application Package
Figure A-4. DMIR/DAR Application Evaluation (Continued)

INSTRUCTIONS: Write in the number of months of experience possessed for DMIR functions 1, 4, 6, and 7 and DAR function 8 in the left column and attach supplemental substantiation.

Table 7

APPLICANT INFORMATION		*FAA USE ONLY*	
Yes/No	**Type of Applicant**	**Adv**	**EP**
	Individual with 12 months 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 for articles of the SAME TYPE AND COMPLEXITY as those for which authorization is sought.		
	Individual with 12 months of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that articles (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 experience 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; and use of FAA-approved type design data.		
	An organization as a holder of an FAA production approval must have a person(s) in its employ with 12 months of experience.		
No. of Months	**Minimum Standard**	**Adv**	**EP**
	12 months of experience as a DMIR.		
	12 months of experience as a DOA inspector.		
	12 months of experience as a company inspector.		
	12 months of experience as an FAA manufacturing inspector.		

Appendix A. Application Package
Figure A-4. DMIR/DAR Application Evaluation (Continued)

Making Conformity Determinations on Aircraft and Articles (including Those Submitted for FAA Tests) Before the Issuance of an FAA Type Design Approval

Applicant's Name_____

At least one of the following must apply:

1. The applicant must have 60 months of experience in making conformity determinations (or having responsibility for managing programs leading to the determinations) of that 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).

2. The applicant must show evidence of 60 months of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that prototype or test articles or completed product (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 the following:

a. First article, in-process, and final assembly inspections.

b. Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, and plating).

c. Destructive and nondestructive inspection.

d. Manufacturing processes.

e. Airworthiness assurance.

f. Development and implementation of quality control systems and procedures.

g. Testing procedures.

h. Use of FAA-approved type design data.

Appendix A. Application Package
Figure A-4. DMIR/DAR Application Evaluation (Continued)

INSTRUCTIONS: Write in the number of months of experience possessed for DMIR functions 5 and 7 and DAR function 21 in the left column and attach supplemental substantiation.

Table 8

APPLICANT INFORMATION		*FAA USE ONLY*	
Yes/No	**Type of Applicant**	**Adv**	**EP**
	Individual with 60 months of experience in making actual conformity determinations (or having responsibility for managing programs which lead to determinations) of that prototype or test articles (including completed aircraft of the SAME TYPE AND COMPLEXITY as those for which authorization is sought) conform to the type design under evaluation by the FAA.		
	Individual with 60 months of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine prototype or test articles or completed product (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. This experience 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; and use of FAA-approved type design data.		
	An organization holding an FAA production approval must have a person(s) in its employ with 60 months of experience.		
	An organization not holding an FAA production approval must have a person(s) in its employ with 60 months of experience.		
No. of Months	**Minimum Standard**	**Adv**	**EP**
	60 months of experience as a DMIR.		
	60 months of experience as a DAS inspector.		
	60 months of experience as a DOA inspector.		
	60 months of experience as a company inspector.		
	60 months of experience as an FAA manufacturing inspector.		

Appendix A. Application Package
Figure A-4. DMIR/DAR Application Evaluation (Continued)

Issuance of Conformity Certifications for Articles Manufactured in the United States for Non-U.S. Product Manufacturers

Applicant's Name_____

At least one of the following must apply:

1. The applicant must have 36 months of experience in making conformity determinations (or having responsibility for managing programs leading to determinations) that prototype or test articles (including completed aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) conform to the proposed type design being evaluated by the FAA.

2. The applicant must show evidence of 36 months of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that prototype or test articles or completed product (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 the following:

a. First article, in-process, and final assembly inspections.

b. Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, and plating).

c. Destructive and nondestructive inspection.

d. Manufacturing processes.

e. Airworthiness assurance.

f. Development and implementation of quality control systems and procedures.

g. Testing procedures.

h. Use of FAA-approved type design data.

3. An organization holding an FAA production approval must have a person(s) in its employ with 36 months of experience similar to that specified in paragraphs 1 and/or 2 above.

Appendix A. Application Package
Figure A-4. DMIR/DAR Application Evaluation (Continued)

INSTRUCTIONS: Write in the number of months of experience possessed for DMIR functions 5 and 7 and DAR function 22 in the left column and attach supplemental substantiation.

Table 9

APPLICANT INFORMATION			*FAA USE ONLY*	
Yes/No	**Type of Applicant**		**Adv**	**EP**
	Individual with 36 months of experience in making actual conformity determinations (or having responsibility for managing programs which lead to determinations) that prototype or test articles (including completed aircraft of the SAME TYPE AND COMPLEXITY as those for which authorization is sought) conform to the type design under evaluation by the FAA.			
	Individual with 36 months of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine prototype or test articles, or completed product (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. This experience 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; and use of FAA-approved type design data.			
	Organization holding an FAA production approval must have a person(s) in its employ with 60 months of experience.			
No. of Months	**Minimum Standard**		**Adv**	**EP**
	36 months of experience as a DMIR.			
	36 months of experience as a DAS inspector.			
	36 months of experience as a DOA inspector.			
	36 months of experience as a company inspector.			
	36 months of experience as an FAA manufacturing inspector.			

Appendix A. Application Package
Figure A-4. DMIR/DAR Application Evaluation (Continued)

Issuance of FAA Form 8130-10, Statement of Conformity — Military Aircraft

Applicant's Name _____

At least one of the following must apply:

1. The applicant must have 60 months of experience in actually issuing (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.

2. An organization holding an FAA PC must have a person(s) in its employ with 60 months of experience similar to that specified in paragraph 1 above.

INSTRUCTIONS: Write in the number of months of experience possessed for DMIR function 1 and DAR functions 8 and/or 17 in the left column. Attach supplemental substantiation.

Table 10

APPLICANT INFORMATION			*FAA USE ONLY*	
Yes/No	**Type of Applicant**		**Adv**	**EP**
	Individual with 60 months 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.			
	An organization holding an FAA PC must have a person(s) in its employ with 60 months of experience.			
No. of Months	**Minimum Standard**		**Adv**	**EP**
	60 months of experience as a DMIR.			
	60 months of experience as a DAS inspector.			
	60 months of experience as a DOA inspector.			
	60 months of experience as a company inspector.			
	60 months of experience as an FAA manufacturing inspector.			

Appendix A. Application Package
Figure A-4. DMIR/DAR Application Evaluation (Continued)

Issuance of FAA Form 8130-3 at a PC Holder's Distribution Center

Applicant's Name_____

The following must apply:

1. The applicant must have 6 months of experience working within the PC holder's quality system.

2. The applicant must have 6 months of experience and a working knowledge of applicable material handling, shipping, receiving, storage, and inspection processes.

3. The applicant must have 6 months of experience working with the data system used to track articles, verify inspections, and validate serial numbers.

4. The applicant must have 6 months of experience working with the process used to access quality and design data and changes to the data applicable to a particular article.

5. The applicant must have 6 months of experience and a working knowledge of acceptance, rejection, and material review board procedures and be able to access the applicable data when necessary.

6. The applicant must demonstrate the ability to determine that articles presented for export airworthiness approval comply with part 21, subpart L, and any special requirements of the importing country.

Appendix A. Application Package
Figure A-4. DMIR/DAR Application Evaluation (Continued)

INSTRUCTIONS: Write in the number of months of experience possessed for DMIR function 53 in the left column and attach supplemental substantiation.

Table 11

APPLICANT INFORMATION			*FAA USE ONLY*	
Yes/No	**Type of Applicant**		**Adv**	**EP**
No. of Months	**Minimum Standard**		**Adv**	**EP**
	6 months of experience in the distribution center.			
	6 months of experience working within the PC holder's quality system.			
	6 months of experience and a working knowledge of applicable material handling, shipping, receiving, storage, and inspection processes.			
	6 months of experience with the data system used to track articles, verify inspections, and validate serial numbers.			
	6 months of experience working with the process used to access quality and design data and changes to the data applicable to a particular article.			
	6 months of experience and a working knowledge of acceptance, rejection, and material review board procedures and be able to access the applicable data when necessary.			
	Demonstrate the ability to determine that articles presented for export airworthiness approval comply with part 21, subpart L, and any special requirements of the importing country.			

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Appendix B. Appointment/Evaluation Documents
Figure B-1. Designee Appointment Tracking Document

DESIGNEE APPOINTMENT TRACKING DOCUMENT

Instructions: Complete this document by entering a checkmark (✔) in each line entry, signing and dating where applicable.

APPLICANT NAME: _____ **Applying for (type designation)**_____

___1. FAA need for this type designation established. Managers initials _____ Date _____

___2. FAA ability to manage the applicant established. Managers initials _____Date _____

___3. Cursory checks of application and request additional information if necessary (DPC). If the applicant has had previous designations terminated because of misconduct, the application will be denied at this point.

___4. Response to applicant (within 30 days).

___5. Ensure DPC has entered applicant in the DIN.

___6. Review resume. (FAA advisor's name: _____)

Based on resume or previous experience, determine whether the applicant would be an asset to the FAA. If this applicant will not reduce the FAA's workload, the applicant should be rejected at this point.

___7. Contact applicant as necessary.

___8. If the applicant does not meet the Appointment Criteria described in the application, attach substantiating documentation.

___9. Company position (not applicable for consultants). Employed and recommended by the company. Position within company with sufficient authority to effectively administer compliance.

___10. Attach a written evaluation for each area for which a delegated function was requested and identify any limitations. Also justify why the applicant was not qualified for any denied function. Attach a copy of any correspondence validating coordination with AFS concerning the authorization of any function code with recurrent certification activities.

___11. Verify completion of Initial Designee Training for DAR and DMIR applicants and enter the date in the DIN.

___12. 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) Forward to evaluation panel with a recommendation to appoint with limitations stated in item 10 above.
(d) Send applicant denial letter.

Manager Signature: _____ Date: _____

ADVISOR'S SIGNATURE: _____ Date: _____

Appendix B. Appointment/Evaluation Documents
Figure B-1. Designee Appointment Tracking Document (Continued)

____13. Executive Level review: Applicant meets criteria for executive level considerations: Yes / No
If yes above, applicant meets the requirements for a sufficient level of authority: Yes / No

14. 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.

____15. 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.)

COMMENTS: _____

(Write any comments on a separate plain paper and attach to this form.)

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

Appendix B. Appointment/Evaluation Documents
Figure B-1. Designee Appointment Tracking Document (Continued)

___16. DER Initial Seminar attendance: Confirm the applicant's attendance of the DER initial seminar is recorded in the DIN. If not, obtain from the applicant a copy of the certification of attendance and record the attendance in the DIN. Successful completion of the initial seminar is required by the applicant before appointment or identification as a candidate.

___17. Orientation: For designee appointments or candidate status, outline expectations. For a DER candidate, have the candidate develop a plan to gain the experience necessary for appointment.

___18. Have the applicant sign the Designee Acknowledgment of Responsibilities document. Scan this document and attach it to the designee's DIN record.

___19. 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.

___20. Preappointment interview (after candidate period): Outline coordination expectations.

___21. 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 B. Appointment/Evaluation Documents
Figure B-2. Designee Multiple Appointment, Dual Appointment, Expanded Authority, and Transfer Tracking Document

Designee Multiple Appointment, Dual Appointment, Expanded Authority, and Transfer Tracking Document

Instructions: Complete this document by entering a checkmark (✔) in each line entry, and signing and dating where applicable.

DESIGNEE NAME: _____

___1. FAA need for this type designation established. Manager initials _____ Date _____

___2. FAA ability to manage the applicant established. Manager initials _____Date _____

___3. Cursory checks of application and request additional information if necessary (DPC).
If the applicant has had previous designations terminated because of misconduct, the application will be denied at this point.

Note: Designees need to submit an application package in accordance with the requirements of paragraph 508 of FAA Order 8100.8.

___4. Response to applicant (within 30 days).

___5. Review request. (FAA advisor's name: _____)

Based on request or previous experience, is there reason to believe that the applicant would be an asset to the ACO/MIDO/MISO? If it is determined that this request would not reduce the FAA's workload, the request should be rejected at this point.

___6. Evaluation (in writing) for the authority being denied or limited, explaining why the applicant was not qualified. (Comments may be continued on a separate sheet if additional space is required.)

_____

_____

___7. Advisor Recommendation determined in accordance with chapter 5 of FAA Order 8100.8 (circle one):

(a) Forward to evaluation panel with a recommendation to grant request.
(b) Accept directly without evaluation panel review (requires manager approval below). Document the rationale:

_____

_____

Manager Signature: _____ Date: _____

(c) Send applicant denial letter.

ADVISOR'S SIGNATURE: _____ Date: _____

Appendix B. Appointment/Evaluation Documents
Figure B-2. Designee Multiple Appointment, Dual Appointment, Expanded Authority, and Transfer Tracking Document (Continued)

___8. Evaluation panel review: Interview applicant (if not, document justification).

___9. Evaluation panel review: Decision for immediate authorization of designee request or reject designee request. Provide written evaluations if agreement is not reached and resolve with management.

EVALUATION PANEL DECISION: AUTHORIZE REQUEST: _____

DENY REQUEST: _____

(Document rationale for denial and attach to this form.)

COMMENTS: _____

(Write any comments on a separate plain paper and attach to this form.)

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

___10. Send applicant letter informing the applicant of the decision.

___11. Orientation: Ensure designee understands authorized authority.

___12. Verify the Designee Acknowledgment of Responsibilities document is signed. Scan and attach this document to the designee's DIN record.

___13. Return file to DPC, who will verify file includes all documentation required and update the DIN database.

Appendix B. Appointment/Evaluation Documents
Figure B-2. Designee Multiple Appointment, Dual Appointment, Expanded Authority, and Transfer Tracking Document (Continued)

APPEAL PANEL DECISION: AUTHORIZE REQUEST: _____

DENY REQUEST: _____

(Document rationale for denial of appeal and attach to this form.)999

COMMENTS: _____

(Write any comments on a separate plain paper and attach to this form.)

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

Appendix C. Orientation
Figure C-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."

Title 28, United States Code, § 2679, states a designee/delegation is not considered an employee of the U.S. Government and is not federally protected for the work performed or the decisions made by the designee.

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.

FAA 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 Understanding.

I understand that an appointment as a representative of the Administrator is a privilege and not a right. I understand that I may be terminated from this appointment at any time for any reason at the discretion of the Administrator.

Appendix C. Orientation
Figure C-1. Sample Designee Acknowledgment of Responsibilities (Continued) (Reverse Side)

4.0 Statement of Acceptance of Responsibilities and Obligations.

I understand and accept the responsibilities and obligations, as detailed in my letter of authorization; FAA Orders 8100.8, 8110.42, 8130.2, and 8130.21; and any other FAA order associated with the exercise of the authority delegated by the Administrator.

I understand as a representative of the FAA, I am not an employee of the U.S. Government or federally protected for the work I perform.

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) Safeguard all FAA forms, certificates, and other official documents (for example, FAA Forms 8130-1, 8100-1, and 8130-6).

(c) Perform only those authorized functions called out in my certificate of authority or procedures manual.

(d) Dedicate the required resources for the effective performance of the delegated functions.

(e) Remain knowledgeable in the **[specify]** specialty and in the applicable airworthiness standards, policies, and procedures.

(f) Attend FAA sponsored training as required.

(g) Cooperate with the FAA in exercising this delegated authority.

(h) For manufacturing designees, submit Summary Activity Reports in the timeframe determined by the managing office, as required.

_____ _____
J. Doe, DXX-123456-XX Date

Appendix D. FAA Responses for Appointment
Figure D-1. Sample Acknowledgment of Receipt of Application

U.S. Department
of Transportation
**Federal Aviation
Administration**

[Date]

[Applicant]
[Applicant's Address]

[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 **[telephone number]**.

[Advisor] has been designated as your advisor for the selection and appointment process. **[Advisor]** can be contacted at **[telephone number]** or **[e-mail]**.

Sincerely,

[Manager]
[Appointing Office]

Appendix D. FAA Responses for Appointment
Figure D-2. Sample Notification Application Forwarded to Evaluation Panel

U.S. Department
of Transportation
Federal Aviation Administration

[Date]

[Applicant]
[Applicant's Address]

[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 **[telephone number]**, to confirm that you can meet with the panel or to reschedule the interview for a more convenient time.

[Advisor] has been assigned as your advisor. **[Advisor]** is your point of contact with the Federal Aviation Administration to answer any technical questions you may have. You may reach **[Advisor]** at **[telephone number]**.

Sincerely,

[Manager]
[Appointing Office]

Appendix D. FAA Responses for Appointment
Figure D-3. Sample Notification Application Not Forwarded to Evaluation Panel

U.S. Department
of Transportation

Federal Aviation Administration

[Date]

[Applicant]
[Applicant's Address]

[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 **[telephone 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 D. FAA Responses for Appointment
Figure D-4. Sample Notification of Denial Letter

U.S. Department
of Transportation
**Federal Aviation
Administration**

[Date]

[Applicant]
[Applicant's Address]

[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 **[telephone 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 D. FAA Responses for Appointment
Figure D-5. Sample Notification of Appointment as a DER

U.S. Department
of Transportation

**Federal Aviation
Administration**

[Date]

[Applicant]
[Applicant's Address]

[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 FAA Order 8100.8 **[latest revision]**, appendix A

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 12 months and provides for annual renewals at the Administrator's discretion.

Appendix D. FAA Responses for Appointment
Figure D-5. 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 A 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 A).

FAA Form 8110-3, Statement of Compliance with the CFR, can be downloaded from the designee website.

The FAA provides regulatory material and many current FAA publications such as safety data, airworthiness regulations, orders, notices, advisory circulars, and airworthiness directives online at http://www.faa.gov. 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 **[telephone 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 D. FAA Responses for Appointment
Figure D-6. Sample Notification of Identification as a DER Candidate — Company

U.S. Department
of Transportation

**Federal Aviation
Administration**

[Date]

[Company]
[Company's Address]

[Applicant]:

The Federal Aviation Administration (FAA) has reviewed the application of **[Applicant]** for appointment as a **[discipline]** designated engineering representative (DER). This office is not acquainted with **[Applicant]**. One of the FAA 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 **[Applicant]** 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, **[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. **[Applicant]**, 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 **[DER's Mentor]**, **[DERY-XXXXXX-NM]**, for review and approval on Form 8110-3.

The FAA will notify your DER mentor of **[Applicant]** status and will periodically request the DER mentor'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.

Appendix D. FAA Responses for Appointment
Figure D-6. Sample Notification of Identification as a DER Candidate — Company (Continued)

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:

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 FAA Order 8100.8 **[latest revision]**, appendix A

Charts: **[that is, chart A, chart B, chart C1, chart H, as appropriate, listing authorized area(s) under each chart].**

FAA Order 8100.8 **[latest revision]** can be obtained online for use and guidance in learning the functions and responsibilities of the FAA DER system. FAA Form 8110-3, Statement of Compliance with the CFR, can be downloaded from the designee website. Use this form to advise us of the technical data you approve as a DER. If **[Applicant]** has any questions with respect to these delegations, the initial contact should be with FAA advisor, **[name]**, at **[telephone number]**.

The FAA provides regulatory material and many current FAA publications such as safety data, airworthiness regulations, orders, notices, advisory circulars, and airworthiness directives online at http://www.faa.gov. 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.

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 D. FAA Responses for Appointment
Figure D-7. 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]**

[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, **[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 **[DER's Mentor]**, **[DERT-XXXXXX-NM]**. The FAA will notify your DER mentor of your DER candidate status and will periodically request the DER mentor'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 D. FAA Responses for Appointment
Figure D-7. 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 FAA 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 FAA Order 8100.8 **[latest revision]**, appendix A

Charts: **[that is, chart A, chart B, chart C1, chart H, as appropriate, listing authorized area(s) under each chart]**

FAA 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. Form 8110-3 can be downloaded from the designee website at http://www.faa.gov.

If you have any questions with respect to these delegations, the initial contact should be with your FAA advisor, **[name]** at **[telephone number]**.

The FAA provides regulatory material and many current FAA publications such as safety data, airworthiness regulations, orders, notices, advisory circulars, and airworthiness directives online at http://www.faa.gov. 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.

Sincerely,

[Manager]
Manager, **[Branch or ACO, whichever is appropriate]**

Enclosure

cc: **[Applicable branches]**
File: 8107 **(Candidate's last name]**

Appendix D. FAA Responses for Appointment
Figure D-8. Sample Notification of Appointment as a DMIR/DAR

U.S. Department
of Transportation

Federal Aviation Administration

[Date]

[Applicant and/or Company]
[Applicant and/or Company's Address]

[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, DMIR-123456-CE]
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 articles conform to the approved type design and are in a condition for safe operation. Limitations: None 14 CFR 183.31(b)(2).
Acme Aircraft 75 Alfred Dr. Union City, NJ 00000	Function Code 03 - Export products and articles only. Limitations: None 14 CFR 183.31(a)(2).

Appendix D. FAA Responses for Appointment
Figure D-8. Sample Notification of Appointment as a DMIR/DAR (Continued)

(The following are examples of functions and limitations delegated to a DAR. 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 products and articles 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 for 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 D. FAA Responses for Appointment
Figure D-9. 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
Dated May 30, 2002
Certificate No. **DARF-123456-SW**

By Direction of the Administrator
John Q. Doe
Manager, MIDO 99

FAA FORM 8000-5 (4-84)(REPRESENTATION)

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Appendix E. AIR Documents
Figure E-1. DMIR/DAR Summary Activity Report

Designee Name:	
Designee Number:	

Reporting Period:	**From:**		**To:**	

Type of Activity	**Quantity**
Issuance of Original Standard Airworthiness Certificate, Form 8100-2, U.S. Registered Aircraft DMIR FC 1, 6, 7, and DAR FC 8, 17	
Issuance of Special Airworthiness Certificate, U.S. Registered Aircraft DMIR FC 1, 2, 7, and DAR FC 9 thru 17	
Issuance of Original Export Airworthiness Approvals for Products DMIR FC 3, 7, and DAR FC 18	
Issuance of Original Airworthiness Approvals for Products Designated for Domestic Use DMIR FC 1, 4, 7, and DAR FC 8	
Issuance of Original Export Airworthiness Approvals for Articles DMIR FC 3, 7, and DAR FC 19	
Issuance of Original Airworthiness Approval Designated for Domestic Use of Articles made under an FAA Production Approval DMIR FC 1, 7, and DAR FC 8	
Issuance of Recurrent Export Airworthiness Approvals for Articles DMIR FC 3, 7, and DAR FC 20	
Issuance of Original Airworthiness Approval Designated for Domestic Use of any Article not included in Tables A-3 and A-5, Including Standard Parts Manufactured under a FAA Production Approval DMIR FC 1, 6, 7, and DAR FC 8	
Making Conformity Determinations on Aircraft and Articles (including those submitted for FAA tests) before the issuance of an FAA Type Design Approval DMIR FC 5, 7, and DAR FC 21	
Issuance of Conformity Certifications for Articles Manufactured in the United States for non-U.S. Product Manufacturers DMIR FC 5, 7, and DAR FC 22	
Issuance of FAA Form 8130-31, Statement of Conformity – Military Aircraft DMIR FC 1, and DAR FC 8, 17	

Appendix E. AIR Documents
Figure E-2. 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]

[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 articles, 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 E. AIR Documents
Figure E-3. 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 E. AIR Documents
Figure E-3. 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 articles. 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 E. AIR Documents
Figure E-4. 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 E. AIR Documents
Figure E-4. 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 E. Air Documents
Figure E-5. Sample Notification To a DMIR or Company DER of Suspension

U.S. Department of Transportation
Federal Aviation Administration

Managing Office

Managing Office Address

[Date]

Designee: Mr. John Doe

Company:
Mr. A. Hess, Director of Quality
c/o Concise Aircraft Parts
25 Shore Drive
Atlantic City, NJ 00000

Mr. Hess:

This is to inform you that Mr. John Doe's Federal Aviation Administration (FAA) designation as a **[designated manufacturing inspection representative (DMIR) or company designated engineering representative (DER)]** has been suspended immediately. This action is based upon **[for example, failing to attend recurrent training within the specified timeframe, failing the recurrent training test, or other reason the managing office has determined requires suspension as described in FAA Order 8100.8]**. A copy of this letter is being sent to Mr. Doe.

For Mr. Doe to be reinstated, he must **[for example, attend and successfully complete recurrent training and pass the test]**. Once this is accomplished, the FAA managing office will provide you with a written notice that his appointment as a **[DMIR or company DER]** has been reinstated.

We are asking you to respond in writing regarding the action Mr. Doe will take to be reinstated. If Mr. Doe takes no action in response to this letter, his appointment as a designee will terminate upon the expiration of his current authorization.

Sincerely,

[Manager]
Manager, **[Branch or higher, as appropriate]**

cc: Mr. John Doe

Appendix E. AIR Documents
Figure E-6. Sample Notification to a Supplier DMIR of Suspension

U.S. Department of Transportation
Federal Aviation Administration

Managing Office

Managing Office Address

[Date]

Designee: Mr. John Doe

Company:
Mr. A. Hess, Director of Quality
c/o Concise Aircraft Parts
25 Shore Drive
Atlantic City, NJ 00000

Mr. Hess:

This is to inform you that Mr. John Doe's Federal Aviation Administration (FAA) designation as a designated manufacturing inspection representative (DMIR) for your supplier **[list company name]** has been suspended. This action is based upon **[for example, failing to attend recurrent training within the specified timeframe, failing the recurrent training test, or other reason the managing office has determined requires suspension as described in FAA Order 8100.8]**. A copy of this letter is being sent to Mr. Doe and to your supplier **[list company name]**.

For Mr. Doe to be reinstated, he must **[for example, attend and successfully complete recurrent training and pass the test]**. Once this is accomplished, the FAA managing office will provide you with a written notice that his appointment as a supplier DMIR for **[list company name]** has been reinstated.

We are asking you to respond in writing regarding the action Mr. Doe will take to be reinstated. If Mr. Doe takes no action in response to this letter, his appointment as a designee will terminate upon the expiration of his current authorization.

Sincerely,

[Manager]
Manager, **[Branch or higher, as appropriate]**

cc: Mr. John Doe
Supplier Company Name

Appendix E. AIR Documents
Figure E-7. Sample Notification to a DAR or Consultant DER of Suspension

U.S. Department of Transportation
Federal Aviation Administration

Managing Office

Managing Office Address

[Date]

Designee: Mr. John Doe
c/o Concise Aircraft Parts
25 Shore Drive
Atlantic City, NJ 00000

Mr. Doe:

This is to inform you that your Federal Aviation Administration (FAA) designation as a **[type of designee, for example, designated airworthiness representative or consultant designated engineering representative]** is suspended immediately. This action is based upon **[for example, failing to accomplish recurrent training within the specified timeframe, failing the recurrent training test, or other reason the managing office has determined requires suspension as described in FAA Order 8100.8]**.

In order to be reinstated, you must **[for example, attend and successfully complete recurrent training and pass the test]**. Once this is accomplished, the FAA managing office will provide you with a written notice that your appointment as a designee has been reinstated.

We ask that you respond in writing regarding the action you will take to be reinstated. If you take no action in response to this letter, your appointment as a designee will terminate upon the expiration of your current authorization.

Sincerely,

[Manager]
Manager, **[Branch or higher, as appropriate]**

Appendix E. AIR Documents
Figure E-8. Sample Notification to a DMIR or Company DER of Reinstatement from a Suspension

U.S. Department of Transportation
Federal Aviation Administration

Managing Office

Managing Office Address

[Date]

Designee: Mr. John Doe

Company:
Mr. A. Hess, Director of Quality
c/o Concise Aircraft Parts
25 Shore Drive
Atlantic City, NJ 00000

Mr. Hess:

We are pleased to inform you that Mr. John Doe's reinstatement from a suspension as a **[for example, designated manufacturing inspection representative (DMIR) or company designated engineering representative (DER)]** per FAA Order 8100.8 has been met. This action is based upon Mr. Doe's **[for example, accomplishing the required training, passing the recurrent training test, or other reason(s) the managing office has determined]**. A copy of this letter is being sent to Mr. Doe.

This letter serves as an official authorization reinstating Mr. Doe as a **[for example, DMIR or company DER]**. The **[FAA managing office]** will scan this letter and attach it to Mr. Doe's Designee Information Network (DIN) record and make the appropriate record in the DIN reflecting this reinstatement action.

Sincerely,

[Manager]
Manager, **[Branch or higher, as appropriate]**

cc: Mr. John Doe

Appendix E. AIR Documents
Figure E-9. Sample Notification to a Supplier DMIR of Reinstatement from a Suspension

U.S. Department of Transportation
Federal Aviation Administration

Managing Office

Managing Office Address

[Date]

Designee: Mr. John Doe

Company:
Mr. A. Hess, Director of Quality
c/o Concise Aircraft Parts
25 Shore Drive
Atlantic City, NJ 00000

Mr. Hess:

We are pleased to inform you that Mr. John Doe has been reinstated from a suspension as a supplier designated manufacturing inspection representative (DMIR) for **[list company name]** per FAA Order 8100.8. This action is based upon Mr. Doe's **[for example, accomplishing the required training, passing the recurrent training test, or other reason(s) the managing office has determined]**. A copy of this letter is being sent to Mr. Doe and your supplier **[list company name]**.

This letter serves as an official authorization reinstating Mr. Doe as a supplier DMIR. The **[FAA managing office]** will scan this letter and attach it to Mr. Doe's Designee Information Network (DIN) record and make the appropriate record in the DIN reflecting this reinstatement action.

Sincerely,

[Manager]
Manager, **[Branch or higher, as appropriate]**

cc: Mr. John Doe
Supplier Company Name

Appendix E. AIR Documents
Figure E-10. Sample Notification to a DAR or Consultant DER of Reinstatement from a Suspension

U.S. Department of Transportation
Federal Aviation Administration

Managing Office

Managing Office Address

[Date]

Designee: Mr. John Doe
c/o Concise Aircraft Parts
25 Shore Drive
Atlantic City, NJ 00000

Mr. Doe:

We are pleased to inform you that your reinstatement from a suspension as a **[for example, designated airworthiness representative (DAR) or consultant designated engineering representative (DER)]** per FAA Order 8100.8 has been met. This action is based upon **[for example, accomplishing the required training, passing the recurrent training test, or other reason(s) the managing office has determined]**.

This letter serves as your official authorization reinstating you as a **[for example, DAR or consultant DER]**. The **[FAA managing office]** will scan this letter and attach it to your Designee Information Network (DIN) record and make the appropriate record in the DIN reflecting this reinstatement action.

Sincerely,

[Manager]
Manager, **[Branch or higher, as appropriate]**

Appendix F. FAA Documentation for Termination
Figure F-1. Sample Notice of Termination of a DAR/Consultant DER

[Date]

CERTIFIED MAIL NUMBER: _____

File Number: _____

Designee: Mr. John Doe
c/o Concise Aircraft Parts
25 Shore Drive
Atlantic City, NJ 00000

Mr. Doe:

This is to inform you that your Federal Aviation Administration (FAA) designation as a **[type of designee, for example, DAR]** is suspended upon receipt of this letter and will be terminated on **[date]**. This action is based upon documentation indicating that you engaged in conduct inconsistent with the responsibilities of a **[type of designee, for example, DAR]**. We have determined that on or about **[date]**, you **[state the noncompliance in plain language** – for example: 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.]**

If desired, a request, in writing, for appeal of the termination 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.

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 as stated above in accordance with 14 CFR 183.15(b)(4), for not properly performing your duties under your designation.

Sincerely,

[Manager]
Manager, **[Branch or higher, as appropriate]**

Appendix F. FAA Documentation for Termination
Figure F-2. Sample Notice to a Production Approval Holder on Termination of a DMIR

[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

Mr. Hess:

This is to inform you that Mr. John Doe's Federal Aviation Administration (FAA) designation as a designated manufacturing inspection representative (DMIR) is suspended immediately and will be terminated on **[date].** A copy of this letter is being sent to Mr. Doe. 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 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 an appeal of the termination in writing 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.

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 as stated above in accordance with 14 CFR 183.15(b)(4), for not properly performing his duties under his designation.

Sincerely,

[Manager]
Manager, **[Branch or higher, as appropriate]**

cc: Mr. John Doe

Appendix F. FAA Documentation for Termination
Figure F-3. Sample Notice of Termination of a Company DER

[Date]

CERTIFIED MAIL NUMBER: _____

File Number: _____

Designee: Mr. John Doe
Designation Number: _____

c/o Bill Hess, VP of Engineering
Concise Aircraft Parts
25 Shore Drive
Atlantic City, NJ 00000

Mr. Hess:

This is to inform you that Mr. John Doe's Federal Aviation Administration (FAA) designation as a company designated engineering representative (DER) is immediately suspended and will be terminated on **[date]**. A copy of this letter is being sent to Mr. Doe. This action is based on a determination by this office that Mr. Doe 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) [**State the examples clearly, for example:** Substantial technical deficiencies contained in flight test reports submitted by Mr. Doe, as documented by FAA letter dated April 10, 2002.]

b) [Lack of any indication toward improvement in either area since Mr. Doe's May 9, 2002, counseling session.]

Concise Aircraft Parts may request an appeal of the termination in writing 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. 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.

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 for the above-stated reason(s).

Sincerely,

[Manager]
Manager, **[Branch or higher, as appropriate]**

cc: Mr. John Doe

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Appendix G. AFS Documents
Figure G-1. Sample FAA Form 8110-28, Application and Statement of Qualification (DME/DPRE/DAR-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 G. AFS Documents
Figure G-1. Sample FAA Form 8110-28, Application and Statement of Qualification (DME/DPRE/DAR-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 G. AFS Documents
Figure G-1. Sample FAA Form 8110-28, Application and Statement of Qualification (DME/DPRE/DAR-T) (Continued)

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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 G. AFS Documents
Figure G-1. Sample FAA Form 8110-28, Application and Statement of Qualification (DME/DPRE/DAR-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 27 through 27i 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)***

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Appendix G. AFS Documents
Figure G-1. Sample FAA Form 8110-28, Application and Statement of Qualification (DME/DPRE/DAR-T) (Continued)

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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

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Appendix G. AFS Documents
Figure G-1. Sample FAA Form 8110-28, Application and Statement of Qualification (DME/DPRE/DAR-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)***

Appendix G. AFS Documents
Figure G-1. Sample FAA Form 8110-28, Application and Statement of Qualification (DME/DPRE/DAR-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 G. AFS Documents
Figure G-1. Sample FAA Form 8110-28, Application and Statement of Qualification (DME/DPRE/DAR-T) (Continued)

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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 G. AFS Documents
Figure G-1. Sample FAA Form 8110-28, Application and Statement of Qualification (DME/DPRE/DAR-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 G. AFS Documents
Figure G-2. Sample Certificate of Authority Letter for DAR — Maintenance (DAR-T)

U.S. Department
of Transportation
Federal Aviation Administration

[Date]

[Applicant]
[Applicant's Address]

[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: Turbine-powered rotorcraft only.

Appendix G. AFS Documents
Figure G-2. Sample Certificate of Authority Letter for DAR — Maintenance (DAR-T) (Continued)

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**********

Sincerely,

[Manager]
[Appointing Office]

Enclosures

Appendix G. AFS Documents
Figure G-3. Sample Certificate of Authority Supplement, Delegated Functions and Limitations (DAR-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, DART-123456-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 G. AFS Documents
Figure G-4. FAA Geographic Boundaries — Flight Standards Service

The Flight Standards Service (AFS) website address is http://www.faa.gov. This website address allows access to the AFS geographic boundaries and allows you to click on the region(s) and/or flight standards district offices for further location information.

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Appendix H. Manufacturing Checklists - Witnessing
Figure H-1. Manufacturing Checklist for Up To an 18-Month Cycle

Designee Name:	

Designee Appointment Date:	**Date of Last Designee Standardization Seminar:**

Evaluation Information			
	Yes	**No**	**N/A**
1. Does the designee know and understand the regulations and directives required to accomplish the work?			
2. If the designee does not have internet access, are the designee's regulations and directives up to date?			
3. Is the designee's file up to date?			

4. Identify the facility's risk-based resource targeting (RBRT) risk level and the unit criticality of the products or parts reviewed by the designee (see the facility's RBRT Assessment Sheet located in the Certificate Management Information System (CMIS)).

	High Risk Level
	Medium High Risk Level
	Medium Low Risk Level
	Low Risk Level

	Level 5 Criticality
	Level 4 Criticality
	Level 3 Criticality
	Level 2 Criticality
	Level 1 Criticality

	Date
Date of Last Performance Evaluation or submission of Designee Management Report (FAA Form 8130-14):	
Next Scheduled Designee Witnessing:	

Appendix H. Manufacturing Checklists - Witnessing
Figure H-1. Manufacturing Checklist for Up To an 18-Month Cycle (Continued)

Performance			
	Yes	**No**	**N/A**
1. Was the last Performance Review satisfactory?			
2. Is the FAA need for the designee supported by the designee's level of activity?			
3. Is the designee accomplishing the work in a professional manner, and in accordance with the regulations and directives?			
4. Does the designee provide the FAA Advisor Summary Activity Reports (as required) on a regular basis, identifying activities/accomplishments in support of the FAA?			
5. Does the designee obtain permission before performing work?			
6. For the designee's projects, do the project numbers match their activity reports?			
7. Does the designee communicate and provide the FAA Advisor feedback (for example, issues/concerns/activity.) on a regular basis?			
8. Is the documentation provided to the FAA Advisor by the designee (for example, Form 8130-6, 8130-7, 8130-3, 8100-2, 8100-1) filled out properly and free of needing corrections?			
9. Has the designee performed work outside the scope of his or her authorized functions?			
10. Has the designee worked outside his or her geographic area without FAA coordination/authorization?			
11. Does the designee have a good working relationship with his or her FAA Advisor?			

Explain

Appendix H. Manufacturing Checklists - Witnessing
Figure H-1. Manufacturing Checklist for Up To an 18-Month Cycle (Continued)

Recommendation and Approval	
Based on an evaluation of the designee's performance history and considering manufacturing risk factors, I recommend an 18-month cycle for designee witnessing. The next witnessing for this designee should be _____. **Date**	
FAA Advisor Signature	**Date**
I ❑ CONCUR ❑ NONCONCUR with the FAA Advisor recommendation for an 18-month cycle for designee witnessing.	
Office Manager Signature	**Date**

Designee Risk Model Guidelines

1. The designee risk model is a tool used by the FAA Advisor for assessing a designee's overall ability and adherence to regulations, policies, and procedures. Approving or disapproving a designee for an 18-month witnessing cycle will always be based on the recommendation of the FAA Advisor.
2. This designee risk model will be used by the FAA for evaluating DMIRs and DARs when considering the option to change to an 18-month witnessing cycle.
3. The FAA Advisor may recommend a change to an 18-month cycle to the manager.
4. Before allowing oversight relief at a PAH or its approved supplier, the FAA Advisor should take into consideration the facility's assigned RBRT risk level as identified in the CMIS. Consider the following guidelines before approving oversight relief:
   - **High Risk Facility** – having greatest potential to produce nonconforming products or parts. Designees with extensive experience at the same facility (same product line) may be considered for witnessing cycle change.
   - **Medium Risk Facility (Medium Low and Medium High)** – having moderate potential to produce nonconforming products or parts. Designees with extensive experience at the same facility (same product line) should be considered for witnessing cycle change.
   - **Low Risk Facility** – having low potential to produce nonconforming products or parts. Designees with extensive experience at the same facility (same product line) should be considered for witnessing cycle change.
5. Any responses that indicate the designee is not following the regulations, policies, and procedures should disqualify the designee from consideration.
6. The guidelines used by the FAA Advisor for determining oversight relief are similar. Some differences to consider include the category product / part (criticality), familiarity with a product / inspection process, current workload, and facility.

Appendix H. Manufacturing Checklists - Witnessing
Figure H-2. Manufacturing Checklist for Aligning the Witnessing Cycle to the Principal Inspector Facility Evaluation Cycle

Designee Name:	

Designee Appointment Date:	**Date of Last Designee Standardization Seminar:**

Evaluation Information			
	Yes	**No**	**N/A**
1. Does the designee know and understand the regulations and directives required to accomplish the work?			
2. If the designee does not have internet access, are the designee's regulations and directives up to date?			
3. Is the designee's file up to date?			

4. Identify facility's risk-based resource targeting (RBRT) risk level and the unit criticality of the products or parts reviewed by the designee (see the facility's RBRT Assessment Sheet located in the Certificate Management Information System (CMIS)).

	High Risk Level
	Medium High Risk Level
	Medium Low Risk Level
	Low Risk Level

	Level 5 Criticality
	Level 4 Criticality
	Level 3 Criticality
	Level 2 Criticality
	Level 1 Criticality

	Date
Date of Last Performance Evaluation or submission of Designee Management Report (FAA Form 8130-14):	
Next Scheduled Designee Witnessing:	

Appendix H. Manufacturing Checklists - Witnessing
Figure H-2. Manufacturing Checklist for Aligning the Witnessing Cycle to the Principal Inspector Facility Evaluation Cycle (Continued)

Performance			
	Yes	**No**	**N/A**
1. Was the last Performance Review satisfactory?			
2. How active is the designee, and is the FAA Advisor comfortable that the designee is accomplishing the work in a professional manner, and in accordance with the regulations and directives?			
3. Does the designee provide the FAA Advisor Summary Activity Reports (as required) on a regular basis, identifying activities/accomplishments in support of the FAA?			
4. Does the designee obtain permission before performing work?			
5. Does the designee's numbers match their activity report for projects?			
6. Does the designee communicate and provide the FAA Advisor feedback (for example, issues/concerns/activity.) on a regular basis?			
7. Is the documentation provided to the FAA Advisor by the designee (for example, Form 8130-6, 8130-7, 8130-3, 8100-2, 8100-1) filled out properly and free of needing corrections?			
8. Has the designee performed work outside the scope of his or her authorized functions?			
9. Has the designee worked outside his or her geographic area without FAA coordination/authorization?			
10. Does the designee have a good working relationship with his or her FAA Advisor?			

Explain

Appendix H. Manufacturing Checklists - Witnessing
Figure H-2. Manufacturing Checklist for Aligning the Witnessing Cycle to the Principal Inspector Facility Evaluation Cycle (Continued)

Recommendation and Approval	
Based on an evaluation of the designee's performance history and considering manufacturing risk factors, I recommend aligning the witnessing cycle to the principal inspector facility evaluation cycle. The next witnessing for this designee should be _____. **Date**	
FAA Advisor Signature	**Date**
I ❑ CONCUR ❑ NONCONCUR with the FAA Advisor recommendation for changing the cycle for designee witnessing.	
Office Manager Signature	**Date**

Designee Risk Model Guidelines

1. The designee risk model is a tool used by the FAA Advisor for assessing a designee's overall ability and adherence to regulations, policies, and procedures. Approving or disapproving a designee for an extended witnessing cycle will always be based on the recommendation of the FAA Advisor.
2. This designee risk model will be used by the FAA for evaluating DMIRs and DARs when considering the option to change to an extended witnessing cycle.
3. The FAA Advisor may recommend aligning the witnessing cycle to the principal inspector facility evaluation cycle.
4. Before allowing oversight relief at a PAH or its approved supplier, the FAA Advisor should take into consideration the facility's assigned RBRT risk level as identified in the CMIS. Consider the following guidelines before approving oversight relief:
   - **High Risk Facility** – having greatest potential to produce nonconforming products or parts. Designees with extensive experience at the same facility (same product line) may be considered for witnessing cycle change.
   - **Medium Risk Facility (Medium Low and Medium High)** – having moderate potential to produce nonconforming products or parts. Designees with extensive experience at the same facility (same product line) should be considered for witnessing cycle change.
   - **Low Risk Facility** – having low potential to produce nonconforming products or parts. Designees with extensive experience at the same facility (same product line) should be considered for witnessing cycle change.
5. Any responses that indicate the designee is not following the regulations, policies, and procedures should disqualify the designee from consideration.
6. The guidelines used by the FAA Advisor for determining oversight relief are similar. Some differences to consider include the category product / part (criticality), familiarity with a product / inspection process, current workload, and facility.

Appendix I. Administrative Information

1. Distribution. This order is distributed to the Washington headquarters branch levels of AIR, AFS, and the Regulatory Support Division; to the Aviation System Standards Office; to the branch level in the AIR directorates and regional AFS divisions; to all ACOs; to all MIDOs; to all FSDOs; to the Aircraft Certification Branch and Flight Standards Branch at the FAA Academy; to the International Policy Office; to applicable representatives of the Administrator; and to all international field offices (IFO).

2. 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.

3. Authority to Change This Order. The authority to revise or cancel material in this order resides with AIR, coordinated by the Production and Airworthiness Certification Division (AIR-200) in conjunction with the Aircraft Engineering Division (AIR-100) and AFS.

4. Forms, Letters, and Formats. Examples of appropriate forms, letters, and formats referenced in this order are provided in the appendixes.

5. Information Currency. Any deficiencies found, clarifications needed, or improvements suggested regarding the content of this order should be documented on an FAA Form 1320-19, Directive Feedback Information (located in the back of the order) and forwarded to the Administrative Services Branch, AIR-510, Attention: Directive Management Officer, for consideration. A copy may be forwarded to the Production and Airworthiness Certification Division (AIR-200), Engineering Procedures Office (AIR-110), and Regulatory Support Division (AFS-600), Attention: Comments to FAA Order 8100.8. If an interpretation is urgently needed, you may contact AIR-100 or AIR-200, or for Flight Standards concerns, AFS-600.

Appendix I. Administrative Information

6. 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 AFS-600. If a deviation becomes necessary, the FAA employee involved should ensure the deviation is 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.

7. Records Management. Refer to FAA Order 0000.1, Subject Classification System, FAA Order 1350.14, Records Management, and FAA Order 1350.15 or your office Records Management Officer (RMO)/Directive Management Officer (DMO) for guidance regarding retention or disposition of records.

Appendix J. Definitions

Advisor. An aviation safety engineer (ASE), a 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.

Appeal Panel. The appeal panel consists of at least three persons equivalent to the advisor level or above who were not involved in the original denial or termination decision.

Appointing Office. The office having appointment responsibilities for the following designees:

a. DER. 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.

b. DMIR/DAR - 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, the MIDO manager may further delegate to manufacturing inspection satellite office (MISO) personnel the renewal of a DMIR or DAR.

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

c. DAR - Maintenance. The appointing office is the flight standards district office or international field office in the geographic area where the designee is located or has a primary place of business, and where the authorized functions will be performed.

Article. A material, part, component, process, or appliance.

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 applies.

Certificate of Authority (COA). An FAA letter 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. The DIN generates an eCOA for the designee that can be printed at any time through the DIN portal. This COA is not the same type of certificate as described in 14 CFR part 13, Investigative and Procedures, § 13.19. The FAA may revoke the designee COA at any time, for any reason the Administrator considers appropriate.

Appendix J. Definitions

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

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.

Conformity Inspection of Prototype Products and Related Articles. An inspection to determine the applicant's compliance to 14 CFR part 21, Certification Procedures for Products and Articles, § 21.33(b) and any other inspections necessary to determine that the prototype products and related articles conform to the proposed design drawings and specifications.

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

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

Designated Airworthiness Representative – Maintenance (DAR-T). An individual appointed in accordance with 14 CFR 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.

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

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.

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

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

Designee File. A file maintained at the branch or office level that contains all information not entered in the DIN to support the delegation.

Appendix J. Definitions

Designee Information Network. An automated information system designed to support the designee management process by providing a consolidated designee information repository for tracking designee personnel data and oversight activity.

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

a. Active. The appointed designee currently exercises the delegated authority.

b. Applicant. The person who submitted an application is being evaluated before making a decision to deny, identify as a candidate, or appoint them as an active designee.

c. Candidate. The applicant that meets all criteria requirements for a DER designation but lacks significant experience in a direct working relationship with the FAA on approvals of the type for which the appointment is requested.

d. 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.

e. Expired. The appointment was not renewed placing the designee in an expired status. In this status, the designee cannot perform any functions on behalf of the FAA. The designee will be suspended until the managing office renews or terminates the appointment.

f. Suspended. The designee's authorization to act on behalf of the FAA has been temporarily rescinded.

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

(1) Deceased.

(2) Retired. In a typical case, a designee had worked for an established company and ceased to function as a designee upon retirement from the company.

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

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

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

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

Appendix J. Definitions

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

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

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

(10) Lack of Integrity. The designee has not demonstrated the integrity required to exercise the delegation properly.

(11) 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.

(12) Nonsubmittal of the Form 8110-29 (DER Only). The DER failed to submit Form 8110-29 by the expiration date of appointment.

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

g. Transferred. The designee has transferred from one appointment office jurisdiction to another.

h. Withdrawn. The person has voluntarily withdrawn an application.

DIN portal. An electronic interface in the DIN that allows a designee to update contact information in their electronic record, attach required documents, request renewal and print the eCOA.

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.

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 the technical tasks of designee management.

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

Appendix J. Definitions

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.

Evaluation Panel (EP). Two or more technical specialists assigned to evaluate an applicant's qualifications to the appointment criteria to determine denial, candidacy, or appointment and delegated authority, as appropriate.

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

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.

Guidance Material. The direction provided by a guide; these are FAA policy and advisory material.

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.

Managing Office. The FAA office responsible for supervising, monitoring, training, tracking, and renewing a designee.

Manufacturer. See PAH. For the purpose of this order, a manufacturer is a PAH or a supplier manufacturing parts for a PAH.

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.

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.

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 183.33.

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 § 183.33.

Appendix J. Definitions

Office Manager. The manager of an FAA office that manages designees**.**

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

Performance Evaluation Form. An annual report (FAA Form 8110-30, DER Performance Evaluation Form) submitted 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. In addition, the report provides an indication of FAA monitoring and counseling for correction of DER deviant action noted during the evaluation period. Finally, the report also provides a documented recommendation for renewal of the designation in accordance with § 183.15(b).

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.

Product. An aircraft, aircraft engine, or propeller.

Production Approval Holder (PAH). The holder of a PC, a parts manufacturer approval (PMA), or a technical standard order authorization, issued under the provisions of part 21, who controls the design and quality of the product/article.

Production Certificate Holder's Distribution Center. An associate facility as defined in FAA Order 8120.2, Production Approval and Certificate Management Procedures.

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

Recurrent Seminars. The FAA conducts recurrent seminars for Aircraft Certification Service **(**AIR) and AFS designees. See chapter 8 for descriptions of these seminars.

Suspension Reinstatement. The FAA action taken to restore the authorization for a designee to act on behalf of the FAA when that authorization was previously suspended.

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

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 the special authorization is valid. A special authorization letter is valid only at the ACO that issued the letter and only for the project for which it is generated.

Appendix J. Definitions

Standardization Seminars. The FAA conducts two types of standardization seminars:

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

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

Supervision. That portion of oversight responsibilities for assigned designees that includes the following:

a. Documenting and maintaining current and accurate records.

b. Informing designees of their duties and responsibilities.

c. Authorizing activities outside the managing office's geographic area.

d. Providing guidance and direction in the implementation of all assigned duties.

e. Providing designee training.

f. Notifying designees of their performance.

g. Initiating corrective action, as required.

Suspension. The FAA action that removes some or all authority for a designee to act on behalf of the FAA.

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

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Appendix K. Acronyms

14 CFR	Title 14 of the Code of Federal Regulations
A&P	Airframe and Powerplant
AC	Advisory Circular
ACO	Aircraft Certification Office
AD	Airworthiness Directive
AEG	Aircraft Evaluations Group
AFS	Flight Standards Service
AIR	Aircraft Certification Service
AMOC	Alternative Method of Compliance
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
CHDO	Certificate Holding District Office
CMO	Certificate Management Office
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
EASA	European Aviation Safety Agency
ECO	Engine Certification Office
eCOA	electronic Certificate of Authority
eLMS	electronic Learning Management System
EP	Evaluation Panel
FAA	Federal Aviation Administration
FSDO	Flight Standards District Office
FTP	Flight Test Pilot
HIRF	High-intensity Radiated Field
ICA	Instructions for Continued Airworthiness
ID	Identification
IFO	International Field Office
IPA	Implementation Procedures for Airworthiness
JAA	Joint Aviation Authorities
LSA	Light-sport Aircraft
MIDO	Manufacturing Inspection District Office

Appendix K. Acronyms

MIO	Manufacturing Inspection Office
MISO	Manufacturing Inspection Satellite Office
NEB	National Examiner Board
OJT	On-the-job Training
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

Appendix L. FAA Form 1320-19, Directive Feedback Information

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: FAA Order 8100.8D, Designee Management Handbook

To: Directives Management Officer, 9-AWA-AVS-AIR-DMO@faa.gov

(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: _____

FAA Form 1320-19 (10-98)