

CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

ORDER 8100.8C
CHG 2

Effective Date:
7/18/2008

National Policy

SUBJ: Designee Management Handbook

1. **Purpose.** This change—
 - a. Incorporates the addition of manufacturing designee function code 53,
 - b. Clarifies procedures and timelines applicable to appeals and terminations, and
 - c. Supersedes AIR-200 Deviation Memorandum dated January 2007 concerning annual witnessing of designees at Group III, Category 3, and Group IV facilities.
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; 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.

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

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o. Designee File. A file maintained at the branch or office level that contains all information to support the delegation.

p. Designee Information Network (DIN). An automated information system designed to support the designee management process by providing a consolidated designee information repository for tracking designee personnel data.

q. Designated Manufacturing Inspection Representative (DMIR). An individual appointed in accordance with § 183.31 who possesses aeronautical knowledge and experience, is employed by a production approval holder (PAH) or a PAH's approved supplier, and meets the qualification requirements of this order.

r. Designee Process Coordinator (DPC). The FAA individual who initiates the formal selection, orientation, and appointment review process, and coordinates all subsequent FAA actions including documenting oversight, renewal, and termination procedures.

NOTE: For manufacturing, the aviation assistant or equivalent may perform administrative functions as a DPC, but not the technical tasks of designee management.

s. Dual Appointment. An individual may be appointed, for example, as a DAR or a company DER as well as a DAR or consultant DER, in situations where the DAR or DER is performing functions for more than one applicant.

t. Evaluating Office. The office that has the technical expertise necessary to make a determination of the technical qualifications of an applicant. The evaluating office becomes the managing office upon appointment.

u. Evaluation Panel (EP). Two or more technical specialists assigned to evaluate an applicant's qualifications to the appointment criteria to determine denial, candidacy, or appointment and delegated authority, as appropriate.

v. Evaluator. The engineer or pilot who has a technical specialty other than that of the advisor. The evaluator is responsible during appointment and renewal for completing the evaluation form for that specialty and coordinating with the advisor.

w. Executive Level. A person who holds the company position of president, vice president, chief engineer, chief inspector, owner, part owner, director of engineering or quality assurance, etc.

x. Guidance Material. The direction provided by a guide; these are FAA policy and advisory material.

y. Interaction Tracking Form. A required annual submittal (FAA Form 8110-29, DER/FAA Interaction Tracking Form) from a DER to the FAA describing work conducted by the designee in support of FAA responsibilities for certification and/or continued airworthiness.

z. Managing Office. The FAA office assigned the responsibility by the appointing office for supervising, monitoring, training, tracking, and recommending renewal of a designee.

aa. Manufacturer. See Production Approval Holder (PAH). For the purpose of this order, “manufacturer” and “PAH” are used interchangeably. A manufacturer is a PAH.

bb. Mentor. A designee who works with a candidate on behalf of the advisor to ensure that the candidate is progressing to become qualified as a designee.

cc. Monitoring. That portion of oversight responsibilities of assigned designees that includes the reviewing of type, production, and airworthiness certification documentation and reports for accuracy, and observing that satisfactory procedures, inspection techniques, and methods are used.

dd. Multiple Appointment. An individual may be appointed as more than one type of designee. For example, DAR and DMIR; or DAR, DMIR, and DER, as long as all appointment criteria are met. The regulatory authority for the individual’s appointments will be in more than one of the following sections: §§ 183.29, 183.31, and 183.33.

ee. Multiple Disciplines. An individual may be appointed as one type of designee with different technical disciplines (for DERs) or authorized functions (for manufacturing or maintenance designees). The regulatory authority for the individual’s appointments will be in accordance with one of the following sections: § 183.29, § 183.31, or § 183.33.

ff. Organizational Authorized Representative. An individual within the ODAR who is permitted to perform authorized functions on behalf of the FAA.

gg. Organizational Designated Airworthiness Representative (ODAR) - Maintenance. An organization appointed in accordance with § 183.33 that meets the qualification requirements of this order and that holds a repair station certificate with appropriate ratings or an air carrier operating certificate with an FAA-approved Continuous Airworthiness Maintenance Program.

hh. Organizational Designated Airworthiness Representative (ODAR) - Manufacturing. An organization that holds an FAA production approval or a non-PAH that has a high probability of obtaining a production certificate (PC). An ODAR is appointed in accordance with § 183.33 who possesses aeronautical knowledge and experience and meets the qualification requirements of this order.

ii. Oversight. See Supervision. For the purpose of this order, “oversight” and “supervision” are used interchangeably.

jj. Performance Evaluation Form. An annual report (FAA Form 8110-30, DER Performance Evaluation Form) submitted by an FAA employee evaluating a DER's performance in support of FAA activities. The report documents annual oversight and review of the DER's assistance to the FAA. In addition, the report provides an indication of FAA monitoring and counseling for correction of DER deviant action noted during the evaluation period. Finally, the report also provides a documented recommendation for renewal of the designation in accordance with § 183.15(b).

kk. Person. An individual, firm, partnership, corporation, company, association, joint-stock association, or government entity. It includes a trustee, receiver, assignee, or similar representative of any of them.

ll. Production Approval Holder (PAH). The holder of a PC, an approved production inspection system (APIS), a parts manufacturer approval (PMA), or a technical standard order authorization, issued under the provisions of part 21, who controls the design and quality of the product/part.

mm. Production Certificate Holder's Distribution Center. An associate facility as defined in FAA Order 8120.2, Production Approval and Certificate Management Procedures.

nn. Program Tracking and Reporting System (PTRS). An automated information tracking system that includes the tracking of all designee activities by AFS.

oo. Recurrent Seminars. The FAA conducts two types of recurrent seminars:

(1) A DER recurrent seminar provides an update on general policy and specific technical topics applicable to DER disciplines.

(2) A DMIR/DAR/ODAR recurrent seminar provides instruction concerning designee authority and responsibility, and current rules, regulations, and policy.

pp. Renewal. The act of authorizing a designee to continue performing delegated functions.

qq. Special Authorization Letter. For DERs, a special authorization letter states that the DER is permitted to make certain data approvals normally reserved for the FAA. The special authorization letter identifies these approvals, the project, and the duration for which the special authorization is valid. A special authorization letter is valid only at the ACO that issued the letter and only for the project for which it is generated.

rr. Standardization Seminars. The FAA conducts two types of standardization seminars:

(1) A DER standardization seminar provides a familiarization of FAA administrative procedures, DER roles and responsibilities, and an overview of the type certification process.

(2) A DMIR/DAR/ODAR standardization seminar provides a familiarization of FAA administrative procedures, methods, and practices used by persons involved in the civil certification process.

ss. Status Definitions of Designees. An indicated status of a designee's delegation within the DIN.

(1) **Active.** The appointed designee currently exercises the delegated authority.

(2) **Applicant.** The person who submitted an application is being evaluated prior to making a decision to deny or appoint them as a candidate or active designee.

(3) **Candidate.** The designee applicant is serving a period of training to prepare for appointment as an active designee.

(4) **Denied.** It is determined the applicant fails to meet the minimum qualifications of the delegation(s), and the delegation of designee-requested authority cannot be made.

(5) **Idle.** The appointed designee currently is not in a position to exercise the delegated authority, but in the interest of the FAA, the managing office agrees not to terminate the delegated authority.

NOTE: A designee in an idle status should be reviewed annually to determine whether the designee should remain in an idle status or terminated.

(6) **Suspended.** Delegated authority has been immediately removed for cause.

(7) **Terminated.** Delegated authority has been removed for one or more of the following reasons:

(a) **Deceased.**

(b) **Retired.** In a typical case, a designee had worked for an established company and ceased to function as a designee upon retirement from the company.

(c) **By Request.** At the request of a designee or designee's employer or by the supplier to a PAH.

(d) **Change of Employment.** The designee leaves the employment of the company that requested the delegation.

(e) **Misconduct.** The designee has not properly exercised or performed the duties of the delegation.

(f) **Insufficient Activity.** The designee has not had sufficient activity to warrant continuance of the delegation.

(g) **Lapse in Qualifications.** The designee's qualifications for a specific activity have lapsed.

(h) **Certificate Suspension, Cancellation, or Revocation.** The certificate that is required by a designee or the designee's employer is suspended, canceled, or revoked.

CHAPTER 2. AIR ROLES AND RESPONSIBILITIES

200. GENERAL. This chapter describes roles and responsibilities of the DPC, advisor, appointing office manager, EP, appeal panel, evaluator, and managing office manager in the selection, appointment, oversight, and tracking processes.

201. TRAINING.

a. Initial Training. FAA employees managing designees will complete designee management training as specified by their service headquarters. AIR employees will accomplish training as specified in Order 8000.93. ASIs, ASEs, and FTPs who have more than 1 year of experience working for the FAA but have not completed the required training may manage designees when assigned a mentor who has successfully completed training. The mentor and/or one of the managing office's qualified ASIs, ASEs, or FTPs will provide guidance and be available to answer any designee management-related questions.

b. Recurrent Training. ASIs will attend the same recurrent seminars that their assigned designees attend every 3 years. ASEs and FTPs will attend the same recurrent seminars that their assigned designees attend every 4 years. A detailed description of the designee recurrent seminars is provided in chapter 8.

202. DESIGNEE PROCESS COORDINATOR. The DPC is responsible for initiating the formal selection and appointment process, and coordinating all subsequent FAA actions for the applicant. Specifically, the DPC will perform the following:

- a. Prepare the applicant/designee file.
- b. Prepare, coordinate, and send all letters to the applicant.

NOTE: For manufacturing, if the DPC is the aviation assistant or equivalent, they should not author any technical letters; however, they may perform the administrative functions.

- c. Enter the information into the DIN at the beginning and completion of the process.
- d. Ensure the applicant has provided all the information required under paragraph 401 of this order.
- e. Send the application package and file to the advisor for review.
- f. Review the file after completion by the advisor to determine if the applicant is being recommended to an EP.

g. Schedule meetings, notify all parties involved, and provide copies of all necessary documentation. The DPC also may chair and/or facilitate EP meeting(s) and ensure all appropriate documents are in the designee file.

NOTE: For manufacturing, if the DPC is the aviation assistant or equivalent, they will not chair EP meetings. The appointing office manager or an ASI member to the EP will chair the meeting.

h. Prepare and coordinate appointment letters/certificates and send them to the applicant, or give the letters/certificates to the advisor for presentation or mailing to the applicant, as appropriate.

i. Provide a letter to the applicant and request that any appointment decision appeals be received within 60 days.

j. Prepare and distribute the designee renewal package to those participating in the renewal process. Refer to chapter 10, AIR Designee Renewal, of this order.

k. Inform the managing office manager within 2 weeks of receipt of any termination decision appeals from the applicant.

203. ADVISOR. For the purpose of designee appointment, the advisor conducts a preliminary review of the application package and either denies or makes a recommendation to the EP. For the management of the designee, the advisor oversees the designee's activity and is responsible for addressing, in a timely manner, questions from a designee concerning certification procedures or policies. For the purpose of renewal, the advisor is responsible for conducting a review of the designee. The advisor will accomplish the following:

- a. Review the application package and designee file for completeness.
- b. Maintain the designee file and ensure timely updates.
- c. Review the application package for general qualifications and scope/specialty.
- d. Consult the appropriate manager to determine the FAA's need and ability to manage the applicant, if the applicant were to be appointed.
- e. Document the justification for the appointment or denial.
- f. Conduct a preliminary technical review of the application package and seek technical input from other FAA sources, as necessary.
- g. Contact the applicant's references, if required.
- h. Contact the applicant at any point during the evaluation process for additional information and/or documentation.
- i. Reduce the scope of the functions sought, or deny applications, when appropriate.

CHAPTER 4. AIR APPLICATION PROCESS

400. GENERAL. This chapter describes the process by which a qualified private person may apply for appointment as an AIR designee. The initial contact may be a verbal request for information or a request for an application package. Initial contacts are opportunities for the FAA to share with the prospective applicant the responsibilities, expectations, and qualification requirements of designees. By providing this information, the FAA may find that some individuals elect not to submit an application based on their inability to satisfy the high qualification requirements for appointment. This initial contact stating the high FAA expectations for designee appointment may eliminate resource hours being expended on application packages that would be rejected.

a. When an individual elects to pursue appointment, the managing office responsible for the geographic area in which the applicant's place of business is located (for AIR geographic locations, refer to appendix 1, figures 7 and 8 of this order) will forward all requests to the person who will serve as the DPC. Any false statements made by the applicant in the application package are grounds for denial of appointment.

b. The DPC will prepare and forward an application package, based on the areas of interest, to the prospective applicant. The application package for designees will include a cover letter (refer to appendix 1, figures 2 and 4 of this order), FAA Form 8110-14, Statement of Qualifications, an explanation of the appointment criteria, and the applicable evaluation forms, all of which will be used to evaluate the applicant. When the prospective applicant returns the completed application package, the DPC will initiate the formal review process and coordinate all subsequent FAA actions.

NOTE: There may be local working agreements between the appointing ACO/MIO/MIDO/CMO and specific companies that provide guidelines for identifying individuals as prospective designees; however, all prospective applicants must meet all qualification criteria before appointment.

401. APPLICATION PACKAGE. The applicant must submit the following:

a. **Cover Letter.** A DAR applicant or consultant DER applicant must submit a cover letter requesting appointment. An applicant for a DMIR or company DER must submit a letter from the applicant's employer requesting an appointment and identifying any special recommendations or limitations considered appropriate with respect to the desired authority. The cover letter for all DER applications must include the applicant's plans for activity as a DER. Companies should apply for the appointment of only as many designees as they deem appropriate for the services to be rendered.

b. **Form 8110-14.** The applicant must submit a completed Form 8110-14 with an original signature (refer to appendix 1, figure 1 of this order). If the applicant is requesting appointment as a company designee, the employer must complete and sign item 13. When applicable, the company's address and phone number are required on the form.

c. Evaluation Forms. The applicant must complete and submit applicable portions of the evaluation forms (refer to appendix 1, figures 3 and 5 of this order) that are based on the specific designation being sought. The applicant also must submit supplemental documentation that substantiates experience in each of the four evaluation criteria (that is, regulatory, technical, interface, and standardization). The applicant must return the evaluation forms and supplemental information with the rest of the completed application package. When returned, the evaluation forms identify the delegations sought and provide a means for the FAA to record the evaluation and decision regarding the application. The evaluation of the applicant's information will determine if an applicant may be appointed, identified as a candidate, or denied appointment. Appointment is made when an applicant meets the criteria, has had direct FAA interaction (depending on the designation being sought), and provides verifiable documentation, and the FAA has the need and ability to manage the designation. Failure to meet the applicable criteria will result in a denial. The applicant's qualifications will be evaluated against the regulatory, technical, interface, and standardization appointment criteria found in tables 4-1 to 4-4 below:

TABLE 4-1. REGULATORY APPOINTMENT CRITERIA

DER	DMIR/DAR/ODAR
<p>1. The applicant is cognizant of regulatory requirements and problems related to civil aircraft approvals and has direct experience requiring expertise in the general certification process.</p> <p>2. The applicant has a thorough working knowledge of the specific 14 CFR parts and predecessor regulations for which the designation is requested.</p>	<p>1. The applicant is knowledgeable of the pertinent regulations, directives, and related guidance material.</p>

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA

DER	DMIR/DAR/ODAR
<p><u>GENERAL</u></p> <p>1. Each applicant has been in a responsible position in connection with the type of work for which the designation is being sought, and is cognizant of related technical requirements and problems related to civil aircraft approval, or has otherwise demonstrated suitability for this designation; refer to appendix 1, figure 3 of this order.</p>	<p><u>GENERAL</u></p> <p>1. Each applicant must possess current technical knowledge and meet experience requirements in connection with the production or inspection of products or parts OF THE SAME TYPE AND COMPLEXITY for the functions sought; refer to appendix 1, figure 5 of this order.</p>

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR/ODAR
	<p>proposed type design being evaluated. This should include knowledge of the following:</p> <ul style="list-style-type: none"> (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. (6) Development and implementation of quality control systems and procedures. (7) Testing procedures. (8) Use of FAA-approved type design data. <p>c. An ODAR must have a person(s) in its employ with 5 years of experience similar to that specified in paragraphs 8a and/or 8b above.</p> <p>9. For the issuance of conformity certifications for components manufactured in the United States for non-U.S. product manufacturers, at least one of the following must apply:</p> <ul style="list-style-type: none"> a. The applicant must have 3 years of experience in making conformity determinations (or having responsibility for managing programs leading to determinations) that prototype or test articles, parts, or installations (including completed aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought)

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR/ODAR
	<p>conform to the proposed type design being evaluated by the FAA.</p> <p>b. The applicant must show evidence of 3 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/non-U.S. design evaluation, conform to the proposed type design being evaluated. This should include knowledge of the following:</p> <ul style="list-style-type: none"> (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. (6) Development and implementation of quality control systems and procedures. (7) Testing procedures. (8) Use of FAA-approved type design data. <p>c. An organization holding an FAA production approval must have a person(s) in its employ with 3 years of experience similar to that specified in paragraphs 9a and/or 9b above.</p> <p>10. For the issuance of special flight permits for U.S.-registered aircraft, at least one of the following must apply:</p> <ul style="list-style-type: none"> a. The applicant must have 5 years of experience in actually issuing (or having responsibility for managing programs leading to

TABLE 4-2. TECHNICAL APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR/ODAR
	<p>the issuance of) original airworthiness certificates for aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.</p> <p>b. An organization holding an FAA PC or APIS must have a person(s) in its employ with 5 years of experience similar to that specified in paragraph 10a above.</p> <p>11. For the issuance of FAA Form 8130-3 for class II and III parts, domestic or export, at a PC holder's distribution center, the following must apply:</p> <p>a. The applicant must have 6 months of experience working within the PC holder's quality system.</p> <p>b. The applicant must have 6 months of experience and a working knowledge of applicable material handling, shipping, receiving, storage, and inspection processes.</p> <p>c. The applicant must have 6 months of experience working with the data system used to track parts, verify inspections, and validate serial numbers.</p> <p>d. The applicant must have 6 months of experience working with the process used to access quality and design data and changes to the data applicable to a particular part or product.</p> <p>e. The applicant must have 6 months of experience working with the material review board procedures and be able to access the applicable data when necessary.</p> <p>f. The applicant must demonstrate the ability to determine that class II and III parts presented for export airworthiness approval comply with part 21, subpart L, and any special requirements of the importing country.</p>

TABLE 4-3. INTERFACE APPOINTMENT CRITERIA

DER	DMIR/DAR/ODAR
<p>1. The applicant must have sufficient command of the English language, both oral and written, to allow the applicant to perform the functions for which they seek delegation.</p> <p>2. Three verifiable character references are required to substantiate that the applicant possesses integrity and sound judgment. These references may be the same persons used for technical references.</p> <p>3. The applicant must possess a high degree of integrity, sound judgment, and a cooperative attitude. (Company applicants must include a statement from the company attesting to these attributes.)</p> <p>4. The applicant must have significant experience in a direct working relationship with the FAA office in which the applicant seeks appointment. The applicant's experience must be related to the processing of engineering data pertaining to FAA approval of the type in which the applicant is seeking appointment. The applicant's range of activities in obtaining FAA approvals must have been adequate enough to enable the FAA to determine that the applicant is cognizant of the technical and procedural requirements involved in obtaining such approvals and that the applicant is well-versed in all pertinent regulation(s).</p> <p>NOTE: The criteria in paragraph 4 above need not be met for identification as a candidate. The applicant must satisfy all other criteria.</p> <p>5. The applicant's place of residence must be in the United States, but U.S. citizenship is not a requirement for appointment.</p>	<p>1. The applicant must have sufficient command of the English language, both oral and written, to allow the applicant to perform the functions for which they seek delegation.</p> <p>2. Three verifiable character references are required to substantiate that the applicant possesses integrity and sound judgment. These references may be the same persons used for technical references. DMIR and ODAR applicants must include a letter of recommendation from the company attesting to these attributes; this may be considered one of the three required character references.</p> <p>3. The applicant must possess a high degree of integrity, sound judgment, and a cooperative attitude. Also, the applicant must be sufficiently knowledgeable in the technical and administrative functions associated with the appointment and must satisfactorily demonstrate this to the FAA before appointment.</p> <p>4. The applicant must have the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA.</p> <p>5. For DARs/ODARs, the applicant must have significant experience in a direct working relationship with the FAA in which the applicant was actively involved in tasks leading to the issuance of airworthiness certificates or approvals.</p> <p>NOTE: The criteria in paragraph 5 above need not be met for identification as a DAR candidate. The applicant must satisfy all other criteria.</p>

TABLE 4-3. INTERFACE APPOINTMENT CRITERIA (CONTINUED)

DER	DMIR/DAR/ODAR
<p>6. For company DERs, the applicant must report to a level of management in the organization sufficient to enable the applicant to administer the pertinent regulations effectively without undue pressure or influence from other organizational elements.</p> <p>7. The applicant must have the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA.</p> <p>8. The applicant's position within a company should not result in any significant conflict of interest.</p>	<p>6. The DMIR applicant must have been in a responsible position (for example, supervisor, team leader, crew chief, or lead inspector) for a minimum of 1 year in connection with the type of work to be covered by the designation. Also, the DMIR/ODAR applicant must report to a level of management in the PAH or PAH's approved supplier organization sufficient to enable the applicant to administer the pertinent regulations effectively without undue pressure or influence from other organizational elements.</p> <p>7. The DMIR/DAR applicant's place of residence and place of business may be outside the United States if it has been determined there is no undue burden on the FAA. U.S. citizenship is not a requirement for appointment.</p>

TABLE 4-4. STANDARDIZATION APPOINTMENT CRITERIA

DER	DMIR/DAR/ODAR
<p>These criteria verify that the DER applicant possesses knowledge of the designee program, pertinent regulations, directives, and related guidance material, by the applicant's successful completion of the DER initial seminar.</p>	<p>These criteria verify that the DMIR/DAR/ODAR applicant possesses knowledge of the designee program, pertinent regulations, directives, and related guidance material, by the applicant's successful completion of the online initial part 1 seminar.</p>

402. FAA EMPLOYEE APPLICATIONS. Current FAA employees will not be appointed as designees until their employment with the FAA has been terminated. Former FAA employees who submit an application within 3 years from the time their FAA employment terminates are exempt from the Standardization and Interface portions of the application package. In lieu of the Standardization and Interface portions of the application package, applicants must submit a letter of recommendation from the manager of their former office. If a former FAA employee cannot get a letter from their former manager, they must submit the Standardization and Interface portions. All other portions of the application package are required to be filled out and returned to substantiate their 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.

403. MULTIPLE APPOINTMENTS. An individual may be appointed as more than one type of designee. For example: DAR and DMIR or DAR, DMIR, and DER, as long as all appointment criteria are met. In such cases, separate appointments will be made and separate certificates of designation issued. Separate entries will be required in the DIN for each appointment. A separate advisor should be identified for each functional organization with a DER and DAR appointment; the designee will report to two different offices and two advisors. If the delegations are in separate areas of responsibilities, but within the same geographic area, the two managing offices must ensure each office is aware of the delegations. If the delegations are in different geographic areas of responsibility, the two managing offices will determine which office will manage the delegation.

NOTE: A designee performing engineering and manufacturing DMIR/DAR functions (or other combination thereof) may not perform both functions on the same product. For example, a manufacturing DMIR/DAR cannot perform a conformity inspection on the same part for which they approved the design as a DER.

404. SUPPLIER DMIR APPLICATIONS.

a. Requests for appointment of a DMIR at a PAH's approved supplier facility must be initiated by a letter from the supplier to the MIDO in the geographic area where the supplier is located. This letter must attest to the applicant's qualifications, integrity, sound judgment, and cooperative attitude, and it must be accompanied by a completed Form 8110-14. The request for appointment also must contain a letter from the PAH detailing the need for the DMIR appointment. The MIDO in the geographic area where the supplier is located will coordinate the appointment, including determining the need and ability to manage the designee, with the PAH's certificate management MIDO.

b. A supplier DMIR will be limited to perform authorized functions on products produced under a TC/STC for the PAH only for which the designee is appointed.

NOTE 1: If a PAH is supplying parts to a TC/STC applicant that does not hold a production approval, a DAR/ASI or an authorized DMIR at the PAH must perform a conformity inspection.

NOTE 2: If a TC/STC applicant that does not hold a production approval is having parts manufactured at a supplier that does not hold a production approval, a DAR/ASI must perform a conformity inspection.

CHAPTER 5. AIR DESIGNEE APPOINTMENT PROCESS

500. GENERAL. This section describes the procedure to process and evaluate an application. The selection and appointment process involves initial application review by the DPC, the appointing office manager's determination of need and ability to manage the designation, and the evaluation by the assigned advisor and the EP. This section also describes the processing of applications for expanded authority and the process by which an applicant can be identified as a candidate. The ACO or MIDO will complete application processing within 90 days of receipt of an acceptable package.

501. INITIAL APPLICATION PROCESSING.

a. The applicant submits the completed application package to the cognizant ACO or MIDO. All applications received will be given to the DPC for processing. Within 30 days of receipt, the DPC will review each application to ensure that all necessary information has been provided. If the application is incomplete, the DPC will request that the applicant provide any missing information. If the applicant has had previous designations terminated because of misconduct, the DPC will deny the application. When the package is acceptable, the DPC will accomplish the following:

(1) Send the applicant a letter that acknowledges receipt of the acceptable application package and identifies the assigned advisor. The letter should state that the applicant can expect an FAA decision within 90 days after receipt of an acceptable package.

(2) Ensure that the required information is entered into the DIN. The detailed information required to be entered into the DIN can be found in the online help section in the DIN.

(3) Prepare a designee file folder containing the application package.

b. When all initial application processing has been completed, the DPC will forward the designee file folder containing the application package to the evaluating office for action by the advisor.

502. ADVISOR'S EVALUATION OF THE APPLICATION.

a. The DPC contacts the appointing office for the advisor's name. The appointing office manager appoints an advisor who will have the primary responsibilities in the selection and appointment process for the assigned applicant. Upon receipt of the application package from the DPC, the advisor will accomplish the following:

(1) Consult the appointing office manager to determine FAA need and ability to manage. Need and ability to manage are based on a variety of factors such as project workload, geographic location, number of FAA employees, and ratio of designees to advisors. If there is an FAA need and a determination made that there are adequate FAA resources to manage the designee after appointment, the advisor will evaluate the application further. The appointing office manager will sign the Designee Appointment Tracking Document, item 3 (refer to

appendix 2, figure 1 of this order). If the appointing managing office manager determines that there is no FAA need, or the designation cannot be managed, the advisor will deny the application and document the decision in the DIN.

NOTE: The applicant does not have any appeal rights when there is no FAA need or ability to manage the designation. The appointing office(s) should write a courtesy letter notifying the applicant that the FAA is not accepting applications for the requested delegation and that the applicant may reapply at a future date.

(2) Conduct a preliminary review of the application package for general qualifications and scope, and determine if there is a regulatory violation history (refer to FAA Order 2150.3, Compliance and Enforcement Program). If the applicant has a violation history, an evaluation must be conducted to ascertain the type of violation(s) and any special or mitigating circumstances, or attitude toward compliance with FAA regulations.

(a) For manufacturing designees, the advisor may obtain and review the violation history by using the Enforcement Information System or other means (for example, managing offices and character references). For example, if an applicant has an A&P mechanic's certificate, a search of the Flight Standards Airman System would reveal if that person has had any violations. It is strongly recommended that the advisor conduct a thorough interview of each applicant's character references.

(b) For manufacturing designees, the advisor will verify in the DIN whether the applicant has completed the part 1, Web-based designee seminar training. In addition, the advisor will review and discuss with the applicant the results of the online test.

(c) For engineering designees, the advisor may have to rely solely on the character references provided by the applicant. It is strongly recommended that the advisor conduct a thorough interview of each applicant's character references.

NOTE: The ultimate decision for appointment of an applicant with a violation history must be the product of judgment and experience applied to the facts and circumstances of the individual case.

b. At the completion of the preliminary review, the advisor will either deny the application or make a recommendation to the EP. When denying an application, the advisor will document the justification and coordinate with the DPC and the office manager.

c. If the applicant is denied or the scope of the appointment is less than requested, the DPC will update the information in the DIN and notify the applicant of the actions by certified mail. The notification letter will provide the applicant specific justification for any denial or reduction in requested delegations. The letter also will advise the applicant of their right to appeal an EP decision within 60 days from the date of the letter (refer to appendix 4, figure 5 of this order).

NOTE: For example, the designee's certificate number for a company DER who was appointed out of the Transport Directorate would be DERY-123456-NM. The designee's certificate number for a manufacturing DAR who was appointed out of the Transport Directorate would be DARF-123456-NM.

b. Individual designees may be appointed for 1 to 3 years at the discretion of the appointing office. However, the appointing office should be selective in issuing any certificates of designation with an appointment or renewal period of more than 1 year. To maintain consistency and manage workload, directorates must establish an expiration date of January 31 for DMIR appointments.

c. The DPC will then prepare and coordinate a letter of notification of appointment (refer to appendix 4, figures 7 and 10 of this order), which will serve as the designee's COA. The notification of appointment will include the authorized functions and limitations. The DPC also will prepare a full-size version of FAA Form 8000-5, Certificate of Designation, for display purposes and may prepare a wallet-sized reproduction for identification purposes, and send them to the designee. The DPC should schedule, with the advisor, the designee's orientation session in accordance with chapter 7, AIR Designee Orientation, of this order.

d. If the application is denied or scope of appointment is less than requested, the DPC will update the DIN and notify the applicant by certified mail, advising of the right to appeal the EP's decision within 60 days of the date of the letter. The letter will state the specific justification for any denial or reduction of requested delegations (refer to appendix 4, figure 5 of this order).

e. The following apply for a DMIR application for function code 53 only.

(1) The appointment will be entered in the DIN as a DMIR with function code 53.

(2) This DIN entry will not allow the addition of any other function codes.

(3) The designee must submit a new application, meet the minimum requirements in chapter 4 of this order and complete a new EP process to be appointed for any other designee function codes.

506. DER CANDIDATE IDENTIFICATION.

a. **Candidate Identification.** The applicant can be identified as a candidate when the applicant has met all criteria requirements but has not worked directly with the FAA on approvals of the type for which the appointment is requested. A mentor may be utilized to facilitate the candidacy. The mentor will provide guidance to the candidate during the candidacy period and help the advisor identify areas in which the candidate may need improvement. At the time of appointment as a candidate, the DPC, with the advisor, should schedule the candidate's orientation session in accordance with chapter 7 of this order.

b. **Candidate Duration.** The length of candidacy is based on performance competence. This performance should be diverse and comprehensive enough on actual projects to permit the

FAA to determine the performance competency possessed by the candidate. The candidacy must be reviewed no later than 1 year after acceptance of candidacy and extended only if sufficient progress is being made and appointment is likely. If performance has not adequately progressed after ample opportunity (approximately 2 years), the candidacy and appointment will be denied based on a demonstrated lack of FAA need.

c. Candidate Responsibilities. The candidate must submit sufficient documentation showing adequate performance during the year that qualifies the candidate for appointment.

NOTE: Candidates do not approve or recommend approval on Form 8110-3. The certification paperwork should indicate that the documentation only was reviewed, signed, and dated by the candidate.

d. Mentor Responsibilities. If a mentor is used, the mentor will assist the advisor by providing guidance to the candidate and will identify any areas needing improvement to the advisor. The mentor will approve ALL work performed by the candidate before submittal to the FAA, except where limited by the FAA.

e. Advisor Responsibilities. The advisor will provide guidance to the candidate and identify any areas needing improvement. If a mentor is used, the advisor will communicate with the mentor to determine if the candidate is progressing to become fully qualified. After a review of the candidate's activity during the candidacy period, the advisor and the appointing office manager can determine if the range of the candidate's activity justifies the appointment and whether an EP is required. The advisor will coordinate with the office manager to determine candidacy. The DPC will then prepare and send a letter of notification to the candidate.

507. DAR CANDIDATE IDENTIFICATION.

a. The applicant can be identified as a DAR candidate when the applicant possesses all related technical knowledge and has not worked directly with the FAA. Appointment as a candidate allows for direct experience with the FAA and is appropriate provided there is an FAA need and ability to manage a candidacy. DAR candidacy can allow for the expansion of the authority of current manufacturing DARs and for the appointment of other qualified persons, including maintenance DARs as manufacturing DARs. However, the applicant must successfully complete the DAR Candidate Development Profile as outlined in appendix 3, figure 2 of this order. At the time of appointment as a candidate, the DPC, with the advisor, should schedule the candidate's orientation session in accordance with chapter 7 of this order.

b. The length of candidacy is based on performance competence through completion of the functions outlined in the development profile. This performance should be diverse and comprehensive enough to permit the FAA to determine the candidate's performance competence. The candidacy must be reviewed no later than 1 year after acceptance into the program and extended only if sufficient progress is being made and appointment is likely. If performance has not adequately progressed after ample opportunity (approximately 2 years), the candidacy should be canceled.

508. DER CANDIDATE PROCEDURES. The following paragraphs describe procedures that allow the DER candidate to obtain direct experience with the FAA. Other procedures may be adopted or tailored to the needs of the ACO or the applicant.

a. Forms. The DER candidate may use Form 8110-3, or the DER candidate form posted on the Designee Web site. This form might not be available or stocked by the local ACO. It may be copied and enlarged to standard size. It is recommended that colored paper, rather than white, be used to differentiate between the DER candidate form and Form 8110-3. One of the following procedures may be used:

(1) The DER candidate completes and submits the DER candidate form and accompanying data directly to the ACO for review and approval. Refer to the Designee Web site for a sample DER candidate form.

(2) The DER candidate completes and submits the DER candidate form and accompanying data to a DER having approval authority. Under this procedure, both the DER and the ACO audit the candidate's progress during the candidacy period. The DER reviews and, if all compliance items are satisfactorily addressed, approves the candidate's work on Form 8110-3 and submits both forms and the accompanying data to the ACO.

(3) The DER candidate prepares Form 8110-3 for the approving DER and enters the following note in the title box of the form: "The above data have been reviewed by DER candidate" followed by the printed name and written signature of the candidate. The DER candidate submits the form and accompanying data to an authorized DER who, when satisfied with the data submittal, approves the submittal by checking the Approve These Data block, signing in the signature block of Form 8110-3, and submitting the form and accompanying data to the ACO.

b. Responsibility. The DER candidate submittals should be accomplished on actual certification projects. These submittals should be diverse and comprehensive enough for the ACO to determine that the candidate is technically competent to resolve compliance findings within the scope of the designation requested. When the ACO considers the DER candidate as fully qualified, the "candidate" term is dropped, the DER is appointed, and the appropriate certificates are issued. Refer to paragraph 908 of this order for documentation of DER candidate activities.

509. DAR CANDIDATE DEVELOPMENT PROFILE. Each DAR candidate must successfully complete the development profile before appointment as a fully qualified DAR. The MIDO will establish a documented profile to include minimum performance requirements as outlined in appendix 3, figure 2 of this order, and any other training deemed necessary by the managing office. The MIDO will maintain a record of accomplishments for each DAR candidate as they complete a particular function. The responsible advisor will document the date, give a brief description of how and where the function was performed, and record each time a DAR candidate accomplishes a particular function. This record will provide substantiated evidence of the candidate's accomplishments.

a. The MIDO will ensure that the DAR candidate is supplied with, and guided by, the same requirements and instructions applicable to FAA inspectors in the performance of similar duties. The advisor will ensure that the DAR candidate understands and is knowledgeable of the following:

- (1) All pertinent regulations, directives, and policies and procedures as they apply to the certification task(s) for which authorization is sought.
- (2) FAA forms and their application as they relate to the specific authorization sought.
- (3) The procedure for processing pertinent certification documents.
- (4) The responsibilities of a representative of the Administrator.

b. The responsible managing office will provide the required on-the-job training and guidance to each DAR candidate before appointment.

c. The advisor will ensure that the DAR candidate possesses or has access to all current applicable regulations, internal directives, forms, and documents pertaining to those functions for which authorization is sought.

d. Depending on the type of authorization being sought, the DAR candidate will be required to accompany and assist an advisor as follows:

- (1) During a minimum of three inspections of an ongoing TC or STC program.
- (2) During inspections leading to the issuance of a minimum of three original airworthiness certificates or approvals.

e. The DAR candidate must demonstrate to the advisor, through actual demonstration and evaluation, the ability to make airworthiness certification determinations on a product of the type and complexity for which authorization is sought.

f. The DAR candidate will not charge any service fees during the candidacy period because the candidate is not acting in an official capacity as an FAA DAR.

g. The advisor will provide guidance to the candidate and identify any areas needing improvement. After completion of the development profile the advisor will perform one of the following:

- (1) Forward the updated application to the EP with a recommendation for appointment as a DAR.
- (2) Document why an EP is not required.
- (3) Coordinate with the office manager, if candidacy is terminated. The DPC will then prepare and send a letter of notification to the candidate.

h. The EP may take one or more of the following actions:

- (1) Interview the candidate.
- (2) Appoint the candidate as a DAR.
- (3) Continue the DAR candidacy.
- (4) Terminate the DAR candidacy.

510. REQUESTS FOR MULTIPLE APPOINTMENTS, EXPANDED AUTHORITY, TRANSFER, AND REINSTATEMENT. This section provides the application and EP requirements for currently appointed designees seeking multiple appointments, expansion to their authority, or transfer, and for former designees seeking reinstatement.

a. Application Requirements. Both active and former designees must submit either a Form 8110-14 along with documents requested by the managing office or a complete application package in accordance with the requirements of this paragraph. A complete application package consists of a cover letter, Form 8110-14, and the applicable evaluation forms.

b. EP Requirements. The advisor and the office manager will review the application to determine whether an EP needs to be formed based on the requirements of this chapter. If an EP is not required, the advisor must document the rationale and place it in the designee's file. In addition, the DIN will be updated, and the administrative requirements will be accomplished in accordance with paragraph 505 of this order.

(1) Active Designee Who Previously Has Gone Through the EP Process. An EP is not required for an active designee who previously has gone through the EP process, unless otherwise determined by the advisor and the office manager.

(2) Active Designee Who Has Not Gone Through the EP Process. An EP is required for an active designee who previously has not gone through the EP process. These designees should be evaluated in accordance with the requirements of this paragraph.

c. Request for Multiple Appointments. A designee seeking multiple or dual appointments will submit a complete application package.

(1) A designee seeking dual appointments may have the EP waived with the agreement of the advisor and office manager.

(2) A designee seeking multiple appointments will require an EP because the addition of a multiple appointment usually requires a new managing office to assume designee management responsibilities.

d. Request for Expanded Authority.

(1) A DER seeking expansion to another technical discipline will submit a complete application package, but need not submit interface and standardization appointment criteria.

(2) A DER that has been through the EP process seeking expansion in the same discipline will submit a cover letter; updated FAA Form 8100-14, General Regulatory, General Technical; appropriate chart with expansion request(s) checked; and substantiating data. A DER who has not been through the EP process seeking expansion in the same discipline will submit the complete application package.

(3) A DMIR/DAR/ODAR seeking additional functions (with limitations, as appropriate) will submit a complete application package.

(4) A designee seeking an expansion to his or her authority with a new technical discipline will require an EP.

(5) A designee seeking an expansion to a different discipline, such as propeller to mechanical system, will be assigned an evaluator in that discipline and an EP must be held. An EP also will be held for a designee seeking the addition of an authorized function (for example, adding hardware to software authorized functions, adding parts conformity to parts installation authorized functions, or adding aircraft certification to issuance of special flight permits authorized functions). This EP would be used only to determine if the applicant is technically qualified for the new authorizations being requested.

NOTE: A designee seeking an expansion within the designee's existing discipline may not require an EP to evaluate the request. The decision to forgo an EP for expansion within a discipline is not intended to be a workaround for the convenience of appointing a designee. Rather, the advisor is declaring (and the FAA manager is agreeing) that the applicant meets the experience requirements of table 4-3 of this order.

e. Request for Transfer. An active designee who wishes to transfer to a different geographic area must make a request to the new ACO, CMO, or MIDO before submitting an application. This will allow the new ACO, CMO, or MIDO to determine if he or she has the need and ability to manage the designee and to prescribe the required content of the application under paragraph 510a of this order. Upon receiving an application, the new office will create a designee file and process the application. If the new office approves the transfer, the current managing office must update the DIN to reflect the transfer and ensure the transferred designee's updated information is entered into the DIN. The receiving office will document the results in the designee's file and accomplish the administrative requirements in accordance with paragraph 505 of this order. If the new office does not approve the transfer, the current managing office may have to terminate the authority if the designee still chooses to relocate.

(1) When requesting a transfer, an active designee who has previously gone through the EP process will submit Form 8110-14 to the new ACO, CMO, or MIDO. The new ACO, CMO, or MIDO may request a complete application package if necessary.

(2) When requesting a transfer, an active designee who has not previously gone through the EP process must reapply with a complete application package to the new ACO, CMO, or MIDO.

(3) A designee requesting a transfer to a new managing office may have the EP waived with the agreement of the advisor and office manager at the receiving office.

Note: A designee transferring to a new managing office must communicate with both the new managing office and the previous managing office to determine approval status during transfer deliberations. The two managing offices should coordinate their activities to minimize the time the designee is in transferred status and not authorized to perform functions.

f. Request for Reinstatement.

(1) A former designee applying for reinstatement to the ACO, CMO, or MIDO who last managed his or her delegation must submit a completed Form 8110-14 to that office. However, a complete application package may be required at the discretion of the office.

(2) A former designee seeking reinstatement of his or her previous authority and applying to the ACO, CMO, or MIDO that last managed the delegation may have the EP waived with the agreement of the advisor and office manager.

(3) A former designee who relocates to another ACO, CMO, or MIDO geographic area and requests reinstatement will be treated as an initial applicant and must submit a complete application package in accordance with chapter 4 of this order.

(4) A former designee who relocates to another ACO, CMO, or MIDO geographic area and requests reinstatement will be treated as an initial applicant and will require an EP.

followup on Form 8130-14, Designee Management Report. Ensure the DIN is updated to reflect this annual meeting.

NOTE: Act on safety-related situations immediately.

b. Oversight Considerations Unique to ODARs. It is the ODAR's responsibility to comply with all provisions of its organizational designation. The ODAR will perform and document self-assessment activities to ensure only qualified ARs perform the authorized functions in accordance with the pertinent regulations, related policies, and procedures. The advisor will provide direct supervision by interfacing with the organization's FAA focal point and monitoring these self-assessment activities. The managing office will review and provide written approval of all changes to the ODAR's FAA-approved procedures manual. This must include any additions or removals of individual ARs who perform authorized function(s). At the appointing/managing office's discretion, changes may be approved before or after implementation by the ODAR.

c. Monitoring Designee Activity. The advisor will monitor the designee's activity by reviewing the work records and reports for accuracy, and by observing the designee's activity to ensure that they use proper procedures and satisfactory inspection techniques or methods.

(1) At least once annually, witness the designee's inspection of a completed part to ensure satisfactory inspection techniques are used. Depending on part availability, it may be necessary to use either an in-process or a noncommercial part or product to fulfill this requirement. If the advisor determines that no suitable product is available, the designee may demonstrate inspection techniques and knowledge of the pertinent guidance material by simulating this requirement.

NOTE: For designees who have established a satisfactory performance record located at Group III, Category 3, and Group IV facilities as defined in Order 8120.2, the managing office may conduct designee monitoring with the same frequency as the principal inspector evaluations for those facilities. For newly appointed designees, witnessing will be accomplished annually until a record of satisfactory performance can be established.

(2) Ensure that all documentation initiated by a designee is processed in accordance with the appropriate regulations, guidance material (for example, orders, ACs, and notices), and any direction provided by the advisor. Review a sample of the designee's documentation and discuss any discrepancies.

(3) Review completed documentation of authorized function(s) performed by the designee. The advisor should use their discretion based on the experience of the designee in establishing the level of review.

d. Tracking Designee Activity. The advisor will track the designee's activity by documenting all data pertaining to the designee's activities.

(1) Document the tracking of designee activity on Form 8130-14 and keep it in the designee's file.

NOTE: Attaching the Form 8130-14 to the DIN is an acceptable means to record the annual meeting as being accomplished.

(2) Document the designee's work activity on the Summary Activity Report form (refer to appendix 5, figure 4 of this order) or equivalent. The Summary Activity Report form may be reproduced and used to record summary data. This form will be retained in the designee's file.

NOTE: Documenting the designee's work activity in the DIN is no longer required.

(3) Establish an appropriate procedure with the PAH and/or designee to ensure the FAA managing office is provided either monthly, bimonthly, or quarterly information relating to the designee's accomplishments.

(4) Record all supervision and monitoring of a designee's activities in the DIN and update the information to indicate the most recent surveillance date.

903. MANUFACTURING DAR CANDIDATE OVERSIGHT. Each DAR candidate must successfully complete the development profile before appointment as a fully qualified DAR. The MIDO will establish a documented profile to include minimum performance requirements as outlined in paragraph 509 of this order. The MIDO must have the profile on file. The MIDO will maintain a record of accomplishments for each DAR candidate as they complete a particular function of the profile.

a. Depending on the type of authorization sought, the MIDO advisor will document and file the date, a brief description of how and where the function was successfully performed, and/or area(s) needing improvement for the following:

(1) A minimum of three inspections of an ongoing TC or STC program.

(2) Inspections leading to the issuance of a minimum of three original airworthiness certificates or approvals.

b. On completion of the profile, or within 1 year, the advisor will accomplish one of the following:

(1) Forward the updated application to the EP with a recommendation for appointment as a DAR.

(2) Determine if an extended candidacy is necessary to complete the profile.

(3) Coordinate with the office manager to terminate the candidate. The DPC will prepare and send a letter of notification to the candidate.

904. DMIR/DAR/ODAR GEOGRAPHIC RESTRICTIONS. It is the FAA's intention that all designees perform their authorized function(s) within the managing office's geographic boundaries. However, a managing office may authorize a designee to perform authorized function(s) outside the geographic boundaries (including other countries) on a case-by-case basis when the FAA need and ability to adequately monitor and supervise the designee is maintained. The designee will submit Form 8130-13 to the managing office for authorization to work outside of the assigned geographic area (refer to appendix 5, figure 2 of this order). To ensure authorization in a timely manner, the designee may submit Form 8130-13 by e-mail (followed by a hardcopy) or by postal mail, when authorized by the managing office.

a. Upon receipt of a request for certification activity within the United States, but outside the managing office's area of responsibility for a particular PAH, the managing office will contact the geographic office in which the certification activity is needed to determine if that office can process the requested activity or will allow the use of a PAH's designee. If the certification activity is located within the directorate geographic area, the managing MIDO will notify the geographic area managing office of the requested activity.

b. The managing office will authorize all designee work outside of its directorate geographic area (including other countries) by endorsing Form 8130-13. The authorization should not exceed 6 months (180 days) unless additional written justification is provided. The managing office will provide a copy of the approved Form 8130-13 to the geographic office where the certification activity is needed BEFORE the designee performs any authorized function(s). The designee will be instructed to maintain a copy of the approved Form 8130-13 while performing the authorized function(s) if located outside the directorate geographic area. To ensure authorization in a timely manner, e-mail or postal mail authorization may be used, as appropriate.

c. Before a managing office authorizes a designee to perform any authorized function(s) outside the United States, the managing office will provide the CAA with written notification outlining the proposed visit and requesting its concurrence. The notification will include the designee's anticipated activities and expected length of stay. The managing office will note the CAA point of contact and date in the Remarks section of Form 8130-13, and then sign the form. Subsequent to the FAA approval of Form 8130-13, the managing office will instruct the designee to maintain a copy of the authorization for review by the CAA or its representative(s). The managing office will send a courtesy copy of the approved Form 8130-13 and CAA notification to the appropriate overseas FAA office.

NOTE: The FAA is responsible for contacting the CAA to provide notification and (if required by the CAA) concurrence for the designee's activities.

d. When designees are to work outside of their geographic area in excess of 6 months, the managing office should, when practical, consider the temporary transfer of supervisory and monitoring responsibilities to the appropriate geographic office where the certification activity is located. This transfer will require coordination and concurrence between both managing offices and would include all appropriate designee records. The transferring managing office will retain all other oversight responsibilities.

905. DER OVERSIGHT. Every interaction between the DER and the FAA constitutes oversight of the DER by the FAA. Interactions may be in the form of data review or personal contact (for example, face-to-face visits or telephone calls). In either case, the FAA is overseeing the DER's activities and performance. In 1994, AIR chartered a team to review oversight of DERs. This team developed a process for identifying FAA accountability for DER oversight, for measuring the quality of the performance of the DER oversight function, and for measuring DER performance. Because of the burdensome nature of documenting every interaction between the DER and the FAA counterpart, and measuring DER performance in each case, the team identified 12 areas of FAA evaluation of DER activity, which are on Form 8110-30. The DERs are required to report their activities based on eight key interactions with the FAA to their advisor on an annual basis on Form 8110-29. The advisor and any other evaluators must rate the DER's performance in the 12 critical areas on an annual basis. Interactions and oversight of the DER by the FAA takes place as a function of DER and FAA contact during project and other certification activity. The formal documentation of oversight of the DER is summarized during the FAA's annual review for suitability of renewal. This is a vital part of the DER management system, and when properly conducted provides a practical, consistent, credible, maintainable, and flexible manner of ensuring and documenting the FAA's oversight of the designees.

a. Interaction Tracking Form. At least once annually, the DER must submit Form 8110-29. The information provided on the tracking form is based on interactions and activity during the evaluation period. The following define the eight key interactions that the DER must report on Form 8110-29:

(1) Development of Certification Plans/Compliance Checklists. Compliance checklists are used for projects that identify applicable regulations and methods of compliance for a design or design change. Certification plans are used for programs that require a program schedule, which identifies critical milestones leading to FAA certification. Relative to this activity, communication is important with the FAA engineers, FAA FTPs, FAA inspectors, and other FAA designees.

(2) Identification and Resolution of Significant Technical Issues. Work with the FAA that identifies certification-related areas of new technology, areas where compliance methodology may have been new or controversial, or contributions to the resolution of those issues.

(3) Review and Approval of Compliance Data. Reviewing and approving (or recommending for approval) compliance data, which includes both type design data and type certification data. Type design data include drawings, specifications, and other data that define the product. Type certification data include test plans, test reports, analyses, and other data used to demonstrate compliance with the applicable regulations.

(4) Involvement in Project Management/Administration. Effective coordination between the applicant and the FAA on project management/administrative activities and how certification program activities are facilitated (for example, the submittal of compliance data and the scheduling of conformities, testing, and compliance inspections).

(5) Review and Approval of Repair/Alteration Data. Coordinated activities with the FAA in approving repair or alteration data, especially on critical or life-limited parts. Coordination information includes when the activity occurred, how the appropriate regulations were identified to the FAA, and the nature of supporting substantiating data.

(6) Investigation and Resolution of Significant Service Difficulties. A DER's role in identifying and/or resolving specific significant service difficulties. Key FAA contacts and any service information that resulted from that effort must be identified.

NOTE: In reporting this item, the DER should identify and distinguish between (1) items reported by the DER as significant service difficulties, (2) items identified by the FAA as requiring investigation and resolution, and (3) items resulting from safety recommendations made by the National Transportation Safety Board or the FAA.

(7) Participation in Technical Exchanges. Participation in important DER/FAA technical exchanges, such as general technical meetings with FAA specialists or management, and discussions with FAA specialists concerning technical issues related to a DER's particular delegation.

NOTE: Reporting this interaction should not include design details that may be considered proprietary by the applicant.

(8) Participation in FAA Training/Seminars. Any FAA-sponsored technical conference, seminar, workshop, and presentation attended within the appointment period relating to the DER's particular authorization.

b. Performance Evaluation Form. At least once annually, the advisor/evaluator must conduct a DER performance evaluation and complete Form 8110-30. To support the completion of Form 8110-30, the advisor/evaluator should review prior years' submittals from the DER's Interaction Tracking Form and Performance Evaluation Form to determine that there is no adverse trend to be addressed. The evaluation is based on interactions and activity during the evaluation period and the answers provided by the DER on eight key interactions on Form 8110-29. The advisor must determine and initiate appropriate corrective action (for example, additional training or counseling) if the designee fails to demonstrate acceptable methods and practices. Within the next annual review of the designee's performance, the advisor will conduct a followup session to determine if the completed corrective action is acceptable. If the designee's performance remains unsatisfactory, the advisor will discuss possible termination with the ACO manager.

NOTE: Safety-related situations will be acted on immediately.

c. The 12 Performance Element Definitions for Form 8110-30.

(1) Activity Level. The DER is actively utilizing the delegated authority. Typical indication would be the submittal of completed Form 8110-3s in the delegated area. If these forms are not submitted, the DER may be actively assisting the FAA in other ways, such as

witnessing testing or identifying and resolving certification issues, although the authority itself is not utilized.

(2) Direct FAA Contact. In the delegated area, the DER has direct contact with the FAA on technical and project issues. The DER keeps the FAA informed of activities. Indicators would be office visits, phone calls, attendance at project meetings, or attendance at designee conferences.

(3) DER/FAA Interaction Tracking Form. The DER submitted the required key interaction form. One indicator would be a complete, accurate, and timely interaction form.

(4) Application of Regulations, Policy, and Guidance. The DER properly applied airworthiness requirements and technical or administrative policy and guidance. Indicators may include a showing of understanding and proper application of regulations during the course of certification projects and meetings with the FAA, as well as appropriate findings of compliance.

(5) Adherence to DER Procedures. The DER followed the DER handbook and other national or local directives in performing DER functions. Indicators would be submittal of properly completed Form 8110-3s, coordinating with the FAA on unique and novel design features, receiving permission to witness or conduct tests, verifying conformities prior to witnessing tests, and properly using authority. DER procedures require coordination with FAA engineering on unique or novel designs, generation of certification plans, appropriate and timely requests for conformity, generation of test plans, verification of satisfactory conformity findings prior to witnessing certification tests when delegated by the FAA, and approval of compliance data in a timely and correct sequential manner. The DER should have a good understanding of when the DER may “approve” versus “recommend approval” for a compliance submittal (Form 8110-3) and have a clear understanding of the discrete areas of delegation that the DER may address.

(6) Shows Integrity, Sound Judgment, and a Cooperative Attitude. The DER was honest, complete, and forthcoming with information in all dealings with the FAA. The DER exercised sound judgment in making technical and project decisions. Conduct was professional, and the DER fully cooperated with the FAA in resolving technical and program issues. Indicators may be direct experience with the DER, including participation in certification meetings where the DER is forthcoming and cooperatively seeks resolution of issues.

(7) Shows Technical Competence in Area of Appointment. The DER’s technical work and interaction with the FAA, particularly on complex technical issues, showed the DER’s competence in the delegated area. Indicators of competence would include properly developed test plans, appropriate compliance findings, and technically accurate and complete substantiation and test reports.

(8) Attendance at Required Training. The DER will attend any training required by the FAA, including that which may be required by the managing ACO. An indicator would be attendance at required training, seminars, and conferences.

(10) Removal From Approved Supplier List. When a supplier who employs the designee is removed from the PAH's approved supplier list.

(11) Nonsubmittal of Renewal Request. When an approved designee does not request renewal following the process in chapter 10.

(12) Unsatisfactory Performance. When the Administrator finds that the designee has not properly exercised or satisfactorily performed the duties of the designation.

(13) Any Other Appropriate Reason. Any other reason considered appropriate by the Administrator (for example, if a DAR changes the address at which the authorized functions will be performed, thereby changing the managing office without prior coordination, the appointment must be terminated in accordance with this order).

b. When determining to terminate a designation based on performance-related issues, the advisor may want to consider options to aid in improving the designee's performance to a satisfactory level. These options include counseling the designee, providing on-the-job training, recommending the designee take additional formal training, closely monitoring the designee's work activities for a determined amount of time, and reducing the authorized areas/functions before making a termination decision. If the managing office determines that the designee has not improved to the FAA's satisfaction, then the designee will be terminated. At this point and at the discretion of the managing office, the designee may not be permitted to reapply to the designee program.

1102. VOLUNTARY TERMINATION PROCEDURES FOR DESIGNEES.

a. A designee may voluntarily terminate his or her designation by request in writing to the managing office. The designee will include the date and reason(s) for termination. If employed by a PAH or PAH supplier, the designee will send a copy of the voluntary termination letter to the PAH/PAH's supplier. The Certificate of Designation and COA will be returned to the FAA. The managing office may hold a debriefing with the individual(s) to cover any tasks not completed or performed.

b. The managing office will file the Certificate of Designation, COA, and the designee's voluntary termination letter in the designee's file. The DIN will be updated to reflect the termination.

c. If the managing office is unable to obtain the Certification of Designation, COA, or voluntary termination letter because of extenuating circumstances, the advisor will document the circumstances in a memo and include it in the designee's file.

1103. TERMINATION PROCEDURES OF A DMIR, DER, DAR, or ODAR.

a. Termination and Opportunity to Appeal. A designation is a privilege, not a right; therefore, the Administrator has the authority to terminate a delegation for any reason. However, the FAA Office of Aviation Safety recognizes the benefit of having procedures to ensure due process is provided, if requested by the applicant, before a final decision is made to terminate a designation.

(1) Notice of Termination. The FAA managing office will provide written notice by certified mail (return receipt requested) to the designation holder stating the reason(s) for the proposed termination of the designation. Termination notices will be coordinated with the assistant chief counsel. Sample notification letters are in appendix 6, figures 1 through 3 of this order. When a designee is terminated for any reason, the DIN will be updated with the effective date of termination. The effective date cannot be beyond the expiration date. At a minimum, the notice must include the following:

(a) Reasons for Termination. Specific reasons for the termination, including examples of unacceptable conduct, when applicable.

(b) Immediate Suspension. Notification that the designation holder must cease all delegation activity.

(c) Permission To Request an Appeal. When applicable, a statement allowing the designation holder to request an appeal will be provided in the proposed action. This request for appeal must be submitted in writing. The designation holder will have 14 days from the date of receipt of the termination notification letter to file a request for appeal. The appeal request must include all documents and information the designation holder wants the FAA to consider during the appeal process. No documentation will be accepted by the FAA after the request for appeal is received. If a meeting with the FAA is desired, the designation holder must request this meeting as part of the request for appeal.

(d) Intention To Keep Record. When applicable, a statement that the FAA will prepare and maintain a record of the request for an appeal, any evidence submitted, and any meetings held. The notice will also inform the designation holder that legal counsel may accompany them.

(2) Notice to Designees.

(a) Notice to DMIRs/DERs. The notice will be addressed to the designee's employer and a courtesy copy sent to the designee.

NOTE: If a supplier to a PAH employs the designee, the notice will go to the PAH rather than to the supplier.

(b) Notice to Independent DARs/Consultant DERs. The notice will be given to the DAR/consultant DER.

b. Appeal Procedures.

(1) Termination Reasons.

(a) Appeal procedures do not apply for the following termination reasons: lack of FAA need and ability to manage, loss of a prerequisite certificate, or failure to meet training requirements.

(b) If termination is based on performance by an ODAR, DMIR, or company DER, PAH, supplier, or engineering organization, only the organization may request an appeal of the proposed action. The individual designee may not request the appeal.

(c) If termination is based on performance by a DAR or consultant DER, those individuals may appeal. In this instance, only the DAR/consultant DER may participate in the appeal process.

(2) **Appeal Requested.** If a designation holder requests appeal within 14 days of receipt of the termination notification, the following apply:

(a) **Process.** The managing office will form an appeal panel composed of three persons, advisor level or above, NOT involved in the termination decision. The panel will meet to review and support or override the termination decision. If requested by the designee, the panel will meet with the designee and the FAA inspector or project engineer who made the recommendation to terminate the designation. The process must be completed within 45 days of receiving the appeal request.

NOTE: If the designee chooses to have a lawyer attend, then the managing office must request FAA regional counsel attendance.

(b) **Record.** The FAA will maintain a record of the meeting in some form, such as notes, a summary written after the meeting, or a verbatim transcript prepared by the DPC or by a court reporter. If the record consists of written material, a copy will be forwarded to the designation holder to review and submit proposed comments or corrections.

(c) **Notice of Appeal Panel Decision.** The managing office will notify the designation holder within 15 days of the decision of the appeal panel.

1104. COORDINATION OF TERMINATION DECISIONS. Termination of a particular designation does not necessarily require termination of all designations held. However, to ensure other FAA offices that may have issued authorizations to the designee are aware of the termination action, the office terminating the designation will notify each of the designee's other managing offices of the termination decision.

1105. DESIGNEE INFORMATION NETWORK STATUS. If the managing FAA office takes action to suspend or terminate a designation, the following action will be taken as well:

- a. The DPC or Advisor for AFS designees will ensure the DIN is updated.
- b. Office files will correctly reflect the appropriate designation status.

CHAPTER 12. DESIGNEE FILES**1200. DESIGNEE APPLICANT FILES.**

- a. Establishment and Maintenance of Files.** Managing offices will establish a designee file for each designee applicant and maintain the file throughout every designee status (that is, denied, candidate, active, terminated) until authorized for destruction by Order 1350.15.
- b. Records Storage.** Records may be stored as hardcopies and/or electronically in the DIN.
- c. File Content.** Designee file content is prescribed throughout this order.
- d. Inventory of Requirements.** An inventory of requirements is housed within the AVS Quality Management System in the Aircraft Certification Service Designee File Management document.
- e. Designee Activity File.** The managing office will establish and maintain a designee activity file for each candidate and active designee. This file may be maintained separately from the management file by the advisor and the content may be archived or discarded upon the renewal of the designee.

1409. RESERVED.

1410. APPLICANT NOTIFICATION. There are two types of FAA notifications to the applicant. The first type notifies the applicant in writing whether the applicant is placed into the national candidate pool, or found to be not acceptable. The second type is when an applicant receives a designation, and includes the type of designation and the functions authorized. See appendix 7, figures 2, 3, and 4, of this order for sample letters.

a. NEB Notification to the Applicant. For DARs, the NEB, after reviewing the DAR application package, will notify the applicant. The NEB should identify the areas the applicant was found not qualified. The applicant should retain a copy of all documents submitted to the NEB for personal records.

(1) Applicants who are approved will be assigned to the national DAR candidate pool for 2 years or until the applicant is selected for designation by a managing office, whichever comes first. When a managing office accepts a candidate for designation, the candidate's file will be transferred to the designating managing office. After 2 years, candidates not selected for designation will be deleted from the pool and must repeat the application process to apply for reassignment to the candidate pool.

(2) An applicant who is not approved for assignment to the DAR-T candidate pool may request a review of the NEB's decision by the AFS appeals board. The decision of the appeals board is final. A letter signed by the AFS director will convey the board's decision to the applicant.

b. Notification of Designation.

(1) For DARs, the RO or delegated FSDO/IFO will be responsible for evaluating, selecting from the national candidate pool, and notifying the applicant directly of selection. See the sample letter in appendix 7, figure 2 of this order.

(2) For ODARs, the RO will be responsible for evaluating, selecting, and notifying the applicant directly from all applications received. This responsibility may be delegated to the local FSDO/IFO. See the sample letters in appendix 7, figures 3 and 4, of this order.

1411. ADMINISTRATIVE REQUIREMENTS.

a. DARs may be appointed for 1 to 3 years at the discretion of the appointing office. However, the appointing office should be selective in issuing any certificates of designation with an appointment or renewal period of more than 1 year.

b. The designee's certificate number will be composed of the following:

(1) The type of designation (DAR or ODAR).

(2) A suffix of "T" added after the designation type to identify the designee as a maintenance (airworthiness or avionics) designee.

(3) The DIN-generated ID number (six digits).

(4) The geographical region code (that is, AL-Alaska Region, CE-Central Region, EA-Eastern Region, GL-Great Lakes Region, NE-New England Region, NM-Northwest Mountain Region, SO-Southern Region, SW-Southwest Region, and WP-Western Pacific Region).

c. For example, a maintenance ODAR's number who had been appointed out of the Northwest Mountain Region would be ODART-123456-NM.

1412. GENERAL DESIGNEE ORIENTATION. The managing office accomplishes the initial orientation for all maintenance (airworthiness or avionics) designees and should include the following items:

a. **Flight Standards Service Organizational Structure.** Review the organizational structure of the AFS region system.

b. **Managing Office Structure.** Review the applicable organizational structure.

c. **Personnel.** Introduce the designee to managing office personnel.

d. **Geographic Restrictions.** Explain the procedures for operating across geographic boundaries. (See paragraph 1419.)

e. **Administrative Responsibilities.** Familiarize the designee with all necessary administrative procedures, practices, oversight, and official records, and provide the designee with all pertinent forms and instructions.

f. **Compliance with Policy.** Explain that designees are required to use and implement FAA policy and guidance material (notices, orders, etc.) in addition to the regulations and any other special instructions conveyed by the managing office. Refer to paragraph 300(h).

g. **Appointment and Renewal Procedures.** Explain appointment and renewal procedures. All applicants must review and sign a Designee Acknowledgment of Responsibilities to confirm their understanding that an appointment as a designee is a privilege and not a right and can be terminated by the FAA at any time.

h. **Relocation Procedures.** Explain steps that must be taken if the designee moves to a geographic area for which another appointing office is responsible.

i. **Workshops/Conferences.** Review minutes of recently held designee workshops/conferences and provide copies as appropriate.

j. **Training.** Explain that the FAA requires the designee to participate in periodic FAA seminars or training to ensure familiarization with current FAA policy and procedures. The designee will be notified of seminars, when appropriate. Newly appointed DARs or AR(s) within an ODAR must attend the next available standardization seminar for DMIRs/DARs/ODARs. Refer to chapter 8.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

GENERAL INTERFACE CRITERIA
Direct Interface With FAA Personnel and Procedures

Direct Interface With FAA Personnel and Procedures Explained:

This form is used to document both your character references and your direct interface with the FAA personnel and procedures. List at least three references and include a telephone number where they may be contacted during normal office hours Monday through Friday. These references should be able to verify your integrity, ethics, and interpersonal skills.

<i>DER APPLICANT INFORMATION</i>		<i>FAA USE ONLY</i>	
CRITERIA DESCRIPTION		Adv	EP
List a minimum of three verifiable character references who can substantiate that you possess integrity and sound judgment (you may use the same three as technical references):			
1.	_____		
	Name Phone Number		
2.	_____		
	Name Phone Number		
3.	_____		
	Name Phone Number		
4.	_____		
	Name Phone Number		
5.	_____		
	Name Phone Number		
Applicant has the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA.			
Applicant has a good command of the English language, both oral and written.			
Applicant must be sufficiently knowledgeable in technical and administrative functions associated with the appointment and must satisfactorily demonstrate this to the FAA prior to appointment.			
Applicant must possess a high degree of integrity, sound judgment, and a cooperative attitude. (Company applicant must include a statement from the company attesting to these attributes.)			
Company applicant must report to a level of management in the organization sufficient to enable the applicant to administer the pertinent FAA regulations effectively without undue pressure or influence from other organization elements.			
Applicant has demonstrated adequate experience working directly with the FAA within the technical discipline requested.			
Applicant's title:			
		Executive Title Y/N (Circle One)	

You must include documentation showing that you have had significant experience in a direct working relationship with the FAA. This documentation should be in the following format: projects worked, dates of work, activity involved, and point of contact within the FAA. An example might look as follows:

“Big Airplane AAA-44, April 1989 to present, STC project for EFIS system on Boeing Model 727-200; Jerry Smith (1989-1990) and multiple STC projects; George Burns (1990-present).”

Supplementary Documentation (attach additional sheets as required).

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

GENERAL STANDARDIZATION CRITERIA

Knowledge of the Standardized FAA DER System

Knowledge of the Standardized FAA DER System Explained:

This form is used to document your knowledge of DER responsibilities, authority, limitations, activities, and procedures while serving as a representative of the FAA Administrator in the FAA certification process. The certificate of completion of the DER Initial Seminar that you are provided upon successful completion of the seminar is used as evidence of your knowledge of DER functions. Submittal of a copy of this record of completion of the DER Initial Seminar is required by you before appointment or identification as a candidate. You may also list other experience, training, etc., that has helped you gain this knowledge. If evidence of completion of the DER Initial Seminar is not found recorded in the training section of the DIN, the appointing office will update the training file accordingly.

<i>DER APPLICANT INFORMATION</i>
CRITERION DESCRIPTION:
Applicant completes DER Initial Seminar

<i>FAA USE ONLY</i>		
Adv		EP
	Review record of completion	

List Relevant Experiences, Training, etc.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

STRUCTURAL

Reference FAA Order 8110.37, Appendix 2, Chart A

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column (Y=YES; N=NO), and provides rationale.

<i>DER APPLICANT USE ONLY</i>		<i>FAA USE ONLY</i>		<i>DER APPLICANT USE ONLY</i>		<i>FAA USE ONLY</i>	
Requested Areas	STATIC ANALYSIS	Adv	EP	Requested Areas	FLUTTER/GROUND VIBRATION	Adv	EP
	1A Structures - General (1)				5A Structures - General (1)		
	1B Wing Group				5G Rotor		
	1C Fuselage Group				5P Structures Special (Specify)		
	1D Empennage Group						
	1E Landing Gear						
	1F Flight Controls						
	1G Rotor						
	1P Structures Special (Specify)						
Requested Areas	DYNAMIC ANALYSIS	Adv	EP	Requested Areas	SAFETY ANALYSIS	Adv	EP
	2A Structures - General (1)				6A Structures - General (1)		
	2E Landing Gear				6E Landing Gear		
	2G Rotor				6F Flight Controls		
	2P Structures Special (Specify)				6M Fire Protection		
					6N Evacuation Systems		
					6O Door Systems		
					6P Special (Specify)		
Requested Areas	FATIGUE ANALYSIS	Adv	EP	Requested Areas	FLOTATION AND DITCHING ANALYSIS	Adv	EP
	3A Structures - General (1)				7A Structures - General (1)		
	3B Wing Group				7P Special (Specify)		
	3C Fuselage Group						
	3D Empennage Group						
	3E Landing Gear						
	3G Rotor						
	3P Structures Special (Specify)						
Requested Areas	DESIGN AND CONSTRUCTION	Adv	EP	Requested Areas	STRUCTURAL LOADING LIMITATIONS	Adv	EP
	4A Structures - General (1)				8H Loading Control Documents		
	4B Wing Group				8P Special (Specify)		
	4C Fuselage Group						
	4D Empennage Group						
	4E Landing Gear						
	4F Flight Controls						
	4G Rotor						
	4K Interior Arrangements						
	4L Interior Materials						
	4M Fire Protection						
	4N Evacuation Systems						
	4O Door Systems						
	4P Structures Special (Specify)						
Requested Areas				Requested Areas	SERVICE DOCUMENTS	Adv	EP
					9A Structures - General (1)		
					9B Wing Group		
					9C Fuselage Group		
					9D Empennage Group		
					9E Landing Gear		
					9F Flight Controls		
					9G Rotor		
					9K Interior Arrangements		
					9L Interior Materials		
					9M Fire Protection		
					9N Evacuation System		
					9O Door Systems		
					9P Structures Special (Specify)		

**APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)**

Applicant's Name _____

STRUCTURAL

Reference FAA Order 8110.37, Appendix 2, Chart A

<i>DER APPLICANT USE ONLY</i>		<i>FAA USE ONLY</i>	
Requested Areas	MATERIAL AND PROCESS SPECIFICATIONS	Adv	EP
	10I Metallic Materials		
	10J Nonmetallic Materials		
	10P Structures Special (Specify)		
Requested Areas	FLAMMABILITY	Adv	EP
	11L Interior Materials		
	11M Fire Protection		
	11P Special (Specify)		
Requested Areas	DAMAGE TOLERANCE EVALUATIONS	Adv	EP
	12A Structural - General (1)		
	12G Rotor		
	12P Special (Specify)		

NOTE: The general category in the structures chart embraces all airframe components such as wing, fuselage, empennage, landing gear, flight controls, engine mounts, and special components, but does not apply to rotors.

Additional Requirements for a Delegated Function of Damage Tolerance Evaluation:

(a) Education -

Circle One

- Yes No 1. A degree in Engineering Mechanics
- Yes No 2. A degree in Aerospace/Aeronautical Engineering
- Yes No 3. A degree in Mechanical Engineering
- Yes No 4. A degree in Civil Engineering
- Yes No 5. In addition to one of the above, a course in fractures mechanics is desirable, if not taken during the degree program

(b) Experience -

Circle One

- Yes No 1. 2 to 3 years of experience in airframe stress analysis
- Yes No 2. 3 to 5 years continuous experience in damage tolerance analysis, performing as the principal investigator and responsible for results and conclusions for at least 2 of those years

Additional Requirements for a Delegated Function of Fatigue Analysis:

(a) Education -

Circle One

- Yes No 1. A degree in Engineering Mechanics
- Yes No 2. A degree in Aerospace/Aeronautical Engineering
- Yes No 3. A degree in Mechanical Engineering
- Yes No 4. A degree in Civil Engineering
- Yes No 5. In addition to one of the above, a course in fatigue analysis is desirable, if not taken during the degree program

(b) Experience -

Circle One

- Yes No 1. The equivalent of 2 full years of experience in fatigue analysis. This experience must be within the last 10 years prior to appointment.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

POWER PLANT INSTALLATIONS
Reference FAA Order 8110.37, Appendix 2, Chart B

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column (Y=YES; N=NO), and provides rationale.

<i>DER APPLICANT USE ONLY</i>		<i>FAA USE ONLY</i>		<i>DER APPLICANT USE ONLY</i>		<i>FAA USE ONLY</i>	
Requested Areas	ENGINE INSTALLATION	Adv	EP	Requested Areas	ICE PROTECTION	Adv	EP
	1A Airplane Turbine Engine				6A Airplane Turbine Engine		
	1B Airplane Piston Engine				6B Airplane Piston Engine		
	1C Rotorcraft Turbine Engine				6C Rotorcraft Turbine Engine		
	1D Rotorcraft Piston Engine				6D Rotorcraft Piston Engine		
	1E Auxiliary Power Unit (APU)				6E Auxiliary Power Unit (APU)		
	1F Special (Specify)				6F Special (Specify)		
Requested Areas	FUEL AND OIL	Adv	EP	Requested Areas	COOLING	Adv	EP
	2A Airplane Turbine Engine				7A Airplane Turbine Engine		
	2B Airplane Piston Engine				7B Airplane Piston Engine		
	2C Rotorcraft Turbine Engine				7C Rotorcraft Turbine Engine		
	2D Rotorcraft Piston Engine				7D Rotorcraft Piston Engine		
	2E Auxiliary Power Unit (APU)				7E Auxiliary Power Unit (APU)		
	2F Special (Specify)				7F Special (Specify)		
Requested Areas	INDUCTION/EXHAUST SYS.	Adv	EP	Requested Areas	ENGINE PERFORMANCE/OPERATIONS	Adv	EP
	3A Airplane Turbine Engine				8A Airplane Turbine Engine		
	3B Airplane Piston Engine				8B Airplane Piston Engine		
	3C Rotorcraft Turbine Engine				8C Rotorcraft Turbine Engine		
	3D Rotorcraft Piston Engine				8D Rotorcraft Piston Engine		
	3E Auxiliary Power Unit (APU)				8E Auxiliary Power Unit (APU)		
	3F Special (Specify)				8F Special (Specify)		
Requested Areas	THRUST REVERSERS	Adv	EP	Requested Areas	INDICATING SYSTEMS	Adv	EP
	4A Airplane Turbine Engine				9A Airplane Turbine Engine		
	4B Airplane Piston Engine				9B Airplane Piston Engine		
	4F Special (Specify)				9C Rotorcraft Turbine Engine		
					9D Rotorcraft Piston Engine		
					9E Auxiliary Power Unit (APU)		
					9F Special (Specify)		
Requested Areas	FIRE PROTECTION	Adv	EP	Requested Areas	LIGHTNING/HIRF PROTECTION	Adv	EP
	5A Airplane Turbine Engine				10A Airplane Turbine Engine		
	5B Airplane Piston Engine				10B Airplane Piston Engine		
	5C Rotorcraft Turbine Engine				10C Rotorcraft Turbine Engine		
	5D Rotorcraft Piston Engine				10D Rotorcraft Piston Engine		
	5E Auxiliary Power Unit (APU)				10E Auxiliary Power Unit (APU)		
	5F Special (Specify)				10F Special (Specify)		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

POWER PLANT INSTALLATIONS
Reference FAA Order 8110.37, Appendix 2, Chart B

Requested Areas	SOFTWARE	Adv	EP
	11A Airplane Turbine Engine		
	11B Airplane Piston Engine		
	11C Rotorcraft Turbine Engine		
	11D Rotorcraft Piston Engine		
	11E Auxiliary Power Unit (APU)		
	11F Special (Specify)		

Additional Requirements for a DER With a Delegation of Software Approval:

Circle One

- Yes No (a) Comprehensive familiarity with, and understanding of, RTCA Document DO-178 (revision), Software Considerations in Airborne Systems and Equipment Certification.
- Yes No (b) Familiarity with the systems safety assessment process, specifically, those portions which establish the software criticality levels.
- Yes No (c) A demonstrated knowledge of the rationale for, and the significance of, each stage in the software development process, as well as its supporting standards, procedures, and documentation. The DER should be able to identify the critical aspects and contents of each of the documents mentioned in DO-178.
- Yes No (d) Experience gained from participation in some technically responsible capacity over a complete software development program life cycle. This qualification may be satisfied by an aggregate over several different software development programs.
- Yes No (e) Experience interacting with all phases of software development and testing processes addressed by DO-178, including utilization of the associated configuration and quality control procedures. This experience should include significant responsible involvement in several of those phases. When assessing an applicant's capabilities for making a knowledgeable finding of compliance, experience obtained in the requirements development or testing phases may, for example, be weighted more heavily than that obtained in the detail design or coding phases.
- Yes No (f) Fluency in at least one high-level and one assembly-level programming language and familiarity with typical support software used in a software development process. Familiarity with typical software tools available to facilitate the development, documentation, and consistency-checking processes is highly desirable.
- Yes No (g) Demonstrated knowledge of the sources of software anomalies, the relative merits of the types of testing procedures which are available to protect against them, and the characteristics of a thorough test program.
- Yes No (h) Familiarity with the aspects of computing peculiar to real-time avionics systems, such as the use of interrupts, multitasking, software reentrancy, etc. This should include an appreciation of the types of analysis and testing necessary to ensure the integrity of these mechanisms.
- Yes No (i) An understanding of the techniques which may be employed to reduce software criticality levels, such as system architecture, multiversion programming, and partitioning. This should include the ability to assess the adequacy of a proposed technique relative to the integrity credit desired.
- Yes No (j) Knowledge of hardware characteristics such as input/output schemes, memory organization and multipoint access, communication bus protocols, and processor architecture, all of which have an impact on the software interface and the potential for the creation of anomalies.

**APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)**

Applicant's Name _____

POWER PLANT INSTALLATIONS

Reference FAA Order 8110.37, Appendix 2, Chart B

<i>DER APPLICANT USE ONLY</i>		<i>FAA USE ONLY</i>		<i>DER APPLICANT USE ONLY</i>		<i>FAA USE ONLY</i>	
Requested Areas	CONTROL SYSTEM - ELECTRONIC	Adv	EP	Requested Areas	PROPELLER	Adv	EP
	12A Airplane Turbine Engine				16A Airplane Turbine Engine		
	12B Airplane Piston Engine				16B Airplane Piston Engine		
	12C Rotorcraft Turbine Engine				16F Special (Specify)		
	12D Rotorcraft Piston Engine			Requested Areas	DRIVE SYSTEM	Adv	EP
	12E Auxiliary Power Unit (APU)				17A Airplane Turbine Engine		
	12F Special (Specify)				17B Airplane Piston Engine		
Requested Areas	CONTROL SYSTEM - MECHANICAL	Adv	EP		17C Rotorcraft Turbine Engine		
	13A Airplane Turbine Engine				17D Rotorcraft Piston Engine		
	13B Airplane Piston Engine				17F Special (Specify)		
	13C Rotorcraft Turbine Engine			Requested Areas	TRANSMISSIONS	Adv	EP
	13D Rotorcraft Piston Engine				18C Rotorcraft Turbine Engine		
	13E Auxiliary Power Unit (APU)				18D Rotorcraft Piston Engine		
	13F Special (Specify)				18F Special (Specify)		
Requested Areas	EMISSIONS	Adv	EP	Requested Areas	SAFETY ANALYSIS	Adv	EP
	14A Airplane Turbine Engine				19A Airplane Turbine Engine		
	14B Airplane Piston Engine				19B Airplane Piston Engine		
	14C Rotorcraft Turbine Engine				19C Rotorcraft Turbine Engine		
	14D Rotorcraft Piston Engine				19D Rotorcraft Piston Engine		
	14F Special (Specify)				19E Auxiliary Power Unit (APU)		
Requested Areas	VIBRATION - ENGINE, PROP., OR DRIVE SYSTEM	Adv	EP		19F Special (Specify)		
	15A Airplane Turbine Engine			Requested Areas	SERVICE DOCUMENTS	Adv	EP
	15B Airplane Piston Engine				20A Airplane Turbine Engine		
	15C Rotorcraft Turbine Engine				20B Airplane Piston Engine		
	15D Rotorcraft Piston Engine				20C Rotorcraft Turbine Engine		
	15F Special (Specify)				20D Rotorcraft Piston Engine		
					20E Auxiliary Power Unit (APU)		
					20F Special (Specify)		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

SYSTEMS AND EQUIPMENT (MECHANICAL EQUIPMENT)

Reference FAA Order 8110.37, Appendix 2, Chart C1

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column (Y=YES; N=NO), and provides rationale.

<i>DER APPLICANT USE ONLY</i>		<i>FAA USE ONLY</i>		<u>Additional Requirements for a DER With a Delegation of Software Approval:</u>
Requested Areas	DETAIL DESIGN AND INSTALLATION	Adv	EP	Circle One
	1A Air Conditioning			Yes No (a) Comprehensive familiarity with, and understanding of, RTCA Document DO-178 (revision), Software Considerations in Airborne Systems and Equipment Certification.
	1B Hydraulic			
	1C Ice Protection			Yes No (b) Familiarity with the systems safety assessment process, specifically, those portions which establish the software criticality levels.
	1D Rain Protection			
	1E Oxygen			Yes No (c) A demonstrated knowledge of the rationale for, and the significance of, each stage in the software development process, as well as its supporting standards, procedures, and documentation. The DER should be able to identify the critical aspects and contents of each of the documents mentioned in DO-178.
	1F Pneumatics			
	1G Wheels, Tires, Brakes			
	1H Interior Arrangements			
	1I Interior Materials			
	1J Pressurization			Yes No (d) Experience gained from participation in some technically responsible capacity over a complete software development program life cycle. This qualification may be satisfied by an aggregate over several different software development programs.
	1K Fire Protection			
	1L Water System, Potable & Waste			
	1M Evacuation Systems			
	1N Special (Specify)			Yes No (e) Experience interacting with all phases of software development and testing processes addressed by DO-178, including utilization of the associated configuration and quality control procedures. This experience should include significant responsible involvement in several of those phases. When assessing an applicant's capabilities for making a knowledgeable finding of compliance, experience obtained in the requirements development or testing phases may, for example, be weighted more heavily than that obtained in the detail design or coding phases.
Requested Areas	EQUIPMENT QUALIFICATION TESTS	Adv	EP	
	2A Air Conditioning			
	2B Hydraulic			
	2C Ice Protection			
	2D Rain Protection			
	2E Oxygen			Yes No (f) Fluency in at least one high-level and one assembly-level programming language and familiarity with typical support software used in a software development process. Familiarity with typical software tools available to facilitate the development, documentation, and consistency-checking processes is highly desirable.
	2F Pneumatics			
	2G Wheels, Tires, Brakes			
	2J Pressurization			
	2K Fire Protection			
	2L Water System, Potable & Waste			Yes No (g) Demonstrated knowledge of the sources of software anomalies, the relative merits of the types of testing procedures which are available to protect against them, and the characteristics of a thorough test program.
	2M Evacuation Systems			
	2N Special (Specify)			Yes No (h) Familiarity with the aspects of computing peculiar to real-time avionics systems, such as the use of interrupts, multitasking, software reentrancy, etc. This should include an appreciation of the types of analysis and testing necessary to ensure the integrity of these mechanisms.
Requested Areas	SOFTWARE	Adv	EP	
	3A Air Conditioning			
	3B Hydraulic			
	3C Ice Protection			
	3D Rain Protection			
	3E Oxygen			
	3F Pneumatics			
	3G Wheels, Tires, Brakes			
	3J Pressurization			
	3K Fire Protection			
	3L Water System, Potable & Waste			Yes No (i) An understanding of the techniques which may be employed to reduce software criticality levels, such as system architecture, multiversion programming, and partitioning. This should include the ability to assess the adequacy of a proposed technique relative to the integrity credit desired.
	3N Special (Specify)			Yes No (j) Knowledge of hardware characteristics such as input/output schemes, memory organization and multipoint access, communication bus protocols, and processor architecture, all of which have an impact on the software interface and the potential for the creation of anomalies.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

SYSTEMS AND EQUIPMENT (MECHANICAL EQUIPMENT)

Reference FAA Order 8110.37, Appendix 2, Chart C1 (Cont'd)

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column (Y=YES; N=NO), and provides rationale.

DER APPLICANT USE ONLY		FAA USE ONLY		DER APPLICANT USE ONLY		FAA USE ONLY	
Requested Areas	SAFETY ANALYSIS	Adv	EP	Requested Areas	SERVICE DOCUMENTS	Adv	EP
	4A Air Conditioning				7A Air Conditioning		
	4B Hydraulic				7B Hydraulic		
	4C Ice Protection				7C Ice Protection		
	4D Rain Protection				7D Rain Protection		
	4E Oxygen				7E Oxygen		
	4F Pneumatics				7F Pneumatics		
	4G Wheels, Tires, Brakes				7G Wheels, Tires, Brakes		
	4J Pressurization				7J Pressurization		
	4K Fire Protection				7K Fire Protection		
	4L Water System, Potable & Waste				7L Water System, Potable & Waste		
	4M Evacuation Systems				7M Evacuation Systems		
	4N Special (Specify)				7N Special (Specify)		
Requested Areas	FLAMMABILITY	Adv	EP				
	5I Interior Materials						
	5K Fire Protection						
	5N Special (Specify)						
Requested Areas	LIGHTNING/HIRF PROTECTION	Adv	EP				
	6A Air Conditioning						
	6B Hydraulic						
	6C Ice Protection						
	6D Rain Protection						
	6E Oxygen						
	6F Pneumatics						
	6I Interior Materials						
	6J Pressurization						
	6K Fire Protection						
	6L Water System, Potable & Waste						
	6N Special (Specify)						

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

SYSTEMS AND EQUIPMENT (ELECTRICAL EQUIPMENT)

Reference FAA Order 8110.37, Appendix 2, Chart C2

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column (Y=YES; N=NO), and provides rationale.

<i>DER APPLICANT USE ONLY</i>		<i>FAA USE ONLY</i>	
Requested Areas	DETAIL DESIGN AND INSTALLATION	Adv	EP
	1A Electrical Equipment/Systems		
	1B Electronic Equipment/Systems		
	1C Communications Systems/Antennas		
	1D Auto. Flight Controls/Augmentation		
	1E Instruments		
	1F Navigation Systems/Antennas		
	1G Air Data/Pitot Static		
	1H Warning Systems		
	1I Interior/Exterior Lightning		
	1J Flight Data/Voice Recording		
	1K Passenger Address/Entertainment		
	1L Special (Specify)		
Requested Areas	EQUIPMENT QUALIFICATION TESTS	Adv	EP
	2A Electrical Equipment/Systems		
	2B Electronic Equipment/Systems		
	2C Communications Systems/Antennas		
	2D Automatic Flight Controls/Augmentation		
	2E Instruments		
	2F Navigation Systems/Antennas		
	2G Air Data/Pitot Static		
	2H Warning Systems		
	2I Interior/Exterior Lighting		
	2J Flight Data/Voice Recording		
	2K Passenger Address/Entertainment		
	2L Special (Specify)		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

SYSTEMS AND EQUIPMENT (ELECTRICAL EQUIPMENT)

Reference FAA Order 8110.37, Appendix 2, Chart C2

Requested Areas	SOFTWARE	Adv	EP
	3A Electrical Equipment/Systems		
	3B Electronic Equipment/Systems		
	3C Communications Systems/Antennas		
	3D Automatic Flight Controls/Augmentation		
	3E Instruments		
	3F Navigation Systems/Antennas		
	3G Air Data/Pitot Static		
	3H Warning Systems		
	3J Flight Data/Voice Recording		
	3K Passenger Address/Entertainment		
	3L Special (Specify)		

Additional Requirements for a Delegated Function of Software Approval:

Circle One

- Yes No (a) Comprehensive familiarity with, and understanding of, RTCA Document DO-178 (revision), Software Considerations in Airborne Systems and Equipment Certification.
- Yes No (b) Familiarity with the systems safety assessment process, specifically, those portions which establish the software criticality levels.
- Yes No (c) A demonstrated knowledge of the rationale for, and the significance of, each stage in the software development process, as well as its supporting standards, procedures, and documentation. The DER should be able to identify the critical aspects and contents of each of the documents mentioned in DO-178.
- Yes No (d) Experience gained from participation in some technically responsible capacity over a complete software development program life cycle. This qualification may be satisfied by an aggregate over several different software development programs.
- Yes No (e) Experience interacting with all phases of software development and testing processes addressed by DO-178, including utilization of the associated configuration and quality control procedures. This experience should include significant responsible involvement in several of those phases. When assessing an applicant's capabilities for making a knowledgeable finding of compliance, experience obtained in the requirements development or testing phases may, for example, be weighted more heavily than that obtained in the detail design or coding phases.
- Yes No (f) Fluency in at least one high-level and one assembly-level programming language and familiarity with typical support software used in a software development process. Familiarity with typical software tools available to facilitate the development, documentation, and consistency-checking processes is highly desirable.
- Yes No (g) Demonstrated knowledge of the sources of software anomalies, the relative merits of the types of testing procedures which are available to protect against them, and the characteristics of a thorough test program.
- Yes No (h) Familiarity with the aspects of computing peculiar to real-time avionics systems, such as the use of interrupts, multitasking, software reentrancy, etc. This should include an appreciation of the types of analysis and testing necessary to ensure the integrity of these mechanisms.
- Yes No (i) An understanding of the techniques which may be employed to reduce software criticality levels, such as system architecture, multiversion programming, and partitioning. This should include the ability to assess the adequacy of a proposed technique relative to the integrity credit desired.
- Yes No (j) Knowledge of hardware characteristics such as input/output schemes, memory organization and multipoint access communication bus protocols, and processor architecture, all of which have an impact on the software interface and the potential for the creation of anomalies.

**APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)**

Applicant's Name: _____

SYSTEMS AND EQUIPMENT (ELECTRICAL EQUIPMENT)

Reference FAA Order 8110.37, Appendix 2, Chart C2

<i>DER APPLICANT USE ONLY</i>		<i>FAA USE ONLY</i>	
Requested Areas	SERVICE DOCUMENTS	Adv	EP
	4A Electrical Equipment/Systems		
	4B Electronic Equipment/Systems		
	4C Communications Systems/Antennas		
	4D Auto. Flight Controls/Augmentation		
	4E Instruments		
	4F Navigation Systems/Antennas		
	4G Air Data/Pitot Static		
	4H Warning Systems		
	4I Interior/Exterior Lighting		
	4J Flight Data/Voice Recording		
	4K Passenger Address/Entertainment		
	4L Special (Specify)		
Requested Areas	ELECTRICAL LOAD ANALYSIS	Adv	EP
	5A Electrical Equipment/Systems		
	5B Electronic Equipment/Systems		
	5C Communications Systems/Antennas		
	5D Auto. Flight Controls/Augmentation		
	5E Instruments		
	5F Navigation Systems/Antennas		
	5G Air Data/Pitot Static		
	5H Warning Systems		
	5I Interior/Exterior Lighting		
	5J Flight Data/Voice Recording		
	5K Passenger Address/Entertainment		
	5L Special (Specify)		
Requested Areas	SAFETY ANALYSIS	Adv	EP
	6A Electrical Equipment/Systems		
	6B Electronic Equipment/Systems		
	6C Communications Systems/Antennas		
	6D Auto. Flight Controls/Augmentation		
	6E Instruments		
	6F Navigation Systems/Antennas		
	6G Air Data/Pitot Static		
	6H Warning Systems		
	6I Interior/Exterior Lighting		
	6J Flight Data/Voice Recording		
	6K Passenger Address/Entertainment		
	6L Special (Specify)		
Requested Areas	LIGHTNING/HIRF PROTECTION	Adv	EP
	7A Electrical Equipment/Systems		
	7B Electronic Equipment/Systems		
	7C Communications Systems/Antennas		
	7D Auto. Flight Controls/Augmentation		
	7E Instruments		
	7F Navigation Systems/Antennas		
	7G Air Data/Pitot Static		
	7H Warning Systems		
	7L Special (Specify)		

**APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)**

Applicant's Name _____

RADIO

Reference FAA Order 8110.37, Appendix 2, Chart D

**DER APPLICATION EVALUATION TECHNICAL CRITERIA
*Delegated Functions and Authorized Areas***

- Applicant indicates requested area(s) of delegation.
- Advisor (Adv) evaluates requested area(s) and recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor and marks EP column (Y=YES; N=NO), and provides rationale.

<i>DER APPLICANT USE ONLY</i>		<i>FAA USE ONLY</i>	
Requested Areas	ANALYTICAL SUBSTANTIATION	Adv	EP
	1A Radio Design		
	1B Operating Characteristics		
	1C Antenna Design		
	1D Radio Installation		
	1E Special (Specify)		
Requested Areas	DETAIL DESIGN	Adv	EP
	2A Radio Design		
	2B Operating Characteristics		
	2C Antenna Design		
	2D Radio Installation		
	2E Special (Specify)		
Requested Areas	SAFETY ANALYSIS	Adv	EP
	3A Radio Design		
	3B Operating Characteristics		
	3C Antenna Design		
	3D Ratio Installation		
	3E Special (Specify)		
Requested Areas	SERVICE DOCUMENTS	Adv	EP
	4A Radio Design		
	4B Operating Characteristics		
	4C Antenna Design		
	4D Radio Installation		
	4E Special (Specify)		

APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name _____

ENGINES

Reference FAA Order 8110.37, Appendix 2, Chart E

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column (Y=YES; N=NO), and provides rationale.

DER APPLICANT USE ONLY		FAA USE ONLY		Additional Requirements for a DER With a Delegation of Software Approval:
Requested Areas	DETAIL DESIGN	Adv	EP	Circle One
	1A Turbine Engines			Yes No (a) Comprehensive familiarity with, and understanding of, RTCA Document DO-178 (revision), Software Considerations in Airborne Systems and Equipment Certification.
	1B Piston Engines			
	1C Special (Specify)			
Requested Areas	BLOCK TESTS	Adv	EP	Yes No (b) Familiarity with the systems safety assessment process, specifically, those portions which establish the software criticality levels.
	2A Turbine Engines			Yes No (c) A demonstrated knowledge of the rationale for, and the significance of, each stage in the software development process, as well as its supporting standards, procedures, and documentation. The DER should be able to identify the critical aspects and contents of each of the documents mentioned in DO-178.
	2B Piston Engines			
	2C Special (Specify)			
Requested Areas	PERFORMANCE CHARACTERISTICS	Adv	EP	Yes No (d) Experience gained from participation in some technically responsible capacity over a complete software development program life cycle. This qualification may be satisfied by an aggregate over several different software development programs.
	3A Turbine Engines			
	3B Piston Engines			
	3C Special (Specify)			
Requested Areas	VIBRATION ANALYSIS	Adv	EP	Yes No (e) Experience interacting with all phases of software development and testing processes addressed by DO-178, including utilization of the associated configuration and quality control procedures. This experience should include significant responsible involvement in several of those phases. When assessing an applicant's capabilities for making a knowledgeable finding of compliance, experience obtained in the requirements development or testing phases may, for example, be weighted more heavily than that obtained in the detail design or coding phases.
	4A Turbine Engines			
	4B Piston Engines			
	4C Special (Specify)			
Requested Areas	OPERATION MANUALS	Adv	EP	Yes No (f) Fluency in at least one high-level and one assembly-level programming language and familiarity with typical support software used in a software development process. Familiarity with typical software tools available to facilitate the development, documentation, and consistency-checking processes is highly desirable.
	5A Turbine Engines			
	5B Piston Engines			
	5C Special (Specify)			
Requested Areas	OVERHAUL MANUALS	Adv	EP	Yes No (g) Demonstrated knowledge of the sources of software anomalies, the relative merits of the types of testing procedures which are available to protect against them, and the characteristics of a thorough test program.
	6A Turbine Engines			
	6B Piston Engines			
	6C Special (Specify)			
Requested Areas	SERVICE DOCUMENTS	Adv	EP	Yes No (h) Familiarity with the aspects of computing peculiar to real-time avionics systems, such as the use of interrupts, multitasking, software reentrancy, etc. This should include an appreciation of the types of analysis and testing necessary to ensure the integrity of these mechanisms.
	7A Turbine Engines			
	7B Piston Engines			
	7C Special (Specify)			
Requested Areas	EXHAUST EMISSIONS EVALUATION	Adv	EP	Yes No (i) An understanding of the techniques which may be employed to reduce software criticality levels, such as system architecture, multiversion programming, and partitioning. This should include the ability to assess the adequacy of a proposed technique relative to the integrity credit desired.
	8A Turbine Engines			
	8B Piston Engines			
	8C Special (Specify)			
Requested Areas	SOFTWARE	Adv	EP	Yes No (j) Knowledge of hardware characteristics such as input/output schemes, memory organization and multipoint access, communication bus protocols, and processor architecture, all of which have an impact on the software interface and the potential for the creation of anomalies.
	9A Turbine Engines			
	9B Piston Engines			
	9C Special (Specify)			

**APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)**

Applicant's Name _____

ENGINES

Reference FAA Order 8110.37, Appendix 2, Chart E

<i>DER APPLICANT USE ONLY</i>		<i>FAA USE ONLY</i>	
Requested Areas	SAFETY ANALYSIS	Adv	EP
	10A Turbine Engines		
	10B Piston Engines		
	10C Special (Specify)		
Requested Areas	LIGHTNING/HIRF PROTECTION	Adv	EP
	11A Turbine Engines		
	11B Piston Engines		
	11C Special (Specify)		

**APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)**

Applicant's Name _____

PROPELLERS

Reference FAA Order 8110.37, Appendix 2, Chart F

<i>DER APPLICANT USE ONLY</i>		<i>FAA USE ONLY</i>	
Requested Areas	SAFETY ANALYSIS	Adv	EP
	9A Controllable Pitch Propellers		
	9B Fixed Pitch Propellers		
	9C Special (Specify)		
Requested Areas	LIGHTNING/HIRF PROTECTION	Adv	EP
	10A Controllable Pitch Propellers		
	10B Fixed Pitch Propellers		
	10C Special (Specify)		

**APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)**

Applicant's Name _____

FLIGHT ANALYST

Reference FAA Order 8110.37, Appendix 2, Chart G

DER APPLICATION EVALUATION TECHNICAL CRITERIA

Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column (Y=YES; N=NO), and provides rationale.

<i>DER APPLICANT USE ONLY</i>		<i>FAA USE ONLY</i>		<i>DER APPLICANT USE ONLY</i>		<i>FAA USE ONLY</i>	
Requested Areas	REVIEW FLIGHT TEST PLANS	Adv	EP	Requested Areas	WEIGHT/BALANCE SURVEILLANCE	Adv	EP
	1A Aircraft Performance				3A Aircraft Performance		
	1B Aerodynamics				3B Aerodynamics		
	1C Flight Characteristics				3C Flight Characteristics		
	1D Sys. Calib. (Air Spd., Alt., Air Temp.)				3F Elec./Electronic Sys. - Related Comp.		
	1E Propulsion Sys. & Related Components				3I Auto. Control Systems		
	1F Elec./Electronic Sys.-Related Comp.			Requested Areas	FLIGHT TEST DATA RECORDING	Adv	EP
	1G Mech. & Hyd. Sys.-Related Comp.				4A Aircraft Performance		
	1H Pressure & Air Conditioning Systems				4B Aerodynamics		
	1I Auto. Control Systems				4C Flight Characteristics		
	1J Ice Protection System				4D Sys. Calib. (Air Spd./Alt./Air Temp.)		
	1K Special (Specify)				4E Propulsion Sys. & Related Comp.		
Requested Areas	REVIEW FLIGHT TEST INSTRUMENTATION	Adv	EP		4F Elec./Electronic Sys. - Related Comp.		
	2A Aircraft Performance				4G Mech. & Hyd. Sys. - Related Components		
	2B Aerodynamics				4H Pressure & Air Conditioning Systems		
	2C Flight Characteristics				4I Auto. Control Systems		
	2D Sys. Calib. (Air Spd., Alt., Air Temp.)				4J Ice Protection Systems		
	2E Propulsion Sys. & Related Components				4K Special (Specify)		
	2F Elec./Electronic Sys.-Related Comp.						
	2G Mech. & Hyd. Sys.-Related Comp.						
	2H Pressure & Air Conditioning Systems						
	2I Auto. Control Systems						
	2J Ice Protection System						
	2K Special (Specify)						

**APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)**

Applicant's Name _____

FLIGHT ANALYST

Reference FAA Order 8110.37, Appendix 2, Chart G

<i>DER APPLICANT USE ONLY</i>		<i>FAA USE ONLY</i>		<i>DER APPLICANT USE ONLY</i>		<i>FAA USE ONLY</i>	
Requested Areas	FLIGHT TEST DATA REDUCTION/ANALYSIS	Adv	EP	Requested Areas	COMPLETE PORTIONS OF TYPE INSPECTION REPORTS	Adv	EP
	5A Aircraft Performance				9A Aircraft Performance		
	5B Aerodynamics				9B Aerodynamics		
	5C Flight Characteristics				9C Flight Characteristics		
	5D Sys. Calib. (Air Spd., Alt., Air Temp.)				9D Sys. Calib. (Air Spd., Alt., Air Temp.)		
	5E Propulsion Sys. & Related Components				9E Propulsion Sys. & Related Components		
	5F Elec./Electronic Sys. - Related Comp.				9F Elec./Electronic Sys. - Related Comp.		
	5G Mech. & Hyd. Sys. - Related Comp.				9G Mech. & Hyd. Sys. - Related Comp.		
	5H Pressure & Air Conditioning Systems				9H Pressure & Air Conditioning Systems		
	5I Auto. Control Systems				9I Auto. Control Systems		
	5J Ice Protection System				9J Ice Protection System		
	5K Special (Specify)				9K Special (Specify)		
Requested Areas	FLIGHT TEST DATA EXPANSION (Alt./Temp./Wgt.)	Adv	EP	Requested Areas	REVIEW ACFT. FLT. MANUAL AND RECOMMEND APPROVAL	Adv	EP
	6A Aircraft Performance				10A Aircraft Performance		
	6B Aerodynamics				10B Aerodynamics		
Requested Areas	COMPILE FLIGHT TEST REPORTS	Adv	EP		10C Flight Characteristics		
	7A Aircraft Performance				10D Sys. Calib. (Air Spd./Alt./Air Temp.)		
	7B Aerodynamics				10E Propulsion Sys. & Related Comp.		
	7C Flight Characteristics				10F Elec./Electronic Sys. - Related Comp.		
	7D Sys. Calib. (Air Spd., Alt., Air Temp.)				10G Mech. & Hyd. Sys. - Related Components		
	7E Propulsion Sys. & Related Components				10H Pressure & Air Conditioning Systems		
	7F Elec./Electronic Sys. - Related Comp.				10I Auto. Control Systems		
	7G Mech. & Hyd. Sys.-Related Comp.				10J Ice Protection Systems		
	7H Pressure & Air Conditioning Systems				10K Special (Specify)		
	7I Auto. Control Systems			Requested Areas	COMPILE PART 36 REFERENCE PROFILES	Adv	EP
	7J Ice Protection System				11L Part 36 Reference Conditions		
	7K Special (Specify)						
Requested Areas	COMPILE PERFORMANCE SUBSTANTIATION REPORTS	Adv	EP				
	8A Aircraft Performance						
	8B Aerodynamics						

NOTE: Specific appendix to part 36 (for example, appendix C, appendix G, appendix H, appendix J) may be controlled by CFR authorized in delegation letter (for example, CFR 23, CFR 25, CFR 27, CFR 29) or by specific appendix (for example, appendix J only). This may require specific CFR limitations for new authorized area L and delegated function 11.

**APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)**

Applicant’s Name _____

FLIGHT TEST PILOT

Reference FAA Order 8110.37, Appendix 2, Chart H

**DER APPLICATION EVALUATION TECHNICAL CRITERIA
*Delegated Functions and Authorized Areas***

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column (Y=YES; N=NO), and provides rationale.

<i>DER APPLICANT USE ONLY</i>	
Requested Areas	RECOMMEND APPROVAL OF FLIGHT TEST PLANS
	1A Aircraft Performance
	1B Flight Characteristics
	1C Propulsion Systems
	1D Hyd., Elec., & Pneumatic Systems
	1E Pressurization & A/C Systems
	1F Flight Instruments & Systems
	1G Auto. Control Systems
	1H Ice Protection Systems
	1I Operating Limitations or Procedures
	1J H/V (Rotorcraft)
	1K Special (Specify)
Requested Areas	CONDUCT GROUND TESTS AND EVALUATIONS
	2A Aircraft Performance
	2C Propulsion Systems
	2D Hyd., Elec., & Pneumatic Systems
	2E Pressurization & A/C Systems
	2F Flight Instruments & Systems
	2G Auto. Control Systems
	2H Ice Protection Systems
	2I Operating Limitations/Procedures
	2K Special (Specify)

<i>FAA USE ONLY</i>	
Adv	EP
Adv	EP

<i>DER APPLICANT USE ONLY</i>	
Requested Areas	CONDUCT FLIGHT TESTS AND EVALUATIONS
	3A Aircraft Performance
	3B Flight Characteristics
	3C Propulsion Systems
	3D Hyd., Elec., & Pneumatic Systems
	3E Pressurization & A/C Systems
	3F Flight Instruments & Systems
	3G Auto. Control Systems
	3H Ice Protection Systems
	3I Operating Limitations/Procedures
	3J H/V (Rotorcraft)
	3K Special (Specify)
Requested Areas	COMPLETE TEST REPORTS
	4B Flight Characteristics
	4F Flight Instruments & Systems
	4G Auto. Control Systems
	4I Operating Limitations/Procedures
	4J H/V (Rotorcraft)
	4K Special (Specify)
Requested Areas	COMPLETE PORTIONS OF AND APPROVE THE TIR
	5A Aircraft Performance
	5B Flight Characteristics
	5C Propulsion Systems
	5D Hyd., Elec., & Pneumatic Systems
	5E Pressurization & A/C Systems
	5F Flight Instruments & Systems
	5G Auto. Control Systems
	5H Ice Protection Systems
	5I Operating Limitations/Procedures
	5J H/V (Rotorcraft)
	5K Special (Specify)

<i>FAA USE ONLY</i>	
Adv	EP
Adv	EP

**APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)**

Applicant's Name _____

FLIGHT TEST PILOT

Reference FAA Order 8110.37, Appendix 2, Chart H

<i>DER APPLICANT USE ONLY</i>		<i>FAA USE ONLY</i>	
Requested Areas	RECOMMEND APPROVAL OF AIRCRAFT FLIGHT MANUAL	Adv	EP
	6A Aircraft Performance		
	6B Flight Characteristics		
	6C Propulsion Systems		
	6D Hyd., Elec., & Pneumatic Systems		
	6E Pressurization & A/C Systems		
	6F Flight Instruments & Systems		
	6G Auto. Control Systems		
	6H Ice Protection Systems		
	6I Operating Limitations/Procedures		
	6J H/V (Rotorcraft)		
	6K Special (Specify)		

Additional Requirements for a Flight Test Pilot DER:

Circle One

- Yes No (a) Hold a commercial pilot's certificate with instrument rating and be qualified in aircraft of the same category and class and similar in design to that in which the applicant will be conducting tests.
- Yes No (b) Have logged a minimum of 2,000 pilot-in-command (PIC) flying hours (1,000 hours for helicopters) of which at least 100 hours have been logged within the past 12 months.
- Yes No (c) Have logged a minimum of 100 hours of appropriate experimental flight testing experience in the same certification category and in a similar type of aircraft for which the DER appointment is requested.

**APPENDIX 1. APPLICATION PACKAGE
FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)**

Applicant's Name _____

ACOUSTICAL

Reference FAA Order 8110.37, Appendix 2, Chart I

**DER APPLICATION EVALUATION TECHNICAL CRITERIA
*Delegated Functions and Authorized Areas***

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column (Y=YES; N=NO), and provides rationale.

<i>DER APPLICANT USE ONLY</i>		<i>FAA USE ONLY</i>	
Requested Areas	MEASUREMENT LOCATIONS	Adv	EP
	1A Acoustical		
	1B Special (Specify)		
Requested Areas	RECORDING EQUIPMENT	Adv	EP
	2A Acoustical		
	2B Special (Specify)		
Requested Areas	ANALYSIS EQUIPMENT	Adv	EP
	3A Acoustical		
	3B Special (Specify)		
Requested Areas	ENVIRONMENTAL CONDITIONS	Adv	EP
	4A Acoustical		
	4B Special (Specify)		
Requested Areas	CALCULATION PROCEDURE	Adv	EP
	5A Acoustical		
	5B Special (Specify)		

NOTE 1: Acoustical DER appointments require two levels of approvals. First, the approval of the ACO manager, then the approval of the Director, Office of Environment and Energy (AEE-1), or FAA personnel to whom they have delegated such approval authority. However, technical data approvals and other activities of the acoustical DER will be monitored by the cognizant ACO.

NOTE 2: All of the above areas are ONLY authorized on a case-by-case basis.

**APPENDIX 1. APPLICATION PACKAGE
FIGURE 4. SAMPLE DMIR/DAR APPLICATION PACKAGE
SUBMITTAL LETTER**



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

Dear **[Designee Applicant]**:

Enclosed is a designee application package that will assist you in preparing and submitting all the required information. Chapter 4, tables' 4-1 to 4-4 of FAA Order 8100.8, Designation Management Handbook, contains specific information which must be provided by applicants who seek appointment as DMIR/DAR/ODAR. The evaluation of the information provided by the applicant showing how the applicant meets the criteria determines if the applicant may be appointed as a designee, identified as a candidate, or has their application denied. When an applicant meets the criteria through direct FAA interaction and verifiable documentation, and there is an FAA need and ability to manage, appointment is made. When all of the criteria are met, with the exception of a direct working relationship with the FAA, an applicant may be identified as a candidate. Failure to meet the above will result in a denial.

The following items make up the DMIR/DAR/ODAR application package:

1. FAA Form 8110-14, Statement of Qualifications (DAR-ODAR-DMIR-DER). *THIS FORM MUST BE COMPLETED AND RETURNED.* If you are requesting appointment as an organizational DAR or DMIR, please ensure your employer completes item 10 and forwards a letter requesting your appointment.
2. Evaluation forms for GENERAL REGULATORY, TECHNICAL, INTERFACE, and STANDARDIZATION criteria requirements. The supplementary information which is required for REGULATORY, TECHNICAL, and INTERFACE criteria should be attached to the applicable sheet and *RETURNED*.
3. Evaluation forms for SPECIALIZED TECHNICAL criteria. These criteria are specialized to the particular airworthiness function for which you are seeking authorization. Write your name on each of these sheets. Then indicate the requested authorized functions for which you are seeking appointment.

For items 2 and 3 you must include documentation which verifies that you possess the required general and specialized knowledge. This may be done by listing experience with quality control methods and techniques, by indicating you have successfully completed the designee standardization written examination, and by documenting programs you have managed leading to the issuance of original airworthiness certificates or approvals for products and/or parts.

You must also include documentation which verifies that you have had the general and specialized experience required for any of the authorized functions you are requesting. This information should be in a resume format and be as concise as possible. Please include the location and dates where the experience was gained. It is very important that this information verifies your expertise in each of the authorized functions requested. Your resume will need to verify that you have all of these additional specific requirements.

Your completed application package *MUST BE RETURNED* for evaluation in accordance with FAA Order 8100.8. Please make information on your application as complete as possible. Concise, accurate, and detailed records are essential to prompt processing of your application. Incomplete packages will be returned. Please forward your application package to:

DOT/FAA
[Location] MIDO
ATTN: **[DPC]**
[Address]

If you have any questions regarding this application package, please contact **[DPC]** at **[telephone number]**.

[Signature Block]

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

Applicant's Name _____

GENERAL REGULATORY CRITERIA

Regulatory Experience and Expertise

Regulatory Experience and Expertise Explained:

This form documents your knowledge of the meaning and applications of Title 14, Code of Federal Regulations (14 CFR). This knowledge allows the designee to determine what is and is not applicable for the task at hand. On the REGULATORY criteria sheet, place an "X" in the column to the left of 14 CFR part(s) of which you are knowledgeable. You must include documentation that verifies where and how you acquired your knowledge of acceptable compliance to the requested 14 CFR part. An example might look as follows:

“During the time period from December 1983 to April 1997, I was employed by the Big Airplane Company in Ennis, Texas. My position was on the Airworthiness Certification staff. One of my job functions was to research documentation regarding certain regulations, conformity to company type design, and compliance to airworthiness standards to assist the company in making its findings of compliance. I worked very closely with Mr. Gene Vandermolten of the Transport Airplane Directorate.”

APPLICANT INFORMATION		FAA USE ONLY	
GENERAL EXPERIENCE DESCRIPTION:			
Regulatory/Certification Expertise and Experience			
Possesses a working knowledge of the pertinent FAA regulations, directives and related guidance:		Adv	EP
14 CFR part 21			
14 CFR part 45			
14 CFR part 47			
14 CFR part 183			
Order 8110.4			
Order 8100.8			
Order 8130.2			
Order 8130.21			
Advisory Circular 21-2			
Advisory Circular 21-23			
Advisory Circular 21-32			
Advisory Circular 21-33			
Advisory Circular 45-2			

Supplementary Documentation (attach additional sheets as required).

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

Applicant's Name _____

GENERAL TECHNICAL CRITERIA
Technical Experience and Expertise

Technical Experience and Expertise Explained:

This form documents the applicant's possession of airworthiness and manufacturing knowledge, skills, and abilities. This criteria also is used to determine the authorized functions and limitations. Indicate applicable technical expertise and experience you have by placing an "X" in the left column of the table below. You must list at least three references and include telephone numbers at which they may be reached during normal business hours Monday through Friday. These references must be persons who have first-hand knowledge of your technical abilities. These persons must have the technical knowledge necessary to make such a judgment regarding your technical ability. Although not required, it will be helpful if these references are persons known to the Aircraft Certification Service. You must also include documentation that substantiates where and how you acquired your technical expertise and experience.

Mark with an "X"	APPLICANT INFORMATION	FAA USE ONLY	
	GENERAL EXPERIENCE DESCRIPTION: Technical: Technical Expertise and Experience	Adv	EP
	Each applicant must possess current technical knowledge and meet experience requirements in connection with the production or inspection of products or parts of the same type and complexity for the functions sought (for example, Boeing Model 707-100, Bell Model 47B, and/or related parts/components, appliances, etc.).		
	DMIR/ODAR Employed by a PAH or a PAH's supplier.		
	DMIR/ODAR: Familiar with the PAH and/or PAH's approved supplier's facilities, procedures, manufacturing practices, and inspection techniques in connection with type certification, original airworthiness certification, export certification, parts approval, and associated data as appropriate for the functions sought.		
	Three verifiable technical references are required to substantiate that the applicant possesses the required technical expertise for the designation sought. These references (listed below) may be the same persons used for character references (reference GENERAL INTERFACE CRITERIA). DMIR and ODAR applicants must include a letter of recommendation from the company attesting to the applicant's technical competency; this may be considered one of the three required technical references.		
	For an ODAR, unlike an individual DAR, it is the ORGANIZATION that must meet all DAR qualifications for authorized functions identified in the approved procedures manual. The ODAR is responsible for ensuring the individual ARs identified in the ODAR procedures manual COLLECTIVELY meet the overall qualification criteria in this order, not each individual performing specific functions under the ODAR. Therefore, the individuals within an ODAR designation need only the skill and ability necessary to make the required determination consistent with the type and complexity of authorized functions to be performed. The ODAR is responsible for ensuring compliance with FAA regulations and terms of the appointment. Corrective action will be directed at the ORGANIZATION and not individuals authorized within the ODAR.		
	Technical References (list three names minimum and indicate if DMIR/DAR/ODAR): 1. _____ Name Phone Number Designations Held 2. _____ Name Phone Number Designations Held 3. _____ Name Phone Number Designations Held		

Supplementary Documentation (attach additional sheets as required).

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

Applicant's Name _____

GENERAL INTERFACE CRITERIA
Direct Interface with FAA Personnel and Procedures

Direct Interface With FAA Personnel and Procedures Explained:

This form is used to document your character references and your direct interface with FAA personnel and procedures. List at least three references and include a telephone number where they may be contacted during normal office hours Monday through Friday. These references should be able to verify your integrity, ethics, and interpersonal skills.

<i>APPLICANT INFORMATION</i>		<i>FAA USE ONLY</i>	
GENERAL EXPERIENCE DESCRIPTION: INTERFACE CRITERIA		Adv	EP
Three verifiable character references are required to substantiate that the applicant possesses integrity and sound judgment. These references (listed below) may be the same persons used for technical references (reference GENERAL TECHNICAL CRITERIA). DMIR and ODAR applicants must include a letter of recommendation from the company attesting to these attributes; this may be considered one of the three required character references.			
List a minimum of three verifiable character references:			
1. _____	_____		
Name	Phone Number		
2. _____	_____		
Name	Phone Number		
3. _____	_____		
Name	Phone Number		
4. _____	_____		
Name	Phone Number		
5. _____	_____		
Name	Phone Number		
Applicant has the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA.			
Applicant has a good command of the English language, both oral and written.			
Applicant must be sufficiently knowledgeable in technical and administrative functions associated with the appointment and must satisfactorily demonstrate this to the FAA prior to appointment.			
Applicant possesses a high degree of integrity, sound judgment, and cooperative attitude.			
DMIR applicant must have been in a responsible position for a minimum of 1 year in connection with the type of work covered by the designation.			
DMIR/ODAR applicants must report to a level of management in the organization sufficient to enable the applicant to administer the pertinent FAA regulations effectively without undue pressure or influence from other organization elements.			
DAR/ODAR applicants must include documentation showing significant experience in a direct working relationship with the FAA.			

DAR/ODAR applicants showing significant experience in a direct working relationship with the FAA will have their documentation in the following format: projects worked, dates of work, activity involved, and point of contact within the FAA. An example follows:

“Big Airplane AAA-44, April 1989 to present, STC project for EFIS system on Boeing Model 727-200; Jerry Smith (1989-1990) and multiple STC projects; George Burns (1990-present).”

Supplementary Documentation (attach additional sheets as required).

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

Applicant's Name _____

AUTHORIZED FUNCTIONS AND TECHNICAL EXPERIENCE CRITERIA

INSTRUCTIONS: Applicant indicates below the function(s) for which authorization is sought. On the following SPECIALIZED TECHNICAL EXPERIENCE (Application Information) tables indicate, by putting an "X" below, the appropriate experience for the authorized functions desired. The experience indicated must be substantiated on a separate supplemental sheet and submitted with the application. The advisor evaluates the requested function(s), and recommends authorized function(s) to the evaluation panel by marking the Adv column (Y=Yes, N=No) and provides rationale. The evaluation panel evaluates function(s) recommended by the advisor, marks the EP column (Y=Yes, N=No), and provides rationale.

DMIR Applicants - Indicate Functions Desired						
1	2	3	4	5	6	7

DMIR Code 53 Applicants
53

Manufacturing DAR and ODAR Applicants - Indicate Functions Desired															
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	53

AUTHORIZED FUNCTIONS

NOTE 1: A designee may not be authorized to perform evaluation, surveillance, or investigations of quality control systems, data, procedures, methods, or service difficulty reports. These are inherently governmental functions that are NOT to be delegated. The FAA inspector will NOT authorize any privilege not included in §§ 183.31 and 183.33. Authorized function(s) must appear on the designee's certificate of authority.

NOTE 2: Each designee must be carefully evaluated to ensure that they are issued the applicable codes with appropriate limitations for the functions they perform.

NOTE 3: The "conformity inspections" functions include test articles, as required. Designees may be authorized to witness tests when requested by the ACO and authorized by the managing office.

NOTE 4: Designees are required to complete any necessary reports/documents, as applicable, under any function code.

DMIR Codes and Functions:

01 Issue original standard or special airworthiness certificate for eligible aircraft and airworthiness approvals for engines, propellers, and product parts at a production approval holder's (PAH) facility, only when it has been determined that the product(s) conform to the approved design requirements and are in a condition for safe operation.

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

Applicant's Name _____

NOTE: Under this function code, the issuance of airworthiness approvals (Form 8130-3) are for domestic shipments only in accordance with FAA Order 8130.21, Procedures for Completion and Use of the Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag.

02 Issue special airworthiness certificate, in the experimental category, for the purpose of showing compliance with 14 CFR chapters I and III for aircraft which the PAH holds the type certificate (TC), and that has undergone changes to the type design that require an FAA official flight test.

NOTE: The designees must contact their managing office to obtain any special direction or instructions before issuing each experimental airworthiness certificate.

03 Issue export certificate of airworthiness and export airworthiness approval tag in accordance with 14 CFR part 21, subpart L, for the PAH after determining that the products and parts submitted by the PAH conform to the type design, are in a condition for safe operation, and comply with the special requirements of the importing country.

NOTE: 14 CFR part 21, subpart L, restricts the export of class I, II, and III products to certain limitations or conditions. These specified limitations or conditions should be thoroughly reviewed, understood, and satisfied before a DMIR performs these functions.

04 Issue special flight permits to export aircraft after determining that all products presented by the PAH for export conform to the PAH's type design, are in a condition for safe operation, and comply with the special requirements of the importing country.

05 Conduct conformity inspections to determine that prototype products and related parts conform to the design specifications.

NOTE: All inspections will be delegated by the managing office. 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 DMIR inspection. In general, a DMIR should 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.

06 Conduct any inspections to determine that production products and related parts conform to the approved type design and are in a condition for safe operation.

07 Perform functions specifically identified on the DMIR certificate of authority for the PAH, or the PAH's supplier, at any location authorized by the FAA.

53 Issue FAA Form 8130-3 for class II and III parts, domestic or export, at a PC holder's distribution center.

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

Applicant's Name _____

DAR-F and ODAR-F Codes and Functions:

08 Issue original standard airworthiness certificates for U.S.-registered aircraft and original airworthiness approvals for engines, propellers, parts, and appliances that conform to the approved design requirements and are in a condition for safe operation.

NOTE 1: Under this function code, the issuance of airworthiness approvals (Form 8130-3) are for domestic shipments only in accordance with FAA Order 8130.21, Procedures for Completion and Use of Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag.

NOTE 2: This includes very light aircraft (VLA), aircraft built from spare and surplus parts, and surplus military aircraft. This does not include aircraft built in countries in which the United States does not have a BAA or BASA.

NOTE 3: The issuance of airworthiness approvals meets the requirements for production conformity at the PAH or the PAH's supplier.

09 Issue special airworthiness certificates, in the experimental category, for the purpose of showing compliance with 14 CFR chapter I, for U.S.-registered aircraft which have undergone changes to the type design and require flight test prior to the issuance/reissuance of an airworthiness certificate.

10 Issue original/recurrent special airworthiness certificates for primary category aircraft.

11 Issue original/recurrent special airworthiness certificates, in the experimental category, for the purposes of performing market survey, research and development, and crew training on U.S.-registered aircraft.

12 Issue original/recurrent special airworthiness certificates, in the experimental category, for the purpose of air racing and operating exhibition U.S.-registered aircraft located in the United States.

13 Issue original special airworthiness certificates for U.S.-registered restricted category aircraft, including aircraft built from spare and surplus parts or surplus military aircraft.

NOTE: Spare and surplus apply only to §§ 21.21 and 21.27 type-certificated aircraft.

14 Issue original class I provisional airworthiness certificates.

15 Issue original/recurrent special airworthiness certificates for limited category.

16 Issue special flight permits for U.S.-registered aircraft for the purposes outlined in 14 CFR part 21, § 21.197(a)(1), (2), (3), (4), (5), and (b).

17 Issue amendment/replacement for standard or special airworthiness certificate 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.

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 4

<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 19 in the left column and attach supplemental substantiation.		Adv	EP
Experience Includes	ISSUE ORIGINAL EXPORT AIRWORTHINESS APPROVALS FOR CLASS II PRODUCTS		
	3 years of experience as a DMIR		
	3 years of experience as a DOA inspector		
	3 years of experience as a company inspector		
	3 years 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 3 years 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 class II 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 II products.		
	*Show evidence of 3 years of experience (for class II) with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that class II 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 5

<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 A PART (FOR EXAMPLE, MODULE, SUBASSEMBLY, COMPONENT, ARTICLE, ETC.) MADE UNDER AN FAA PRODUCTION APPROVAL, THE FAILURE OF WHICH WOULD JEOPARDIZE THE SAFETY OF AN AIRCRAFT, AIRCRAFT ENGINE, OR PROPELLER	Adv	EP
	3 years of experience as a DMIR		
	3 years of experience as a DOA inspector		
	3 years of experience as a company inspector		
	3 years 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 3 years 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 3 years 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.		
	*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 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.		Adv	EP
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		

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

Applicant's Name _____

Table 8

<i>APPLICANT INFORMATION</i>		<i>FAA USE ONLY</i>	
Write in the number of years of experience possessed for DMIR functions 5 and 7 and DAR/ODAR function 21 in the left column and attach supplemental substantiation.			
Experience Includes	MAKE CONFORMITY DETERMINATIONS ON AIRCRAFT AND PARTS THEREOF (including those submitted for FAA tests prior to issuance of an FAA Type Design Approval)	Adv	EP
	5 years of experience as a DMIR		
	5 years of experience as a DAS inspector		
	5 years of experience as a 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 making actual conformity determinations or having responsibility for managing programs which lead to the determination that prototype or test articles, parts, or installations (including completed aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) conformed to the type design under evaluation by the FAA or show evidence of knowledge as indicated by the asterisk (*) below.		
	Organization holding an FAA production approval must have a person(s) in its employ with 5 years of experience similar to experience listed below:		
	Organization not holding an FAA production approval must have a person(s) in its employ with 5 years of experience similar to experience listed below:		
	*Show evidence of 5 years of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine prototype or test articles, parts, or 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 type design being evaluated. 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 9

<i>APPLICANT INFORMATION</i>		<i>FAA USE ONLY</i>	
Write in the number of years of experience possessed for DMIR functions 5 and 7 and DAR/ODAR function 22 in the left column and attach supplemental substantiation.			
Experience Includes	ISSUANCE OF CONFORMITY CERTIFICATIONS FOR COMPONENTS MANUFACTURED IN THE UNITED STATES FOR NON-U.S. PRODUCT MANUFACTURER	Adv	EP
	3 years of experience as a DMIR		
	3 years of experience as a DAS inspector		
	3 years of experience as a DOA inspector		
	3 years of experience as a company inspector		
	3 years of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	Involved in making actual conformity determinations or having responsibility for managing programs which lead to the determination that prototype or test articles, parts, or installations (including completed aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) conformed to the type design under evaluation by the FAA, or show evidence of knowledge as indicated by the asterisk (*) below.		
	Organization holding an FAA production approval must have a person(s) in its employ with 5 years of experience similar to experience listed below:		
	*Show evidence of 5 years of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine prototype or test articles, parts, or 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 type design being evaluated. 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		

Table 10

<i>APPLICANT INFORMATION</i>		<i>FAA USE ONLY</i>	
Write in the number of months of experience possessed for DMIR function 53 in the left column and attach supplemental substantiation.			
Experience Includes	ISSUANCE OF FAA FORM 8130-3 AT A PC HOLDER'S DISTRIBUTION CENTER	Adv	EP
	6 months of experience in the distribution center.		
	6 months of experience working within the PC holder's quality system.		
	6 months of experience and a working knowledge of applicable material handling, shipping, receiving, storage, and inspection processes.		
	6 months of experience with the data system used to track parts, verify inspections, and validate serial numbers.		
	6 months of experience working with the process used to access quality and design data and changes to the data applicable to a particular part or product.		
	6 months of experience working with the materials review board process and be able to access the applicable data when necessary.		
	Demonstrate the ability to determine that class II and III parts presented for export airworthiness approval comply with part 21, subpart L, and any special requirements of the importing country.		

**APPENDIX 1. APPLICATION PACKAGE
FIGURE 6. SAMPLE OF ODAR's PROCEDURES MANUAL
SUBMITTED BY THE ODAR APPLICANT**

Table of Contents

- Chapter 1. Introduction.
- Chapter 2. Policies and Objectives.
- Chapter 3. Organizational Structure.
- Chapter 4. Authorized Function(s).
- Chapter 5. Assignment of Responsibilities.
- Chapter 6. Training.
- Chapter 7. FAA Document Control (Safeguard FAA Forms and Certificates).
- Chapter 8. FAA Document Processing.
- Chapter 9. FAA Interface.
- Chapter 10. Supervision/Monitoring.
- Chapter 11. Authorized Individuals.
 - a. General Qualifications.
 - b. Specialized Experience.
 - c. Authority and Responsibilities.
 - d. Identification.
 - e. Limitations and Restrictions.
- Chapter 12. Records Retention.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 6. SAMPLE OF ODAR's PROCEDURES MANUAL
SUBMITTED BY THE ODAR APPLICANT (CONTINUED)

ODAR Procedures Manual Guide

Chapter 1. The introduction section should describe the purpose of the procedures manual, with separate paragraphs describing the overall general ODAR requirements and how the manual will be controlled.

Chapter 2. The policies and objectives section should contain a statement(s) that describes the overall guideline and purpose of the ODAR organization. The policies and objectives section should also contain a statement that the ODAR will be in compliance with FAA regulations and policies.

Chapter 3. The organizational structure section should contain the organizational configuration of the ODAR that—

- o Establishes and outlines the ODAR's organizational freedom to function as a representative of the FAA.
- o Defines how the ODAR will interface and function with other elements of the company.
- o Defines who will make export applications to the ODAR and who will accept applications (if applicable).
- o Defines the ODAR focal point.
- o Identifies individual authorized representatives.
- o Defines the organizational structure of ODAR with respect to the company.
- o Clearly defines the lines of authority and communications with the FAA.

Chapter 4. The authorized functions section should include the authorized functions that the ODAR is seeking or as listed on the Certificate of Authority (once the ODAR has been approved).

Chapter 5. The assignment of responsibilities section should contain a description on the coordination of FAA-related activities. These activities can be divided into two categories: administrative and functional.

- o Administrative activities by the focal point may include the following, as applicable:
 - ⇒ Overall management, coordination with the FAA, training.
 - ⇒ Supervision, document control.
 - ⇒ Selection and appointment of individual authorized representatives.
 - ⇒ Appoint and monitor individual authorized representatives to ensure only authorized functions are performed and within limitations.
 - ⇒ Ensure pertinent guidance is distributed and available.
 - ⇒ Ensure individual authorized representatives attend required training.
 - ⇒ Maintain a file of each authorized representative's qualifications and experience.
 - ⇒ Ensure each authorized representative submits monthly reports.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 6. SAMPLE OF ODAR's PROCEDURES MANUAL
SUBMITTED BY THE ODAR APPLICANT (CONTINUED)

- o Functional activities can include the following, as applicable:
 - ⇒ Instructions on completing FAA-related forms and documents.
 - ⇒ Performing conformities, inspections.

Chapter 6. The training section should include FAA and company training requirements.

Chapter 7. The FAA document control section should include provisions on the safeguard of FAA-related forms and documents.

Chapter 8. The FAA documents processing section should describe how FAA documents and projects are processed and issued through the company to the FAA. The ODAR procedure should address the following as applicable:

- o Mechanics through the company.
- o Geographic restrictions.
- o Instructions for FAA forms and documents, including a list FAA forms and documents (numbers).
- o Submittal of reports and projects to the FAA.
- o Dispositioning of unsatisfactory conformities.
- o Conformity inspections.

Chapter 9. The FAA interface section should describe the following:

- o Submittal of activity reports in accordance with the schedule established with the managing office.
- o Initial issue and subsequent changes or revision of the ODAR manual will be submitted to the FAA before the release. The FAA principal inspector must approve new and subsequent changes.
- o Lines of communication will be maintained between each division of the company's ODAR and the principal inspector, but the ODAR focal point will be the direct point of contact whenever possible.
- o Submittal of conformity reports and other FAA documents.

Chapter 10. The supervision/monitoring section should describe how the ODAR focal point coordinates the activities of the individual authorized representatives.

APPENDIX 1. APPLICATION PACKAGE
FIGURE 6. SAMPLE OF ODAR's PROCEDURES MANUAL
SUBMITTED BY THE ODAR APPLICANT (CONTINUED)

Chapter 11. The authorized representatives section should contain information and a listing of each representative authorized by the ODAR focal point to perform FAA duties and functions. These duties and functions should be listed in this section.

- o General qualifications. This section should contain the authorized representative's skills and abilities necessary to make the required determination consistent with the type and complexity of authorized functions to be performed.
- o Specialized experience. This section should contain information on the specialized experience as applicable to the authorized representative. Experience should be listed as applicable per Order 8100.8, table II.
- o Authority and responsibilities. This section should include the responsibilities of the authorized representative.
- o Identification. This section should include the following:
 - ⇒ The ODAR will use the company name and the ODAR number listed on the Certificate of Authority.
 - ⇒ Describe a system that identifies each authorized representative. The description should include the authorized representative's name, location, and individual functions authorized. The description should also include a copy of the authorized representative's signature.
- o Limitations and restrictions. This section should include the limitations and restrictions of the authorized representative.

Chapter 12. The records retention section should include the record retention requirements of the FAA forms and documents according to the regulations and FAA Order 1350.15, as applicable. This section also should include the retention requirements for employees' records such as training.

APPENDIX 3. ORIENTATION
FIGURE 1. SAMPLE DESIGNEE ACKNOWLEDGMENT OF RESPONSIBILITIES

DESIGNEE ACKNOWLEDGMENT OF RESPONSIBILITIES

1.0 Basis and Requirements for Delegation of Authority.

Title 49, United States Code, is the legislative instrument governing U.S. aviation.

Section 44701(a) states that the Administrator of the FAA “shall promote safe flight of civil aircraft in air commerce...”

To fulfill these responsibilities, the Administrator is provided with various resources, including the power to delegate to others. This power is specified in § 44702(d), Delegation:

“(1) Subject to regulations, supervision, and review the Administrator may prescribe, the Administrator may delegate to a qualified private person, or to an employee under the supervision of that person, a matter related to:

(a) The examination, testing, and inspection necessary to the issuance of a certificate under this chapter, and

(b) Issuing the certificate.

(2) The Administrator may rescind a delegation under this subsection at any time for any reason which the Administrator deems appropriate.”

Title 28, United State Code, § 2679, states a designee/delegation is not considered an employee of the U.S. Government and is not federally protected for the work performed or the decisions made by the designee or the ARs.

In addition, Title 14, Code of Federal Regulations, part 1, indicates that where the regulations make reference to the “Administrator,” this also includes any person authorized by the Administrator to exercise or perform that specific power, duty, or function.

2.0 Authorization and Role of a Designee.

Order 8100.8 sets out policy, procedures, and conditions under which an applicant may obtain a delegation of authority that may be exercised by a designee.

When accomplishing this task, the designee uses the same standards, procedures, and interpretations applicable to FAA employees accomplishing similar tasks. The designee is also required to observe all conditions and limitations imposed by the Administrator on the authority delegated.

3.0 Statement of Understanding.

I understand that an appointment as a representative of the Administrator is a privilege and not a right. I understand that I may be terminated from this appointment at any time for any reason at the discretion of the Administrator.

APPENDIX 3. ORIENTATION
FIGURE 1. SAMPLE DESIGNEE ACKNOWLEDGMENT OF RESPONSIBILITIES
(CONTINUED) (REVERSE SIDE)

4.0 Statement of Acceptance of Responsibilities and Obligations.

I understand and accept the responsibilities and obligations, as detailed in my letter of authorization, Orders 8100.8 and **[specify those that apply]**, associated with the exercise of the authority delegated by the Administrator.

I understand as a representative of the FAA, I am not an employee of the U.S. Government or federally protected for the work I perform.

As an authorized designee **[specify type]**, I will:

- (a) Function in accordance with the responsibilities, privileges, and limitations contained in the relevant regulations and orders.
- (b) Safeguard all FAA forms, certificates, and other official documents (for example, FAA Forms 8130-1, 8100-1, 8130-6, and 8130-13).
- (c) Perform only those authorized functions called out in my Certificate of Authority or ODAR procedures manual.
- (d) Dedicate the required resources for the effective performance of the delegated functions.
- (e) Remain knowledgeable in the **[specify]** specialty and in the applicable airworthiness standards, policies, and procedures.
- (f) Attend FAA sponsored training as required.
- (g) Cooperate with the FAA in exercising this delegated authority.
- (h) For manufacturing designees, submit Summary Activity Reports in the timeframe determined by the managing office, as required.

Mr./Ms. J. Doe, DXX-123456-XX

Date

**APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 1. SAMPLE ACKNOWLEDGMENT OF LETTER REQUESTING
DESIGNEE INFORMATION**



U.S. Department
of Transportation

**Federal Aviation
Administration**

[Date]

[Applicant]

[Applicant's Address]

Dear [Applicant]:

This is to acknowledge receipt of your letter dated [date] requesting [DER/DMIR/DAR/ODAR] information.

Your letter is being returned to you along with the [DER/DMIR/DAR/ODAR] application package. Please submit the application in accordance with the instructions.

If you have any questions regarding the application process, please call [DPC] at [phone number].

Sincerely,

[Manager]

[Appointing Office]

Enclosure

APPENDIX 4. FAA RESPONSES FOR APPOINTMENT
FIGURE 2. SAMPLE ACKNOWLEDGMENT OF RECEIPT OF APPLICATION



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

[Date]

[Applicant]
[Applicant's Address]

Dear **[Applicant]**:

This is to acknowledge that your application for **[type of designation]**, dated **[date]**, was received in this office on **[date application was received]**. The application will be evaluated against the Federal Aviation Administration's established criteria and you will be provided a decision within 90 days of the date your application was received.

If you have any questions regarding the application process, please call **[DPC]** at **[phone number]**.

[Advisor name] has been designated as your advisor for the selection and appointment process. **[Advisor]** can be contacted at **[number]** or **[e-mail]**.

Sincerely,

[Manager]
[Appointing Office]