

CHAPTER 202. DESIGNATE/RENEW DESIGNATED MECHANIC EXAMINER OR DESIGNATED PARACHUTE RIGGER EXAMINER

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

- *Maintenance:* 3522/3524

3. OBJECTIVE. This chapter provides procedures for the issuance, renewal, and cancellation of certificates for Designated Mechanic Examiners (DME) or Designated Parachute Rigger Examiners (DPRE).

5. GENERAL.

A. Authority. Title 14 of the Code of Federal Regulations (14 CFR) part 183 provides for DME's and DPRE's. Federal Aviation Administration (FAA) Order 8610.4, Aviation Mechanic Examiner Handbook, current edition, describes the procedures for designation and renewal of the DME. FAA Order 8610.5, Parachute Rigger Examiner Handbook, current edition, describes the procedures for designation and renewal of the DPRE.

B. An examiner will be required to conduct oral and practical tests within the guidelines provided by the FAA. The examiner must understand the authority and limitations of the designation.

NOTE: The district office must establish a need on the part of the public for each designation issued or renewed.

7. ELIGIBILITY.

A. Applicants for DME or DPRE certificates must have the following qualifications:

- Be at least 23 years old
- Show evidence of a high level of knowledge in the subjects required by 14 CFR part 65 for the certification of mechanics or parachute riggers
- Have available a fixed base of operation equipped to test each subject area for the ratings authorized

B. An applicant should be personally known by inspectors of the designating district office as a person with a reputation for honesty and dependability. If this is not the case, the applicant may be recommended in writing by an FAA inspector personally acquainted with the applicant's work, standards, and integrity for at least one year.

C. An applicant for a DME certificate must have held a mechanic certificate for at least five years. The applicant's mechanic certificate and rating(s) must correspond to the

examiner designation(s) sought.

(1) The applicant must have actively exercised the privileges of the mechanic certificate for the three years immediately before the issuance of the examiner designation.

(2) When eligible persons are not available for designation, the five-year requirement may be reduced to three years if the applicant meets all other requirements and possesses above average technical qualifications.

D. The applicant for a DPRE certificate must have held a master parachute rigger certificate for at least 2 years. The applicant must have actively exercised the privileges of the rigger certificate for at least the 2 years immediately before the issuance of the examiner designation.

E. All new applicants for DME or DPRE will be evaluated and rated by the National Examiner Board (NEB). Reinstated applicants who will be exercising their privileges in the same Flight Standards District Office (FSDO) location as previously held need not go through the NEB. All others must apply through the Board. Specific procedures or questions should be addressed to the NEB, AFS-640, Oklahoma City, Oklahoma.

F. The NEB was created to improve designated examiner oversight and standardization, develop initiatives for the designee program, and represent Flight Standards on designee issues. The NEB is a permanent board composed of representatives from Flight Standards divisions having designee oversight responsibility. The NEB meets quarterly and schedules additional meetings as required. The NEB oversees and administers the following functions.

(1) *The National Examiner Candidate Pool.* The NEB is responsible for maintaining a national examiner candidate pool which contains the application files of all examiner applicants who meet applicable requirements for the designation sought. Applicants approved for assignment to the national examiner candidate pool will be categorized by the geographical area(s) which the applicant can serve and by the type(s) of designation sought.

(2) *Examiner Applications.* The NEB accepts and evaluates applications from examiner applicants whose designations are governed by the guidance in FAA Order 8610.4 and/or 8610.5, except as noted in paragraphs G(5) and (6) below. The NEB will use the general qualification requirements, technical requirements, and experience criteria detailed in the current editions of

FAA Orders 8610.4 and 8610.5 for each type of designation, as applicable, to determine whether applicants meet FAA requirements for the initial examiner designation sought.

(3) DME and DPRE applicants must meet all of the qualification criteria of FAA Orders 8610.4 or 8610.5, as applicable.

(4) DME and DPRE applicants must have a fixed base of operation within the geographical area of the FSDO under whose jurisdiction they wish to serve.

G. Referral of Examiner Candidates for Initial Designation. At the request of a FSDO, which has determined the need for an examiner, the NEB will send the FSDO copies of applicant files for the three most highly qualified candidates appropriate to the designation needed and the geographic area to be served. If fewer than three appropriate candidates are on file in the national pool, the NEB will send the FSDO files for all of the available candidates appropriate to the designation needed and geographic area to be served.

(1) The FSDO may accept or decline any candidate referred by the NEB. Except in cases where fewer than three candidates are referred by the NEB, or when a referred candidate does not meet all applicable criteria, a FSDO that declines all of the candidates referred by the NEB may not request further referrals for a period of 6 months.

(2) If fewer than three appropriate candidates are available, the FSDO may maintain an open request for the files of all additional candidates that become available through the national examiner candidate pool until such time that the NEB is able to refer three candidates.

(3) If a FSDO requests DME/DPRE candidates and there are no candidates in the national examiner pool available to provide service in that FSDO's geographical area, the NEB will immediately advise the FSDO that no candidates are available. If the FSDO deems the need for a DME/DPRE to be time critical and finds that geographical resolution is not appropriate or available, the FSDO may encourage a suitable applicant to apply and forward that person's application to the NEB with a request for priority processing.

(4) Upon receipt of a DME/DPRE application with a FSDO's request for priority processing, the NEB will convene within 10 days and approve or disapprove the application. The NEB will advise the FSDO and the applicant by the most expeditious means of the approval/disapproval of the application and continue to give priority handling to the FSDO's request until the critical shortage is filled.

(5) If a FSDO that has declined all candidates referred by the NEB requests new referrals after a lapse of 6 months, the NEB will again refer the three most highly

qualified candidates currently in the national pool, appropriate to the designation needed and the geographic area to be served. Whether the candidates are the same or different from those previously referred shall have no bearing on current or subsequent referrals.

(6) The NEB reviews the applicant's accident/incident/violation history at the time of initial evaluation; however, the NEB does not maintain a record of the applicant's enforcement history. The requesting FSDO reviews each candidate's accident/incident/violation history at the time the candidates' files are forwarded to the FSDO by the NEB. The review must be accomplished before the FSDO selects a candidate for designation.

9. ORIENTATION AND STANDARDIZATION.

A. Candidates for initial designation must successfully complete an Initial Technical Personnel Examiner Standardization Seminar before the issuance of the designation.

(1) Inspectors who have never held a DME certificate shall attend the Recurrent Technical Personnel Examiner Standardization Seminar. Inspectors must attend the Initial Technical Personnel Examiner Standardization seminar before being assigned as the office DME focal point.

(2) Candidates for DME and DPRE must attend the Initial Technical Personnel Examiner Standardization seminar presented by AFS-640 before designation.

B. Examiners must successfully complete a Recurrent Technical Personnel Examiner Standardization Seminar every other year or their designations will be canceled.

(1) The Examiners must schedule themselves for the Recurrent Technical Personnel Examiner Standardization seminar at least once every 2 years and attend.

(2) The supervising district office may extend the two-year recurrent training requirement for an additional 12 months.

C. *Assignment as the FSDO/International Field Office (IFO) DME Focal Point.* Each office will assign one inspector as the DME focal point. Assistant focal points may also be assigned. Duties of DME focal points are as follows:

(1) Monitor the activities of DME's to ensure adequate performance and that the guidelines are followed as set forth in FAA Orders 8610.4 and 8300.10, Airworthiness Inspector's Handbook.

(2) Ensure that a meeting of DMEs and inspectors with DME oversight is conducted annually to discuss DME procedures, problems, and designation renewal. Follow up

to ensure that DMEs are notified of upcoming renewal Standardization seminars.

(3) Maintain liaisons with AFS-340 and AFS-640 on current DME policy.

(4) Provide guidance and on-the-job training (OJT) to other inspectors in the office that have responsibility for DME activity.

(5) Provide guidance and OJT for office personnel that perform functions dealing with any portion of the airman certification file, to include the Airman Certification and/or Rating Application, FAA Form 8610-2. (This would include Aviation Safety Technicians (AST) that might review applications before the inspector, or review applications from graduates of Aviation Maintenance Technician (AMT) Schools.)

(6) Ensure that all personnel are made aware of changes to the policy regarding the DMEs.

D. FAA Airworthiness Inspectors shall attend the seminar(s) with their assigned examiners, or at least at the same frequency.

11. FIXED BASE OF OPERATION. Each examiner must have available a fixed base of operation equipped to exercise the authority of the designation.

A. The equipment and materials provided must be adequate for an airman applicant to demonstrate the knowledge and skills required for the rating sought. Adequate equipment and materials is defined as having equipment and materials to test in at least 25 percent of all level 1, level 2, and level 3 practical projects in each subject area. Equipment and materials may be evaluated by selecting random projects in each subject area from the oral and practical test guide. If the examiner cannot test in each subject area or if the range of possible projects in any subject area is too restrictive, the examiner's equipment and materials will be considered inadequate.

B. Airworthy aircraft, other aircraft, aircraft subassemblies, operational mock-ups, and other aids may be used for testing airman applicants.

C. Tools, equipment, materials, and necessary apparatus required to complete a project assignment must be the type recommended by aircraft manufacturers or accepted in the aviation industry.

D. The examiner will be required by the designating district office to report any significant change in the equipment or materials available to test applicants.

13. PRIVILEGES AND LIMITATIONS.

A. A designated examiner is authorized to do the

following:

(1) Accept applications and conduct oral and practical tests appropriate to the examiner's certificate of authority (COA);

(2) Charge a reasonable fee for services and materials. The amount of the fee and the conditions required for passing the tests should be clearly understood; and

(3) Issue originals of FAA Form 8060-4, Temporary Airman Certificate, unless otherwise directed by the designating district office.

B. A designated examiner shall NOT do the following:

(1) Conduct tests at locations other than the base of operations, unless authorized by the supervising FAA district office;

(2) Conduct or monitor any portion of FAA airman knowledge tests;

(3) Endorse, amend, alter, or issue any permanent airman certificate;

(4) Reissue an expired temporary airman certificate;

(5) Conduct oral and practical tests simultaneously with more than one applicant unless both the DME and the applicant are affiliated with the same AMT schools, and then the DME may only test two applicants at a time;

(6) Combine teaching with testing of an applicant;

(7) Conduct oral and practical tests without proof of the applicant's eligibility as required by part 65; and

(8) Conduct any oral and practical test unless the FSDO/IFO having surveillance authority over the DME has authorized the applicant to test in that district. This authorization must take place by affixing an appropriate signature on the Airman Certificate and/or Rating Application (FAA Form 8610-2) or through other written means if the applicant has already been authorized by an inspector in another geographic location.

C. DMEs wanting to administer oral and practical tests outside the geographical area of their designating district office must first accomplish the following:

(1) Request permission in writing from both the designating district office and the office where the tests will be conducted;

(2) Provide these offices with written notification of the date and address of the testing site;

(3) Make the request so that the designating district office has sufficient time to evaluate the proposal; and

(4) Provide evidence to the receiving district office that the temporary test site has adequate facilities,

equipment, and materials for testing applicants for the ratings sought.

D. When permission is granted for an examiner to administer oral and practical tests in the area of jurisdiction of another district office, the examiner then comes under the jurisdiction of that office. Certification files must be submitted to the jurisdictional district office. Requests for testing outside the DME's regional geographic area will be denied.

15. RENEWAL.

A. All designations expire on October 31, every year. The designation will be renewed when the district office determines that the need for the designation still exists and the examiner meets the requirements for renewal.

B. An annual meeting of designated examiners shall be held by each district office to discuss examiner procedures and problems. This meeting may be held in conjunction with a Recurrent Technical Personnel Examiner Standardization seminar conducted by AFS-640.

C. A renewal file presented by the designee must include FAA Form 8430-9, Certificate of Authority, FAA Form 8110-28, Application and Statement of Qualification, and a record of all oral and practical tests conducted since the issuance or last renewal of the designation. In addition, include a Certificate of Attendance at the Recurrent Technical Personnel Examiner Standardization seminar, if necessary. DME's must meet all requirements of FAA Order 8610.4, paragraph 2-2g to be renewed.

17. VOLUNTARY SURRENDER OR CANCELLATION OF DESIGNATION.

A. Voluntary surrender of an examiner's designation shall be treated as a cancellation.

B. Designations may be canceled for the following reasons:

- The examiner no longer meets the requirements for designation
- The need for an examiner's services no longer exists
- There is evidence of malpractice or fraud
- The examiner needs constant and/or continuing assistance and guidance in order to comply with procedures and the requirements of the regulations
- The examiner shows an inability to work well with applicants and/or FAA personnel
- FAA policy changes affect the examiner program
- The examiner does not attend or does not successfully complete a Recurrent Technical Personnel Examiner Standardization seminar required as a condition of renewal
- The supervising FAA district office determines that cancellation is appropriate (§ 183.15(d)(6))

NOTE: District offices should keep in mind that a cancellation of designation may be contested. Therefore, documentation of substandard performance, lack of need, or other reasons for cancellation should be established before taking this action.

SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites:

- Knowledge of 14 CFR parts 65 and 183

B. *Coordination.* This task may require coordination with the NEB or AFS-640.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions):

- 14 CFR parts 1, 21, 39, 43, 91, and 183
- FAA Order 8610.4, Aviation Mechanic Examiner Handbook
- FAA Order 8610.5, Parachute Rigger Examiner Handbook
- AC 183-32, Certificated Technical Personnel Examiners Directory

B. Forms:

- FAA Form 8000-5, Certificate of Designation
- FAA Form 8110-28, Application and Statement of Qualification (DME-DPRE)
- FAA Form 8430-9, Certificate of Authority

C. *Job Aids.* None.

5. PROCEDURES.

A. *Ensure the Applicant Meets the Qualifications for the Designation Sought.*

B. *Determine Need for Initial/Continuing Designations.* Evaluate the following:

- Public need for the designation
- Number of requests for the service received by the district office
- Activity levels of current designees

C. *Treat All Former Designees as Original Designations.* If the former designee has not turned in the superseded COA, then ensure that it is returned and destroyed. Contact AFS-640 to determine whether the former designee must retake the initial course.

D. *DME/DPRE Application Procedures.* The applicant is responsible for sending all required application materials and documents to the NEB.

(1) The applicant sends the completed form to the NEB. The NEB will evaluate the application and advise the applicant by letter whether or not the applicant meets the applicable criteria for the designation sought. If the applicant meets the criteria, the NEB will advise the

applicant that the application has been accepted and instruct the applicant to apply for a predesignation knowledge test at a computerized test center. The cost of the predesignation test is borne by the applicant. The applicant SHOULD NOT take the predesignation test until receiving a letter of acceptance from the NEB. If the applicant does not meet the applicable criteria, the NEB will advise the applicant how the deficiency may be corrected. The applicant should retain a copy of all documents submitted to the NEB for the applicant's personal records. Application documents should be addressed to:

**Federal Aviation Administration
Designee Standardization Branch, AFS-640
ATTN: National Examiner Board
PO Box 258082
Oklahoma City, OK 73125**

(2) Upon receiving a letter of acceptance by the NEB, the applicant should take the appropriate predesignation knowledge test at any FAA computerized testing center. The applicant should request the Designated Maintenance Examiner Test or the Designated Parachute Rigger Examiner Test, as applicable to the designation sought. The NEB will verify the applicant's test grade. The passing grade for the predesignation knowledge test is 80 percent. If an applicant fails the predesignation test, that applicant must wait 30 days from the date the test was failed before retaking the test. The applicant should retain a copy of the test report.

(3) After receiving the applicant's test report and reviewing the applicant's accident/incident/violation history, the NEB will notify the applicant in writing whether the application is approved or disapproved. Application materials from applicants who are not approved for the national candidate pool will be returned to the applicant. Applicants who are approved will be assigned to the national examiner candidate pool for a period of 2 years or until the applicant is selected for designation by a FSDO, whichever comes first. When a FSDO accepts a candidate for designation, the candidate's file will be transferred to the designating FSDO. After 2 years, candidates not selected for designation will be deleted from the pool and must repeat the application process in order to apply for reassignment to the candidate pool.

(4) An applicant who is not approved for assignment to the candidate pool may request a review of the NEB's decision by a Flight Standards appeals board. The decision of the appeals board is final. A letter signed

by the Flight Standards Service Director will convey the board's decision to the applicant.

7. TASK OUTCOMES.

A. *File PTRS Data Sheet.*

B. *Issue Designation.* Designation numbers will be the same as their respective mechanic or master parachute rigger certificate numbers.

(1) The designee and the issuing inspector should each sign FAA Form 8430-9, Certificate of Authority. Enter the jurisdictional district office number on the reverse side.

(2) All designations expire on October 31 of each year. Those made in October will expire the following year.

(3) Issue FAA Form 8000-5, Certificate of Designation. This certificate may be issued for display purposes.

(4) An examiner may be designated to serve outside the United States, provided that the designation will serve U.S. citizens abroad and the examiner's activities will be properly supervised by the designating FAA office. Certification limitations may be placed on the examiner as

provided by current FAA policy regarding certification of airmen outside the U.S.

9. FUTURE ACTIVITIES.

A. Provide examiners with the publications necessary to perform their duties.

B. *Cancellation or Voluntary Surrender of Examiner Designation.* Treat voluntary surrender as a cancellation. When cancellation becomes necessary, notify the designee in writing. Request surrender of FAA Form 8430-9, Certificate of Authority, and return of all supplies and documents furnished by the FAA.

(1) If the cancellation is based on deficient performance or the actions of the examiner, give the examiner an opportunity to discuss the problems with the district office. Ensure the items for proof are maintained in a file for future reference.

(2) Notify the examiner that cancellation is effective upon receipt of the written notice. The letter of cancellation may also contain a statement thanking the examiner for services rendered.

(3) Unless the supervising district office decides otherwise, allow the examiner to retain FAA Form 8000-5, Certificate of Designation.