

ORDER

8130.28A

**AIRWORTHINESS DESIGNEE MANAGEMENT  
PROGRAM**



February 24, 1999

**DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

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## FOREWORD

This order is a comprehensive publication establishing procedures and guidance for the administration of certain Representatives of the Administrator under the cognizance of the Aircraft Certification Service and Flight Standards Service.

/S/

Terry Allen  
Acting Manager, Production and  
Airworthiness Certification Division, AIR-200

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## INTRODUCTION

**1. PURPOSE.** This order establishes the Federal Aviation Administration (FAA) procedures to be used by Aircraft Certification Service and Flight Standards Service in the supervision, monitoring, training, and tracking of designees' authorized functions, geographic restrictions, and renewal of certificates. Certification functions will be delegated to the fullest extent practical, but not to the extent an Aviation Safety Inspector's technical skills are jeopardized. All certification functions identified in this order will be performed on behalf of the FAA and not as a representative of the aviation industry. The FAA is also responsible for determining when the services of a designee may be used. Specifically, this order addresses:

**a.** The supervision, monitoring, training, and tracking of Designated Manufacturing Inspection Representatives (DMIRs), Designated Airworthiness Representatives (DARs), and Organizational Designated Airworthiness Representatives (ODARs).

**b.** The distribution and maintenance of designee publications.

**c.** Information concerning designee standardization seminars.

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

**3. CANCELLATION.** Order 8130.28, Airworthiness Designee Management Program, dated May 1, 1997, is canceled.

**4. EXPLANATION OF CHANGES.** This revision:

**a.** Removes all of the DESIGNEE SELECTION AND APPOINTMENT process from this order which has been redefined in FAA Order 8100.8, Designee Management Handbook.

**b.** Incorporates existing policy memoranda, designee codes for authorized functions, and other changes and clarifications not significantly affecting the overall designee oversight process.

**5. GENERAL.**

**a.** Public Law 103-272 of Title 49, United States Code, (49 USC 44702), (formerly Federal Aviation Act of 1958, Title III, Section 314(a)) empowers the Administrator to delegate to a qualified private person, or to an employee under the supervision of that person, a matter relating to the examination, testing, and inspection necessary to issue a certificate under this chapter and issuing the certificate.

**b.** It is essential that designees be familiar with and have ready access to all appropriate FAA publications and documents. Designees may not perform any function until the required documents are obtained.

**c.** Designations are a privilege, not a right, and may be terminated or not renewed in accordance with FAA Order 8130.24, Procedures for Termination/Nonrenewal of Aircraft Certification Service Designations and Delegations. In addition, a person eligible to qualify as a designee is not, and shall not be, considered an employee of the United States Government.

**d.** 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 (e.g., Designated Manufacturing Inspection Representative, Designated Airworthiness Representative, etc.) only when performing those functions specifically delegated by the FAA managing office.

**e.** ALL designees ARE NOT authorized to perform evaluation, surveillance, or investigation of quality control systems, data, procedures, methods, or service difficulty reports. Additionally, all designees shall not make any airworthiness determinations or issuance of U.S. airworthiness certificates on non-U.S. registered aircraft. The FAA inspector WILL NOT authorize any privilege not included in § 183.31. Designees will perform only authorized functions within the limits of designated authority.

**6. AUTHORITY TO CHANGE THIS ORDER.** The issuance, revision, or cancellation of material in this order is the responsibility of the Aircraft Certification Service (AIR), Production and Airworthiness Certification Division, AIR-200. All changes will be made by AIR-200 in coordination with Flight Standards Services (AFS), when appropriate, to carry out the agency's responsibility to provide for original or recurrent airworthiness certifications, and related approvals for eligible aeronautical products.

**7. DEVIATIONS.** Adherence to procedures in this order is necessary for uniform administration of this directive material. Any substantial deviations from this guidance material must be coordinated with and approved by AIR-200. If a deviation becomes necessary, the FAA employee involved should be guided by sound judgment, ascertaining that all deviations are substantiated, documented, and concurred with by the appropriate supervisor and approved by AIR-200.

## **8. DEFINITIONS.**

**a. Certificate of Authority (COA).** An FAA letter or FAA Form 8430-9 and supplement (8 1/2 X 11) to indicate all authorized functions and limitations of the designee when appointed or renewed.

**b. DAR-F-Manufacturing.** An individual appointed in accordance with Title 14 Code of Federal Regulations (14 CFR) part 183, Representatives of the Administrator, (part 183), section 183.33 who possesses aeronautical knowledge, experience, and meets the qualification requirements in accordance with Order 8100.8. The "F" code is used to signify appointed designees with manufacturing privileges.

**c. DAR-T-Maintenance.** An individual appointed in accordance with section 183.33 who holds a mechanic certificate with either airframe, powerplant, or airframe and powerplant ratings under 14 CFR part 65, Certification: Airmen Other than Flight Crewmembers, (part 65), or a person holding a

repairman certificate and employed at a certificated repair station under 14 CFR part 145, Repair Stations, (part 145), and who meets the qualification requirements in accordance with Order 8100.8. The "T" code is used to signify appointed designees with maintenance privileges.

**d. Designee Information Network (DIN).** The DIN is a component of the Aircraft Certification Service enterprise. It is an automated information system that is designed to support the designee management process by providing a consolidated designee information repository for tracking designee personnel data.

**e. Designated Alteration Station (DAS).** An organization that is an eligible domestic repair station under part 145, air carrier or commercial operator under 14 CFR part 121, Operating Requirements: Domestic Flag and Supplemental Operations (part 121), or a manufacturer under 14 CFR part 43, Maintenance, Preventive Maintenance, Rebuilding, and Alteration (part 43) that have adequate maintenance facilities and personnel in the United States, and that employs or has available a staff of engineering, flight test, production, and inspection personnel who can determine compliance with the applicable airworthiness requirements of 14 CFR part 21, Certification Procedures for Products and Parts, subpart M.

**f. Designated Manufacturing Inspection Representative (DMIR).** An individual appointed in accordance with part 183, section 183.31 who possesses aeronautical knowledge, experience, and is employed by a PAH or PAH's approved supplier who meets the qualification requirements in accordance with Order 8100.8.

**g. Designee Management System (DMS).** The DMS is a component of the FAA Aviation Safety Analysis System. It helps to manage personnel and policy data of active and inactive designees or delegations. The DMS captures and provides access to a central repository of designee designation data for DMIR, DAR, and ODAR, both manufacturing and maintenance.

**h. Delegation Option Authorization (DOA).** An organization that holds a current Type Certificate (TC) and Production Certificate (PC), and employs a staff of engineering, flight test, production, and inspection personnel who can determine compliance with the applicable airworthiness requirements of 14 CFR.

**i. FedWorld.** An electronically accessible database that contains many current FAA publications such as: safety data, airworthiness regulations, orders, notices, advisory circulars (AC's), and airworthiness directives (AD's). FedWorld is maintained by the National Technical Information Service (NTIS), an agency of the United States Department of Commerce.

**j. Managing Office.** The FAA office assigned the responsibility by the appointing office for supervision, monitoring, training, and tracking designees and recommends renewal or nonrenewal of a designee.

**k. Monitoring.** The reviewing of work records and reports for accuracy and observing that procedures and satisfactory inspection techniques or methods are used.

**l. ODAR-F-Manufacturing.** An organization appointed in accordance with section 183.33 that possesses aeronautical knowledge and experience and meets the qualification requirements in accordance with Order 8100.8. The "F" code is used to signify appointed designees with manufacturing privileges.

**m. ODAR-T-Maintenance.** An organization appointed in accordance with section 183.33 that holds a repair station certificate with appropriate ratings under part 145, or an air carrier operating certificate holder with an FAA-approved Continuous Airworthiness Maintenance Program and meets the qualification requirements in accordance with Order 8100.8. The "T" code is used to signify appointed designees with maintenance privileges.

**n. Person.** 14 CFR part 1, Definitions and Abbreviations (part 1), states: "Person means an individual, firm, partnership, corporation, company, association, joint-stock association, or governmental entity." It includes a trustee, receiver, assignee, or similar representative.

**o. Principal Inspector (PI).** An Aviation Safety Inspector (ASI) who is assigned supervision, monitoring, training, and tracking responsibilities for appointed designees.

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

**q. Production Approval Holder (PAH).** The holder of a PC, Approved Production Inspection System (APIS), Parts Manufacturer Approval (PMA), or Technical Standard Order (TSO) authorization, issued under the provisions of part 21, who controls the design and quality of the product/part.

**r. Renewal.** The act or process of granting an extension, restoring, and/or revising the authorized functions and limitations to certificates.

**s. Supervision.** The act of having oversight responsibilities for assigned designees. This includes: maintaining current and accurate records, informing designees of their duties and responsibilities, authorizing activities outside the managing office's geographic area, providing guidance and direction in the implementation of all assigned duties, providing designee training, notifying designees of their performance, and the initiation of corrective action as required.

**t. Tracking.** A formal method that documents all data pertaining to the designee's activities.

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

<b>AC</b>	Advisory Circular
<b>AD</b>	Airworthiness Directive
<b>AFS</b>	Flight Standards Service
<b>AIR</b>	Aircraft Certification Service
<b>APIS</b>	Approved Production Inspection System
<b>ASI</b>	Aviation Safety Inspector
<b>BAA</b>	Bilateral Airworthiness Agreement
<b>BASA</b>	Bilateral Aviation Safety Agreement
<b>CAA</b>	Civil Aviation Authority
<b>CFR</b>	Code of Federal Regulations
<b>CIR</b>	Conformity Inspection Report
<b>COA</b>	Certificate of Authority

<b>DAR</b>	Designated Airworthiness Representatives
<b>DIN</b>	Designee Information Network
<b>DMIR</b>	Designated Manufacturing Inspection Representatives
<b>DMS</b>	Designee Management System
<b>DAS</b>	Designated Alteration Station
<b>DOA</b>	Delegation Option Authorization
<b>FAA</b>	Federal Aviation Administration
<b>FSDO</b>	Flight Standards District Office
<b>IFO</b>	International Field Office
<b>MIDO</b>	Manufacturing Inspection District Office
<b>MIO</b>	Manufacturing Inspection Office
<b>MISO</b>	Manufacturing Inspection Satellite Office
<b>NTSB</b>	National Transportation Safety Board
<b>ODAR</b>	Organizational Designated Airworthiness Representatives
<b>PAH</b>	Production Approval Holder
<b>PC</b>	Production Certificate
<b>PI</b>	Principal Inspector
<b>PLR</b>	Production Limitation Record
<b>PMA</b>	Parts Manufacturer Approval
<b>PTRS</b>	Program Tracking Reporting System
<b>STC</b>	Supplemental Type Certificate
<b>STIR</b>	Supplemental Type Inspection Report
<b>TC</b>	Type Certificate
<b>TCDS</b>	Type Certificate Data Sheet
<b>TSO</b>	Technical Standard Order
<b>U.S.</b>	United States
<b>VLA</b>	Very Light Aircraft

**NOTE: The term Certificate Management Office (CMO) and Certificate Management Unit (CMU) being used by the Transport Airplane Directorate is synonymous with the term MIDO or MISO being used throughout this document.**

**10. FORMS, LETTERS, AND FORMATS.** Examples of appropriate forms, letters, and formats referenced in this order are provided in appendix 1.

**11. AVAILABILITY OF CERTIFICATE.** The COA, in the form of an FAA letter or Form 8430-9 and supplement, will be maintained in the designee's immediate work area and presented for inspection to the FAA, NTSB, CAA or any federal, state, or local law enforcement officer upon request. The ODAR coordinator will furnish each authorized representative a copy of the COA for maintenance in their immediate work area.

**12. INFORMATION CURRENCY.** Any deficiencies found, clarifications needed, or improvements to be suggested regarding the content of this order should be forwarded to the Aircraft Certification Service, Automated Systems Branch, AIR-520, Attention: Directives Management Officer, for consideration. FAA Form 1320-19, Directive Feedback Information, is located on the last page of this order for your convenience. If an interpretation is urgently needed you may contact AIR-200 for Aircraft Certification concerns, or the General Aviation and Commercial Branch (AFS-340) for Flight Standards concerns. After each verbal conversation, prepare a Form 1320-19 as a follow-up.

## **CHAPTER 2. DESIGNATED MANUFACTURING INSPECTION REPRESENTATIVES**

**200. GENERAL.** This chapter provides the requirements for the supervision, monitoring, training, and tracking of DMIR's and contains the limitations of their authority and responsibility, and the duration and renewal process. There are many functions performed by an FAA manufacturing ASI that may be accomplished by a person having expertise in a particular specialty. This is recognized by the specialized experience requirements that must be satisfied by applicants for DMIR authorization. To provide consistent and standardized service to the aviation community, DMIR appointments will be made in accordance with the Order 8100.8 requirements.

### **201. - 204. WITHDRAWN--REV A.**

**205. AUTHORITY AND RESPONSIBILITY.** Subject to limitations, a DMIR may be authorized to assume the responsibility and perform the following duties concerning products and/or parts that are produced under their employer's production approval. The following functions will be delegated to the fullest extent practicable:

**NOTE: A DMIR shall not be authorized to perform evaluation, surveillance, or investigation of quality control systems, data, procedures, methods, or service difficulty reports. Additionally, a DMIR shall not make any airworthiness determinations or issuance of U.S. airworthiness certificates on non-U.S. registered aircraft. The FAA inspector will not authorize any privilege not included in section 183.31. Authorized function(s) must appear on a COA letter or supplement.**

#### **a. DMIR Codes and Functions.**

**(1) Function Code 01** - Issue original standard or special airworthiness certificates for eligible aircraft and airworthiness for engines, propellers, and product parts at the PAH's facility, and only when the product(s) conform to the approved design requirements and are in condition for safe operation.

**(2) Function Code 02** - Issue special airworthiness certificates, in the experimental category, for the purpose of showing compliance with 14 CFR chapters I and III for aircraft which the PAH holds the TC and has undergone changes to the type design requiring a flight test.

**NOTE: The designees shall contact their managing office(s) to obtain any special direction or instruction before issuing each experimental certificate.**

**(3) Function Code 03** - Issue export certificates of airworthiness and export airworthiness approval tags in accordance with 14 CFR part 21, subpart L, for the PAH after determining that the products and parts submitted by the PAH conform to the type design, are in a condition for safe operation, and comply with the special requirements of the importing country.

**NOTE: Part 21, subpart L, restricts the export of Class I, II, and III products to certain limitations or conditions. These specified limitations or conditions should be thoroughly reviewed, understood, and satisfied before a DMIR performs these functions.**

(4) **Function Code 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.

(5) **Function Code 05** - Conduct conformity inspections to determine that prototype products and related parts conform to the design specifications.

(6) **Function Code 06** - Conduct conformity inspections to determine that production products and related parts conform to the approved type design and are in a condition for safe operation.

**NOTE: All inspections will be delegated by the managing office. In all instances a complete company inspection of the products and related parts must be completed by the PAH or PAH-approved supplier before submitting for DMIR inspection. Generally, a DMIR should not conduct inspections on behalf of the FAA if the individual has performed the identical inspection on behalf of the PAH.**

(7) **Function Code 07** - Perform functions specifically identified on the DMIR certificate of authority for the PAH, or the PAH's supplier, at any location authorized by the FAA.

b. The DMIR may assist the FAA in type certification activities. The type certification activities of the designee shall be delegated, supervised, monitored, and tracked by the assigned PI. The designee's authority and responsibilities shall be authorized on an individual case-by-case basis after it is determined that the designee has acquired the specialized training necessary for the performance of these activities. The designee may also:

(1) Determine that materials, parts, assemblies, and their installation into the finished product, are in conformity with the type design data identified on FAA Form 8120-10, Request for Conformity. The conformity inspection will be documented on FAA Form 8100-1, Conformity Inspection Record.

(2) Verify the calibration status of test equipment and monitor assembly and teardown inspections of test and prototype articles.

(3) Accomplish the inspections identified on FAA Form 8110-1, Type Inspection Authorization, and complete as applicable: FAA Forms 8110-4, Rotorcraft Ground Inspection; 8110-5, Airplane Ground Inspection; 8110-6, Engine Ground Inspection; 8110-7, Propeller Ground Inspection; 8110-8, Balloon Ground Inspection; or 8110-26, Supplemental Type Inspection Report.

**206. GEOGRAPHIC RESTRICTIONS.** It is the FAA's intention that all DMIR's perform their authorized function(s) within the managing office's geographic boundaries. However, a managing office may authorize a DMIR to perform authorized function(s) outside the geographic boundaries

(including other countries) on a case-by-case basis when the FAA's ability to adequately monitor and supervise the DMIR is maintained. The DMIR will submit FAA Form 8130-13, Designee Geographic Expansion Authorization, to the managing office for authorization to work outside the assigned geographic area.

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

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

c. Before a managing office authorizes a DMIR to perform any authorized function(s) outside the United States, the cognizant CAA will be provided written notification outlining the proposed visit and requesting its concurrence. The notification will include the DMIR's anticipated activities, expected length of stay, and the CAA must concur and return notification to the managing office prior to the DMIR's arrival. Upon CAA concurrence and subsequent FAA approval of Form 8130-13, the DMIR will be instructed to maintain a copy of the authorization for review by the CAA or its representative(s). The managing office will send a courtesy copy of the approved Form 8130-13 and CAA notification to the appropriate overseas FAA office.

d. When DMIR's are to work outside of their geographic area exceeding six months, the managing office should, when practical, consider the temporary transfer of supervisory and monitoring responsibilities. This transfer will require coordination and concurrence between both managing offices and would include all appropriate DMIR records. The transferring managing office will retain all other oversight responsibilities.

**NOTE: The permanent transfer of a DMIR will require concurrence between BOTH managing offices.**

## **207. DURATION, RENEWAL, AND CHANGES TO CERTIFICATES.**

a. Section 183.15(b) provides that DMIR certificates are effective for one year after the date of issuance and may be renewed at any time before the expiration date for an additional period of one year. A designation that has expired is not renewable without reapplication. To maintain consistency and manage workload, directorates will establish an expiration date of January 31. The PAH or PAH's approved supplier will be informed by the managing office of the expiration of a designee appointment and encouraged to request renewal.

b. The PAH or PAH's approved suppliers must annually submit to their managing office a letter requesting DMIR renewal (the supplier DMIR must provide a letter from each PAH, concurring with

DMIR request for renewal). A new FAA Form 8110-14, Statement of Qualifications, is not required for renewal unless changes are requested to the DMIR's authorized functions.

c. The following guidelines will be used for DMIR renewal:

- (1) Review the PAH's or PAH's approved supplier's letter of request for correct information.
- (2) Review DMIR's file for completed project activity, (e.g., FAA Form 8130-14, Designee Management Report, Summary Activity Report(s), etc.). Lack of activity can be used as justification for nonrenewal (See Order 8130.24, Procedures for Termination/Nonrenewal of Aircraft Certification Service Designations and Delegations).
- (3) Review DMS records for designees' attendance at the standardization seminars as required by chapter 5 of this order.
- (4) Obtain renewal concurrence from the MIDO manager indicating that the need for the appointment still exists.
- (5) Update designee's status in DMS to indicate renewal or nonrenewal. The managing office will provide written notification to the PAH or PAH's approved supplier and designee when a designation will not be renewed.
- (6) Notify the PAH's geographic MIDO in writing of renewal actions (e.g., written, cc:mail, etc.).

d. For renewed designations, a COA letter (see appendix 1, figure 1) may be used in lieu of Form 8430-9 (appendix 1, figure 2) and supplement (appendix 1, figure 4). When using Form 8430-9, on the next available line of the reverse side of Form 8430-9, the responsible ASI will enter the office designation, the word "RENEWED," reissued date, new expiration date, and sign above their printed name. Form 8430-9 provides for a maximum of two renewals before requiring the generation of a new form.

**NOTE: The Form 8430-9 card and supplement may be replaced by a COA letter. The authorized functions and limitations may also be identified in the renewal notification letter to the DMIR. The existing Form 8430-9 card may remain in effect until the maximum renewal cycles have been completed on the designee's card, then a new COA letter will be issued to the designee.**

e. Upon expiration or termination (does not apply to renewals) of a designation, COA's, and Forms 8000-5 and 8430-9, become invalid and shall be returned to the appropriate FAA office. Both FAA forms will be permanently marked canceled and placed in the designee's file. If requested, Form 8000-5 may be returned to the former designee after being permanently marked canceled.

f. When revisions are sought to authorized functions listed or referenced on Form 8430-9, COA letter or supplement, the PAH or PAH's approved supplier must follow the guidelines in Order 8100.8, paragraph 309, Request for Expanded Authority and Transfer Requests.

**208. SUPERVISION, MONITORING, AND TRACKING.****a. Supervision.**

(1) The PI will provide direct supervision to ensure the DMIR is performing assigned authorized functions in accordance with the appropriate regulations, policies, and procedures. It is also the responsibility of the PI to ensure the DMIR's have acquired and maintain all guidance material necessary to perform their authorized function(s) (see paragraph 400 of this order).

(2) The PI will witness on at least an annual basis the DMIR's inspection of a completed product, part, or TSO article to ensure satisfactory inspection techniques are used. This requirement is to ensure the DMIR's are familiar with current policy and regulations and can apply this information during the performance of their authorized function(s). Depending on part availability, it may be necessary to use either an in-process or a noncommercial part or product to fulfill this requirement. If the PI determines no suitable product is available, this requirement may be simulated by having the DMIR demonstrate inspection techniques and knowledge of the pertinent guidance material.

**NOTE: This requirement does not restrict additional supervision by the managing office at any time.**

(3) MIDO managers and PIs with designee oversight responsibilities are strongly encouraged to attend the designee training standardization seminars. PIs unable to attend will, within 30 days, contact their designees by a suitable method (e.g., visit, phone, etc.) to ensure the policy material presented was fully understood and no unanswered questions remain. Attendance or follow-up discussions will be documented on Form 8130-14 and entered into DMS or DIN.

**NOTE: The follow-up is intended to help ensure the PI and designee mutually agree on the policy material presented.**

(4) Managing offices may provide equivalent training for DMIRs unable to attend their regular scheduled standardization seminar training to prevent nonrenewal based on non-attendance of a seminar. This equivalent training is not intended to be used in place of the standardization seminar attendance requirements outlined in chapter 5 of this order and shall be limited to a one-time basis.

**b. Monitoring.** All documentation initiated by a DMIR will be processed in accordance with the appropriate regulations, guidance material (e.g., orders, ACs, notices, etc.), and any direction provided by the PI. The following are the minimum annual and ongoing responsibilities of the PI:

**(1) Annual.**

- (a) Notify the designee of the supervision visit.
- (b) Determine the DMIR is performing within the scope of the delegation.
- (c) Review DMS or DIN and office records for previous work history.

(d) Verify the designee has current documents according to DMS or DIN and other documents as appropriate.

(e) Review a sample of the designee's documentation and discuss any discrepancies.

(f) Request the DMIR demonstrate proficiency by performing an actual or simulated authorized function(s).

(g) Document each supervision session in the remarks section of Form 8130-14 and enter into DMS or DIN.

(h) In a one-on-one meeting discuss the DMIR's performance, document performance on Form 8130-14, and enter into DMS or DIN. Determine and initiate appropriate corrective action (e.g., additional training, counseling, etc.), if the DMIR fails to demonstrate acceptable methods, techniques, and practices. Within 30 days of completed corrective action, conduct a follow-up session to determine if the DMIR's performance is acceptable. If the DMIR's performance remains unsatisfactory, discuss possible termination with the MIDO manager in accordance with Order 8130.24.

**NOTE: Safety-related situations will be acted upon immediately.**

**(2) Ongoing.**

(a) Review completed documentation of authorized function(s) performed by the DMIR.

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

(c) Verify the DMIR has ongoing activities to justify continuance of the designation. See Order 8130.24.

(d) Verify the DMIR's attendance at the standardization seminars is in accordance with paragraph 502 of this order.

(e) Ensure the DMIR has direct communication to appropriate authorities within the PAH or PAH's approved supplier's organization and the managing office.

(f) Coordinate with the FAA and CAA's when a DMIR has been authorized to work outside their geographic area. This coordination will be processed in accordance with paragraph 206 of this order for domestic and non-domestic activities.

(g) Review type certification activities with the DMIR before the start of the FAA project. The PI's should use their discretion based on the experience of the DMIR in establishing the level of review.

(h) Emphasize DMIR's should seek the PI's assistance relative to any concerns connected with their authorized functions.

**NOTE: Any reports containing information or requests for assistance must be treated with the utmost discretion. This is especially important when information supplied by the designee could result in possible enforcement action against the designee's employer.**

**c. Tracking.**

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

(2) The tracking of a DMIR's work activity will be documented on the Summary Activity Report form (see figure 7) or equivalent. The form and information pertaining to its use can be found in Order 1380.48, Manufacturing Inspection Management Information System. This form will be retained in the DMIR's file.

**NOTE: The Summary Activity Report form may be reproduced and used to record summary data.**

(3) All supervision, monitoring, and tracking of a DMIR's activities are recorded in DMS or DIN and updated to indicate the most recent surveillance date.

**209. TRAINING.**

**a.** The PI is responsible for conducting orientation training with each newly appointed DMIR. Ongoing training will be provided by the PI throughout the duration of the appointment. All appointed DMIR's must attend the initial and recurrent standardization seminar training as outlined in paragraph 502 of this order.

**b.** The DMIR will be supplied with, and guided by, the same requirements and instructions applicable to FAA inspectors in the performance of similar duties. The PI shall advise the DMIR's employer that it will be necessary to allow the DMIR sufficient time to:

(1) Attend meetings, briefings, training sessions and seminars, and related functions relative to the administration and performance of the appointment.

(2) Become familiar with all applicable FAA regulations, AC's, policies, procedures, and directives as they apply to the certification task(s).

(3) Become familiar with applicable aircraft registration and marking requirements, AD's, TCDS', and aircraft specification sheets.

(4) Understand the application, documentation, and processing of FAA forms.

(5) Become familiar with the responsibilities as a Representative of the Administrator.

(6) Become familiar with importing and exporting requirements for products and/or parts.

(7) Prepare the necessary reports and related forms.

(8) Study other material relating to authorized function(s).

**210. MAINTENANCE OF FILES.** The MIDO will establish and maintain a records file for each DMIR in accordance with Order 8100.8.

**a. - h. WITHDRAWN--REV A.**

## **CHAPTER 3. DESIGNATED AIRWORTHINESS REPRESENTATIVES**

### **SECTION 1. GENERAL INFORMATION**

**300. GENERAL.** This chapter provides information and guidance for the supervision, monitoring, training, and tracking of manufacturing and maintenance DAR's/ODAR's.

**a. WITHDRAWN--REV A.**

**b. WITHDRAWN--REV A.**

**c.** The terms original and recurrent airworthiness certification are used to differentiate the authority of a DAR as they relate to manufacturing or maintenance functions. See Order 8130.2, Airworthiness Certification of Aircraft and Related Products, and related policy material for an explanation of original and recurrent airworthiness certification.

**d.** A manufacturing DAR may issue original airworthiness certificates or approvals within prescribed limitations. A maintenance DAR may issue recurrent airworthiness certificates or approvals within prescribed limitations. The holder of a manufacturing and maintenance authorization may issue original and recurrent airworthiness certificates or approvals within prescribed limitations.

**NOTE: All authorized functions performed by a DAR will be performed in person and not subdelegated to any other persons.**

**301. WITHDRAWN--REV A.**

**302. ELIGIBILITY.** Any private person or organization may be authorized to represent the FAA as a DAR or ODAR for the purpose of performing examinations, inspections, and testing services relative to manufacturing and maintenance.

**303. MAINTENANCE OF FILES.** The appointing/managing office will establish and maintain a records file for each DAR or ODAR in accordance with Order 8100.8.

**a.-i. WITHDRAWN--REV A.**

**304. - 309. RESERVED.**

### **SECTION 2. DESIGNATED AIRWORTHINESS REPRESENTATIVE (Individual)**

**310. GENERAL.** This section provides information and guidance on the supervision, monitoring, training, and tracking of an individual DAR.

**311. - 314. WITHDRAWN--REV A.**

**315. DURATION OF CERTIFICATES.** Renewals may be issued for one to five years at the discretion of the appointing office. Renewal of any DAR appointment is at the option and sole discretion of the FAA.

**NOTE: Appointing offices should be selective in issuing certificates with an appointment or renewal period of more than one year.**

**316. CERTIFICATE RENEWAL.**

a. A DAR shall submit a written or electronic request for renewal to the appointing office at least two months before the certificate expires. A designation that has expired is not renewable without reapplication in accordance with Order 8100.8.

**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 shall be terminated in accordance with Order 8130.24.**

b. A manufacturing DAR may be renewed based solely upon a projected or anticipated need. The managing office will notify the appointing office or next higher level of management outlining the projected or anticipated activities. The requirements of paragraph 316c(1) through (5) of this order are not required when a renewal is based on this provision. All other requirements of paragraph 316 apply.

**NOTE: This criteria is not allowed for consecutive renewal periods.**

c. When determining to renew or not to renew a certificate, an ASI must verify the DAR has attended a recurrent standardization seminar within the last two years and has performed at least one or more of the following activities consistent with authorized functions:

**NOTE: Failure to attend the standardization seminar may delay reappointment until equivalent training is provided.**

- (1) Issuance of one original/recurrent airworthiness certification or Class I export approval.
- (2) Issuance of Class II product airworthiness approval.
- (3) Issuance of one original Class III product airworthiness approval.
- (4) Performance of conformity determinations on one or more TC, STC, or other design approval projects.
- (5) Issuance of a conformity certification on behalf of a CAA for components manufactured in the United States for non-U.S. manufacturers.
- (6) Demonstrated proficiency by simulating one of the above authorized functions.

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

**d.** The ASI will obtain renewal concurrence from the appointing/managing office manager indicating the need for an appointment still exists. The designee's status will be updated in DMS or DIN to indicate renewal or nonrenewal. The appointing/managing office will provide the designee written notification when the designation will not be renewed and the specific reasons why.

**e.** For renewed designations, a COA letter (see appendix 1, figure 1) may be used in lieu of Form 8430-9 (appendix 1, figures 10 and 11) and supplement (appendix 1, figures 9 and 12). When using Form 8430-9, on the next available line of the reverse side of Form 8430-9, the responsible ASI will enter the office designation, the word "RENEWED," reissued date, new expiration date, and sign above their printed name. Form 8430-9 provides for a maximum of two renewals before requiring the generation of a new form.

**NOTE: The Form 8430-9 card and supplement may be replaced by a COA letter. The authorized functions and limitations may also be identified in the renewal notification letter to the DAR or ODAR. The existing Form 8430-9 card may remain in effect until the maximum renewal cycle has been completed on the designee's card, then a new COA letter may be issued to the designee.**

**f.** Upon expiration or termination (does not apply to renewals) of a designation, COAs, and FAA Forms 8000-5, Certificate of Designation and 8430-9, become invalid and shall be returned to the appropriate FAA office. Both forms will be permanently marked canceled and placed in the designee's file. If requested, Form 8000-5 may be returned to the former designee after being permanently marked canceled.

**g.** DAR's shall submit an updated Form 8110-14 or FAA Form 8110-28, Application and Statement of Qualification - (DME-DPRE-DAR-ODAR), and supportive information to the appointing office in accordance with Order 8100.8, when requesting changes to their authorized functions. A new COA letter or supplement will be issued reflecting all authorized functions. The DAR will be instructed to return the previously issued Form 8430-9 and supplements.

### **317. TRAINING.**

**a.** The ASI is responsible for conducting orientation training with each newly appointed DAR. Ongoing training will be provided by the ASI throughout the duration of an appointment. All DAR's must attend the initial and recurrent standardization seminar training as outlined in paragraph 502 of this order.

**b.** DAR's will be supplied with, and guided by, the same requirements and instructions applicable to FAA inspectors in the performance of similar duties. The ASI will ensure a DAR:

**(1)** Is familiar with all applicable FAA regulations, AC's, policies, procedures, and directives as they apply to the delegated function(s).

**(2)** Is familiar with applicable aircraft registration and marking requirements, AD's, TCDS', and aircraft specification sheets.

**(3)** Fully understands the specific DAR functions to be performed.

(4) Fully understand the responsibilities as a Representative of the Administrator.

(5) Fully understands the importing and exporting requirements for products and/or parts.

c. The ASI will ensure a DAR has access to or possesses all applicable regulations, documents, forms, and internal directives (e.g., notices, orders, etc.) pertinent to each authorized function(s).

d. Equivalent training (see paragraph 502a of this order) may be provided by the managing offices for DAR's unable to attend their regular scheduled standardization seminar to prevent nonrenewal based on non-attendance of a seminar. This equivalent training is not intended to be used in place of the standardization seminar attendance requirements outlined in chapter 5 of this order and shall be limited to a one-time basis.

**318. SUPERVISION, MONITORING, AND TRACKING.** Managing offices assigned responsibility for DAR's will supervise, monitor, and track the DAR's activities in accordance with the following criteria, as they apply to AIR or AFS:

**a. Supervision.**

(1) The ASI will provide direct supervision to ensure DAR's are performing assigned authorized functions in accordance with the appropriate regulations, policies, and procedures. It is also the responsibility of the ASI to ensure DAR's have acquired or have access to all required guidance material necessary to perform their authorized function(s) (e.g., current FDR-1D Publication Kit, AD's, orders, notices, etc.).

(2) The ASI will witness on at least an annual basis the DAR's inspection of a completed product, part, or TSO article to ensure satisfactory inspection techniques are used. This requirement is to ensure DAR's are familiar with current policy and regulations, and can apply this information during the performance of their authorized function(s). Depending on part availability, it may be necessary to use either an in-process or a noncommercial part or product to fulfill this requirement. If the ASI determines no suitable product is available, this requirement may be simulated by having the DAR demonstrate inspection techniques and knowledge of the pertinent guidance material.

**NOTE: This requirement does not restrict additional supervision by the managing office at any time.**

(3) The managing office is responsible for determining if a requested activity can be performed by the FAA. If the FAA is unable to perform the request, the applicant will be notified that the services of a DAR may be used.

**NOTE: A DAR listing is provided in current AC 183-35, Airworthiness Designee Function Codes and Consolidated Directory for DMIR/DAR/ODAR/DAS/DOA and SFAR No. 36.**

(4) The managing office is responsible for coordinating the following DAR activities with the cognizant FAA office:

- (a) Type Inspection Authorization.
- (b) Request for conformity inspection for Type Certification.
- (c) Supplemental Type Certificate requirements.
- (d) Other major design change approvals.

(5) The managing office will coordinate design, test, and quality control requirements between a DAR and the CAA of another country.

(6) AIR/AFS managers and ASIs with designee oversight responsibilities are strongly encouraged to attend the designee training standardization seminars. ASIs unable to attend will, within 30 days, contact the designee by a suitable method (e.g., visit, phone, etc.) to ensure the policy material presented was fully understood and no unanswered questions remain. ASI's will document attendance or the follow-up as designee training and enter into DMS or DIN or the PTRS. AIR ASI's will document all follow-up activities in the remarks section of Form 8130-14.

**NOTE: The follow-up is intended to help ensure the ASI and designee mutually agree on the policy material presented.**

**b. Monitoring.** All documentation initiated by a DAR will be processed in accordance with the appropriate regulations, guidance material (e.g., orders, AC's, notices, etc.), and any guidance provided by the ASI. The following are the minimum annual and ongoing responsibilities of the ASI:

**(1) Annual.**

- (a) Notify the DAR of the supervision visit.
- (b) Determine the DAR is performing within the scope of the delegation.
- (c) Review office records for previous work history.
- (d) Verify the DAR has current documents per DMS or DIN and any other documents as appropriate.
- (e) Review a sample of the DAR's documents and discuss any discrepancies.
- (f) Accompany the DAR during an authorized function or request the DAR demonstrate proficiency by performing a simulated authorized function.
- (g) Document each supervision session per this order and enter into DMS, DIN or PTRS.
- (h) Verify the DAR has ongoing activity(s) to justify the designation. Lack of activity can result in a nonrenewal.

(i) Verify the DAR's attendance at the standardization seminars is in accordance with chapter 5 of this order.

(j) Document a one-on-one meeting with the DAR to discuss the DAR's performance and enter into DMS, DIN or PTRS. Determine and initiate appropriate corrective action (e.g., additional training, counseling, etc.) if the DAR fails to demonstrate acceptable methods, techniques, and practices. Within 30 days of completed corrective action, conduct a follow-up session to determine if the DAR's performance is acceptable. If the DAR's performance remains unsatisfactory, discuss possible termination in accordance with Order 8130.24 with the appointing official. AIR ASI's will use Form 8130-14 to document this meeting.

**NOTE: Safety-related situations will be acted upon immediately.**

**(2) Ongoing.**

(a) Review completed documentation of functions performed by the DAR.

(b) Establish an appropriate procedure with the DAR to ensure the managing office is provided either monthly, bimonthly, or quarterly information relating to the DAR's accomplishments (AIR ASI's will use form shown in figure 7).

(c) Coordinate with the appropriate CAA and/or FAA offices when authorizing DAR's to work outside their geographic area. This coordination will be processed in accordance with paragraph 319 of this order and includes both domestic, and non-domestic activities.

(d) Review certification activities with the DAR before the start and at the completion of the activity. ASI's should use their discretion based on the experience of the DAR in establishing the level of review.

(e) Document each supervision session per this order and enter into DMS, DIN or PTRS.

(f) Ensure DAR's understand to contact their managing office for any special direction or instructions prior to:

1. Issuance of airworthiness certificates.

2. Issuance of export certificate/approval tag.

3. Involvement in any type certification or supplementary type certification activities (manufacturing only).

**c. Tracking.**

(1) Information concerning the renewal, supervision, monitoring, and training of a DAR is tracked in DMS, DIN or PTRS. ASI's must document and enter these activities accordingly.

(2) AIR DAR's activity will be documented on the Summary Activity Report (see figure 7). The form and information pertaining to its use can be found in Order 1380.48, Manufacturing Inspection Management Information System. AFS ASI's will continue to track this information in PTRS.

**319. GEOGRAPHICAL RESTRICTIONS.** It is the FAA's intention that DAR's perform their authorized function(s) within the geographical boundaries of their managing office. However, a managing office may authorize a DAR 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 DAR is maintained. DAR's will obtain written authorization from their managing office before performing any authorized function(s) outside their geographic boundaries. AIR and AFS DAR's will submit Form 8130-13 for this authorization (see figure 5).

a. Upon receiving a request for a particular certification activity within the United States, but outside the managing office's area of responsibility, the managing office will contact the geographic office where the certification activity is needed to determine whether that office or a DAR is available to perform the activity.

b. Managing offices will provide an endorsed Form 8130-13 as written authorization for all DAR work performed outside of their geographic area, to the geographic office where the certification activity will be performed. The authorization must be provided PRIOR to a DAR performing any authorized function(s). The DAR will be instructed to maintain a copy of the authorization while performing any authorized function(s). To ensure authorization in a timely manner, electronic or mail authorization may be used as appropriate. The authorization should not exceed 30 working days unless additional written justification is provided.

c. Before a managing office authorizes a DAR to perform any authorized function(s) outside the United States, the cognizant CAA must be provided written notification prior to the DAR's arrival. The notification will outline the proposed visit (e.g., anticipated activities, length of stay, etc.) and request the CAA's concurrence. Upon approval, the managing office will send a courtesy copy of the written authorization (approved Form 8130-13 for AIR and AFS DAR's) and CAA's concurrence to the appropriate overseas FAA office.

d. When DARs are to work outside of their geographic area exceeding 30 days, the managing office should, when practical, consider the temporary transfer of supervisory and monitoring responsibilities. This transfer will require coordination and concurrence between both managing offices and would include all appropriate DAR records. The transferring managing office will retain all other oversight responsibilities.

**320. AUTHORITY AND RESPONSIBILITY.** Subject to such limitations as may be prescribed, DAR's are responsible for:

a. Performing authorized functions in accordance with pertinent CFRs, FAA directives, ACs, and any specific instructions conveyed by their managing office.

**NOTE: DAR's should be cautioned that any irregularities related to airworthiness certification or approval may result in the termination of their designation under the provision of section 183.15(d)(4).**

- b.** Performing all authorized functions within the limits of their authority.
- c.** Contacting the managing office for authorization BEFORE accepting any certification or inspection activity requested by an applicant and obtaining any special directions or instructions deemed necessary.
- d.** Providing information relating to their accomplishments in accordance with the schedule established with the managing office.
- e.** Ensuring FAA forms, certificates, and other official documents are properly safeguarded. Under no circumstance shall any certificate be in the possession of an applicant until the certificate has been completed and signed by the DAR. All airworthiness certificates or approvals, and related documents will indicate the DAR's printed or typed name, signature, and designation number.
- f.** Not performing any mechanical, maintenance, or inspection function on behalf of an applicant (e.g., owner, agent, repair station, PAH, etc.) on products for which an airworthiness certificate or approval is sought. This would not preclude the DAR from performing maintenance, mechanical functions, or inspections in a non-DAR capacity when NOT involved in the airworthiness certification/approval actions under their DAR authority.
- g.** Ensuring a product meets the FAA-approved type design data, is in a condition for safe operation, and complies with any other applicable regulations (e.g., marking requirements, registration, special importing requirements, etc.) before issuing an airworthiness certificate. The DARs will seek guidance from their managing office when problems arise that they cannot resolve.
- h.** Ensuring Form 8100-1 is used to record conformity inspections conducted during type or airworthiness certification activities.
- i.** Submitting applicable original or duplicate documents within seven days of completion to the managing office for review.
- j.** Reviewing applications for completeness and ensuring the various airworthiness certificates or approvals have certification statements signed by an applicant or authorized agent. When appropriate, the DAR must also obtain a completed FAA Form 8130-9, Statement of Conformity, from an applicant before performing any inspections.
- k.** Ensuring special flight permits issued for overweight operations are in accordance with the latest revisions of all applicable guidance material (e.g., Orders 8130.2, 8300.10, Airworthiness Inspector's Handbook, other policy documents, etc.). The DAR will contact the managing office to obtain any special directions or instructions PRIOR to issuing a special flight permit for overweight operations.

**321. AUTHORIZED FUNCTIONS.** The following is a list of manufacturing and maintenance functions that may be delegated:

**a. DAR-F/ODAR-F Codes and Functions (Manufacturing).**

**NOTE: A manufacturing DAR/ODAR shall not make any airworthiness determinations or issuance of U.S. airworthiness certificates on non-U.S.-registered aircraft.**

**(1) Function Code 08** - Issue original standard airworthiness certificates for U.S.-registered aircraft and original airworthiness approvals for engines, propellers, parts, and appliances that conform to the approved design requirements and are in a condition for safe operation.

**NOTE: This includes VLA, aircraft built from spare and surplus parts, and surplus military aircraft. This does not include aircraft built in countries in which the United States does not have bilateral agreements (i.e., BAA or BASA).**

**(2) Function Code 09** - Issue special airworthiness certificate, 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 a flight test prior to the issuance/reissuance of an airworthiness certificate.

**(3) Function Code 10** - Issue original/recurrent special airworthiness certificates for primary category aircraft.

**(4) Function Code 11** - Issue original/recurrent special airworthiness certificates, in the experimental category, for the purposes of operating amateur built aircraft, market survey, research and development, and crew training on U.S.-registered aircraft.

**(5) Function Code 12** - Issue original/recurrent special airworthiness certificate, in the experimental category, for the purposes of operating exhibition and air racing on U.S.-registered aircraft located in the United States.

**(6) Function Code 13** - Issue original special airworthiness certificates for U.S.-registered restricted category aircraft, including aircraft built from spare and surplus parts or surplus military aircraft.

**NOTE: Spare and surplus apply only to sections 21.21 and 21.27 type certificated aircraft.**

**(7) Function Code 14** - Issue original Class I provisional airworthiness certificates.

**(8) Function Code 15** - Issue original/recurrent special airworthiness certificates for limited category.

**(9) Function Code 16** - Issue special flight permits for U.S.-registered aircraft for purposes outlined 14 CFR part 21, sections 21.197(a)(1), (2), (3), (4), (5), and 21.197(b).

**NOTE: Designees involved with incident or accident aircraft must coordinate their activity with the NTSB prior to issuance of a special flight permit. This coordination must be done through the designee's managing office.**

(10) **Function Code 17** - Issue replacements for lost, stolen, or mutilated standard or special airworthiness certificates if the proper documentation can be obtained from the applicant.

**NOTE: This includes the replacement of certificates when aircraft registration number changes.**

(11) **Function Code 18** - Issue original export airworthiness approvals for Class I products in accordance with the provisions of part 21, subpart L.

(12) **Function Code 19** - Issue original export airworthiness approvals for Class II products manufactured and located in the United States in accordance with part 21, subpart L.

(13) **Function Code 20** - Issue original export airworthiness approvals for Class III products that are manufactured and located in the United States in accordance with part 21, Subpart L. When this function is delegated to an individual DAR, the application is limited to exporting of Class III products only when employed by an applicant who is the PAH of the product being exported.

**NOTE: The DAR need not be a full-time employee of a PAH.**

(14) **Function Code 21** - Make conformity determinations on aircraft, engines, propellers, and parts thereof to be used for design evaluation programs (e.g., TC and STC programs), and complete all necessary reports.

(15) **Function Code 22** - Issue conformity certifications on behalf of a CAA for components manufactured by U.S. suppliers for non-U.S. product manufacturers. Determinations of conformity to the design, test, and quality requirements may be accomplished by a DAR only after the FAA has received notification from the CAA of the country in which the product is located.

**b. DAR-T/ODAR-T Codes and Functions (Maintenance).**

(1) **Function Code 23** - Issue recurrent standard airworthiness certificates for U.S.-registered aircraft, including and recurrent airworthiness approvals for engines, propellers, parts and appliances that conform to the approved design requirements and are in a condition for safe operation.

**NOTE: These airworthiness certificate(s) include non-U.S. manufactured aircraft imported to the United States from the country of manufacture with whom the United States has a BAA or BASA together with an Export Certificate of Airworthiness statement from the CAA indicating the aircraft meets the United States type design and is in a condition for safe operation.**

(2) **Function Code 24** - Issue recurrent standard airworthiness certificates for non-U.S. manufactured aircraft imported from countries other than the country of manufacture with whom the United States has a bilateral agreement(s).

**NOTE: Import aircraft for which a U.S. TC has been issued under 14 CFR section 21.29, is required to be accompanied by an Export Certificate of Airworthiness or a certifying statement that the aircraft conforms to its U.S. TC and is in a condition for safe operation from the country of manufacturer's CAA with whom the United States has a bilateral agreement (i.e., BAA or BASA) that provides for its issuance.**

**(3) Function Code 25** - Issue recurrent special airworthiness certificates for U.S.-registered restricted category aircraft.

**NOTE: Except for non-U.S. manufactured aircraft imported from countries other than the country of manufacture.**

**(4) Function Code 26** - Issue recurrent/original special airworthiness certificates, in the experimental category, for the purposes of operating exhibition or air racing on U.S.-registered aircraft located in the United States.

**(5) Function Code 27** - Issue recurrent/original special airworthiness certificates for primary category aircraft.

**(6) Function Code 28** - Issue recurrent/original special airworthiness certificate, in the experimental category, for the purposes of operating amateur built aircraft, market survey, research and development, and crew training on U.S.-registered aircraft.

**NOTE: Spare and surplus apply only to sections 21.21 and 21.27 type certificated aircraft.**

**(7) Function Code 29** - Issue special flight permits for U.S.-registered aircraft for the purposes outlined in section 21.197(a)(1), (2), (4), and 21.197(b).

**(8) Function Code 30** - Issue recurrent/original special airworthiness certificate for limited category.

**(9) Function Code 31** - Issue recurrent export airworthiness approvals for Class I products in accordance with part 21, subpart L.

**(10) Function Code 32** - Issue recurrent export airworthiness approvals for Class II products that are manufactured and located in the United States in accordance with part 21, subpart L.

**(11) Function Code 33** - Issue replacements for lost, stolen, or mutilated standard or special airworthiness certificates if the proper documentation can be obtained from the applicant.

**NOTE: This includes the replacement of certificates when aircraft registration number changes.**

**322. - 329. RESERVED.**

**SECTION 3. DESIGNATED AIRWORTHINESS REPRESENTATIVE  
(Organizational)**

**330. GENERAL.** This section provides information and guidance on the training, supervision, monitoring, and tracking of an ODAR. It should be emphasized the ORGANIZATION must meet all DAR qualifications for authorized function(s) identified in the approved procedures/manual. The ODAR is responsible for ensuring compliance to the FAA regulations and terms of their appointment. Corrective action will be directed at the ORGANIZATION and not individuals authorized within the ODAR.

**331. - 333. WITHDRAWN--REV A.**

**334. GEOGRAPHICAL RESTRICTIONS.** It is the FAA's intention that ODAR's perform their authorized function(s) at the primary business address stated on the application. However, a managing office may authorize an ODAR to perform authorized function(s) at a PAH facility (where the PAH controls the design and quality of the product) outside their primary business address (including other countries) on a case-by-case basis. This will only be approved when the ability of the FAA to adequately monitor and supervise the ODAR is maintained. ODAR's will obtain written authorization from their managing office before performing any authorized function(s) outside their primary business address. AIR and AFS ODAR's will submit Form 8130-13 for this authorization.

a. Upon receipt of a request for type certification activity within the United States but outside the managing office's geographic area of responsibility for a particular ODAR, the managing office will contact the geographic office in which the certification activity is needed to determine if that office can perform the requested activity or will allow the use of an ODAR representative.

b. Managing offices will provide written authorization for all ODAR work outside of their primary business address (including other countries). AIR and AFS offices will provide authorization by endorsing Form 8130-13. The authorization should not exceed one year and be renewed only after adequate written justification is provided. The managing office will provide the geographic office, where the certification activity is needed, a copy of the written authorization. AIR and AFS will provide approved Form 8130-13 PRIOR to an ODAR representative performing any authorized function(s). The ODAR representative will be instructed to maintain a copy of the written authorization (Form 8130-13 for AIR and AFS ODAR's) while performing the authorized function(s). To ensure authorization in a timely manner, electronic or mail authorization may be used as appropriate.

c. When an ODAR receives a written request from their PAH requesting them to perform type or airworthiness functions on the PAH's behalf, the ODAR's managing MIDO may issue an amended COA letter or supplement. The amended COA will list the PAH, PAH's facilities or the suppliers physical address and functions including the alternate locations(s), as applicable (see appendix 1, figures 1 and 4). The managing office must first ensure that the ODAR procedures manual describes how the ODAR will perform functions for the type of work requested before revising the COA, and that the ODAR's procedure manual must be expanded to include provisions for providing the same level of supervision and oversight as the authorized representatives within the primary ODAR. The ODAR's FAA managing office must also coordinate any revisions to the ODAR's COA with the appropriate MIDO.

d. The managing office should coordinate with the appropriate geographic MIDO to determine if a hand-off supervision and surveillance request will be required. If it is agreed upon, due to the length of time the ODAR will be operating outside the managing office area, the appropriate geographic MIDO will perform surveillance of the ODAR and provide a copy of Form 8130-14, yearly to the managing office. In addition, the ODAR's FAA managing office must also coordinate any revisions to the ODAR's COA with the appropriate geographic MIDO.

e. Before a managing office authorizes an ODAR to perform any authorized function(s) outside the United States, the cognizant CAA will be provided written notification outlining the proposed visit and requesting its concurrence. The notification will include the ODAR representative's anticipated activities, expected length of stay, and must be provided prior to the ODAR's arrival. Upon approval, the ODAR representative will be instructed to maintain a copy of the authorization for review by the CAA or its representative(s). The managing office will send a courtesy copy of the authorization (approved Form 8130-13 for AIR and AFS ODAR's) and CAA notification to the appropriate overseas FAA office.

**335. DURATION OF CERTIFICATES.** Renewals may be issued for one to five years at the discretion of the appointing office. Renewal of any ODAR designation is at the option and sole discretion of the FAA provided the ODAR's performance has been satisfactory.

**336. CERTIFICATE RENEWAL.** The procedures for certificate renewal of an ODAR are the same as those for a DAR except an ODAR is required to have all persons listed in the procedures manual attend the standardization seminar as described in chapter 5, and referenced in paragraph 316 of this order.

**337. TRAINING.** The requirements are the same as an individual DAR detailed in paragraph 317 of this order.

**338. SUPERVISION, MONITORING, AND TRACKING.** The managing office assigned responsibility for a particular ODAR will supervise, monitor, and track the ODAR's activity in accordance with the following criteria as they apply to AIR or AFS.

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

**a. Supervision.**

(1) It is the ODAR's responsibility to comply with all provisions of their organizational designation. The ODAR will perform self-assessment activities to ensure only qualified authorized representatives perform the authorized functions in accordance with the pertinent regulations, related policies, and procedures. The ASI will provide direct supervision by interfacing with the organization's FAA focal point and monitoring these self-assessment activities. It is also the responsibility of the ASI to ensure the ODAR has acquired all the required guidance material necessary to perform the designated function (e.g., current FDR-1D Publication Kit, AD's, orders, notices, etc.).

(2) The FAA managing office may authorize the ODAR to assist the FAA during type certification activities. This authorization will be on a case-by-case basis, and only after determining that the ODAR has individuals with the specialized skills essential to the performance of these activities. The managing office will provide the ODAR with instructions on how deviations or nonconformances detected during type certification activities will be documented and resolved. The ODAR may:

(a) Determine that materials, parts, assemblies, and installation of the finished product are in conformity with the type design data identified on FAA Form 8120-10. The conformity inspection will be documented on Form 8100-1.

(b) Verify the calibration of test and prototype articles.

(c) Accomplish the inspections identified on FAA Form 8110-1, Type Inspection Authorization, and complete, as applicable, FAA Forms 8110-4, Rotorcraft Ground Inspection; 8110-5, Airplane Ground Inspection; 8110-6, Engine Ground Inspection; 8110-7, Propeller Ground Inspection; 8110-8, Balloon Ground Inspection; or 8110-26, Supplemental Type Inspection Report.

(3) The managing office will review and provide written approval of all changes to the ODAR's FAA-approved procedures/manual. This would include any additions or removals of individual authorized representatives who perform authorized function(s). At the appointing/managing office's discretion, changes may be approved before or after implementation by the ODAR.

(4) The assigned ASI will witness, on at least an annual basis, the ODAR's ability to perform certification functions on a completed product, part, or article to ensure that satisfactory inspection techniques are used. This annual requirement is to ensure ODAR's are familiar with current policy, regulations, and can apply this information during the performance of their authorized functions. If the ASI determines no suitable product is available, this requirement may be simulated by having the ODAR demonstrate authorized functions, techniques, and knowledge of the pertinent guidance material.

**NOTE: This requirement does not restrict additional supervision by the managing office at any time.**

(5) AIR/AFS managers and ASI's with designee oversight responsibilities are strongly encouraged to attend the designee training standardization seminars. ASI's unable to attend will within 30 days contact the ODAR focal point by a suitable method (e.g., visit, phone, etc.) to ensure the focal point and individual authorized representatives within the ODAR fully understood the policy material presented and no unanswered questions remain. ASI's will document attendance or the follow-up as a designee training and enter into DMS, DIN or PTRS. AIR ASI's will use Form 8130-14 to document all follow-up activities.

**NOTE: This requirement is intended to help ensure that the PI and the ODAR mutually agree on the policy material presented during the seminar.**

**b. Monitoring.** All documentation initiated by the ODAR will be processed in accordance with the appropriate regulations, guidance material, (e.g., orders, AC's, notices, etc.), and any guidance provided by the ASI. The following are the minimum annual and ongoing responsibilities of the ASI:

**(1) Annual.**

- (a) Notify the ODAR's FAA focal point of the supervision visit.
- (b) Determine the organization is properly qualified and designated in accordance with part 183.
- (c) Review office records for previous work history.
- (d) Verify the organization has current documents per DMS or DIN and any other documents as appropriate.
- (e) Review a sample of the organization's documents and discuss any discrepancies with the focal point.
- (f) Request the organization demonstrate or simulate the ability to execute its authorized functions. For example, issuance of airworthiness certificates, export airworthiness approvals, or conformity inspections.
- (g) Document each supervision activity per this order and enter into DMS or DIN or PTRS.
- (h) Verify the ODAR has ongoing activities to justify the designation. Lack of activity can result in a nonrenewal.
- (i) Verify attendance at the standardization seminars by all individuals performing authorized function(s) under the organizational designation in accordance with chapter 5 of this order.

**(2) Ongoing.**

- (a) Review documentation and/or completed functions performed by the ODAR on a sampling basis.
- (b) Document a one-on-one meeting with the ODAR focal point to discuss the ODAR's performance and enter into MS, DIN or PTRS. Determine and initiate appropriate corrective action (e.g., additional training, counseling, etc.) if the ODAR fails to demonstrate acceptable methods, techniques, and practices. Within 30 days of completed corrective action, conduct a follow-up session to determine if the ODAR's performance is acceptable. If the ODAR's performance remains unsatisfactory, discuss possible termination in accordance with Order 8130.24 with the appointing official. AIR ASI's will use Form 8130-14 to document this meeting. At the ASI's managing office's discretion, this performance review may or may not include a one-on-one meeting with each individual authorized representative performing authorized function(s) under the organizational designation.

**NOTE: Safety-related situations will be acted upon immediately.**

(c) Establish an appropriate procedure with the ODAR to ensure the managing office is provided either monthly, bimonthly, or quarterly information relating to the ODAR's accomplishments (AIR ASI's will use form shown in figure 7).

(d) Coordinate with the appropriate CAA and/or FAA office when authorizing ODAR's to work outside of their geographic area. This coordination will be processed in accordance with paragraph 334 of this order and includes both domestic, and non-domestic activities.

(e) Review certification activities with the ODAR before the start and at the completion of the activity. ASI's should use their discretion based on the experience of the ODAR in establishing the level of review.

(f) Document each supervision session per this order and enter into DMS, DIN or PTRS.

(g) Ensure the ODAR understands to contact their managing/supervising/geographic office to obtain any special direction or instructions prior to:

1. Issuance of airworthiness certificates.

2. Issuance of export certificate/approval tag.

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

(h) Authorize ODAR's activity outside their primary business address on Form 8130-13 (see figure 5).

(i) AFS ASI's will continue to report activity in PTRS.

(j) Ensure that the ODAR, to include those authorized representatives performing authorized function(s), have direct communication to appropriate authorities within the company and to the assigned ASI.

**c. Tracking.**

(1) The supervisory tracking of an ODAR by AIR will be accomplished through the use of Form 8130-14 retained in the designee's file. The Flight Standards ASI will continue to track in PTRS.

(2) The ASI's tracking of an ODAR's work activity by AIR will be accomplished through the use of the Summary Activity Report form provided in figure 7. Additional information on this form can be found in Order 1380.48. This report will be retained in the designee's file. AFS ASIs will continue to track this information in PTRS.

(3) Aircraft Certification ASI's will update DMS or DIN to indicate the most recent ODAR's surveillance activity.

**339. AUTHORITY AND RESPONSIBILITY.** ODAR's are responsible for:

a. Complying with all provisions of their FAA-approved procedures/manual and ensuring that all authorized functions are performed within the limits of the authority identified on Form 8430-9 and supplement.

b. Performing authorized functions at their primary business address, except as permitted in paragraph 334 of this order.

c. Ensuring only the authorized representatives listed in their FAA-approved procedures/manual are allowed to perform authorized function(s).

**NOTE: No authorized function(s) will be subdelegated to any other person(s).**

d. Performing authorized functions in accordance with pertinent parts of the CFR, FAA directives, and any other specific instructions conveyed by the managing office.

e. Ensuring all conformity inspections conducted are recorded on Form 8100-1. These forms may also be used as worksheets to supplement the official records.

f. Providing a copy of Form 8430-9 and supplements to the authorized representatives who perform authorized functions and ensuring forms are kept within the immediate work area.

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

**340. AUTHORIZED FUNCTIONS.** Functions which may be delegated to an ODAR are listed in paragraph 321 of this order.

**341. - 349. RESERVED.**

**SECTION 4. WITHDRAWN--REV A.**

**350. - 352. WITHDRAWN--REV A.**

## CHAPTER 4. DISTRIBUTION AND MAINTENANCE OF PUBLICATIONS

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

a. Designees can obtain FDR-1D kits, orders, directives, and regulations through the managing/appointing office, DMS or DIN and FedWorld. The FDR-1D kit will be monitored and maintained by the Kit Manager, AFS-640.

**NOTE: FDR-1D kits are being distributed at the initial standardization seminar.**

b. ASI's with designee oversight responsibilities will establish the minimum documents required for newly appointed designees to perform their authorized function(s).

c. The managing office is responsible for entering and updating a designee's address in DMS or DIN to ensure receipt of publication updates.

**NOTE: Designees are responsible for notifying the managing office within 30 days of any address change. AFS-640 will update designee addresses upon receipt of nondeliverable mail by using the new address provided by the United States Postal Service.**

d. Requests for FDR-1D kits should be through DMS or DIN system or:

(1) From within the FAA, e.g., managing/appointing offices, etc.

(2) From outside the FAA.

U.S. Department of Transportation  
Subsequent Distribution Office  
Ardmore East Business Center  
3341 Q 75th Avenue  
Landover, MD 20785

### 401. ALTERNATE METHOD OF OBTAINING PUBLICATIONS.

a. Some of the required publications or documents for specific functions may be obtained electronically through FedWorld which is administered by the NTIS, an agency of the United States Department of Commerce. FedWorld is an electronically accessible database that contains many current FAA publications such as safety data, airworthiness regulations, orders, notices, AC's, and AD's.

#### b. How to connect to FedWorld.

(1) By Modem. Set modem parity to none; data bits to 8; and stop bit to 1. Set terminal emulation to ANSI. Set duplex to Full. Dial FedWorld at (703) 321-3339. After connecting with FedWorld, follow the prompts for "Regulatory," then "Regulatory Information Mall," then select the "FAA-AVR Library of Files."

(2) By Internet. Telnet to fedworld.gov. For File Transfer Protocol (FTP) services, connect to ftp://ftp.fedworld.gov/pub/faa-ri to get the regulations index. On the World Wide Web, connect to http://www.fedworld.gov/pub/faa-oai. When this page appears you must scroll down until you see the fdrld-ls.pdf and select by double clicking your left mouse button. Use the Save As... button to save this file in a location on your disk. Exit the Internet. Use your file manager to go to the FAR-21.exe you saved and double click. The file will be converted to a text file. Use a word processing application to open the .txt file and read or print the document.

(3) For FedWorld assistance call the FedWorld help desk at (703) 487-4223. The FAA point of contact can be reached at (405) 954-4103.

## CHAPTER 5. STANDARDIZATION SEMINARS

**500. GENERAL.** This chapter describes the Initial Standardization Seminar and Recurrent ODAR/DAR, DMIR Standardization Seminars. Standardization seminars are provided primarily for persons who are seeking or have a designation; however, anyone may attend providing space is available.

### 501. SEMINAR DESCRIPTION.

**a. Initial Standardization Seminar for DMIR/DAR/ODAR.** The Initial Standardization Seminar is currently a three-day program delivered in Oklahoma City, Oklahoma. The seminar familiarizes attendees with FAA administrative procedures, methods, and practices in the interest of standardization. Seminar subjects include: Introduction to FAA Publications, TC/STC Conformity, Airworthiness Certification and Related Approvals, Export Airworthiness Certification and Related Approvals, and Related FAA Forms and Records.

**b. Recurrent Designee Standardization Seminar for DMIR.** This seminar is currently a one or two-day program that familiarizes DMIR's with FAA administrative procedures, methods, and practices in the interest of standardization. Seminars and subjects include:

(1) The one-day program includes: Privileges, Responsibility and Limitations, Review of FAA Publications, TC Conformity, Export and Related Approvals of Class II and III Products, and Related FAA Forms and Records.

(2) The two-day program includes: Privileges, Responsibility and Limitations, Review of FAA Publications, TC Conformity, Airworthiness Certification and Related Approvals, Export and Related Approvals of Class I, II, and III Products, and Related FAA Forms and Records.

**c. Recurrent Designee Standardization Seminar for ODAR/DAR.** This seminar is currently a three-day program that familiarizes ODARs and DARs with FAA administrative procedures, methods, and practices in the interest of standardization. Seminar subjects include: Privileges, Responsibilities and Limitations, Review of FAA Publications, TC/STC Conformity, Airworthiness Certification and Related Approvals; Export Airworthiness Certification and Related Approvals, and Related FAA Forms and Records.

### 502. SEMINAR ATTENDANCE.

**a.** Unless previously attended, newly appointed designees (including individuals authorized under an ODAR) are required to attend the next available Initial Standardization Seminar.

b. Designees (including individual authorized representatives under an ODAR) shall attend a seminar every two years to maintain their knowledge of the regulations and policies. Failure to attend this seminar or receive equivalent training from their managing office may be cause for nonrenewal. Managing offices will tailor any equivalent training to the designee's authorized function(s). This equivalent training will be based on the same material presented during an initial standardization seminar. Documentation must be placed in the designee's file and an entry made in DMS or DIN of the equivalent training session.

**NOTE: Attendance will be entered into DMS by AFS-640 at the conclusion of the seminar(s). The managing office may access DMS to determine when designees need to be scheduled for recurrent seminars to maintain their designation.**

c. FAA managers responsible for the appointment of the aforementioned designees are encouraged to attend this seminar.

d. ASI's with designee oversight responsibilities are encouraged to attend this seminar once every two years.

### **503. SEMINAR SCHEDULING.**

a. For initial seminars, managing/appointing offices will be contacted 90 days before the scheduled seminar by AFS-640.

b. For recurrent seminars, FSDO's, Aircraft Certification Offices (ACO's), and MIDO's within the geographical location of a scheduled seminar will be contacted 90 days before the scheduled seminar by AFS-640.



**FIGURE 1 (CONTINUED). SAMPLE OF CERTIFICATE OF AUTHORITY LETTER  
FOR DMIR/DAR/ODAR**

(The following are examples of functions and limitations delegated to a DAR/ODAR.)

1. Function Code 08 - Issue original standard airworthiness certificates for U.S. registered aircraft and original airworthiness approvals for engines, propellers, parts, and appliances that conform to the approved design requirements and are in a condition for safe operation.

2. Function Code 18 - Issue original export airworthiness approvals for Class I products in accordance with 14 CFR, part 21, subpart L.

LIMITATIONS: Only those aircraft produced under ABC Airplane Company production certificate # 1234, dated March 1, 1997 and production limitation record dated January 7, 1998.

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

This authorization will expire annually on **[insert 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 **[insert time frame]**. Designee appointments are evaluated prior to renewal for proper performance, activity, and determination of FAA need.

Sincerely,

**[Manager's Name]**  
**[Appointing Office]**

Enclosures

**FIGURE 2. SAMPLE FAA FORM 8430-9, CERTIFICATE OF AUTHORITY - DMIR (FRONT AND REVERSE SIDES)**

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION <b>CERTIFICATE OF AUTHORITY</b>		DESIGNATION NO. <b>DMIRF123456NM</b>
NAME <b>John D. Frank</b>	DESIGNATION EXPIRES <b>See Reverse</b>	
<b>Is authorized to act in the capacity of a Designated Manufacturing Inspection Representative, Per CFR part 183 section 183.31</b>		
AT FIXED BASE OF OPERATION <b>BCAA Aircraft Company 1234 Airport Blvd., Palomar CA 92060</b>		
<b>for the Administrator</b>		
06/01/96 (DATE)	John D. Rose (SIGNATURE)	
FAA FORM 8430-9 (1-70) FORMERLY FAA FORM 1382		

**(Front Side)**

<p><b>The bearer has received all pertinent instructions and is authorized to act in the capacity set forth on this Certificate of Authority while under the supervision of the following district office or offices:</b></p>		
Office	Date	Inspector's signature
NW-MIDO-40 ISSUED 06/01/96	EXPIRES 01/31/97	<b>John D. Rose</b> John D. Rose
RENEWED 01/31/97	EXPIRES 01/31/98	<b>John D. Rose</b> John D. Rose
RENEWED 01/31/98	EXPIRES 01/31/99	<b>John D. Rose</b> John D. Rose

**(Reverse Side)**

**FIGURE 3. WITHDRAWN--REV A.**



**FIGURE 5. SAMPLE FAA FORM 8130-13, DESIGNEE GEOGRAPHIC EXPANSION AUTHORIZATION (FRONT SIDE - REDUCED SIZE)**

 U.S. Department of Transportation Federal Aviation Administration		1. Control #
<b>Designee Geographic Expansion Authorization</b>		
2. Office Name:		
3. ATTN:		4. Date:
5. Address:		
City:	State:	Zip Code:
6a. Telephone Number:( )		6b. Fax Number:( )
7. I hereby request authorization to perform the ( <i>Designee type</i> ) 7a. _____ functions identified below outside the geographical boundaries of ( <i>FAA Office</i> ) 7b. _____. The function(s) pertain to:		
8. Project Number(s):	9. Project Date:	10. FAA Form 8120-10#:
11. Authorized Function(s) will consist of:		
12. FAA Geographic oversight office of activity:		
13. The activity is scheduled to begin on:		
14. The estimated time required to complete the function(s): _____ Calendar Days		
15. Location(s) where the function(s) will be performed:		
16. Name of Applicant: ( <i>Last, First, Middle</i> )		
17. Address: ( <i>either PO Box or Street</i> )		
18. City:	19. State:	20. Zip Code:
21. (a) Telephone Number: ( )		21. (b) Fax Number ( )
22. Remarks:		
<i>(If needed, continue remarks on plain paper and attach it to this form).</i>		
23. Signature	24. Designee Number:	25. Requested Date:
The above identified designee is authorized to perform the requested functions outside the geographical area of the (FAA Office) 26 _____. All FAA documentation required as a result of the specific task(s) must be submitted to this office within seven ( 7 ) days of accomplishment.  The above identified designee shall contact the cognizant FAA office within the area in which the authorized function(s) will be performed, to advise them of her/his presence and activities.		
27. SPECIAL INSTRUCTIONS:		
28. Authorized By: (Print Name)		29. Date
30. Signature:		
31. Office Name:		

**FIGURE 5 (CONTINUED). SAMPLE FAA FORM 8130-13, DESIGNEE GEOGRAPHIC EXPANSION AUTHORIZATION (REVERSE SIDE - REDUCED SIZE)**

<b>Remarks</b>
<i>(If additional space is needed, continue remarks on plain paper and attach it to this form)</i>
<b>INSTRUCTIONS FOR COMPLETING THE DESIGNEE GEOGRAPHIC EXPANSION AUTHORIZATION FORM</b>
<p><b>General:</b></p> <p>A. Type (or legibly print) all information except the signatures.</p> <p>B. Item 1 and items 26 thru 31 are to be completed by the designee's certificate management office.</p> <p>C. Items 2 thru 25 are to be completed by the designee.</p>
<p><b>Item Number:</b></p> <p>(1) Enter the number assigned by the Certificate Management Office.</p> <p>(2) Enter the name of the designee's Certification Management Office.</p> <p>(3) Enter the name of the Principal Inspector assigned to the designee.</p> <p>(4) Enter the date this form was initiated.</p> <p>(5) Enter the complete mailing address of the designee's Certification Management Office.</p> <p>(6a) Enter the telephone number of the Certification Management Office or assigned Principal Inspector.</p> <p>(6b) Enter the FAX telephone number of the Certification Management Office.</p> <p>(7)(a) Enter the abbreviation for the type of designation currently held. (e.g. DMIR, DAR, ODAR, DOA, DAS).</p> <p>(7)(b) Enter the name of the designee's Certificate Management Office.</p> <p>(8) (When applicable) Enter the project number(s) assigned by the FAA.</p> <p>(9) (When applicable) Enter the date the FAA ACO/MIDO/FSDO office released the project for additional action.</p> <p>(10) (When applicable) Enter the number assigned by the requesting office, as shown on the applicable FAA forms, e.g. 8110-1, 8120-10, etc.</p> <p>(11) List the functions that will be completed at the expanded location.</p> <p>(12) Enter the name of the FAA office that has oversight responsibility at the expanded location.</p> <p>(13) Enter the estimated date the project will start.</p> <p>(14) Enter the estimated number of calendar days required to complete the project.</p> <p>(15) Enter the location(s) where the inspections/functions will be conducted.</p> <p>(16) Enter the full name of the applicant.</p> <p>(17) Enter the mailing address of the applicant (either PO Box number or street address).</p> <p>(18) Enter the mailing address city.</p> <p>(19) Enter the two letter abbreviation for the mailing address state.</p> <p>(20) Enter the mailing address zip code.</p> <p>(21)(a) Enter the phone number of the applicant.</p> <p>(21)(b) Enter the FAX number of the applicant.</p> <p>(22) Enter any additional information and/or remarks by the designee.</p> <p>(23) Signature of designee that filled out the form.</p> <p>(24) Enter the designee's FAA assigned number.</p> <p>(25) Enter the date of the request.</p> <p>(26) Enter the name of the designee's Certification Management Office.</p> <p>(27) Enter all special instructions given to the designee.</p> <p>(28) Enter the name of the FAA employee granting this request.</p> <p>(29) Enter the date of the ranted request.</p> <p>(30) Enter the signature of the FAA employee granting this request.</p> <p>(31) Enter the name of the FAA office granting this request.</p>

**FIGURE 6. SAMPLE FAA FORM 8130-14, DESIGNEE MANAGEMENT REPORT  
(FRONT SIDE- REDUCED SIZE)**

<b>DESIGNEE MANAGEMENT REPORT</b>		
NAME: _____ of Designee/Representative (Last, First, MI, )	Designee No. _____	Date _____
COMPANY NAME: _____	AUTHORIZED FUNCTION(S): _____	
PRINCIPAL INSPECTOR'S NAME: (Last First, ) _____	FAA Office: _____	HOURS: _____

Check Applicable Item:	ANNUAL REVIEW ___	SUPERVISION ___	TRAINING ___	CORRECTIVE ACTION ___	OTHER ___
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ITEM	SAT	UNSAT	N/A
1. Verify Project has been delegated to designee. (Enter in the Remarks Section how delegation was verified.)			
2. Verify designee has all current regulations, associated policies, procedures, FAA Forms and revisions thereof required in the performance of their duties.			
3. Verify the designee is actually performing the assigned duties in accordance with the pertinent regulation, related policies and procedures.			
4. Review official documents and paperwork initiated by the designee for any discrepancies.			
5. Verify the designee has been allowed sufficient time to study material relating to assigned duties and prepare reports and forms.			
6. Verify that information furnished designee is adequate to assure inspections of units will satisfy FAA conformity requirements.			
7. Verify sufficient work is being accomplished by the designee to warrant actual need.			
8. Verify designee holds a continuous position with sufficient authority to enable them to administer pertinent regulations effectively.			
9. Verify the FAA Forms issued to the designee are adequately controlled to prevent use by unauthorized personnel.			
10. Verify if the designee allows the use of signature facsimile, if MIDO/FSDO has authorized its use, and if the designee has direct control? (8130-3 tag only)			
11. Discuss issuance of Standard Airworthiness Certificates in accordance with applicable sections in FAA Order 8130.2 and FAR 21.			
12. Discuss issuance of Special Airworthiness Certificates in accordance with applicable sections in FAA Order 8130.2 and FAR 21.			
13. Discuss issuance of Restricted Airworthiness Certificates in accordance with applicable sections in FAA Order 8130.2 and FAR 21.			
14. Discuss issuance of Special Flight Permits in accordance with FAA Order 8130.2.			
15. Discuss issuance of Export Certificates and approvals IAW with applicable sections of FAA Order 8130.2C, 8130.21A, AC 21.2( ) and Subpart L of FAR 21.			
16. Discuss Certification Procedures and review documents in accordance with the applicable ACs and orders.			
17. Verify attendance at Designee Standardization Seminar. Date attended _____			
18. Validate currency of FAA authorization.			
19. Date scheduled for follow-up action. _____			

**FIGURE 6 (CONTINUED). SAMPLE FAA FORM 8130-14, DESIGNEE MANAGEMENT REPORT (REVERSE SIDE- REDUCED SIZE)**

Remarks Section
(If additional space is needed, continue remarks on plain paper and attach it to this form.)

**INSTRUCTIONS FOR COMPLETING THE  
DESIGNEE MANAGEMENT REPORT**

**GENERAL:**

- A. TYPE (OR LEGIBLY PRINT) ALL INFORMATION.
- B. THIS FORM WILL BE COMPLETED BY THE PRINCIPAL INSPECTOR.
- C. THE ENTRIES FOR THE TOP TWO BLOCKS ARE SELF EXPLANATORY.
- D. FOR ITEM BLOCKS, RATE EACH ITEM AND PUT A CHECK IN THE APPROPRIATE BOX.  
  - SAT** --- If item is rated satisfactory.
  - UNSAT** --- If the item is rated unsatisfactory.
  - N/A** --- If the item is rated not applicable.
- E. FOR EACH ITEM RATED UNSATISFACTORY, ENTER THE REASON(S) FOR THE RATING IN THE REMARKS SECTION.

**ITEM NUMBER:**

- 1. Check applicable box and record how the delegation was verified in the remarks section.
- 2. Self-explanatory. Check applicable box.
- 3. Self-explanatory. Check applicable box.
- 4. Self-explanatory. Check applicable box.
- 5. Check applicable box. Rate per requirements in Orders 8130.2C.
- 6. Self-explanatory. Check applicable box.
- 7. Check applicable box. Rate DMIR per para. 7.a.(3)(a)2, and DAR per para. 7.a(3)(a)2 of this Notice.
- 8. Check applicable box. Rate per requirements in Orders 8130.2C.
- 9. Self-explanatory. Check applicable box.
- 10. Check applicable box. Reference requirements given in Order 8130.21A.
- 11. Check applicable box. Enter comments in the remarks section.
- 12. Check applicable box. Enter comments in the remarks section.
- 13. Check applicable box. Enter comments in the remarks section.
- 14. Check applicable box. Enter comments in the remarks section.
- 15. Check applicable box. Enter comments in the remarks section.
- 16. Check applicable box. Enter comments in the remarks section.
- 17. Check applicable box. Enter date attended in space provided. Rate DMIR per para. 7.a.(3)(a)3, DAR per para. 7.a.(4)(a)3, ODAR per para. 7.a.(5)(a)3, and ASI per para. 7.a.(6)(a)2.
- 18. Check applicable box. Enter date current designation function was granted. Refer to 14 CFR, Part 21, Subpart J for DOA; 14 CFR, Part 21, Subpart M for DAS; and Order 8130.2C for DMIR.
- 19. If any above items are unsatisfactory, schedule a date for follow-up action and enter the date in the space provided.

FOR OFFICIAL USE ONLY

**FIGURE 7. SAMPLE SUMMARY ACTIVITY REPORT  
(TO BE USED BY DMIR, DAR-MFG, ODAR-MFG, DOA, DAS)  
(FRONT SIDE - REDUCED SIZE)**

<b>SUMMARY ACTIVITY REPORT</b> (To be used by DMIR, DAR-Mfg, ODAR-Mfg, DOA, DAS)					
<hr/>					
<b>COMPANY</b> _____					
<b>DESIGNEE</b> _____		<b>NUMBER</b> _____			
<b>REPORTING PERIOD</b>		<b>BEGINNING DATE:</b> _____		<b>ENDING DATE:</b> _____	
<hr/>					
<b>AIRWORTHINESS CERTIFICATION</b>	<b>ACTIVITY CODE QTY</b>	<b>ACTIVITY CODE QTY</b>	<b>ACTIVITY CODE QTY</b>	<b>ACTIVITY CODE QTY</b>	<b>ACTIVITY CODE QTY</b>
<b>STANDARD A/W CERTIFICATE</b>	<b>APIS</b> 726	<b>PC</b> 727	<b>OTM</b> 737	_____	
<hr/>					
<b>SPECIAL A/W CERTIFICATE</b>	<b>APIS</b> 732	<b>PC</b> 733	<b>PROTOTYPE TC</b> 724	<b>PROTOTYPE STC</b> 725	<b>OTM</b> 740
<hr/>					
<b>EXPORT CERT. OF AIRWORTHINESS</b>	<b>APIS</b> 728	<b>PC</b> 729	<b>OTM</b> 742	_____	
<hr/>					
<b>A/W APPROVAL EXPORT TAGS</b>	<b>APIS/PC</b> 730	<b>PMA/TSO</b> 731	_____		
<hr/>					
<b>IN-PROCESS A/W INSPECTIONS</b>	<b>APIS/PC</b> 736	<b>PMA/TSO</b> 736	<b>OTM</b> 743	_____	
<hr/>					
<b>CONFORMITY CERT. MILITARY</b>	<b>APIS</b> 734	<b>PC</b> 735	_____		
<hr/>					
<b>MISC. DAR OTHER THAN AT MANUFACTURER</b>	<b>RESTR</b> 738	<b>SPEC FLT PMT</b> 741	<b>CONF. FOR FCAA</b> 744	_____	

Instructions and Code definitions are given in Order 1380.48A

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**FIGURE 7 (CONTINUED). SAMPLE SUMMARY ACTIVITY REPORT  
(REVERSE SIDE- REDUCED SIZE)**

**SUMMARY ACTIVITY REPORT** (To be used by DMIR, DAR-MFG, ODAR-MFG)

COMPANY \_\_\_\_\_ DESIGNEE NAME \_\_\_\_\_ DESIGNEE NO. \_\_\_\_\_

REPORTING PERIOD: BEGINNING DATE \_\_\_\_\_ ENDING DATE \_\_\_\_\_

TYPE CERTIFICATION	CODE	PROJECT NUMBER	CONFORMITIES	TAGS	TIR	REMARKS
TYPE OR TYPE AMENDMENT	113					
STC OR STC AMENDMENT	213					
DESIGN CONF. PMA	308					
DESIGN CONF. AT SUPPLIER	515					
TYPE CERTIFICATION	CODE	PROJECT NUMBER	CONFORMITIES	TAGS	TIR	REMARKS
TYPE OR TYPE AMENDMENT	113					
STC OR STC AMENDMENT	213					
DESIGN CONF. PMA	308					
DESIGN CONF. AT SUPPLIER	515					

Instructions and Code definitions are given in Order 1380.48

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**FIGURE 8. INFORMATION THAT SHALL BE IN THE  
PROCEDURES MANUAL SUBMITTED BY THE ODAR  
APPLICANT**

Procedures submitted shall, as a minimum, identify ODAR's:

1. Policies and Objectives.
2. Organizational Structure.
3. Authorized Function(s).
4. Assignment of Responsibilities.
5. Training.
6. FAA Document Control (Safeguard FAA Forms and Certificates).
7. FAA Document Processing.
8. FAA Interface.
9. Supervision/Monitoring.
10. Authorized Individuals:
  - a. General Qualifications.
  - b. Specialized Experience.
  - c. Authority and Responsibilities.
  - d. Identification.
  - e. Limitations and Restrictions.
11. Records Retention.

**FIGURE 9. SAMPLE SUPPLEMENT TO FAA FORM 8430-9 CERTIFICATE OF AUTHORITY, DELEGATED FUNCTIONS AND LIMITATIONS - DAR**

SUPPLEMENT TO FAA FORM 8430-9, CERTIFICATE OF AUTHORITY, DATED January 15, 1996  
DELEGATED FUNCTIONS AND LIMITATIONS

Supplement Issue Date: June 1, 1996 Supplement Expiration Date: (If different than FAA Form 8430-9 Date)

Pursuant to 14 CFR section 183.33, Frank J. Smith, **DART123456WP**, 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. (A DARF will issue original standard airworthiness certificates.)

LIMITATIONS:

- a. Cessna Airplane Models 150, 172, 182, and 185; Piper Airplane Models PA18 and PA28.
- b. Federal Aviation Regulations part 25 airplanes not exceeding 70,000 pounds.
- c. Aerospatiale SA-360C "Dauphin" Transport helicopter only.

2. Issue recurrent restricted airworthiness certificates for U.S.-registered restricted category aircraft.

LIMITATIONS: Aircraft located in the U.S. and its possessions only.

3. Issue original/recurrent special airworthiness certificates for U.S.-registered, amateur-built aircraft.

LIMITATIONS: Aircraft located in the U.S. and its possessions only.

4. Issue special flight permits for U.S.-registered aircraft for the purposes outlined in 14 CFR section 21.197(a)(1), (2), and (b).

LIMITATIONS:

- a. Federal Aviation Regulations part 23 airplanes in all categories.
- b. Federal Aviation Regulations 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

**FIGURE 10. SAMPLE 1, FAA FORM 8430-9, CERTIFICATE OF AUTHORITY - DAR  
(FRONT AND REVERSE SIDES)  
(FOR MANUFACTURING)**

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION <b>CERTIFICATE OF AUTHORITY</b>		DESIGNATION NO. <b>DARF123456CE</b>
NAME <b>SLICK R. SPEED</b>	DESIGNATION EXPIRES <b>SEE REVERSE</b>	
<b>Is authorized to act in the capacity of a Designated Airworthiness Representative (MFG) Per Supplement Dated Aug. 9, 1997.</b>		
AT FIXED BASE OF OPERATION FAST TRACK AIRCRAFT COMPANY 11456 MAIN ST., YUKON, OK 73099		
<b>for the Administrator</b>		
08/09/97 (DATE)	<b>I. H. Hooper</b> (SIGNATURE)	
FAA FORM 8430-9 (1-70) FORMERLY FAA FORM 1382		

**(Front Side)**

<b>The bearer has received all pertinent instructions and is authorized to act in the capacity set forth on this Certificate of Authority while under the supervision of the following district office or offices:</b>		
Office	Date	Inspector's signature
SW-MIDO-41 Issued 06/01/96	<b>Expires 06/01/97</b>	<b>I. H. Hooper</b> I. H. Hooper
Renewed 06/01/97	<b>Expires 06/01/99</b>	<b>I. H. Hooper</b> I. H. Hooper
Renewed 06/01/99	<b>Expires 06/01/03</b>	<b>I. H. Hooper</b> I. H. Hooper

**(Reverse Side)**

**FIGURE 10. SAMPLE 2, FAA FORM 8430-9, CERTIFICATE OF AUTHORITY - DAR  
(FRONT AND REVERSE SIDES)  
(FOR MAINTENANCE)**

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION <b>CERTIFICATE OF AUTHORITY</b>		DESIGNATION NO <b>DART234567SW</b>
NAME <b>JOHN K. BROWNER</b>	DESIGNATION EXPIRES <b>SEE REVERSE</b>	
Is authorized to act in the capacity of a Designated Airworthiness Representative (MAINT) per Supplement Dated Sep 31, 1996		
AT FIXED BASE OF OPERATION <b>Fast Track Aero Corp.</b> <b>23456 Broadway, Mustang, OK 73001</b>		
for the Administrator 09/31/96 <b>Jennifer Coe</b> (DATE) (SIGNATURE)		
FAA FORM 8430-9 (1-70) FORMERLY FAA FORM 1382		

**(Front Side)**

The bearer has received all pertinent instructions and is authorized to act in the capacity set forth on this Certificate of Authority while under the supervision of the following district office or offices:		
Office	Date	Inspector's signature
SW-MIDO-41 Issued 09/31/96	Expires 09/31/97	<b>Jennifer Coe</b> Jennifer P. Coe
Renewed 09/31/97	Expires 09/31/98	<b>Jennifer Coe</b> Jennifer P. Coe
Renewed 09/31/98	Expires 09/31/99	<b>Jennifer Coe</b> Jennifer P. Coe

**(Reverse Side)**

**FIGURE 11. SAMPLE 1, FAA FORM 8430-9, CERTIFICATE OF AUTHORITY - ODAR  
(FRONT AND REVERSE SIDES)  
(FOR MANUFACTURING)**

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION <b>CERTIFICATE OF AUTHORITY</b>		DESIGNATION NO <b>ODARF123456CE</b>
NAME <b>Sputter Engine Co.</b>		DESIGNATION EXPIRES <b>SEE REVERSE</b>
<b>Is authorized to act in the capacity of a Organizational Designated Airworthiness Representative (MFG) Per Supplement Dated Jun. 01, 96.</b>		
AT FIXED BASE OF OPERATION <b>8800 Beck Road Belleville, Michigan 48111</b>		
<b>for the Administrator</b>		
06/01/96		<b>I. H. Smith</b>
(DATE)		(SIGNATURE)
FAA FORM 8430-9 (1-70) FORMERLY FAA FORM 1382		

**(Front Side)**

<p><b>The bearer has received all pertinent instructions and is authorized to act in the capacity set forth on this Certificate of Authority while under the supervision of the following district office or offices:</b></p>		
Office	Date	Inspector's signature
<b>CE-MIDO-42</b> Issued 06/01/96	<b>Expires</b> 06/01/98	<b>I. H. Smith</b> I. H. Smith
<b>Renewed 06/01/98</b>	<b>Expires</b> 06/01/00	<b>I. H. Smith</b> I. H. Smith

**(Reverse Side)**

**FIGURE 11. SAMPLE 2, FAA FORM 8430-9, CERTIFICATE OF AUTHORITY - ODAR  
(FRONT AND REVERSE SIDES)  
(FOR MAINTENANCE)**

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION <b>CERTIFICATE OF AUTHORITY</b>		DESIGNATION NO <b>ODART123456GL</b>
NAME <b>Working Engine Co.</b>	DESIGNATION EXPIRES <b>SEE REVERSE</b>	
<b>Is authorized to act in the capacity of a Organizational Designated Airworthiness Representative (MAINT) Per Supplement Dated June 01,96.</b>		
AT FIXED BASE OF OPERATION <b>2000 Beck Road Belleville, Michigan 48111</b>		
<b>for the Administrator</b>		
<b>06/01/96</b>	<b>I. H. Smith</b>	
(DATE)	(SIGNATURE)	
FAA FORM 8430-9 (1-70) FORMERLY FAA FORM 1382		

**(Front Side)**

<b>The bearer has received all pertinent instructions and is authorized to act in the capacity set forth on this Certificate of Authority while under the supervision of the following district office or offices:</b>		
Office	Date	Inspector's signature
<b>DTW FSDO, GL23 Issued 06/01/96</b>	<b>Expires 06/01/98</b>	<b>I. H. Smith I. H. Smith</b>
<b>Renewed 06/01/98</b>	<b>Expires 06/01/00</b>	<b>I. H. Smith I. H. Smith</b>

**(Reverse Side)**

**FIGURE 12. SAMPLE, SUPPLEMENT TO FAA FORM 8430-9,  
CERTIFICATE OF AUTHORITY, DELEGATED FUNCTIONS  
AND LIMITATIONS - ODAR**

SUPPLEMENT TO FAA FORM 8430-9, CERTIFICATE OF AUTHORITY, <b>DATED JULY 5, 1994</b> DELEGATED FUNCTIONS AND LIMITATIONS	
Supplement Issue Date: <u>June 6, 1995</u>	Supplement Expiration Date: <u>(If different than FAA Form 8430-9 Date)</u>
Procedures Manual Dated: <u>June 6, 1995</u> (or subsequent FAA-approved revision)	
Pursuant to Title 14 Code of Federal Regulations (14 CFR) section 183.33, ABC Airplane Company, <u>(DARF323456SW)</u> , is hereby authorized to perform the following manufacturing functions subject to the following conditions and limitations:	
<b>AUTHORIZED FUNCTIONS AND LIMITATIONS:</b>	
1. Function 01 -- Issue original standard airworthiness certificates for U.S.-registered aircraft.	
2. Function 02 -- Issue experimental airworthiness certificates for the purpose of showing compliance with the regulations, market survey and research and development for U.S.-registered aircraft.	
3. Function 03 -- Issue original export airworthiness approvals for Class I products in accordance with 14 CFR part 21, Subpart L.	
<b>LIMITATIONS:</b> Only those aircraft produced under ABC Airplane Company production certificate #1234, dated March 1, 19XX and production limitations record dated January 1, 19XX. <u>/x/x/x/x/x/x/x/x/x/x/NOTHING FOLLOWS/x/x/x/x/x/x/x/x/x/x/x/x/x/x/</u>	
James O'Brien Manager, Manufacturing Inspection District Office SW-MIDO-43	

**FIGURE 13. WITHDRAWN--REV A.**