

CHAPTER 203. CERTIFICATE/RENEW DESIGNATED AIRWORTHINESS REPRESENTATIVE

SECTION 1. BACKGROUND

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

- Maintenance: 3516/3518

3. OBJECTIVE. This chapter provides guidance for the issuance, renewal, and cancellation of certificates for Designated Airworthiness Representatives (DAR).

5. GENERAL. Title 14 of the Code of Federal Regulations (14 CFR) part 183 provides for the appointment of individuals to act as representatives of the Administrator. FAA Order 8000.62, Designated Airworthiness Representative Qualifications, Criteria, Selection, and Appointment Procedures, describes the authority of DAR's and provides procedures for designation. FAA Order 8000.57, Appointment of Former FAA Aviation Safety Inspectors as Designated Airworthiness Representatives, provides for the appointment of former Aviation Safety Inspectors (ASI) as DAR's. FAA Order 8130.17, Original versus Recurrent Airworthiness Certification or Related Approvals, clarifies the terms "original certification" and "recurrent certification."

A. DARs may be individuals or appropriate organizations. Managers of Flight Standards Divisions at the regional level are authorized to appoint DARs for maintenance functions. Applications cannot be accepted on a district office level and must be referred to the regional office.

B. DARs authorized to perform maintenance functions may issue the following:

(1) Recurrent standard airworthiness certificates for U.S.-registered aircraft, except foreign manufactured aircraft imported from countries other than the country of manufacture

(2) Recurrent restricted airworthiness certificates for U.S.-registered/U.S. manufactured restricted category aircraft that are located in the U.S. and its possessions.

(3) Recurrent/original experimental certificates for U.S.-registered amateur-built aircraft that are located in the U.S. and its possessions

(4) Special flight permits for U.S.-registered aircraft for the purposes outlined in 14 CFR part 21, §§ 21.197(a)(1) and (2), excluding the issuance of such permits for any overweight operation.

(5) Recurrent export airworthiness approvals for Class I products (i.e., aircraft, aircraft engines, or propellers) in accordance with the provisions of FAR Part 21, Subpart L

(6) Recurrent export airworthiness approvals for Class II products (i.e., major components of Class I products) that are manufactured and located in the U.S. in accordance with the provisions of FAR Part 21, Subpart L

NOTE: Only manufacturing DARs may issue original certifications on other than amateur-built aircraft. At present, there are no engineering designations issued under the Designated Airworthiness Representatives program.

C. Any qualified person may apply for an appointment as a DAR. Application for a maintenance designation must be initiated by a letter to the manager of the appropriate Flight Standards Division.

(1) The application letter from an individual must be accompanied by the following:

- FAA Form 8110-14, Statement of Qualifications, completed in duplicate
- Three letters attesting to the applicant's integrity and technical qualifications to perform the function(s) on products of the type and complexity for which the authorization is sought. At least one letter must be from an FAA office manager whose office the applicant has had a direct working relationship with, in the appropriate discipline(s). Other letters should be from related industry organizations.

- Statements substantiating that the applicant meets both the general qualifications for the authorization and the specialized experience requirements

(2) The application letter from an organization must be accompanied by the following:

- Three letters for each person who will perform the authorized functions, attesting to their integrity and technical qualifications
- Supplemental statements including the names, signatures, and titles of those persons who will perform the authorized functions, and substantiating that they meet the general qualifications and specialized experience requirements
- A description of a procedure, independent of established organization procedures and acceptable to the FAA, positively ensuring that only appropriately qualified persons will perform the authorized functions

7. ELIGIBILITY REQUIREMENTS

A. General Eligibility Requirements. To qualify for appointment as a DAR, all applicants must have the following general qualifications:

- Current and thorough working knowledge of the Federal Aviation Regulations and related material
- Current technical knowledge and experience commensurate with that required for the particular function(s)
- Unquestionable integrity, cooperative attitude, and the ability to exercise sound judgment
- The ability to maintain the highest degree of objectivity while performing authorized functions, consistent with FAA regulations, statutes, and safety goals
- At least two years satisfactory experience working directly with the FAA in connection with the type of work to be covered by the designation

B. Specialized Experience Requirements. To qualify as a DAR, the applicant must meet the specialized experience requirements for maintenance functions as detailed in Order 8000.62.

9. LIMITATIONS. All functions are to be performed only within the limits of the authority delegated, as specified on the Certificate of Authority and/or supplements.

NOTE: ASIs must ensure that designees understand the importance of functioning

within the restrictions regarding TYPE and COMPLEXITY of aircraft and/or products.

A. DAR's may not, under any circumstances, issue airworthiness certificates or approvals contrary to 14 CFR or FAA established methods, techniques, and practices.

B. The DAR's managing office will ensure that designees perform their authorized functions only within the geographic boundaries of that managing office. However, that managing office may authorize a DAR to perform authorized functions outside of their geographic boundaries, including other countries, on a trip-by-trip basis, if the FAA geographic office, where the work is to be done, concurs.

(1) Such authorizations must be in writing and issued only if the managing office has the ability to adequately monitor and supervise the DAR.

(2) Periods over 30 working days should not be granted unless justification for additional functions warrants an extension and the FAA geographic office where the work is to be done concurs.

(3) Prior to performing authorized functions in another country, the DAR must notify the Civil Aviation Authority (CAA) of that country in writing. The notification must include the DAR's authorization, anticipated activities, and expected length of stay. The DAR must send a copy of the written notification to the FAA managing office. When practicable, the CAA and FAA notifications will be provided at least 15 days in advance of the DAR's arrival. An informational copy of the authorization will be maintained by the DAR for review by the CAA or their representatives(s) upon request.

C. Authorized functions may not be further delegated by the designee.

11. FOREIGN DESIGNEES. The FAA may appoint DARs who are not U.S. citizens and/or who reside in a foreign country. However, the appointing office must first determine that it has available the resources to make on site visits to monitor the designee's activities. Such a determination is not required for designees who have been authorized, on a case-by-case basis, to travel outside the United States.

13. DURATION AND RENEWAL OF CERTIFICATES

A. Designated Airworthiness Representative authorizations must be renewed annually.

(1) During the month specified by the appointing office, designees seeking renewal must submit a written request for renewal, along with FAA Form 8110-14, Statement of Qualifications, to their managing office. If the manager of the managing office gives

a satisfactory recommendation, a new Certificate of Authority will be issued by the regional office.

(2) In addition, the designee must have accomplished the requirements detailed in Order 8000.62.

B. Designees must attend a Designated Airworthiness Representative Standardization Training Course every 24 months, as scheduled by the managing office.

15. VOLUNTARY SURRENDER AND CANCELLATION. The authorization must be terminated when any of the following occur:

- The designee moves outside the geographic boundaries of the appointing office
- The designee has not exercised or properly performed the duties of the designation
- Suspension, cancellation, or revocation of a mechanic or repairman certificate held by the designee
- The designee makes a written request for cancellation

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SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS

A. Prerequisites:

- Knowledge of 14 CFR parts 21, 43, 91, and 183
- Knowledge of the certification requirements for the
 - specific aircraft and/or associated products
 - Successful completion of Airworthiness Inspector's
 - Indoctrination Course for General Aviation and Air Carrier Inspections, or previous equivalent

B. *Coordination.* This task will require coordination with regional Flight Standards Offices.

3. REFERENCES, FORMS, AND JOB AIDS

A. References:

- FAA Order 8000.57, Appointment of Former FAA Aviation Safety Inspectors as Designated Airworthiness Representatives
- FAA Order 8000.59, DAR/DMIR/DOA/DAS Standardization Training Course
- FAA Order 8000.62, Designated Airworthiness Representative Qualifications, Criteria, Selection, and Appointment Procedures
- FAA Order 8000.63, Designated Airworthiness Representative Monitoring
- FAA Order 8130.2, Airworthiness Certification of Aircraft and Related Approvals, as amended
- FAA Order 8130.17, Original versus Recurrent Airworthiness Certification or Related Approvals
- FAA Order 8130.23, Aircraft Certification Service-Representatives of the Administrator - General
- FAA Order 8130.24, Procedures for Termination/Nonrenewal of Aircraft Certification Service Designations and Delegations
- Advisory Circular (AC) 183-33, Designated Airworthiness Representatives, as amended

B. Forms:

- FAA Form 8000-5, Certificate of Designation

- FAA Form 8100-1, Conformity Inspection Record
- FAA Form 8110-14, Statement of Qualifications
- FAA Form 8130-3, Airworthiness Approval/Conformity Certification Tag
- FAA Form 8430-9, Certificate of Authority

C. *Job Aids.* None.

5. PROCEDURES

NOTE: The regional office is the authority for the issuance of designations. Therefore, these procedures are only applicable to the regional office and may not be delegated, according to FAA Order 8000.62.

A. Receive the Application Letter.

(1) If the application letter is from an individual, ensure that it is accompanied by the following:

- FAA Form 8110-14 completed in duplicate
- Three letters attesting to the applicant's integrity and technical qualifications to perform the function(s) on products of the type and complexity for the authorization sought
- Statements substantiating that the applicant meets both the general qualifications for the authorization and the specialized experience requirements

(2) If the application letter is from an organization, ensure that it is accompanied by the following:

- Three letters for each person who will perform the
 - authorized functions, attesting to their integrity and technical qualifications
 - Supplemental statements including the names, signatures, and titles of those persons who will perform the authorized functions, and substantiating that they meet the general qualifications and specialized experience requirements
- A procedure, independent of established organizational procedures and acceptable to the FAA, positively ensuring that only appropriately qualified persons will perform the authorized functions

B. Evaluate Applicant.

(1) Ensure that individuals who will perform the authorized functions for DAR Organizations meet the same requirements as individual designees.

(2) Ensure that individuals meet all of the general qualifications and specialized experience requirements for the designation sought.

(3) Contact the applicant's personal references.

(4) Determine whether the applicant has a violation history.

(5) Conduct a personal interview with the applicant, including those persons within organizations who will perform authorized functions.

(6) In the case of a foreign applicant, contact the foreign civil air authority to determine if there have been any problems with the applicant.

C. Ensure That Designee Numbers Previously Assigned to a Terminated Designee Are Not Reissued.

D. Determine Need for Foreign Designees. Ensure designees are not appointed for on-going activity in a foreign country unless the managing office will evaluate, monitor, and supervise the designee's activities at least twice annually.

7. TASK OUTCOMES

A. *File PTRS Data Sheet.*

B. Successful completion of this task will result in one of the following:

(1) Approve the application. Inform the applicant of the appointment in writing.

(a) Prepare FAA Form 8430-9. Include the following information:

- When possible, state authorized functions and limitations on the front of the certificate. If space limitations require it, supplement the Certificate of Authority with a statement detailing the limits of authority.
- For an organization, identify the person(s) within the organization authorized to perform the designated functions.
- The front of the Certificate of Authority must be signed by the division manager. The reverse must be signed by the manager of the assigned managing office.

(b) *Assign the DAR a number.* Flight Standards Divisions numbers will begin with "DAR-1," followed by the letters "FS" and the last two letters of the regional symbol. For example, the first number assigned by the Southwest Region would be given the designation symbol: DAR-1-FS-SW.

(2) *Deny the application.* In writing, inform the applicant of the denial and the reasons for the denial.

9. FUTURE ACTIVITIES. Routine surveillance.