

CHANGE

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FEDERAL AVIATION ADMINISTRATION

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National Policy

SUBJ: Designee Management Handbook

1. **Purpose.** This change—
 - a. Incorporates new time requirements for designee recurrent training, and
 - b. Provides new guidance on recurrent training class for manufacturing designees.

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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CHAPTER 8. DESIGNEE TRAINING

800. GENERAL. Designee training is provided via seminars that familiarize the designee with FAA procedures and publications in the interest of standardization. The FAA managing offices reserve the right to require a designee or ODAR AR to attend any or all of the seminars deemed necessary. This chapter establishes the types of seminars and the attendance requirements for AIR and AFS designees.

801. TYPES OF DESIGNEE TRAINING SEMINARS. The Delegation and Airworthiness Programs Branch (AIR-140) is responsible for developing seminars for engineering designees. The Regulatory Support Division (AFS-600) is responsible for developing seminars for manufacturing and maintenance designees. Seminars are held at locations throughout the United States. There are two categories of designee seminars: initial and recurrent. The initial seminar provides a familiarization with the designee functions and FAA administrative procedures, practices, and standardized methods to comply with FAA policy and procedures. The recurrent seminar provides updated information, and technical and procedural guidance appropriate to the designee's authorized functions.

802. INITIAL SEMINAR.

a. Manufacturing and Maintenance Seminars. The Manufacturing and Maintenance Seminars are provided in two ways. Both consist of a Part 1, which is completed over the Internet, and a Part 2 hands-on workshop. Class schedules and enrollment are available online at <http://www.faa.gov>.

(1) Parts, propellers, and engines seminar. This seminar will include training on the completion of airworthiness approvals and the performance of administrative procedures required to accomplish those tasks. Designees who are authorized to perform only the following must complete this seminar.

- (a) Issue domestic airworthiness approvals (function codes 1 and 8 for parts, engines, and propellers, and 7),
- (b) Export of class II and III parts (function codes 3 parts only, 19, and 20),
- (c) Export of class I products (function codes 3 and 18 engines and propellers only), and/or
- (d) Production and prototype conformity (function codes 5, 6, and 21).

(2) Aircraft certification seminar. This seminar will consist of all the subjects in paragraph 802 a(1) and the certification and export of aircraft, and the administrative procedures to accomplish those tasks that the designee will perform on behalf of the Administrator. All maintenance designees regardless of their function codes and those manufacturing designees who accomplish the following must complete this seminar:

(a) Standard airworthiness certification of aircraft (function codes 1 and 8 for complete aircraft),

(b) Special airworthiness certification of aircraft (function codes 1 complete aircraft, 2, 9, 10, 11, 12, 13, 14, and 15),

(c) Export airworthiness certification of aircraft (function codes 3 and 18 for complete aircraft),

(d) Issue of special flight permits (function codes 4 and 16), and/or

(e) Issue of amendment/replacement airworthiness certificates (function code 17).

(3) DMIR Code 53 Seminar. This seminar is online and provides the information necessary for a DMIR with this function code to properly issue FAA Form 8130-3 at the appropriate facility.

b. DER Initial Seminar. The DER Initial Seminar, hosted by AIR-140, is an indoctrination course tailored for DER applicants. It consists of an overview of the FAA, DER responsibilities, and certification activities a DER may encounter. This seminar provides familiarization with FAA administrative procedures, DER roles and responsibilities, and an overview of the type certification process.

c. Seminar Attendance. All applicants, including each prospective ODAR AR must complete the applicable initial seminar. For manufacturing and maintenance designees, part 1 (Online) of the appropriate seminar listed in paragraph 802 must be successfully completed before initial appointment and before attending the part 2 seminar. Part 2 (hands-on workshop) attendances must be within 1 year before or after appointment. Not completing the part 2 initial seminar within 1 year of appointment may be cause for termination. Designees are required to attend the applicable initial seminar only one time. Manufacturing and maintenance designees and ARs of the ODAR are required to attend the Aircraft Certification seminar when seeking additional authorized functions found only in the Aircraft Certification seminar. A DER applicant must attend the DER initial seminar before appointment or identification as a candidate.

NOTE: The managing office may waive the requirement for the initial seminar for a former FAA employee who becomes a designee or AR within 1 year of separation from the FAA.

803. RECURRENT SEMINAR.

a. Manufacturing Recurrent Seminars. These seminars familiarize manufacturing with FAA administrative procedures, methods, and practices. The seminar provides current national policy and detailed instructions concerning designee authority and responsibility. These seminars are offered in various locations within the United States each year. Manufacturing designees should attend the recurrent seminars applicable to their authorized functions. Class schedules and enrollment are available online at <http://www.faa.gov>.

(1) Parts, Propellers, and Engines Recurrent Seminar. This seminar is required for those designees identified in paragraph 802a(1) above.

(2) Aircraft Certification Recurrent Seminar. This seminar is required for those designees identified in paragraph 802a(2) above.

b. Maintenance Recurrent Seminar. This seminar familiarizes maintenance designees with FAA administrative procedures, methods, and practices. The seminar provides current national policy and detailed instructions concerning designee authority and responsibility. This seminar is offered in various locations within the United States each year. Class schedules and enrollment are available online at <http://www.faa.gov>.

c. DMIR Code 53 Recurrent Seminar. This seminar is online and provides the information necessary for a DMIR with this function code to continue to issue Form 8130-3 at the appropriate facility.

d. DER Recurrent Seminar. This seminar provides general information and technical breakout sessions. Technical breakout sessions are grouped by technical specialty (for example, powerplant or mechanical systems and equipment).

e. Manufacturing and Maintenance Recurrent Seminar Attendance. Manufacturing and maintenance designees and ODAR ARs covered under paragraph 803a through c above must successfully complete the appropriate recurrent seminar every 3 years after completion of the initial seminar.

(1) Attendance at FAA Academy Course 27903, Part 21 Seminar may be substituted for a recurrent seminar on a one-time basis for AIR designees.

(2) Designees who apply under § 183.31 or § 183.33 and who previously have attended the initial seminar and are seeking multiple appointments or expanded authority need attend only a recurrent seminar within 1 year before or after appointment, not to exceed their renewal requirements. However, attendance is not required if the expanded authority being sought is only for one or more of the following functions:

- (a)** Performing inspections of production and prototype products and related parts.
- (b)** Issuing domestic Forms 8130-3.
- (c)** Issuing export Forms 8130-3 for class II and III products.

(3) All ARs in the ODAR procedures manual must attend a recurrent seminar as prescribed in paragraph 803c above.

(4) Failure to attend the recurrent seminar may be cause for termination.

(5) Designees appointed with both manufacturing and maintenance authorized functions must attend both the manufacturing and the maintenance recurrent seminars to meet the renewal requirements.

f. DER Recurrent Seminar Attendance. DERs must attend a recurrent seminar every 2 years to maintain their knowledge of the regulations and policies and as a condition for renewal. A recurrent seminar consists of a general session, and a technical session for each of the technical delegations. Attendance at the seminar must include a general session, and a technical session for each engineering designation held by a DER.

NOTE: For a DER who holds a single delegated function in one or more engineering designation types and who holds no other authorities in those designation types, attendance at a technical session may be accomplished by a special session deemed by AIR-100 to be appropriate to the delegated function. Software-only DERs and flammability DERs are examples of DERs with this type of authority. Otherwise a DER holding a single delegated function may accomplish his or her technical session attendance requirement by attending a technical session deemed by the advisor to be the most appropriate to the work performed.

804. ADDITIONAL PROVISIONS. It is desirable that the FAA advisor and manager attend the recurrent seminar annually. Attendance at the seminar is a good opportunity to interface with the designee and allows for information sharing by the managing offices.

805. SEMINAR ATTENDANCE RECORDS. Attendance at a seminar/training will be entered into the DIN by the appropriate training organization at the conclusion of the seminar/training. AIR-140 and AFS-600 will enter designee seminar/training completion information into the DIN. FAA Academy courses (for example, part 21 seminar) will be entered into the DIN by the FAA Academy organization.

806. SEMINAR REGISTRATION.

a. Manufacturing and maintenance designees must register online at <http://www.faa.gov>. Manufacturing and maintenance designees must register, identifying which function codes they have been authorized on their COA. The designee's function codes will determine which seminar is appropriate.

b. DERs must register online at <http://www.faa.gov>. DERs must register, identifying the type of appointment they have been authorized (for example, consultant DER or company DER).