U.S. Department
of Transportation
**Federal Aviation
Administration**

Flight Standards District Office
3196 Kraft Avenue SE, Suite 103
Grand Rapids, MI 49512-2065
(616) 954-6657, Fax: (616) 940-3140

January 26, 2017

Dear Inspection Authorization Holder:

The Grand Rapids Flight Standards District Office (FSDO) will hold an Inspection Authorization (IA) Seminar on Friday, March 3, 2017. The seminar hours are 8:00 am till 5:00 pm with a one hour lunch break. The IA Seminar will be held at the Western Michigan University College of Aviation, located at the Battle Creek Airport. The address is: 237 Helmer Rd N, Battle Creek, MI 49037.

Inspection Authorization renewals are performed during the month of March of each odd calendar year. We will not conduct renewals at the IA Seminar. Renewals submitted to the Grand Rapids FSDO via mail must be signed and postmarked no later than March 31, 2017.

The following must be submitted to renew your Inspection Authorization privileges:

1. Federal Aviation Administration (FAA) Form 8610-1, Mechanic's Application for Inspection Authorization, completed in duplicate.
2. Evidence the applicant meets the requirements of 14 CFR § 65.93(a) for both the first and second year in the form of an activity sheet, training certificates, oral test results, as applicable.
3. Signed Pilots Bill Of Rights (PBR) Acknowledgement.
4. Inspection Authorizations that have been in effect for less than 90 days prior to the March 31, 2017 expiration date must comply with items 1 and 3 above and mark the box recent issuance on FAA Form 8610-1.

Notes:

- Those who base the renewal of their IA on the performance or supervision and approval of a completed progressive inspection program must submit in an activity sheet each event completed that is part of the progressive inspection program claimed.
- The five activities in §65.93(a) cannot be combined for renewal; each item must stand on its own for the period claimed.
- FAA Form 8610-1, IA Activity Sheet, and the PBR Acknowledgement form are available on the Grand Rapids Flight Standards District Office website. Please visit https://www.faa.gov/about/office_org/field_offices/fsdo/grr/local_more/ for access to the renewal paperwork.

John Farnham
Front Line Manager
Grand Rapids FSDO