

CHANGE

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

ORDER 8100.8C
CHG 1

National Policy

Effective Date:
Feb 15, 2008

SUBJ: Designee Management Handbook

1. Purpose. This change incorporates the modification of designee Function Codes 19, 20 and 32 to reflect the January 14, 2008 change to 14 CFR Part 21.325(b)(4) concerning designee activity outside the United States. This change adds authority to issue export airworthiness approvals for class III products at non-PAH distributors operating under an exemption to 14 CFR Part 21.323(b).

a. Table 4-2, page 41 was changed to add issuance of recurrent export airworthiness approvals to the description.

b. Paragraph 1407 (a)(10), page 125, Function Code 32, was changed to remove the limitation to “located in the United States” and a note was added to allow export airworthiness approvals at non-PAH distributor facilities operating under an exemption to CFR 14 Part 21.

c. Appendix 1, Figure 5, page 43, Function Code 19, was changed to remove the limitation to “located in the United States”.

d. Appendix 1, Figure 5, page 43, Function Code 20, was changed to remove the limitation to “located in the United States” and a note was added to allow export airworthiness approvals at non-PAH distributor facilities operating under an exemption to CFR 14 Part 21.

e. Appendix 1, Figure 5, Table 6, page 47 was changed to add recurrent to the table title section.

f. This change supersedes AIR-200 Deviation Memorandum dated 25 Jan, 2008 on the same subject.

2. Who This Change Affects. This order is distributed to the Washington Headquarters division levels of the Aircraft Certification Service and Flight Standards 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 and International Field Offices; to all Aircraft Certification Offices (ACO); to all Certificate Management Offices and all Manufacturing Inspection District and Satellite Offices; to the Aircraft Certification and Airworthiness Branches at the FAA Academy; to the Flight Standards International Field Offices; and to the Brussels Aircraft Certification Division.

3. Disposition of Transmittal Paragraph. Retain this transmittal sheet until the directive is cancelled by a new directive.

CHANGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
iii-viii	5/04/2008	iii-viii	2/15/2008
41/42	5/04/2007	41/42	2/15/2008
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Appendix 1, Pages 43/44	5/04/2007	Appendix 1, Pages 43/44	2/15/2008
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TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR/ODAR
<p>(1) Engineering mechanics. (2) Aerospace/Aeronautical engineering. (3) Mechanical engineering. (4) Civil engineering.</p> <p>NOTE: In addition to one of the above, a course in fracture mechanics is desirable, if not taken during the degree program.</p> <p>b. The equivalent of 2 full years of experience in damage tolerance analysis. The experience must be within the last 10 years before appointment.</p> <p>4. For a structural DER with delegated functions of fatigue analysis, the applicant should have the following:</p> <p>a. A degree in one of the following:</p> <p>(1) Engineering mechanics. (2) Aerospace/Aeronautical engineering. (3) Mechanical engineering. (4) Civil engineering.</p> <p>NOTE: In addition to one of the above, a course in fatigue analysis is desirable, if not taken during the degree program.</p> <p>b. The equivalent of 2 full years of experience in fatigue analysis. The experience must be within the last 10 years before appointment.</p>	<p>that products conform to the PAH's approved type design data and are in a condition for safe operation.</p> <p>7. For the issuance of original/recurrent export airworthiness approvals for class III products, at least one of the following must apply:</p> <p>a. The applicant must be employed by a PAH or a PAH's approved supplier. The applicant must have 1 year of experience in actually issuing (or having responsibility for managing programs leading to the issuance of) original domestic and/or export airworthiness approvals for class III products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.</p> <p>b. The applicant must show evidence of 1 year of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that class III products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for original export airworthiness approval comply with part 21, subpart L, and any special requirements of the importing country. This should include knowledge of the following:</p> <p>(1) First article, in-process, and final assembly inspections. (2) Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, and plating). (3) Destructive and nondestructive inspection. (4) Manufacturing processes. (5) Airworthiness assurance.</p>

*

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TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR/ODAR
<p>5. A DER may be appointed for, or limited to, specific types of work. For example, a systems and equipment DER could be limited to handling approval of alterations to specific types of systems, such as hydraulic and pressurization, on only one airplane model.</p> <p>6. An administrative DER, who is usually a company DER, must have significant experience in direct contact with the FAA in which the applicant has been actively engaged in processing FAA approvals. This experience must enable the FAA to determine that the applicant is cognizant of the overall certification process and the administrative problems encountered in obtaining approvals. When the ACO has documented that an equivalent finding has been made to demonstrate that the applicant meets the intent of paragraph 2 of this table (Technical Appointment Criteria - General), and paragraph 4 of table 4-3, Interface Appointment Criteria, the ACO manager may, at their discretion, appoint an applicant who does not meet all of the other requirements of table 4-2.</p> <p>7. A management DER, who is usually a consultant DER, must have significant experience in direct contact with the FAA in which the applicant has been actively engaged in processing FAA approvals and has demonstrated technical DER knowledge over a variety of FAA projects. This experience must enable the FAA to determine that the applicant is cognizant of the overall certification process, has experience working with other technical disciplines, and is cognizant of the management problems encountered in obtaining approvals. Management DERs must first be appointed to one of the delegations listed in appendix 1 of this order.</p>	<p>(6) Development and implementation of quality control systems and procedures.</p> <p>(7) Testing procedures.</p> <p>(8) Use of FAA-approved type design data.</p> <p>c. An organization holding an FAA production approval must have a person(s) in its employ with 1 year of experience similar to that specified in paragraphs 7a and/or 7b above. Those person(s) authorized by the FAA to issue Form 8130-3 must perform or be directly in charge of inspections that determine that products conform to the PAH's approved type design data and are in a condition for safe operation.</p> <p>8. For making conformity determinations on aircraft and parts thereof (including those submitted for FAA tests) before the issuance of an FAA type design approval, at least one of the following must apply:</p> <p>a. The applicant must have 5 years of experience in making conformity determinations (or having responsibility for managing programs leading to the determinations) of that prototype or test articles that conform to the proposed type design being evaluated (including complete aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought).</p> <p>b. The applicant must show evidence of 5 years of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that prototype or test articles, parts, installations, or completed aircraft (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) to be used for FAA design evaluation, conform to the</p>

(3) **Code 25** — Issue recurrent special airworthiness certificates for U.S.-registered restricted category aircraft.

NOTE: The exception would be for non-U.S. manufactured aircraft imported from countries other than the country of manufacture.

(4) **Code 26** — Issue recurrent/original special airworthiness certificates, in the experimental category, for the purposes of operating exhibition or air racing on U.S.-registered aircraft located in the United States.

(5) **Code 27** — Issue recurrent/original special airworthiness certificates for primary category aircraft.

(6) **Code 28** — Issue recurrent/original special airworthiness certificates, in the experimental category, for the purposes of operating, market survey, research and development, and crew training on U.S.-registered aircraft.

(7) **Code 29** — Issue special flight permits for U.S.-registered aircraft for the purposes outlined in § 21.197(a)(1), (2), (4), and 21.197(b).

NOTE: Designees will not fax any special flight permits; reference Order 8130.2.

(8) **Code 30** — Issue recurrent/original special airworthiness certificates for limited category aircraft.

(9) **Code 31** — Issue recurrent export airworthiness approvals for class I products in accordance with part 21, subpart L.

* (10) **Code 32** — Issue recurrent export airworthiness approvals for class II products that are manufactured in accordance with 14 CFR part 21 and/or issue original/recurrent export airworthiness approvals for Class III products manufactured in accordance with 14 CFR part 21

NOTE: This authorization includes export airworthiness approvals for Class III products located at a non-PAH distributor operating under an exemption to § 21.323(b)(2).

*

(11) **Code 33** — Issue amendments/replacements for standard or special airworthiness certificates if the proper documentation can be obtained from the applicant.

NOTE 1: The managing office may limit a designee to do amendments and/or replacements.

NOTE 2: This includes the replacement of certificates when the aircraft registration number changes.

(12) **Code 46** — Issue original/recurrent special airworthiness certificates, experimental, for the purpose of operating United States (U.S.)-registered amateur-built aircraft. (See FAA Order 8130.33.)

(13) **Code 47** — Issue recurrent/original and replacement special airworthiness certificates, experimental, for the purposes of operating U.S.-registered light-sport aircraft. (Reference Order 8130.33.)

(14) **Code 48** — Issue recurrent/original and replacement special airworthiness certificates for U.S.-registered light-sport category aircraft and special flight permits for production flight-test operations. (Reference Order 8130.33.)

(15) **Code 49** — Issue notification of completion to air carriers after conducting records reviews and aircraft inspections required by the Aging Aircraft Safety Act of 1991 in accordance with the certificate-holding district office's procedures.

(16) **Code 50** — Issue a statement of completeness for alterations that use DER-approved data. Perform management of design and compliance data in support of major alterations by reviewing the applicant's data package for completeness to the applicable airworthiness standards.

NOTE 1: The certification is entered on FAA Form 337 in Block 3 and should read: "The alteration identified herein has been reviewed and found to be complete with appropriate Designated Engineering Representative (DER) approvals. All aspects of the alteration(s) are compatible and eligible for use on the above described aircraft, subject to conformity inspection by a person authorized in 14 CFR part 43, § 43.7." The DAR should then sign and date the entry. The DAR's designee certificate number also should be entered in Block 3. If the applicant's data package requires further data approval, no Block 3 entry is made, and the package is returned to the applicant with a letter of explanation.

NOTE 2: DAR certification of data documents does not constitute a field approval.

(17) **Function codes 51 to 60** — Reserved.

b. Function Code(s) Usage. When applying to become a designee, list all codes requested on Form 8110-28. The FAA appointing office will list the function codes (and any limitations) authorized on the COA. The appropriate managing office will enter the maintenance function codes for the designee into the DIN.

1408. FAA EMPLOYEE APPLICATIONS. Current FAA employees will not be appointed as designees until their employment with the FAA has been terminated. FAA employees may not apply to the NEB earlier than 120 days prior to their actual date of retirement or separation from the agency. Former FAA employees who submit an application within 3 years from the time their FAA employment terminated are exempt from the Standardization and Interface portions of the application package. However, a letter of recommendation must accompany their application from management of their last assigned office. All other portions of the application package are required to be filled out and returned because former employees must still substantiate their currency experience while employed by the FAA or other experience within the aircraft industry. Appointments will be limited to functions performed while employed by the FAA or other experience within the aircraft industry. If a former FAA employee submits an application beyond 3 years from the date of termination, all application requirements apply.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

18 Issue original export airworthiness approval for class I products in accordance with the provisions of 14 CFR part 21, subpart L.

* **19** Issue original export airworthiness approval for class II products manufactured in accordance with 14 CFR part 21.

20 Issue original/recurrent export airworthiness approval under the provisions of 14 CFR Part 21, subpart L, for class III products that are manufactured in accordance with 14 CFR part 21. Individual DARs must be employed by an applicant who is the PAH of the product being exported, and/or when the applicant meets the provisions of Note 2 below.

NOTE 1: DARs may be full-time, part-time, or contract employees of a PAH.

NOTE 2: This authorization includes export airworthiness approvals for Class III products located at a non-PAH distributor operating under an exemption to § 21.323(b)(2).

*

21 Make conformity determinations on aircraft, engines, propellers, and parts thereof to be used for design evaluation programs; for example, TC and supplemental type certification (STC) programs, and complete all necessary reports.

NOTE: For conformity inspections at the PAH's or PAH's supplier at any location authorized by the FAA, the managing office will delegate all inspections. In all instances, a complete company inspection of the products and related parts must be completed by the PAH or PAH-approved supplier before submitting for an ODAR inspection. In general, an AR will not conduct inspections on behalf of the FAA if the individual has performed the identical inspection on behalf of the PAH or PAH's approved supplier.

22 Issue conformity certifications on behalf of the Civil Aviation Authority (CAA) for components manufactured by U.S. suppliers for non-U.S. product manufacturers. Determinations of conformity to the design, test, and quality requirements may be accomplished by a DAR at any location, authorized by the FAA and only after the FAA has received notification from the CAA of the country in which the product is located.

NOTE: In the context of function code 22, the term "DAR" applies to DARs and ODARs.

23-46 Function codes are for AFS and can be found in chapter 14 of this order.

47. Issue recurrent/original and replacement special airworthiness certificates, experimental, for the purposes of operating U.S.-registered light-sport aircraft. (Reference Order 8130.33, Designated Airworthiness Representatives: Amateur-Built and Light-Sport Aircraft Certification Functions.)

48. Issue recurrent/original and replacement special airworthiness certificates, for U.S.-registered light-sport category aircraft and special flight permits for production flight-test operations. (Reference Order 8130.33.)

**APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)**

Applicant's Name _____

Table 1

<i>APPLICANT INFORMATION</i>		<i>FAA USE ONLY</i>	
Write in the number of years of experience possessed for DMIR functions 1, 2, 7 and DAR/ODAR functions 8 through 17 in the left column and attach supplemental substantiation.			
Experience Includes	ISSUE ORIGINAL STANDARD AND/OR SPECIAL AIRWORTHINESS CERTIFICATES FOR U.S.-REGISTERED AIRCRAFT	Adv	EP
	5 years of experience as a designated manufacturing inspection representative (DMIR)		
	5 years of experience as a designated alteration station (DAS) inspector		
	5 years of experience as a delegation option authorization (DOA) inspector		
	5 years of experience as a company inspector		
	5 years of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original airworthiness certificates for aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.		
	An organization holding an FAA PC or APIS, must have a person(s) in its employ with 5 years of experience.		

Table 2

<i>APPLICANT INFORMATION</i>		<i>FAA USE ONLY</i>	
Write in the number of years of experience possessed for DMIR functions 3 and 7 and DAR/ODAR function 18 in the left column and attach supplemental substantiation.			
Experience Includes	ISSUE ORIGINAL EXPORT AIRWORTHINESS APPROVALS FOR CLASS I PRODUCTS	Adv	EP
	5 years of experience as a DMIR		
	5 years of experience as a delegation option authorization (DOA) inspector		
	5 years of experience as a company inspector		
	5 years of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original domestic and/or export airworthiness approvals for class I products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.		
	An organization holding an FAA PC or APIS, must have a person(s) in its employ with 5 years of experience similar to the experience listed for class II products.		

Table 3

<i>APPLICANT INFORMATION</i>		<i>FAA USE ONLY</i>	
Write in the number of years of experience possessed for DMIR functions 1, 4, 7 and DAR/ODAR functions 8 in the left column and attach supplemental substantiation.			
Experience Includes	ISSUE ORIGINAL AIRWORTHINESS APPROVALS FOR AN AIRCRAFT ENGINE OR PROPELLER DESIGNATED FOR DOMESTIC USE	Adv	EP
	5 years of experience as a DMIR		
	5 years of experience as a delegation option authorization (DOA) inspector		
	5 years of experience as a company inspector		
	5 years of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original domestic and/or export airworthiness approvals for products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.		
	An organization holding an FAA PC or APIS, must have a person(s) in its employ with 5 years of experience similar to the experience listed for products.		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

Table 6

<i>APPLICANT INFORMATION</i>		<i>FAA USE ONLY</i>	
Write in the number of years of experience possessed for DMIR functions 3 and 7 and DAR/ODAR function 20 in the left column and attach supplemental substantiation.		<i>Adv</i>	<i>EP</i>
Experience Includes	ISSUE ORIGINAL/RECURRENT EXPORT AIRWORTHINESS APPROVALS FOR CLASS III PRODUCTS		
	Employed by a PAH authorized to issue export airworthiness approvals for class III products.		
	1 year of experience as a DMIR		
	1 year of experience as a DOA inspector		
	1 year of experience as a company inspector		
	1 year of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	Organization holding an FAA production approval must have a person(s) in its employ with 1 year of experience similar to that listed below. Those person(s) authorized by the FAA to issue Form 8130-3 must perform or be directly in charge of inspections which determine that products conform to the PAH's approved type design data and are in a condition for safe operation.		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original domestic and/or export airworthiness approvals for class III products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or show evidence of knowledge as indicated by the asterisk (*) below for class III products.		
	*Show evidence of 1 year of experience (for class III) with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine class III products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for original export airworthiness approval meet 14 CFR part 21, subpart L, and any special requirements of the importing country. Should include knowledge of:		
	*First article, in-process, and final assembly inspections		
	*Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, plating, etc.)		
	*Destructive and nondestructive inspections		
	*Manufacturing processes		
	*Airworthiness assurance		
	*Developing/implementing quality control systems/procedures		
	*Testing procedures		
	*Use of FAA-approved type design data		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

Table 7

<i>APPLICANT INFORMATION</i>		<i>FAA USE ONLY</i>	
Write in the number of years of experience possessed for DMIR functions 1, 4, 7 and DAR/ODAR functions 8 in the left column and attach supplemental substantiation.			
Experience Includes	ISSUE ORIGINAL AIRWORTHINESS APPROVALS DESIGNATED FOR DOMESTIC USE OF ANY COMPONENT OR PART NOT INCLUDED IN TABLES 3 AND 5 ABOVE, INCLUDING STANDARD PARTS	Adv	EP
	1 year of experience as a DMIR		
	1 year of experience as a DOA inspector		
	1 year of experience as a company inspector		
	1 year of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	An organization as a holder of an FAA production approval must have a person(s) in its employ with 1 year of experience similar to the experience listed below:		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original domestic and/or export airworthiness approvals for products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought, or show evidence of knowledge as indicated by the asterisk (*) below.		
	*Show evidence of 1 year of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) conform to approved design and are in a condition for safe operation. Should include knowledge of:		
	*First article, in-process, and final assembly inspections		
	*Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, plating, etc.)		
	*Destructive and nondestructive inspections		
	*Manufacturing processes		
	*Airworthiness assurance		
	*Developing/implementing quality control systems/procedures		
	*Testing procedures		
	*Use of FAA-approved type design data		