

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

N 8900.480

National Policy

Effective Date:
8/9/18

Cancellation Date:
8/9/19

SUBJ: Revised Guidance for the Disposition of Inspection Authorization Applications and Renewal Files

- 1. Purpose of This Notice.** This notice provides supplemental guidance to Federal Aviation Administration (FAA) Order 8900.1, Volume 5, Chapter 5, Section 7, Evaluate a Part 65 Inspection Authorization.
- 2. Audience.** The primary audience for this notice is Flight Standards District Office (FSDO), International Field Office (IFO), and certificate management office (CMO) aviation safety inspectors (ASI) who are assigned to holders of an Inspection Authorization (IA) and who help process IA renewals. The secondary audience includes Flight Standards Service divisions and branches.
- 3. Where You Can Find This Notice.** You can find this notice on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices. Inspectors can access this notice through the Flight Standards Information Management System (FSIMS) at <http://fsims.avs.faa.gov>. Operators can find this notice on the FAA's website at <http://fsims.faa.gov>. This notice is available to the public at http://www.faa.gov/regulations_policies/orders_notices.
- 4. Background.** Internal reviews have discovered some inconsistencies between office files for IA holders and the policy located in Order 8900.1, Volume 5, Chapter 5, Section 7. In the review of the policy, several areas of confusion were found that need clarification and/or correction.
- 5. Guidance.** The guidance in Order 8900.1, Volume 5, Chapter 5, Section 7 is hereby revised as follows:
 - a.** Paragraph 5-1286B)1) is revised to remove the requirement to enter the statement "FAA Form 8310-5 issued (date)" in Block 12, Remarks. The form was revised in 2010 and this information is now captured in block 14 making this requirement redundant and confusing.
 - b.** Paragraph 5-1286B)7) is revised to remove the requirement to retain one original FAA Form 8610-1, Mechanic's Application for Inspection Authorization, for the district office files. The responsible Flight Standards office may choose to retain the IA holder's files to help with the current renewal cycle; and it may be advisable if any of the following situations apply:

- (1) Special Federal Aviation Regulation (SFAR) 100-2 applies to the IA holder.
- (2) The IA holder is currently under investigation or an enforcement action is currently ongoing.
- (3) The IA holder is in judicial proceedings.

c. Paragraph 5-1285A)1) is revised to remove the second sentence that reads “After successful completion of the IAR Knowledge Test, one original FAA Form 8610-1 and the PBR notice will be sent to AFS-760, and the other original FAA Form 8610-1 will remain in the district office.” ASIs are directed to refer to Order 8900.1, Volume 14, Chapter 1, Section 3, Providing Written Compliance Philosophy Explanation and Pilot’s Bill of Rights Notification, for the processing and disposition of Pilot’s Bill of Rights (PBR) written notifications.

d. Prior to April 1, 2019, ASIs must review all IA holders’ files retained by their Flight Standards office for signed PBR notices, and send those notices to the Airmen Certification Branch (AFB-720) along with appropriate identification of the respective airman.

6. Disposition. We will incorporate the information in this notice into Order 8900.1, Volume 5, Chapter 5, Section 7 before this notice expires. Direct questions concerning the information in this notice to the Aircraft Maintenance Division (AFS-300), General Aviation Branch (AFS-350) at (202) 267-1675.



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