



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

8100.10

8/21/02

SUBJ: REQUESTING CONFORMITY INSPECTIONS AT A SUPPLIER OUTSIDE A
GEOGRAPHIC AREA

1. PURPOSE. This order contains guidance related to requests for conformity inspections at a supplier outside the geographic area of a requesting Manufacturing Inspection District Office (MIDO), Certificate Management Office (CMO), or Manufacturing Inspection Satellite Office (MISO). This guidance allows a Project MIDO, CMO, or MISO to directly contact a Federal Aviation Administration (FAA) designee in another geographic MIDO, CMO, or MISO area. Direct contact with a designee reduces the administrative task of processing FAA Form 8120-10, Request for Conformity (RFC), at the geographic MIDO, CMO, or MISO.

2. DISTRIBUTION. This order is distributed to the Washington headquarters division levels of the Flight Standard Service; to the branch levels of the Aircraft Certification Service; to the branch levels in the regional Flight Standards Divisions and Aircraft Certification Directorates; to all Flight Standards District Offices; to all Aircraft Certification Offices, Aircraft Certification field offices, and all Manufacturing Inspection District and Satellite Offices; to the Aircraft Certification and Flight Standards Branches at the FAA Academy; to the Suspected Unapproved Parts Program Office; to the Brussels Aircraft Certification Division, and Flight Standards Staff; to applicable Representatives of the Administrator; and to all International Field Offices.

3. EFFECTIVE DATE. FAA managing offices must immediately adopt the practices contained herein related to requesting conformity inspections at a supplier outside the geographic area of a requesting MIDO, CMO, or MISO in accordance with this order.

4. BACKGROUND. The information contained in Notice 8110.96, Requesting Conformity Inspections at a Supplier Outside a Geographic Area, which has expired has been incorporated in this order.

5. DEFINITIONS.

a. Geographic Area. The geographic area for which a MIDO, CMO, or MISO has responsibility over.

b. Geographic MIDO, CMO, or MISO. The FAA office having responsibility of the geographic area where a conformity inspection will be accomplished.

Distribution: A-W (FS) -2; A-W (IR) -3; A-X (FS/CD) -3; A-FFS-7 (ALL); A-FAC-0 (ALL); AMA-220 (25 copies)
AMA-250 (500 copies); AVR-20 (ALL); AFS-600 (3 copies); AEU-100; FDR-1D **Initiated By:** AIR-200

c. Project MIDO, CMO, or MISO. The FAA office requesting a conformity inspection at a supplier facility located outside the Project MIDO's, CMO's, or MISO's geographic area.

6. AUTHORITY TO CHANGE THIS ORDER. The issuance, revision, or cancellation of the material in this order is the responsibility of Production and Airworthiness Division, (AIR-200). This division will accomplish all required changes, as required, to carry out the agency's responsibility to provide conformity inspections at a supplier outside the geographic area of a requesting MIDO, CMO, or MISO.

7. ACRONYMS. The following acronyms are used in this order:

- a. Certificate Management Office (CMO)
- b. Designated Manufacturing Inspection Representative (DMIR)
- c. Designated Airworthiness Representative (DAR)
- d. Federal Aviation Administration (FAA)
- e. Manufacturing Inspection District Office (MIDO)
- f. Manufacturing Inspection Satellite Office (MISO)
- g. Request for Conformity (RFC)

8. DEVIATIONS. Adherence to the procedures in this order is necessary for uniform administration of this directive material. Any deviations from this guidance material must be coordinated and approved by AIR-200. If a deviation becomes necessary, the FAA employee involved should ensure the deviations are substantiated, documented, and concurred with by the appropriate supervisor. The deviation must be submitted to AIR-200 for review and approval. The limits of Federal protection for FAA employees are defined by Title 28 United States Code § 2679.

9. DIRECT DELEGATION. Direct delegation allows the Project MIDO, CMO, or MISO to communicate directly with a designee in another geographic area instead of processing the RFC through the geographic MIDO, CMO, or MISO. This procedure is limited to domestic use and applies only to RFC's that are submitted to the Project MIDO, CMO, or MISO. The following steps are performed when directly delegating a conformity inspection to a designee:

a. Form 8120-10 defines the conformity inspection requirements. Upon receipt of the RFC from the Aircraft Certification Office or the Designated Engineering Representative (DER), the Project MIDO, CMO, or MISO will determine if the conformity inspection is to be performed by a designee outside their geographic area. If the RFC is outside the geographic area of the Project MIDO, CMO, or MISO, the geographic MIDO, CMO, or MISO will be contacted by telephone to identify an appropriate designee to support the RFC. Follow Step (1) or (2) below for delegating an RFC to a designee.

(1) If the designee is a Designated Manufacturing Inspection Representative (DMIR), the Project MIDO, CMO, or MISO will contact the geographic MIDO, CMO, or MISO to obtain the name of the supplier DMIR, the phone number and fax number. The Project MIDO, CMO, or MISO will contact the supplier DMIR to determine availability. If the supplier DMIR is available, the appropriate DMIR information will be documented on Form 8120-10 for direct delegation.

(2) If a supplier DMIR is not available, a Designated Airworthiness Representative (DAR) should be used. The applicant or supplier may select a DAR and provide the name, phone number, and fax number of the DAR to the Project MIDO, CMO, or MISO. The applicant or supplier can obtain a list of approved DAR's by contacting the geographic MIDO, CMO, or MISO in the area where the conformity inspection is to be performed. After DAR selection, the appropriate DAR information will be documented on Form 8120-10 for direct delegation.

NOTE: Before delegating a RFC to a DAR in another geographic area, the Project MIDO, CMO, or MISO must communicate with the geographic MIDO, CMO, or MISO to make sure the selected designee is qualified to perform a particular type of conformity inspection and to ensure there are no designee management issues with a selected designee.

b. The Project MIDO, CMO, or MISO will provide an INFORMATIONAL ONLY copy of the RFC to the geographic MIDO, CMO, or MISO (e.g., E-mail or fax) PRIOR to the supplier conformity inspections.

c. If direct delegation to a designee in the geographic MIDO, CMO, or MISO area is not available, the Project MIDO, CMO, or MISO should request the assistance of the geographic MIDO, CMO, or MISO.

10. CONFORMITY INSPECTION RESULTS. At the completion of the conformity inspection, the designee will document the inspection results, and any issues or findings on the FAA Form 8100-1, Conformity Inspection Report. The designee should also contact the Project MIDO, CMO, or MISO, DER, or ASE for proper resolution of any issues or findings. After inspection closure, the designee will forward the original Form 8100-1 and FAA Form 8130-9, Statement of Conformity, and a copy of the FAA Form 8130-3, Authorized Release Certificate, Airworthiness Approval Tag, to the Project MIDO, CMO, or MISO. The designee will also provide copies to the geographic MIDO, CMO, or MISO as requested for designee management purposes.

11. DESIGNEE RESPONSIBILITIES. Designees will maintain records of their activities while supporting a RFC and provide these records to the MIDO, CMO, or MISO having designee oversight responsibility for subsequent input into the Manufacturing Inspection Management Information System summary report.

12. REQUEST FOR INFORMATION. All public requests for information regarding requests for conformity inspections at a supplier outside the geographic area of a requesting MIDO, CMO, or MISO will be processed in accordance with the Freedom of Information Act. Refer to FAA Order 1200.23, Public Availability of Information, to obtain information concerning release of information to the public.

Any deficiencies noted, suggestions for clarification, or improvements regarding the content of this order should be forwarded to the Aircraft Certification Service, Automated Systems Branch, AIR-520, Attention: Directives Management Officer, 800 Independence Avenue, S.W., Washington, D.C. 20591. For the reader's convenience, FAA Form 1320-19, Directive Feedback Information, is located on the last page of this order. If an interpretation is urgently needed, you may contact the Aircraft Certification Service, Production and Airworthiness Division, (AIR-200) at (202) 267-8361, for guidance, but you should also use the Form 1320-19 as a follow up to verbal conversation.

/S/

Frank P. Paskiewicz
Manager, Production and Airworthiness
Division, AIR-200

Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: Order 8100.10

To: Directives Management Officer, AIR-520.

(Please check all appropriate line items)

An error (procedural or typographical) has been noted in paragraph _____ on page _____.

Recommend paragraph _____ on page _____ be changed as follows:
(attach separate sheet if necessary)

In a future change to this directive, please include coverage on the following subject:
(briefly describe what you want added)

Other comments:

I would like to discuss the above. Please contact me.

Submitted by: _____ Date: _____

Telephone Number: _____ Routing Symbol: _____