NOTICE

U.S. Department of Transportation
Federal Aviation Administration

N 8110.55

Cancellation
Date:
7/19/96

SUBJ: PARTS MANUFACTURER APPROVAL BY IDENTICALITY

1. PURPOSE. This notice provides guidance for evaluating an application for a parts manufacturer approval (PMA) by a **current or former** supplier of a Federal Aviation Administration (FAA) production approval holder (PAH). An applicant is eligible for a PMA under this notice if the applicant can demonstrate that the design of its replacement part is identical to the design of a part covered under a type certificate (TC).

2. DISTRIBUTION. This notice is being distributed to the branch level of Washington headquarters; to the branch level in the Aircraft Certification Directorates; all Manufacturing Inspection Offices; all Aircraft Certification Offices; all Manufacturing Inspection District and Satellite Offices; and all Flight Standards District Offices.

3. BACKGROUND. On July 16, 1992, the FAA issued Advisory Circular (AC) 21-29A, Suspected Unapproved Parts Detecting and Reporting Program. That AC provides the public with methods to detect and report suspected unapproved parts to the FAA. Initial reports received under the program indicated that suppliers to PAHs have shipped large numbers of parts directly to customers other than the PAHs, without direct ship authority. Although these supplier-shipped parts may conform to approved data, they are not "approved" parts. Parts shipped directly to users by a manufacturer, supplier, or distributor where the parts were not produced under authority of a production approval for the part (these parts may be production overrun and may eventually be found to be acceptable).

a. The FAA initiated a dialogue with industry on unapproved supplier parts with a kick-off meeting on July 9, 1992. On July 12, 1992, the FAA established the Parts Approval Action Team (PAAT) to address the problem of ensuring regulatory compliance by producers of replacement and modification parts.

b. The FAA had previously issued Notice 8110.51, Parts Approval Action Team, Phase II: Parts Manufacturer Approval by Identicality. This notice is largely identical to and replaces Notice 8110.51.

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Initiated By: AIR-110

4. DEFINITIONS.

a. Production Approval Holder (PAH) - The holder of a production certificate, approved production inspection system, PMA, or technical standard order (TSOA) authorization.

b. Supplier - For the purposes of this notice, a supplier is a person that produces parts for an FAA PAH.

c. Approved Parts - Parts may be approved under 14 CFR part 21 (part 21) § 21.305, in the following manner:

(1) Under a PMA issued under part 21 § 21.303.

(2) Under a TSOA issued by the FAA Administrator.

(3) In conjunction with type certification procedures for a product.

(4) In any other manner approved by the FAA Administrator, such as part 21, subpart G, parts produced under a production certificate and part 21, subpart N, parts produced in a country with which the United States has a bilateral airworthiness agreement.

5. SCOPE. This notice provides guidance to FAA personnel for processing an application for PMA by a supplier to a PAH.

6. APPLICATION.

a. The certification directorates are responsible for, and should establish a staff for, processing the PMA applications eligible for consideration under this notice. All applications should be sent directly to the geographic directorate with jurisdiction over the applicant's facility (listing in appendix 1). Applications for PMA, under the procedures of this notice, received by an Aircraft Certification Office (ACO), Manufacturing Inspection District Office (MIDO), or Manufacturing Inspection Satellite Office (MISO) should be forwarded to the geographic directorate.

NOTE: The applicant should be made aware that part 21 § 21.2 falsification of applications, reports, or records specifically provides that a fraudulent or intentionally false statement made on an application for a certificate or approval under part 21, or a fraudulent or intentionally false entry in any record or report required to show compliance with any requirement for the issuance or exercise of the privileges of any certificate or approval under part 21, is a basis for suspending or revoking any certificate or approval under part 21 that is held by the person making the statement or entry.

b. The application for PMA should include the following:

(1) A letter of application (sample provided in appendix 2) containing:

(a) The name and address of the manufacturing facilities where the part is to be manufactured;

(b) A statement that this application is under the provisions of this notice, (by number and title);

(c) A statement that the design information submitted regarding the part is identical to that of an FAA-approved type design.

(2) One copy of the design data necessary to manufacture the part, including but not limited to:

(a) Drawings and specifications necessary to show the configuration of the part; and

(b) Information on dimensions, materials, and processes.

(3) A statement certifying that the applicant has established a fabrication inspection system (FIS) in compliance with part 21 § 21.303(h). An acceptable statement follows:

"[The PMA applicant's name] hereby certifies that it has established a fabrication inspection system at [address of the facility] that complies with the requirements of 14 CFR part 21 § 21.303(h) as documented in [name of document, date, revision level]." [The applicant's name] further certifies that the PMA parts will be produced in accordance with this system.

> NOTE: Appendix 3 of this notice contains an excerpt from AC 21-303.1A, Replacement and Modification Parts, regarding the documentation of the fabrication inspection system (FIS) and compliance with part 21 § 21.303(h). If, as a supplier to a PAH, the applicant obtains product materials from PAH approved sources, the applicant's FIS should include a system to evaluate the material obtained from these sources. The applicant may not rely on the PAH's quality control system.

(4) Evidence substantiating that the design of the part for which approval is requested is identical to the design of a part covered under an FAA type design. This should include evidence that the applicant **currently is or formerly was** an approved supplier, to an FAA PAH, of the part for which the application has been made. (Examples would include a purchase order for production delivery from the PAH and/or a copy of the

PAH's most recent quality assurance audit report, if one is available, regarding the applicant as a supplier.) The applicant should submit documentation on whether the applicant has an existing quality assurance system under the existing production relationship with the PAH and has responsibility for final design conformity inspection.

(5) The applicant must submit data substantiating that he has provided for any substantive processes, inspections, or tests performed by the PAH under their supplier relationship, such that the applicant has established the same level of assurance of design conformity under the PMA. If no such processes, inspections, or tests are performed by the PAH, the applicant must so state.

(6) Determination that there are no airworthiness directives or unresolved service difficulties involving the part.

(7) All evidence that would help in substantiating that the part is eligible for installation on the type certificated products identified in the application. (Examples include purchase orders from the PAH, maintenance manuals, technical publications index, service bulletins, and/or illustrated parts catalog.) The evidence submitted must be valid, and obtained from a recognized document source.

(8) A PMA supplement prepared in accordance with the sample provided in appendix 4 (applicants may be encouraged to submit supplement in a compatible electronic format). Each page of the supplement should have, as a header, the company name, address, and, if known, the PMA number and supplement number; otherwise, spaces should be provided for the FAA to fill in the PMA and supplement numbers. Each page should be numbered on the bottom with the page number followed by a "/", followed by the number of pages in the supplement (i.e., "3/4", the third page of a four page supplement). The last page of the supplement should have space for a signature of the approving FAA official. The body of the supplement should be in a four column format (see example in appendix 4) and should include the following information:

(a) Part Nomenclature and Part No. The PMA part name and number.

(b) Approved Replacement For. Provide the PAH's name and part number.

(c) FAA Approval Basis and Approved Design Data. State the approval basis (i.e., identicality) and reference the approved data by drawing number, revision level, and date.

(d) Installation Eligibility. Identify the type certificated product by manufacturer's name, model, series, and, if appropriate, serial numbers.

(9) The submitted data must be specific to the part for which PMA is requested.

7. DISPOSITION OF APPLICATION.

a. Examination of Application. The processing person should verify the application is complete by checking that all the items required by paragraph 6b are enclosed and prepared in accordance with the appendices of this notice.

b. Incomplete Applications. If the application is incomplete or not prepared in accordance with the instructions of this notice, return the application package to the applicant asking that the package be resubmitted in accordance with the instructions. Specific information on where the application was in error or omission should be provided.

c. Evaluation of Substantiating Data. If the application is complete, the processing person should do the following:

(1) If the applicant has not stated in writing that it does not object to the FAA making publicly available the fact that the applicant has applied for PMA or the information submitted as part of the application, send a certified letter, return receipt requested, to the applicant, asking the applicant whether it objects to the FAA making that information publicly available.

(2) If the applicant states in writing that it does not object to the FAA making publicly available the information described in paragraph c(1), above, send a certified letter, return receipt requested, to the PAH listed in the application requesting the PAH to verify the following information submitted by the applicant:

(a) The applicant **currently is or formerly was** an approved supplier to the PAH of the part for which application has been made;

(b) No substantive processes, inspections, or tests are necessary to establish design conformity once the part leaves the applicant's quality control system; or what processes, inspections, or tests are performed by the PAH and whether or not the applicant has correctly identified such activities in the application or has proposed procedures to provide the same level of inspection to assure design conformity;

(c) There are no airworthiness directives or unresolved service difficulties involving the part; and

(d) The parts are eligible for installation on the product(s) specified by the applicant.

(3) If the PAH verifies the above information, or the PAH does not respond within **45** days of receipt of the letter, continue processing the application.

(4) If the PAH non-concurs with the information provided by the applicant and if, after examination of the data submitted by the PAH, the processing office cannot resolve a material conflict between the applicants statements and the PAH's response, the application package should be returned to the applicant instructing the applicant to apply for PMA at the geographic ACO under normal PMA procedures.

(5) If the applicant responds in writing that it objects to the FAA making publicly available the information described in paragraph c(1), above, process the application under normal PMA procedures.

d. Facility Evaluation Request. A facility audit should be requested if the processing person finds that the application is complete and:

(1) The design of the applicant's part is the same as the design of a part covered under a TC.

(2) The part is eligible for installation on the type certificated product(s) identified in the application.

e. Facility Evaluation. Upon request, the appropriate MIDO or MISO should conduct an evaluation of the applicant's facility including any supplier, as appropriate, prior to the original issuance of a PMA to determine compliance with part 21 § 21.303(h). The evaluation should be conducted no later than 30 days after the request for evaluation is received from the processing office.

(1) When necessary, the appropriate MIDO or MISO should conduct, or make arrangements for, an evaluation, as appropriate, when additional parts are approved by a supplement to an existing PMA or when the manufacturer incorporates new manufacturing processes.

(2) If the applicant holds a current PMA, the need to conduct an evaluation of that facility will be at the discretion of the appropriate MIDO or MISO manager.

(3) If the applicant does not perform final acceptance inspection on the article for the PAH, then the facility evaluation should be conducted.

f. PMA Issuance. A PMA may be issued after the processing person finds that the requirements of paragraph 7c of this notice have been met and that the applicant has established an FIS in compliance with part 21 § 21.303(h) and is able to determine that each part completed under the approval conforms to the design data and is safe for installation on the product(s) for which it would be eligible.

g. PMA Number. A PMA number, if not previously assigned to the applicant, will be assigned to all original PMA letters. The number will be unique to each PMA holder and will be carried forth

on subsequent approved supplements. The number should be composed of the prefix "PQ", followed by a four digit number for PMA's, followed by a two letter directorate identifier (CE, NE, NM, or SW), (e.g., "PQ0018CE", which would represent the 18th PMA issued by the Small Airplane Directorate).

h. Preparation of PMA. Prepare the following documents as prescribed, send the originals to the applicant, and send copies along with the application package to the geographic MIDO.

(1) If not already provided by the applicant, the PMA number and supplement number should be typed on each page of the applicant's supplement [required by paragraph 6b(8) of this notice]. A signature block should be typed on the last page of the supplement and signed by the approving official.

(2) An FAA-PMA letter (sample provided in appendix 5) signed by the Manufacturing Inspection Office manager or MIDO manager.

(3) The design data should be stamped "FAA approved" and returned to the applicant.

8. IDENTIFICATION OF PMA PARTS. The new PMA holder shall be informed, in the PMA letter (see appendix 5, paragraph 5), of the part marking requirements of 14 CFR part 45 (part 45) § 45.15, Replacement and Modification Parts, and part 45 § 45.14, Identification of Critical Components. For the part number, a PMA holder may use one of the following:

a. The PMA holder may use the same part number as the production approval holder, provided the PMA holder also meets the requirements of part 45 § 45.15(a)(1) and (2) to permanently mark the part (in the same area as the part number) with the letters "FAA-PMA" and the name, trademark, or symbol of the PMA holder; or

b. The PMA holder's part should be numbered such that it is sufficiently different from the production approval holder's part number to be distinguishable. The production approval holder's part number with a prefix/suffix is sufficient for this purpose. This prefix/suffix can also satisfy the requirements of part 45 § 45.15(a)(2) if the prefix/suffix is consistent across the PMA holder's product line.

9. CONTROL OF DOCUMENT. The Aircraft Certification Service, Aircraft Engineering Division is responsible for this notice, all questions or suggestions should be directed to the Certification Procedures Branch, AIR-110, on (202) 267-9588 or FAX 202-267-5340.

/s/ John K. McGrath

John K. McGrath
Manager, Aircraft Engineering Division

APPENDIX 1. GEOGRAPHIC CERTIFICATION DIRECTORATES RESPONSIBILITY BY STATE

ORGANIZATION

1. Federal Aviation Administration
   New England Region
   Engine and Propeller Directorate
   12 New England Executive Park
   Burlington, MA 01803
   (617) 238-7100

2. Federal Aviation Administration
   Central Region
   Small Airplane Directorate
   601 East 12th Street
   Kansas City, MO 64106
   (816) 426-6937

3. Federal Aviation Administration
   Northwest Mountain Region
   Transport Airplane Directorate
   1601 Lind Avenue S.W.
   Renton, WA 98055-4056
   (206) 227-2104

4. Federal Aviation Administration
   Southwest Region
   Rotorcraft Directorate
   2601 Meacham Boulevard
   Ft. Worth, TX 76137-4298
   (817) 222-5100

STATE	COGNIZANT OFFICE
Alabama	2
Alaska	2
Arizona	3
Arkansas	4
California	3
Colorado	3
Connecticut	1
Delaware	1
Florida	2
Georgia	2
Hawaii	3
Idaho	3
Illinois	2

APPENDIX 1. GEOGRAPHIC CERTIFICATION DIRECTORATES RESPONSIBILITY BY STATE. CONTINUED

STATE	COGNIZANT OFFICE
Indiana	2
Iowa	2
Kansas	2
Kentucky	2
Louisiana	4
Maryland	1
Massachusetts	1
Maine	1
Michigan	2
Minnesota	2
Missouri	2
Mississippi	2
Montana	3
Nebraska	2
Nevada	3
New Hampshire	1
New Jersey	1
New Mexico	4
New York	1
North Carolina	2
North Dakota	2
Ohio	2
Oklahoma	4
Oregon	3
Pennsylvania	1
Rhode Island	1
South Carolina	2
South Dakota	2
Texas	4
Tennessee	2
Utah	3
Vermont	1
Virginia	1
Washington	3
West Virginia	1
Wisconsin	2
Wyoming	3

APPENDIX 2. SAMPLE PMA LETTER OF APPLICATION

ABC Tool Company
3000 Hill Road
Cleveland, Ohio 12345
(216) 123-4567

April 1, 1995

Federal Aviation Administration
Central Region
Small Airplane Directorate
601 East 12th Street
Kansas City, MO 64106
(816) 426-6937

Subject: Request for new Parts Manufacturer Approval on the Basis of Identical Design.

To Whom It May Concern:

ABC is submitting an application for Part Manufacturer Approval (PMA) for the part(s) listed on the enclosed supplement under the procedures of FAA Notice 8110.55, PMA by Identicality. We are requesting approval under the identicality provisions of 14 CFR part 21 § 21.303 by meeting the criteria established in FAA Notice 8110.55.

ABC Tool Company hereby certifies that it has established a Fabrication Inspection System at 3000 Hill Road, Cleveland, Ohio, that complies with the requirements of part 21 § 21.303(h) as documented in ABC Tool Company, Quality Assurance System, Revision A., of April 1, 1995. ABC Tool Company further certifies that the PMA parts will be produced in accordance with this system.

ABC Tool Company certifies that, as a currently approved (formerly approved) supplier of the part(s) (as defined in FAA Notice 8110.55) listed on the attached supplement, we have accounted for any substantive processes, inspections, or tests (as specified in document no. _____) to establish design conformity, that occur after the part(s) leave (left) ABC Tool Company's quality control system.

or,

no further substantive processes, inspections, or tests are performed on the part(s), beyond normal acceptance inspections, after the part(s) leaves our quality control system.

ABC Tool Company certifies that there are no airworthiness directives or unresolved service difficulties involving the part(s) for which we seek FAA-PMA.

ABC Tool Company certifies that is has not been terminated as the supplier of the part(s), listed in the attached supplement, for inadequate quality.

Sincerely,

John Doe
Manager, Engineering
ABC Tool Company

Enclosures

APPENDIX 3. EXCERPT FROM AC 21-303.1A, PARTS MANUFACTURER APPROVAL

13. FABRICATION INSPECTION SYSTEM (FIS) DESCRIPTION 14 CFR PART 21 § 21.303(h).

The description of the FIS may be in any form acceptable to the FAA; however, for durability and easy reference, it is suggested that this description be in the form of a manual, indexed as necessary, describing the methods, procedures, inspections, and tests which the applicant and his suppliers intend to use to meet the requirements of part 21 §§ 21.303(h)(1) through 21.303(h)(9). The description may result in a lengthy document, or it may contain only a few pages, dependent upon the size of the manufacturer's facilities and the number and complexity of parts being manufactured. In describing the FIS, references to other documents or data maintained by the applicant may be utilized in lieu of a detailed description of a particular procedure, provided that a brief description is also included in the manual and the referenced documents provide a complete description of the system. For record purposes, the description should also include a facsimile of the manufacturer's symbol or trademark, if one is used. The following paragraphs, headed by the section of part 21 to which they apply, provide an example of the material usually found in an acceptable description.

a. Part 21 § 21.303(h)(1). The portion of the FIS system established to comply with this section would usually include the procedures that ensure conformity to approved design data of all supplier-furnished material, which includes articles and services. Generally, this part of the FIS description would describe the manner by which the PMA holder ensures that:

(1) All incoming articles conform to approved design data prior to their acceptance and release to production.

(2) Provisions are made for the evaluation and surveillance of suppliers by the manufacturer when it relies to any degree upon a supplier's inspection system or has delegated inspection duties to the supplier. The surveillance of suppliers of proprietary parts must be commensurate with the criticality of the part.

(3) Suppliers, including suppliers of proprietary parts upon whom a manufacturer relies for controlling conformity and quality, are formally advised that their inspection system and articles being supplied are subject to inspection by the FAA since, in effect, such suppliers constitute extensions of the manufacturer. When a supplier from a country other than the U.S.

is involved, the FAA will determine whether or not it will require the performance of any FAA duties at the supplier's facilities and, if it does, whether to do so would result in an undue burden being placed on the FAA. If such FAA duties would be required, either a mutually acceptable means of relieving any undue burden must be found or it will be necessary for the manufacturer to perform all required functions in the U.S., so that the FAA can carry out its responsibilities.

(4) Positive control is exercised over the design configuration and safe operating condition of all articles obtained from suppliers who hold an FAA production approval, or a repair station certificate for the article involved. The fact that the supplier holds a production approval for the part does not relieve the PMA holder of its responsibilities for design and condition of the part.

(5) All material review actions and design changes made by suppliers, including suppliers of proprietary articles over which the manufacturer does not exercise design control, are evaluated by the manufacturer and approved as applicable in accordance with part 21 § 21.303(d) and part 21, subpart D.

(6) Records are maintained of all inspections and tests performed by or for the manufacturer in controlling the conformity of all supplier-furnished articles.

(7) All incoming articles and services, including related inspection and test records, are identified with appropriate acceptance, rejection, or rework stamps as applicable.

b. Part 21 § 21.303(h)(2). The FIS description would include the system the PMA holder utilizes, with respect to compliance with this section, to ensure that the physical and chemical properties of incoming material are as specified in the approved design data.

c. Part 21 § 21.303(h)(3). An acceptable description of the storage, handling, and issuance system established by the manufacturer would normally include the procedures which ensure:

(1) Identification, segregation, and protection of materials and articles in storage;

(2) Periodic re-inspection and disposition of materials subject to deterioration from prolonged storage;

(3) Protection from damage of materials, and of articles being delivered to fabrication or shipping areas, and while stored in fabrication areas prior to use;

(4) Incorporation of all applicable design changes prior to release of stored articles for installation in the part; and

(5) That only those materials and articles which are identified as having passed receipt inspection criteria are received into, and issued from, finished stores.

d. Part 21 § 21.303(h)(4). The integrity of processes and services utilized in the manufacture of articles and parts is usually dependent upon the skill with which the work is performed, the capabilities of the equipment used, and close control of temperatures, solutions, curing time, or other critical factors. Normally, a system to control processes and services, such as welding, brazing, heat treatment, plating, and radiographic, ultrasonic, or magnetic particle inspection, etc., requires that each process be performed by trained and qualified personnel and in accordance with approved specifications containing definitive standards of quality; and, that periodic inspection of gauges, solutions, or any critical equipment is controlled and documented. The description with respect to this section in the FIS manual should explain the procedure by which the manufacturer will control processes performed at his own facilities, as well as by his suppliers, and would generally include a listing of manufacturing processes which are relied upon to assure quality, conformity, and safety of the completed parts.

e. Part 21 § 21.303(h)(5). Compliance with this section usually requires that procedures be established to control all phases of inspection of the part. The FIS description would, therefore, provide descriptions of all such procedures established by the manufacturer to ensure that all inspections and tests will be conducted in the proper sequence, when articles and processes are in an inspectable condition--(e.g., prior to painting or closure). This is generally achieved through use of inspection instructions, shop travelers, checklists, or similar media. Following are examples of inspection functions which would be described to the extent applicable to the complexity of the parts or size of the manufacturer's facilities:

(1) Planning Procedures. Such procedures would ensure that each article used in the part is adequately inspected for conformity with the approved design. This function of the planning system would be facilitated if it provided for:

(a) Classifying design characteristics and related manufacturing defects to determine their criticality so that the most effective fabrication inspection methods and process controls will be used with respect to critical and major characteristics and defects. (Reference part 21 § 21.93, MIL-STD-105, and MIL-STD-414.)

(b) Selection of appropriate inspection methods and plans for each classification, to ensure that all characteristics affecting safety will be inspected and re-inspected to ensure conformity to approved design data and to eliminate discrepancies from articles and completed parts.

(2) Inspection Status. This system would ensure that appropriate stamps or marks are placed on articles to indicate their inspection status. It would be helpful if this portion of the description also contains copies of all inspection forms, checklists, and imprints of the various inspection and process stamps and their meanings. Procedures normally call for suitable acceptance, rework, or rejection stamps to be placed on:

(a) Articles which have been subjected to a process such as heat treatment, welding, bonding, etc., or testing and inspection which may include hardness tests, laboratory analysis, magnetic particle inspection, or similar functions;

(b) Articles which have been inspected at the specified point in production and are found in conformity with the approved design; and

(c) Articles which are rejected as being unusable or scrap so as to absolutely preclude their installation on the part.

(3) Tool and Gauge Control. This system would provide control over periodic inspection and calibration of inspection tools, gauges, testing equipment, production jigs, fixtures, templates, etc., which are depended upon as media for inspection product acceptance. The description of the means utilized for tool and gauge control would normally include a schedule of periodic inspection and calibration intervals to ensure that tools, gauges, etc., which are depended upon as media for inspection product acceptance, are inspected, adjusted, repaired, and/or replaced prior to their becoming inaccurate. The inspection system description would also describe the procedures for implementing the tool and gauge control schedules. Such procedures would basically ensure that each piece of equipment is:

(a) Checked prior to first usage at the proper periodic interval and marked to indicate the date that the next inspection is due; and

(b) Removed from inspection and shop areas or conspicuously identified to prohibit usage after expiration of the inspection due date.

(4) Final Inspection. This function of the inspection system would ensure that each completed part is subjected to a final inspection to determine conformity with approved design data; compliance with applicable FAA airworthiness directives or manufacturer's service bulletins issued in lieu of airworthiness directives; and, if the part is safe for installation on type-certificated products. Such a system would usually incorporate procedures to ensure that:

(a) Each part is inspected for completeness, adjustments, safety, calibration, markings, placards, etc., as applicable to the complexity of the part.

(b) If applicable, each completed part is subjected to a functional test to ensure that the operating characteristics meet the approved design provisions.

f. Part 21 § 21.303(h)(6). The description of the system established for compliance with this rule normally includes the procedures utilized to ensure that drawings and data which are obsolete, or affected by superseding data, FAA airworthiness directives, or manufacturer's service bulletins are promptly removed from production and inspection areas or otherwise controlled to prevent their improper use.

g. Part 21 § 21.303(h)(7). The description of the drawing change controls required by this regulation should include procedures to ensure that, prior to final acceptance of articles and completed parts, all changes required to be FAA-approved have been approved and are incorporated in the applicable drawings or covered by change notices attached to such drawings. The inspection system manual would, therefore, normally include a section describing the drawing change control system which the PMA holder has established and maintained.

h. Part 21 § 21.303(h)(8). The description of the procedures established for compliance with this regulation normally includes provisions for engineering evaluation of rejected materials and articles to determine if they can be reworked, repaired, or accepted "as is" without affecting the airworthiness of the part. Approval of changes would be in accordance with part 21, subpart D, as applicable to the classification of change involved.

i. Part 21 § 21.303(h)(9). Compliance with this section requires that procedures be established for maintaining inspection records. This includes all inspections accomplished on the parts from raw materials to finished parts. There should be a procedure established for identifying inspection records where practicable with parts, such as serial numbers, dates, codes, etc. The manufacturer must file and retain the inspection records for a period of at least 2 years after the part has been completed.

APPENDIX 4. SAMPLE PMA SUPPLEMENT

ABC TOOL COMPANY
3000 Hill Road
Cleveland, OH 12345
(216) 123-4567

PMA NO. _____
SUPPLEMENT NO. _____

FEDERAL AVIATION ADMINISTRATION - PARTS MANUFACTURER APPROVAL

Name and Part No.	Approved Replacement For	Approval Basis and Approved Design Data	approved revision.
Thermoswitch ABC 101001-101	Alpha Aircraft: P/N 101001-101	Identicality per 14 CFR § 21.303 ABC Dwg.No. 101001 -101 Rev. B dated 6/25/88 or later FAA	Installation Eligibility Alpha Aircraft Model 700-100, -200, and -400

----------End of Listing----------

NOTE: Any major change to the design data (reference 14 CFR part 21 §§ 21.93 and 21.97) must be FAA approved before being incorporated in the finished part. Minor design changes (reference 14 CFR part 21 §§ 21.93 and 21.95) must be submitted to the ACO at regular intervals and in a manner as determined by the ACO. The method shall be documented in appropriate company procedures.

_____
Barry D. Clements
Manager, Small Airplane Directorate

APPENDIX 5. SAMPLE PMA LETTER

Mr. John Doe
ABC Tool Company

3000 Hill Road
Cleveland, OH 12345

Dear Mr. Doe: PMA NO: PQ0018CE

This is in response to your letter dated April 28, 1992, regarding an application for Federal Aviation Administration Parts Manufacturing Approval (FAA-PMA).

FEDERAL AVIATION ADMINISTRATION - PARTS MANUFACTURER APPROVAL

In accordance with the provisions of the 14 CFR part 21, subpart K, the FAA has found that the data submitted by ABC Tool Company substantiates identicality with an FAA approved design. The FAA finds that the design data identified in the supplement(s) to this letter meet the airworthiness requirements of 14 CFR applicable to the product(s) on which the part(s) is to be installed. Additionally, it has been determined that ABC Tool Company has established the fabrication inspection system required by part 21 § 21.303(h) at 3000 Hill Rd., Cleveland, Ohio. Accordingly, FAA-PMA is hereby granted to ABC Tool Company to produce the replacement/modification part(s) listed in the enclosed supplement(s) in conformity with the FAA-approved design data.

Any major change to the design data (Reference part 21 §§ 21.93 and 21.97) must be FAA approved before being incorporated in the finished part. A major change is a change that has an appreciable effect on the weight, balance, structural strength, reliability, operational characteristics, or other characteristics affecting the airworthiness of the part and/or product on which it will be installed. Minor design changes may be approved under a method acceptable to the cognizant FAA engineering office. The method shall be documented in appropriate company procedures or in the FAA-PMA supplement to this letter.

The following terms and conditions are applicable to this approval:

1. ABC Tool Company's fabrication inspection systems, methods, procedures, and manufacturing facilities, including their suppliers, are subject to FAA surveillance and investigation. Accordingly, ABC Tool Company must advise their suppliers that their facilities are also subject to FAA surveillance and investigation.

Appendix 5

2. ABC Tool Company must notify in writing, within ten working days, the FAA Manufacturing Inspection District Office located at the Federal Facilities Building, Room 127, Cleveland Hopkins International Airport, Cleveland, OH 44135, telephone number (216) 265-8648, when the address shown on this approval letter is changed, and/or the facilities at which parts are manufactured, including suppliers who have been delegated major inspection functions, are relocated or expanded to include additional facilities at other locations.

3. ABC Tool Company must furnish to the FAA, upon request, a list of suppliers and any pertinent information concerning the suppliers who furnish parts/services including:

a. A description of the part or service;

b. Where and by whom the part or service will undergo inspection;

c. Any delegation of inspection duties;

d. Any delegation of materials review authority;

e. Name and title of the responsible person at the supplier facility available to communicate with the FAA;

f. The inspection procedures approved by the (ABC Tool Company) implemented at the supplier's facility;

g. Any direct shipment authority;

h. Results of any evaluation and/or surveillance conducted at the supplier;

i. The purchase/work order number (or equivalent); and

j. Any feedback relative to service difficulties originating at ABC Tool Company suppliers.

4. Parts or services furnished by any supplier located outside the United States may not be used in the production of any part listed in supplement(s) to this letter unless:

a. FAA-approval is obtained for procedures governing the control, qualification, and surveillance of each supplier;

b. Verification is obtained from the country's authorities to allow the entry of FAA personnel or their representatives to audit the quality control system established at the supplier by ABC Tool Company;

c. The design data, test requirements, and quality control system procedures imposed on the supplier by ABC Tool Company must be available in the English language to the degree necessary for approval or audit by the FAA; and

d. The FAA has determined that the location of the supplier places no undue burden on the FAA in administering its regulatory responsibilities.

5. Parts produced under the terms of this approval must be permanently marked with the identification information as required by part 45 § 45.15, i.e., with the letters "FAA-PMA," the name, trademark, or symbol of the company, the part number, and the name and model designation of each type certificated product on which the part is eligible for installation. Alternate means of identification, if the part is too small or if it is otherwise impractical to mark, must be approved by the FAA.

6. This approval is not transferable to another person or location. It may be withdrawn for any reason which would preclude its issuance, or at any time that the FAA finds that the fabrication inspection system is not being maintained, or if unsafe or non-conforming parts are accepted under the fabrication inspection system.

7. The ABC Tool Company must maintain the fabrication inspection systems in continuous compliance with the requirements of part 21 § 21.303(h) and ensure that each part conforms with the approved design data and is safe for installation on type certificated products.

8. The ABC Tool Company is eligible for the appointment of qualified individuals in their employ to represent the FAA as Designated Manufacturing Inspection Representatives for the purpose of issuing Export Airworthiness Approvals for Class II and Class III products.

9. All technical data required by part 21 § 21.303(c), for the parts to be produced under this approval, must be readily available to the FAA at the facility at which the parts are produced.

10. The ABC Tool Company shall produce all parts in accordance with their Quality Control Manual, Revision N/C, dated 04/26/92 or later approved revisions, which has been identified as the means of showing compliance with part 21 § 21.303(h). Accordingly, ABC Tool Company shall notify and obtain approval, from the FAA office identified in item 2 above, prior to incorporating any changes to the fabrication inspection system that may affect the inspection, conformity, or airworthiness of the parts approved in this letter.

Appendix 5

11. The ABC Tool Company shall report, in a timely manner, to the FAA office identified in item 2 above, information concerning service difficulties on any part produced under this approval, in addition to any failures, malfunctions, and defects required to be reported in accordance with part 21 § 21.3.

12. If your FAA-PMA is surrendered, terminated, or your facility is relocated, this letter, along with any supplements, and the design data must be returned to the FAA office identified in item 2 above.

Sincerely,

Barry D. Clements
Manager, Small Airplane Directorate

Enclosure