

CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

ORDER 8100.8C CHG 5

National Policy

Effective Date:
7/24/2009

SUBJ: Designee Management Handbook

1. **Purpose.** This change establishes procedures and documentation requirements for—
 - a. Suspending the authorizations of a designee,
 - b. Reinstating the authorizations of a designee after suspension, and
 - c. Special delegation for repairs and/or alterations for vintage airplanes and engines.

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; to all Certificate Management Offices and all Manufacturing Inspection District and Satellite Offices; and to the Aircraft Certification and to Airworthiness Branches at the FAA Academy.

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

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CHAPTER 13. SUSPENSION AND REINSTATEMENT OF DESIGNATIONS

1300. GENERAL. This chapter provides the procedures and requirements for the suspension and reinstatement of the designation of a DMIR, DER, and manufacturing/maintenance DAR or ODAR AR. These procedures are intended to ensure fair and equitable treatment of the designee, with the continued integrity, quality, and efficiency of the FAA's overall delegation system being paramount.

1301. SUSPENSION. Suspension is a management tool available to the FAA managing office that allows the removal of some or all of a designee's authorization to act on behalf of the FAA. This tool allows the managing office to take corrective action on a designee without terminating the appointment. Suspension is appropriate when the FAA determines that a designee should not exercise their authority because the designee's performance warrants counseling or additional training, or when their performance falls below FAA standards.

1302. SUSPENSION PROCESS AND DOCUMENTATION. The FAA managing office will provide written notice by certified mail (return receipt requested) to the designation holder identifying which authorizations are suspended. The letter will identify the reasons for the suspension action and any corrective action the designee must accomplish that would lead to reinstatement if applicable. The FAA managing office will scan the letter and attach it to the designee's DIN record and make the appropriate record in the DIN to reflect the suspension action.

a. For a DMIR or company DER, the letter will be sent to the designee's employer and a copy will be sent to the designee (refer to appendix 5, figure 8 of this order).

b. For a designee employed by a supplier to a PAH, the notice will be sent to the PAH and copies will be sent to the supplier and designee (refer to appendix 5, figure 9 of this order).

c. For an independent DAR or consultant DER, the letter will be sent to the designee (refer to appendix 5, figure 10 of this order).

d. For an ODAR AR, the letter will be sent to the ODAR (refer to appendix 5, figure 11 of this order).

1303. SUSPENSION REQUIREMENTS. Suspension is required in the following instances.

a. A designee fails to accomplish recurrent training within the timeframes specified in this order. The designee is suspended until successful completion of recurrent training, unless their authorization expires or they are terminated.

b. A designee accomplishes the training but fails the recurrent training test. The designee is suspended until successful completion of recurrent training. For DARs and DMIRs, they may also attend and successfully complete the appropriate part 1 and 2 initial seminars. The suspension will not exceed the expiration date of their authorization.

c. The managing office has made a determination to terminate a designee. In this instance, the designee is immediately suspended and the managing office will follow the procedures established in chapter 11 of this order.

1304. REINSTATEMENT FROM SUSPENSION. Reinstatement from suspension is the FAA action taken to remove a suspension. The FAA managing office will provide written notice by certified mail (return receipt requested) to the designation holder identifying which authorizations are reinstated. The letter will identify any authorizations that remain suspended, if applicable. The FAA managing office will scan the letter and attach it to the designee's DIN record and make the appropriate record in the DIN to reflect the reinstatement action.

a. For a DMIR or company DER, the letter will be sent to the designee's employer and a copy will be sent to the designee (refer to appendix 5, figure 12 of this order).

b. For a designee employed by a supplier to a PAH, the notice will be sent to the PAH and copies will be sent to the supplier and designee (refer to appendix 5, figure 13 of this order).

c. For an independent DAR or consultant DER, the letter will be sent to the designee (refer to appendix 5, figure 14 of this order).

d. For an ODAR AR, the letter will be sent to the ODAR (refer to appendix 5, figure 15 of this order).

APPENDIX 5. AIR DOCUMENTS
FIGURE 8. SAMPLE NOTIFICATION TO A DMIR OR COMPANY DER
OF SUSPENSION



U.S. Department
of Transportation

**Federal Aviation
Administration**

Managing Office

Managing Office Address

[Date]

Designee: Mr. John Doe

Company:

Mr. A. Hess, Director of Quality
c/o Concise Aircraft Parts
25 Shore Drive
Atlantic City, NJ 00000

Dear Mr. Hess:

This is to inform you that Mr. John Doe's Federal Aviation Administration (FAA) designation as a **[designated manufacturing inspection representative (DMIR) or company designated engineering representative (DER)]** has been suspended immediately. This action is based upon **[for example, failing to attend recurrent training within the specified timeframe, failing the recurrent training test, or other reason the managing office has determined requires suspension as described in FAA Order 8100.8, paragraph 1301]**. A copy of this letter is being sent to Mr. Doe.

For Mr. Doe to be reinstated, he must **[for example, attend and successfully complete recurrent training and pass the test]**. Once this is accomplished, the FAA managing office will provide you with a written notice that his appointment as a **[DMIR or company DER]** has been reinstated.

We are asking you to respond in writing regarding the action Mr. Doe will take to be reinstated. If Mr. Doe takes no action in response to this letter, his appointment as a designee will terminate upon the expiration of his current authorization.

Sincerely,

[Manager]

Manager, **[Branch or higher, as appropriate]**

APPENDIX 5. AIR DOCUMENTS
FIGURE 9. SAMPLE NOTIFICATION TO A SUPPLIER DMIR OF SUSPENSION



U.S. Department
of Transportation

**Federal Aviation
Administration**

Managing Office

Managing Office Address

[Date]

Designee: Mr. John Doe

Company:

Mr. A. Hess, Director of Quality
c/o Concise Aircraft Parts
25 Shore Drive
Atlantic City, NJ 00000

Dear Mr. Hess:

This is to inform you that Mr. John Doe's Federal Aviation Administration (FAA) designation as a designated manufacturing inspection representative (DMIR) for your supplier **[list company name]** has been suspended. This action is based upon **[for example, failing to attend recurrent training within the specified timeframe, failing the recurrent training test, or other reason the managing office has determined requires suspension as described in FAA Order 8100.8, paragraph 1301]**. A copy of this letter is being sent to Mr. Doe and to your supplier **[list company name]**.

For Mr. Doe to be reinstated, he must **[for example, attend and successfully complete recurrent training and pass the test]**. Once this is accomplished, the FAA managing office will provide you with a written notice that his appointment as a supplier DMIR for **[list company name]** has been reinstated.

We are asking you to respond in writing regarding the action Mr. Doe will take to be reinstated. If Mr. Doe takes no action in response to this letter, his appointment as a designee will terminate upon the expiration of his current authorization.

Sincerely,

[Manager]

Manager, **[Branch or higher, as appropriate]**

APPENDIX 5. AIR DOCUMENTS
FIGURE 10. SAMPLE NOTIFICATION TO A DAR OR CONSULTANT DER
OF SUSPENSION



U.S. Department
of Transportation

**Federal Aviation
Administration**

Managing Office

Managing Office Address

[Date]

Designee: Mr. John Doe
c/o Concise Aircraft Parts
25 Shore Drive
Atlantic City, NJ 00000

Dear Mr. Doe:

This is to inform you that your Federal Aviation Administration (FAA) designation as a **[type of designee, for example, designated airworthiness representative or consultant designated engineering representative]** is suspended immediately. This action is based upon **[for example, failing to accomplish recurrent training within the specified timeframe, failing the recurrent training test, or other reason the managing office has determined requires suspension as described in FAA Order 8100.8, paragraph 1301].**

In order to be reinstated, you must **[for example, attend and successfully complete recurrent training and pass the test]**. Once this is accomplished, the FAA managing office will provide you with a written notice that your appointment as a designee has been reinstated.

We ask that you respond in writing regarding the action you will take to be reinstated. If you take no action in response to this letter, your appointment as a designee will terminate upon the expiration of your current authorization.

Sincerely,

[Manager]

Manager, **[Branch or higher, as appropriate]**

APPENDIX 5. AIR DOCUMENTS
FIGURE 11. SAMPLE NOTIFICATION TO AN ODAR AR OF SUSPENSION



U.S. Department
of Transportation

**Federal Aviation
Administration**

Managing Office

Managing Office Address

[Date]

ODAR Authorized Representative: Mr. John Doe

Mr. A. Hess, ODAR Administrator
c/o Concise Aircraft Parts
25 Shore Drive
Atlantic City, NJ 00000

Dear Mr. Hess:

This is to inform you that Mr. John Doe's appointment as an authorized representative of your organizational designated airworthiness representative (ODAR) must be suspended immediately. This action is based upon **[for example, failing to attend recurrent training within the specified timeframe, failing the recurrent training test, or other reason the managing office has determined requires suspension as described in FAA Order 8100.8, paragraph 1301]**.

For Mr. Doe to be reinstated, he must **[for example, attend and successfully complete recurrent training and pass the test]**. Once this is accomplished, the FAA managing office will provide you with a written notice that his appointment as an authorized representative of your ODAR may be reinstated.

We are asking you to respond in writing regarding the action Mr. Doe will take to be reinstated. If Mr. Doe takes no action in response to this letter, you may not reinstate his appointment. A lengthy delay in correcting this situation may result in lapses in training prerequisites and jeopardize Mr. Doe's opportunity to be reinstated in the future as an authorized representative of your ODAR.

Sincerely,

[Manager]

Manager, **[Branch or higher, as appropriate]**

APPENDIX 5. AIR DOCUMENTS
FIGURE 12. SAMPLE NOTIFICATION TO A DMIR OR COMPANY DER
OF REINSTATEMENT FROM A SUSPENSION



U.S. Department
of Transportation

**Federal Aviation
Administration**

Managing Office

Managing Office Address

[Date]

Designee: Mr. John Doe

Company:

Mr. A. Hess, Director of Quality
c/o Concise Aircraft Parts
25 Shore Drive
Atlantic City, NJ 00000

Dear Mr. Hess:

We are pleased to inform you that Mr. John Doe's reinstatement from a suspension as a **[for example, designated manufacturing inspection representative (DMIR) or company designated engineering representative (DER)]** per FAA Order 8100.8, paragraph 1304, has been met. This action is based upon Mr. Doe's **[for example, accomplishing the required training, passing the recurrent training test, or other reason(s) the managing office has determined]**. A copy of this letter is being sent to Mr. Doe.

This letter serves as an official authorization reinstating Mr. Doe as a **[for example, DMIR or company DER]**. The **[FAA managing office]** will scan this letter and attach it to Mr. Doe's Designee Information Network (DIN) record and make the appropriate record in the DIN reflecting this reinstatement action.

Sincerely,

[Manager]

Manager, **[Branch or higher, as appropriate]**

APPENDIX 5. AIR DOCUMENTS
FIGURE 13. SAMPLE NOTIFICATION TO A SUPPLIER DMIR OF
REINSTATEMENT FROM A SUSPENSION



U.S. Department
of Transportation

**Federal Aviation
Administration**

Managing Office

Managing Office Address

[Date]

Designee: Mr. John Doe

Company:

Mr. A. Hess, Director of Quality
c/o Concise Aircraft Parts
25 Shore Drive
Atlantic City, NJ 00000

Dear Mr. Hess:

We are pleased to inform you that Mr. John Doe has been reinstated from a suspension as a supplier designated manufacturing inspection representative (DMIR) for **[list company name]** per FAA Order 8100.8, paragraph 1304. This action is based upon Mr. Doe's **[for example, accomplishing the required training, passing the recurrent training test, or other reason(s) the managing office has determined]**. A copy of this letter is being sent to Mr. Doe and your supplier **[list company name]**.

This letter serves as an official authorization reinstating Mr. Doe as a supplier DMIR. The **[FAA managing office]** will scan this letter and attach it to Mr. Doe's Designee Information Network (DIN) record and make the appropriate record in the DIN reflecting this reinstatement action.

Sincerely,

[Manager]

Manager, **[Branch or higher, as appropriate]**

APPENDIX 5. AIR DOCUMENTS
FIGURE 14. SAMPLE NOTIFICATION TO A DAR OR CONSULTANT DER
OF REINSTATEMENT FROM A SUSPENSION



U.S. Department
of Transportation

**Federal Aviation
Administration**

Managing Office

Managing Office Address

[Date]

Designee: Mr. John Doe
c/o Concise Aircraft Parts
25 Shore Drive
Atlantic City, NJ 00000

Dear Mr. Doe:

We are pleased to inform you that your reinstatement from a suspension as a **[for example, designated airworthiness representative (DAR) or consultant designated engineering representative (DER)]** per FAA Order 8100.8, paragraph 1304, has been met. This action is based upon **[for example, accomplishing the required training, passing the recurrent training test, or other reason(s) the managing office has determined]**.

This letter serves as your official authorization reinstating you as a **[for example, DAR or consultant DER]**. The **[FAA managing office]** will scan this letter and attach it to your Designee Information Network (DIN) record and make the appropriate record in the DIN reflecting this reinstatement action.

Sincerely,

[Manager]
Manager, **[Branch or higher, as appropriate]**

APPENDIX 5. AIR DOCUMENTS
FIGURE 15. SAMPLE NOTIFICATION TO AN ODAR AR OF
REINSTATEMENT FROM A SUSPENSION



U.S. Department
of Transportation

**Federal Aviation
Administration**

Managing Office

Managing Office Address

[Date]

ODAR Authorized Representative: Mr. John Doe

Mr. A. Hess, ODAR Administrator
c/o Concise Aircraft Parts
25 Shore Drive
Atlantic City, NJ 00000

Dear Mr. Hess:

We are pleased to inform you that Mr. John Doe may be reinstated as an authorized representative of your organizational designated airworthiness representative (ODAR). This action is based upon Mr. Doe's **[for example, accomplishing the required training, passing the recurrent training test, or other reason(s) the managing office has determined]**.

This letter serves as official authorization allowing reinstatement of Mr. Doe as an authorized representative of your ODAR. The **[FAA managing office]** will scan this letter and attach it to your ODAR's Designee Information Network (DIN) record and make the appropriate record in the DIN reflecting this action.

Sincerely,

[Manager]

Manager, **[Branch or higher, as appropriate]**

APPENDIX 9. ENGINEERING DESIGNEES—SPECIAL DELEGATION FOR REPAIRS AND/OR ALTERATIONS FOR VINTAGE AIRPLANES AND ENGINES

1. Special Delegation Authority. A designated engineering representative (DER) may be appointed with a special delegation for major repairs and/or major alterations for vintage airplanes and/or engines. This authority allows a DER to approve data for only the types of repairs and/or alterations to vintage airplanes and/or engines that would be eligible for Federal Aviation Administration (FAA) field approvals under FAA Order 8900.1, Flight Standards Information Management System (FSIMS). A DER with this special delegation may have their authority defined by multiple technical specialty areas with specific limitations noted. The specific authorizations are—

- a. Vintage airplane (or engine) major repairs,
- b. Vintage airplane (or engine) major alterations, and
- c. Vintage airplane (or engine) major repairs and major alterations.

The intent is to allow individuals who don't meet the conventional DER appointment criteria to become DERs with limited approval authority in multiple technical specialties for repairs and/or alterations of specific makes of vintage airplanes and/or engines. This will facilitate complete approvals by a single DER when practical.

2. Vintage Airplanes and Engines. For the purpose of this authority, vintage airplanes are those airplanes certificated under Civil Air Regulations 3, or earlier certification basis, and manufactured before 1973 that meet all of the following parameters:

- a. Single-engine,
- b. Maximum five-place,
- c. Maximum 7,000 pounds gross takeoff weight,
- d. Nonpressurized, and
- e. Noncomposite metallic or wood primary structure.

Vintage engines are all radial engines, and all other piston engines manufactured before 1973.

3. Evaluation Panel. The evaluation panel for applicants seeking this special delegation must consist of at least three individuals: one representative from the Small Airplane Directorate and two representatives from the requested technical disciplines. For applicants seeking authority for engines, the evaluation panel will also include a member from the Engine and Propeller Directorate. A representative from the FAA Flight Standards Service with knowledge of the applicant's activity also is highly recommended.

4. Technical Appointment Criteria for Special Delegation.

a. The applicant must have sufficient experience, in direct contact with the FAA, in which the applicant has been actively engaged in processing FAA approvals and has demonstrated DER knowledge over a variety of vintage airplane and/or engine projects. This experience must enable the FAA to determine that the applicant is cognizant of the overall certification process, has experience working with other technical disciplines, and is cognizant of the management problems encountered in obtaining vintage airplane and/or engine supplemental type certificates (STC) and field approvals.

b. In lieu of the DER general technical requirements in table 4-2 of this order, the following applies:

(1) Each applicant may alternatively have been in a responsible position connected to the type of work for which the designation is being sought. The applicant must be cognizant of the related technical requirements, as well as the problems related to civil vintage airplane alterations via the STC and field approval processes.

(2) The applicant may have the basic engineering knowledge appropriate to the designations being sought and knowledge of the applicable certification requirements. The applicant must have at least 12 years of progressively responsible experience performing repairs and alterations on the general type of airplanes for which appointment is sought. As an example, if an applicant has had 12 years of experience performing structural modifications to Piper tube and fabric airplanes, the applicant would be delegated vintage airplane approval for Piper tube and fabric airplanes in the structures discipline. The applicant also would be given this approval for airplanes of similar construction, such as Aeronca Champs and Taylorcraft.

(3) DERs who are delegated vintage airplane and/or engine approval may have their authority temporarily expanded for a specific project when documented in writing by their DER advisor.

(4) Three verifiable technical references are required to substantiate that the applicant possesses the required technical expertise for the areas of delegation being sought. These references may be the same persons used for character references.

(5) For a company (including type club or nonprofit organization) DER delegated vintage airplane and/or engine approval, the application must include a statement from the company/type club/nonprofit attesting to the applicant's technical competence. A representative of the company/type club/nonprofit must sign the application form.

Note: The applicant's documented technical expertise will be evaluated against the vintage airplane and/or engine make, certification basis, and individual regulations for which the repair and/or alterations data approval is sought.