

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N 8900.576

National Policy

Effective Date:
12/17/20

Cancellation Date:
12/17/21

SUBJ: Use of FAA Form 8100-1, Conformity Inspection Record

- 1. Purpose of This Notice.** This notice provides guidance to mitigate an immediate safety concern regarding the use of Federal Aviation Administration (FAA) Form 8100-1, Conformity Inspection Record, for airworthiness personnel who perform aircraft airworthiness certification functions. This notice also introduces the requirement to make FAA Form 8100-1 a part of the permanent aircraft files in the electronic Airworthiness Certification (AWC) Application and the Electronic Document Retrieval System (EDRS).
- 2. Audience.** The primary audience for this notice is all authorized persons who perform aircraft certification duties in accordance with FAA Order 8130.2, Airworthiness Certification of Aircraft. This includes Aircraft Certification Service (AIR) Manufacturing and Airworthiness aviation safety inspectors (ASI), Flight Standards Safety Assurance Airworthiness ASIs, and Organization Designation Authorization (ODA) unit members that perform aircraft certification functions. The secondary audience includes the Aircraft Registration Branch, the Regulatory Support Division, and Safety Standards and Foundational Business offices that are responsible for developing and revising guidance related to aircraft certification.
- 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 <https://fsims.avs.faa.gov>. Operators can find this notice on the FAA's website at <https://fsims.faa.gov>. This notice is available to the public at https://www.faa.gov/regulations_policies/orders_notices.
- 4. Background.** During targeted air carrier surveillance, discrepancies were found within conformity checks that had been performed during the process of adding aircraft to the Air Carrier Certificate. An investigation revealed that multiple aircraft were affected. The aircraft had previously been operated by foreign entities; therefore, conformity inspections and the issuance of Airworthiness Certificates were required to add the aircraft to their certificate. The air carrier organized the aircraft records, had them translated into English as necessary, and located Designated Airworthiness Representatives-Maintenance (DAR-T) to issue the Airworthiness Certificates. The investigation revealed that all of the records required by Title 14 of the Code of Federal Regulations (14 CFR) part 91, § 91.417 had not been provided to the DAR-Ts. Additionally, inconsistencies were found in how the DAR-Ts completed FAA Form 8100-1.

5. Current Guidance. Order 8130.2 establishes policies and procedures for the issuance of Airworthiness Certificates, export Certificates of Airworthiness, and Special Flight Authorizations (SFA) for aircraft. This order applies to FAA ASIs and certain persons designated to act as representatives of the FAA. Chapter 2 of the order, Common Policies and Procedures for Issuing an Airworthiness Certificate, provides procedures for issuing, amending, exchanging, and replacing Standard and Special Airworthiness Certificates. The common procedures for issuing an Airworthiness Certificate are illustrated in Figure 2-1, Common Steps for Issuing an Airworthiness Certificate, and specific instructions for each item are in paragraph 2-3. The steps listed in Figure 2-1 are as follows:

- a. Review Application.
- b. Review Registration and Airworthiness Records On File at the Registry.
- c. Identify Potential Safety Hazards.
- d. Review Aircraft Records.
- e. Inspect Aircraft.
- f. Document Reviews and Inspections.
- g. Issue Airworthiness Certificate or Issue Letter of Denial.
- h. Review Records and Forward to the Registry.

Note: These eight steps are required for an ASI or designee to complete the airworthiness certification process. The order requires these steps to be documented on FAA Form 8100-1, and any unsatisfactory findings are to be corrected before issuing an Airworthiness Certificate.

6. Action. ASIs and designees must follow the existing procedures and steps in Order 8130.2 when performing aircraft certifications. The order requires the completion of FAA Form 8100-1 per the instructions on the back of the form. The ASI or designee performing the certification must document each individual item required in paragraph 2-3 of the order on FAA Form 8100-1. The instructions state to assign consecutive numbers for each item inspected. Unsatisfactory findings must be corrected and documented before issuing an Airworthiness Certificate.

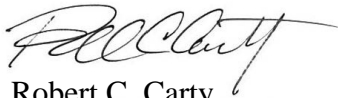
a. Review Records. When reviewing the aircraft records, the ASI or designee must pay special attention while verifying the completeness and accuracy of the maintenance records to ensure that all records required by § 91.417 have been presented. The ASI or designee should not rely solely upon a summary sheet provided by the applicant.

b. Ensure Applicant's Understanding. The verification of maintenance records should begin when accepting the FAA Form 8130-6, Application for U.S. Airworthiness Certificate, from the applicant. When reviewing the form with the applicant, the ASI or designee will ensure

the applicant understands that when they submit the signed application, they are certifying that they have provided all the records required by § 91.417.

c. Include Form in Certification Package. This notice establishes the new requirement to include the completed FAA Form 8100-1 in the certification package forwarded to the Aircraft Registration Branch for inclusion into the AWC Application and EDRS. This requirement will be included in a future revision of Order 8130.2, appendix B. When an aircraft certification is accomplished by a designee, they must include FAA Form 8100-1 with the certification package forwarded to the managing specialist (MS). When the MS or another ASI completes the certification file review, they must ensure FAA Form 8100-1 is included in the certification file forwarded to the Aircraft Registration Branch in the AWC Application.

7. Disposition. We will incorporate the information in this notice into Order 8130.2 in the next revision. Direct questions or comments concerning the information in this notice to the Airworthiness Certification Section (AIR-6C3) at 202-267-1575. For designee questions, please contact the Regulatory Support Division, Delegation Program Branch via email at 9-AMC-AFS-650@faa.gov.



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