



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
National Policy

ORDER
8100.17B

Effective Date:
6/19/18

SUBJ: Field Approval Delegation Handbook

This order establishes policy and procedures for the selection, appointment, orientation, training, oversight, renewal, and termination of Flight Standards Designated Airworthiness Representatives-Maintenance (DAR-T) authorized to issue data approvals in support of a major repair or alteration, using Function Code 51.

The guidance contained in this order is applicable to DAR-Ts authorized to issue data approvals using Function Code 51 and all Flight Standards personnel responsible for managing those designees. This order is not applicable to DAR-Ts that have been transitioned to the Designee Management System (DMS), in accordance with Federal Aviation Administration (FAA) Order 8000.95, Designee Management Policy.

A handwritten signature in black ink, reading "John S. Duncan", is positioned above the printed name.

John S. Duncan
Executive Director, Flight Standards Service

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Chapter 1. General

1. Purpose of This Order. This order provides policy and guidance for the selection, appointment, orientation, training, oversight, renewal, and termination of Designated Airworthiness Representatives-Maintenance (DAR-T) authorized to approve data in support of major repairs or alterations.

a. Function Code 51 Establishment. This order establishes Function Code 51, adding the authority for a DAR-T to approve data in support of a major repair or alteration.

b. Additional Policy and Guidance. This order only contains added guidance for DAR-Ts authorized to issue data approvals in support of a major repair or alteration. Flight Standards personnel responsible for managing those DAR-Ts must adhere to the guidance in this order. Federal Aviation Administration (FAA) Order 8100.8, Designee Management Handbook; and FAA Order 8900.1 Volume 4, Aircraft Equipment and Operational Authorizations; Volume 8, General Technical Functions; and Volume 13, Flight Standards Designees, must be used to obtain policy and guidance not specifically defined in this order. For example, the following topics are not discussed in this order, and the guidance in Order 8100.8 or Order 8900.1 must be followed as appropriate:

- FAA employee applications,
- Expanded authority,
- Reinstatement and transfer requests,
- National Examiner Board (NEB) process,
- Applicant notification,
- Appeal process,
- Application procedures,
- Appointment,
- Geographical restrictions,
- Renewal and termination, and
- Deviations.

2. Audience. The primary audience for this order is Flight Standards branches and divisions, Flight Standards District Offices (FSDO)/certificate management offices (CMO), and International Field Offices (IFO). The primary audience also includes designees authorized to perform field approvals of major repairs or alterations, and designee applicants looking to perform these functions.

3. Where You Can Find This Order. You can find this order on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices. Inspectors can access this order through the Flight Standards Information Management System (FSIMS) at <http://fsims.avs.faa.gov>. Air carriers (operators) can find this order on the FAA's website at <http://fsims.faa.gov>. This order is available to the public at http://www.faa.gov/regulations_policies/orders_notices.

4. What This Order Cancels. Order 8100.17A, Field Approval Delegation Handbook, dated January 17, 2013, is canceled.

5. Explanation of Policy Changes.

- a. Chapter 1, paragraphs 6, 8, and 10 incorporate administrative information previously located in Chapter 8.
- b. Chapter 3, paragraphs 4 and 6 are updated to reflect changes to FAA Academy course information and registration on the FAA website.
- c. Chapter 7 and Chapter 8 are deleted.
- d. Appendix A is updated to reflect the acronyms used in this order.
- e. Appendix B is deleted.

6. Distribution. This order is distributed to the Washington HQ division and branch levels of the Aircraft Certification Service (AIR); all Aircraft Certification Offices (ACO), Manufacturing Inspection District Offices (MIDO), and Manufacturing Inspection Satellite Offices (MISO); and the Flight Standards Service Office of Safety Standards (and all IFOs); Office of Air Carrier Safety Assurance (all CMOs, Certificate Management Teams (CMT), and certificate management units (CMU); and Office of General Aviation Safety Assurance (all FSDOs).

7. Background.

a. Field Approvals. Formerly, only Flight Standards aviation safety inspectors (ASI) were authorized to perform field approvals. Now, DAR-Ts delegated with the authority to perform Function Code 51 are authorized to approve certain data in support of a major repair or alteration by entering and signing the appropriate data approval statement in block 3 of FAA Form 337, Major Repair and Alteration (Airframe, Powerplant, Propeller, or Appliance).

b. Function Code 50. Designees previously issued Function Code 50 authority were limited to managing design and compliance data in support of major alterations using Designated Engineering Representative (DER)-approved data. This included reviewing an applicant's data package for completeness and issuing a statement of completeness in FAA Form 337, block 3. The FAA is phasing out Function Code 50 in favor of Function Code 51. A future change to Order 8100.8 will remove Function Code 50 authority.

c. ASI Field Approvals. The delegation of field approvals does not prohibit appropriately authorized ASIs from performing this function. The FAA encourages authorized ASIs to perform field approvals in order to maintain proficiency. This is particularly important for ASIs assigned oversight responsibility for DAR-Ts with Function Code 51 authority.

8. Authority to Change This Order. The authority to revise or cancel material in this order resides with the Regulatory Support Division.

9. Deviations. Adherence to the procedures in this order is necessary for uniform administration of this directive material. The Regulatory Support Division must approve any deviations from this guidance material in coordination with the Aircraft Maintenance Division. If a deviation becomes necessary, the Flight Standards employee involved will ensure that their

supervising office manager concurs with the substantiating documents and concurs with the deviations requested, then routes the request (memo) through the Aircraft Maintenance Division for concurrence prior to submission to the Regulatory Support Division for review and approval. Procedures in Order 8900.1 Volume 1, Chapter 1, Section 1, paragraph 1-3, Standardization and Consistency, must be followed to process a deviation.

10. Related Publications (current editions):

- FAA Order VS 1100.2, Managing AVS Delegation Programs.
- FAA Order 8100.8, Designee Management Handbook.
- FAA Order 8100.15, Organization Designation Authorization Procedures.
- FAA Order 8110.37, Designated Engineering Representative (DER) Handbook.
- FAA Order 8110.54, Instructions for Continued Airworthiness Responsibilities, Requirements, and Contents.
- FAA Order 8130.2, Airworthiness Certification of Aircraft.
- FAA Order 8300.16, Major Repair and Alteration Data Approval.
- FAA Order 8900.1, Flight Standards Information Management System (FSIMS).
- AC 23-21, Airworthiness Compliance Checklists Used to Substantiate Major Alterations for Small Airplanes.
- AC 33.4-1, Instructions for Continued Airworthiness.
- AC 43-9, Maintenance Records.
- AC 43.9-1, Instructions for Completion of FAA Form 337.
- AC 43.13-1, Acceptable Methods, Techniques, and Practices—Aircraft Inspection and Repair.
- AC 43.13-2, Acceptable Methods, Techniques, and Practices—Aircraft Alterations.
- AC 43-210, Standardized Procedures for Obtaining Approval of Data Used in the Performance of Major Repairs and Major Alterations.
- CARs 3, 4a, 4b, 6, 7, and 8.
- Aeronautics Bulletin No. 7a, Airworthiness Requirements for Aircraft.
- Aeronautics Bulletin No. 7-H, Alteration and Repair of Aircraft.
- Type Certificate Data Sheets (TCDS).
- Aircraft Specifications.

11. Directive Feedback Information. Direct questions or comments to the Regulatory Support Division at 405-954-8505. For your convenience, FAA Form 1320-19, Directive Feedback Information, is the last page of this order. Note any deficiencies found, clarifications needed, or suggested improvements regarding the contents of this order on FAA Form 1320-19.

Chapter 2. Qualifications and Experience

1. General. This chapter describes the qualifications and experience necessary for DAR-T candidates seeking authorization to issue data approvals in support of a major repair or alteration. DAR-Ts wishing to apply for Function Code 51 must follow the application process through the NEB as prescribed in Order 8100.8.

2. Specialized Experience. In addition to the general qualifications listed in Order 8100.8, DAR-T applicants seeking authority to issue a data approval statement in support of a major repair or alteration (Function Code 51) must meet the specialized experience listed in subparagraphs 2a through 2c in this chapter. The applicant must possess a minimum of 5 years specialized experience in one or more of the following areas (individually or any combination thereof):

a. Field Approvals. An eligible person is a former FAA inspector (Airworthiness or Avionics) who was authorized to perform field approvals and who was actively engaged in performing field approvals for major repairs and/or alterations of the same type and complexity as those for which the authorization is sought. Previous field approval activity must be verifiable through completed record entries in the FAA Program Tracking and Reporting Subsystem (PTRS). Former FAA inspectors must meet the same qualifications for appointment as others described in this order.

b. Repair Station or Air Carrier Work Experience. An eligible person is a person employed by, or previously employed by, an FAA-certificated Title 14 of the Code of Federal Regulations (14 CFR) part 145 repair station or 14 CFR part 121/135 air carrier, whose duties include (or included) requesting and coordinating field approvals of the same type and complexity as those for which the authorization is sought. This individual must have repair station or air carrier work experience approving products, appliances, or parts thereof for return to service following major repairs and/or alterations. Examples of this applicant's position would be a chief inspector or a Director of Maintenance (DOM). This person must hold a current mechanic's certificate with both Airframe and Powerplant (A&P) ratings. The mechanic must have the qualifications, skills, and ability to perform maintenance, repairs, alterations, and operational checks on products or appliances per applicable FAA regulations. This person must also demonstrate the ability to determine that products or appliances (including affected parts, components, or avionics systems) submitted for field approval meet all applicable airworthiness requirements. For the FAA to evaluate an applicant's work experience, the applicant must provide a summary with their application that identifies any FAA Form 337, in which the applicant signed block 6, "Conformity Statement," or block 7, "Approval for Return to Service," for airframe, powerplant, propeller, or appliance field approvals. The applicant may present other means of work experience that are verifiable and show knowledge and experience in the process of obtaining field approvals. The FAA will evaluate any method used on a case-by-case basis.

c. Candidate With an Inspection Authorization (IA). An eligible person is a person holding a current IA actively engaged in seeking and obtaining field approvals of the same type and complexity as those for which authorization is sought. This work experience should include approving products or appliances for return to service following major repairs and/or alterations. This person must have the qualifications, skills, and the ability to perform maintenance, repairs,

alterations, and operational checks on products or appliances per FAA regulations. This person must also be able to demonstrate the ability to determine that products or appliances (including affected parts, components, or systems) submitted for FAA field approval meet all applicable airworthiness requirements. For the FAA to evaluate work experience, the applicant must provide a summary with the applicant's application that identifies any FAA Form 337 in which they signed block 6, "Conformity Statement," or block 7, "Approval for Return to Service," for airframe, powerplant, propeller, or appliance field approvals. The applicant may present other means of work experience that are verifiable and show knowledge and experience in the process of obtaining field approval. The FAA will evaluate any method used on a case-by-case basis.

3. Data Approval. DAR-Ts seeking authority to approve data in support of a major repair or alteration must have the knowledge and capability to process electronic copies of FAA Form 337 through <https://eformservice.faa.gov>.

Chapter 3. Training

1. General. Designees must attend required initial, recurrent, and specialized training applicable to their authorized functions. The Designee Standardization Branch develops and conducts seminars that familiarize designees with FAA regulations, policy, and procedures. The FAA Academy (AMA) also provides training in a formal classroom setting. This chapter establishes the attendance and types of training required for Function Code 51 applicants.

2. DAR-T Initial Training. All Flight Standards-appointed DAR-Ts must attend the Initial Aircraft Certification Part I (web-based) and Part II (classroom) training prior to appointment. (Refer to Order 8100.8 for more information on training requirements for DAR-Ts.) Existing DAR-Ts are not required to repeat initial training to add authority under Function Code 51, provided their designation has remained current and effective since they first completed initial training. The addition of Function Code 51 authority requires completion of the specialized training listed in paragraph 3 below.

3. Function Code 51 Specialized Training. All new DAR-T applicants and existing DAR-T holders applying for Function Code 51 authority must complete all of the specialized training (1) prior to issuance of a Certificate of Authority (COA) letter listing Function Code 51 authority; and (2) on a recurring basis, as specified in Order 8100.8 and this order.

a. FAA Academy Course FAA21811, Aircraft Alterations and Repairs. The Federal Aviation Administration Academy, Airworthiness Branch, hosts and conducts this training at the AMA in Oklahoma City, OK. Course topics include alteration and repair processes, alteration and repair approval decisions, processing of electronic FAA Form 337, and applicable guidance material references. Designees authorized to perform field approvals must successfully complete this training prior to being issued a COA letter with Function Code 51 and every 60 calendar-months thereafter. Applicants for Function Code 51 authority who have completed this course within the previous 60 months are not required to repeat the training prior to appointment.

b. Field Approval Delegation Training. A web-based training course hosted by the Designee Standardization Branch includes material specific to designees authorized to perform Function Code 51. This course enhances the designee's understanding of FAA regulations, policy, procedures, forms, and other resources used in the field approval process. Function Code 51 applicants must complete this training prior to being issued a COA letter with Function Code 51 and every 36 calendar-months thereafter.

Note: FAA advisors (ASIs) assigned management responsibility for a DAR-T-authorized Function Code 51 must have completed the specialized training requirement in paragraph 3. See Chapter 6, Oversight, for additional FAA advisor training requirements.

c. Attendance. All newly appointed Function Code 51 designees and current DAR-Ts seeking to add Function Code 51 must complete initial training, specialized field approval training, and FAA Academy Course FAA21811 before performing data approvals. Current

DAR-Ts need not repeat the general initial training, but must still complete required specialized initial training.

4. Training Information. Information on course schedules, locations, and tuition for the Designee Standardization Branch courses is available on the Designee Registration System (DRS) website at <http://av-info.faa.gov/dsgreg>. Information for AMA-250 FAA Academy Course FAA21811 is available at the FAA Academy website at https://www.faa.gov/about/office_org/headquarters_offices/arc/programs/academy/. A user ID and password are not required to view the course schedules.

Note: All FAA advisors managing DAR-Ts with Function Code 51 must complete FAA Academy Course FAA21811. See Chapter 6 for FAA advisor training requirements.

5. Training Records for DAR-Ts. Records of completion of all DAR-T training must be entered into the Designee Information Network (DIN). The FAA managing office must enter successful completion of Designee Standardization Branch-sponsored training and FAA Academy Course FAA21811 into the DIN. The FAA advisor may access the DIN to determine if the designee has met all training requirements to maintain their designation. Enhanced Vital Information Database (eVID) updates are the responsibility of the managing office.

6. Designee Standardization Branch Training.

a. Registration and Enrollment. Designees must register and enroll online by navigating to “Designee and Delegated Organization Training” via the DRS website at <http://av-info.faa.gov/dsgreg> and selecting “DAR-T/ODA Maintenance UM.” First-time users must register to establish a user ID and password as a prerequisite for enrollment. There is a fee associated with each seminar, and designees must be prepared to pay online when enrolling for a specific seminar/location.

Note: FAA employees must also register and enroll online to attend these seminars, but are exempt from the enrollment fee. During the checkout process, FAA employees can indicate exemption from the fee, which is verified by the Regulatory Support Division and confirmed via email.

b. Training Schedules. The Designee Standardization Branch training schedules are available at the “Designee and Delegated Organization Training” page on the DRS website. A user ID and password are not required to view the training schedules.

Note: For FAA Academy Course FAA21811, go to the FAA Academy website and search for “FAA21811” via the Training Catalog.

Chapter 4. Designee Authority, Responsibilities, and Limitations

1. General. Delegations are limited in scope. DAR-Ts must be fully aware of individual authority and limitations stated on the COA letter or supplement. DAR-Ts must also strictly adhere to guidance and limitations in (1) this order; (2) Order 8900.1 Volume 4, Chapter 9, Selected Field Approvals; and (3) FAA Order 8300.16, Major Repair and Alteration Data Approval, when performing field approvals. Only DAR-Ts specifically authorized to perform Function Code 51 may approve data in support of a major repair or alteration. The designation of a private person as a DAR-T is a privilege granted by the FAA. It is not the right of every qualified applicant to receive this designation. Designees are selected and appointed only when the FAA determines a need for the designee's services and when the managing office has the ability to manage the designee. A designee may be terminated at any time the FAA determines there is no longer a need for the designee's services or the managing office can no longer manage the designee. Every designee applicant, prior to accepting the delegation and performing functions as a designee, must acknowledge and agree that a delegation is a privilege, not a right, and that privilege may be terminated at any time, for any reason.

2. Designee Authority and Responsibilities.

a. Function Code 51. The authority to perform field approvals will be indicated on the DAR-T's COA letter as follows:

“Function Code 51. Issue a data approval statement in support of a major repair or alteration in FAA Form 337, block 3, when the repair or alteration data meets applicable airworthiness standards.”

b. Authority. DAR-Ts with this authority are authorized to issue a data approval statement (field approval) in support of a major repair or alteration in FAA Form 337, block 3. The designee must contact the designee's managing office for authorization and special instructions before accepting any data approval activity. Data approval will be indicated by entering and signing the appropriate approval statement in FAA Form 337, block 3. The DAR-T will also enter the current date and the DAR-T's authorization number adjacent to the signature. Detailed procedures for performing data approvals are in Order 8300.16.

Note: DAR-Ts must strictly adhere to limitations on their COA letter and/or supplement, and must conduct all approvals per limitations and guidance in this order.

c. Maintenance Information. Each major alteration that requires additional maintenance or inspections not covered by acceptable Original Equipment Manufacturer (OEM) instructions must have maintenance information prepared per methods, techniques, and practices acceptable to the FAA. The description of the maintenance information prepared will be documented on FAA Form 337. Advise the applicant that the entry for the major alteration in the aircraft's maintenance records required by 14 CFR part 43, § 43.9 must also include a reference to the maintenance information and must be identified by the approval date of the FAA Form 337 on which the instructions are documented. The form will be kept in the aircraft's permanent records, per 14 CFR part 91, § 91.417(a)(2)(vi).

d. Flight Manual Supplements. Only DAR-Ts specifically authorized to approve flight manual supplements may approve supplements submitted in support of a field approval. When authorized, this approval is limited to certain aircraft alterations involving avionics installations. Refer to the current edition of the Major Repair and Alteration Data Approval job aid.

e. Record Retention. Designees must retain, for the duration of their authorization, (1) a completed copy of each FAA Form 337; (2) any necessary attachments; (3) the Field Approval Checklist; (4) the Compliance Checklist; and (5) all associated data for which the designee has granted a field approval. For the purpose of this requirement, FAA Form 337 blocks 6 and 7 do not require a signature. The DAR-T may maintain these records in any format acceptable to the FAA managing office. These records may be destroyed 60 days after the designee surrenders the designation or the designation is terminated for any reason, provided the FAA managing office has not requested the records. These records must be made available to the FAA upon request.

f. Activity Reports. The designee is required to submit a report summarizing their activity for a given period per a schedule established by the designee's managing office. This submission may be monthly or quarterly, and must be made at least once per year. The report should contain at least the following information:

- Identification of the product or article being repaired/alterd;
- Activity date;
- Activity location;
- Description of the repair/alteration;
- Name of the person/company applying;
- Outcome of the activity (approval or denial); and
- Any other information from the managing office.

g. Restrictions. Data approval statements in support of a major repair or alteration on FAA Form 337 are intended to be issued by a DAR-T within the district where the repair or alteration is planned to be completed as identified in block 6 of the Field Approval Checklist. If the action is planned to be completed outside the district boundaries, the DAR-T must request authorization from the managing office at least 7 business-days before performing any data approval supporting a major repair or alteration. The request must contain at least the information in blocks 1 through 6 of the Field Approval Checklist. The managing office must review the request and notify the DAR-T, in writing, approving or denying the request (the managing office is encouraged to coordinate the request with any other field offices that may be impacted by the data approval). Email and other forms of electronic communication are acceptable. If approved, managing office personnel should place a copy of the approval in the DAR-T's file.

3. Designee Authorizations and Limitations.

a. Designee Authorization. Designees should be carefully evaluated to ensure they are delegated authority consistent with their expertise. The designee's qualifications, experience, and training should be considered. The appointing office must carefully evaluate designees and establish appropriate authority and limitations. Designee authority and limitations will be stated

on the designee's COA letter and/or supplement. One or more of the major categories identified in subparagraphs 3b(1) through 3b(5) of this chapter (rotorcraft, powerplants, etc.) must be authorized on the designee's COA letter and/or supplement.

b. Authorization Limitations. Limitations should be added to Function Code 51, as appropriate. Authorization to approve certain flight manual supplements and authorization to conduct data approvals for avionics installations may be granted when applicable. These authorizations must be granted with suitable limitations under one or more of the following major categories: General Aviation (GA) aircraft, rotorcraft, or transport airplanes.

Note: Flight manual supplement approvals are limited to specifically qualified individuals. Only DAR-Ts with documented prior experience approving flight manual supplements or DAR-Ts with evidence of flight manual supplement training are eligible. The authorization to approve flight manual supplements must be clearly stated on the designee's COA letter.

(1) GA Aircraft. For example, 14 CFR part 23 or predecessor regulations, such as Civil Air Regulation (CAR) 3 and CAR 4a.

(a) Pressurized and/or nonpressurized.

(b) Type of construction (e.g., metallic and/or nonmetallic primary structure).

(2) Rotorcraft.

(a) Normal and/or transport category.

(b) Reciprocating and/or turbine.

(3) Transport Airplanes. For example, 14 CFR part 25 or a predecessor regulation, such as CAR 4b.

(a) Pressurized and/or nonpressurized.

(b) Type of construction (e.g., metallic and/or nonmetallic primary structure).

(4) Powerplants.

(a) Reciprocating and/or turbine.

(b) Auxiliary power unit (APU).

(5) Appliances.

(a) Mechanical.

(b) Electrical.

(c) Electronic.

Note: Function Code 51 must not be authorized without appropriate limitations.

c. Subcategories. Each major category identified above includes a list of sample subcategories (e.g., pressurized and/or nonpressurized). These subcategories, or other subcategories deemed appropriate by the managing office, should be used to further limit the designee's authority, as appropriate.

(1) Limitations identified on the COA letter or supplement should be stated similarly to the following examples:

(a) Transport airplanes. Limited to transport aircraft of metallic primary structure, excluding avionics installations.

(b) Rotorcraft. Limited to avionics installations on Robinson R22 and R44 model rotorcraft.

(c) GA aircraft. Limited to avionics equipment installations, including antenna installations on pressurized and nonpressurized aircraft. Penetration of pressurized areas requires FAA engineering or DER approval.

(2) In all cases, the authority and limitations must be appropriate for the individual designee. For example, a designee with work experience limited to avionics systems should not be delegated the authority to approve data in support of a powerplant alteration.

4. Additional Limitations. In addition to individual limitations stated on the designee's COA letter or supplement, designees are not authorized to:

a. Issue:

(1) Field approvals for major repairs or major alterations of products or appliances that would affect compliance with any applicable Airworthiness Directive (AD) or alternative method of compliance (AMOC) applicable to the specific aircraft, engine, or appliance.

(2) Field approvals for aircraft operated by air carriers certificated under part 121.

(3) Field approvals for major repairs or alterations requiring a flight manual supplement or revision, unless the supplement or revision has been approved by the responsible FAA Aircraft Certification Office (ACO) or appropriately authorized DER, DAR-T, or ASI.

(4) Field approvals for major repairs or alterations that affect the product's FAA-approved airworthiness limitations, unless the responsible ACO has approved the change.

(5) Field approvals for aircraft certificated under 14 CFR part 21, § 21.190.

b. Perform:

(1) Any maintenance or inspection function on behalf of a field approval applicant (e.g., owner, agent, repair station, or manufacturer) on products for which the field approval is

sought. Additionally, the designee signing FAA Form 337, block 3, may not also sign block 6 or block 7 on the same FAA Form 337. This does not preclude the designee from performing maintenance or inspections in a non-designee capacity when not involved in the approval actions under the DAR-T's authority.

(2) A field approval on any aircraft, engine, or appliance for which they are the owner, operator, or agent.

c. Approve:

(1) Data for use on multiple aircraft.

(2) Data based only on physical inspection of an aircraft or component. The data listed in FAA Form 337, block 8, must substantiate the approval.

(3) Flight manual supplements, unless specifically authorized on the designee's COA letter.

d. Subdelegate: Any authorized function to another person.

Chapter 5. Orientation and Administrative Requirements

1. DAR-T Orientation. In addition to the orientation items described in Order 8100.8, the managing office should review the following additional items with each DAR-T issued Function Code 51.

a. Data Approval. Caution the DAR-T that any irregularities or deficiencies related to the DAR-T's approval of data may result in the termination of their designation under the provisions of 14 CFR part 183, § 183.15(b)(4). Emphasize that the DAR-T is to review the applicant's submission for completeness and ensure that all applicable regulatory and policy requirements have been satisfied.

b. Authorization Method. Designees will not fax or scan/email any original FAA Form 337 block 3 authorizations to an applicant. FAA Form 337 block 3 authorizations should be processed onsite for the applicant or be electronically processed through <https://eformservice.faa.gov> after the physical inspections are accomplished.

c. Authorized Functions. Remind the DAR-T to perform only authorized functions within the limits of the DAR-T's authority.

d. Communication. Remind the DAR-T to contact the managing office for authorization and special instructions before accepting any data approval activity requested by an applicant. When applicable, special instructions should include any special direction or instructions before performing data approvals requiring a flight manual supplement or revisions to a flight manual supplement. The principal inspector (PI) must also remind the DAR-T of restrictions in Chapter 4, Subparagraph 2g, Restrictions.

e. Activity Reports. The DAR-T is responsible for providing information relating to the DAR-T's accomplishments according to a schedule established by the managing office.

f. Safeguarding of Forms. Emphasize that the DAR-T must ensure that FAA forms, certificates, and other official documents are properly safeguarded. All approvals will include the DAR-T's printed or typed name, signature, and designation number.

g. Conflicts of Interest. The DAR-T is not allowed to perform approvals on any of their own personal aircraft, nor perform any maintenance or inspection function on behalf of an applicant (e.g., an owner, agent, repair station, or Production Approval Holder (PAH)) on products for which a field approval is sought. This would not preclude the DAR-T from performing maintenance or inspections in a non-DAR-T capacity when not involved in the approval actions under the DAR-T's authority.

h. Dual and/or Multiple Appointments. An individual may be appointed as more than one type of designee (e.g., DAR-T and Designated Manufacturing Inspection Representative (DMIR); or DAR-T, DMIR, and DER), as long as all appointment criteria are met. Once the activity begins, the designee must complete the process for the role in which the designee was initially engaged. A designee performing engineering and maintenance DAR-T/DER (or another combination thereof) functions may not perform both functions on the same field approval process in support of a major repair or major alteration. For example, a designee cannot approve

the applicant's design data (on FAA Form 8110-3, Statement of Compliance with Airworthiness Standards) for the alteration or repair for the field approval in which the designee will also be signing the technical data approval in FAA Form 337, block 3.

i. Use of Authority. Remind the DAR-T to perform all field approvals of data per the guidelines in Order 8300.16. The DAR-T must ensure that all data submitted for approval meets applicable regulatory requirements before issuing the approval. Also remind the DAR-T to seek guidance from their managing office when questions or problems arise that the DAR-T cannot resolve.

j. Document Submittal. Remind the DAR-T to submit copies of FAA Form 337 and applicable attachments to the managing office for review within 7 calendar-days of signing FAA Form 337, block 3 (or to forward them through the electronic FAA Form 337 system, as applicable). Attachments include a Field Approval Checklist, Compliance Checklist, and maintenance information. The managing office may request additional documentation when necessary. The DAR-T must also submit copies of any denial letter(s) issued to an applicant.

k. Record Retention. The DAR-T should retain a copy of each FAA Form 337, completed Field Approval Checklist, completed Compliance Checklist, any necessary FAA Form 337 attachments, and all pertinent associated data for which the designee has granted a field approval. These records may be maintained in any format acceptable to the FAA managing office.

2. Administrative Requirements. The managing office will keep a designee file. The managing office must maintain a file on each of its designees per Order 8900.1. In addition, a Function Code 51 DAR-T activity file—containing copies of each Field Approval Checklist and Compliance Checklist, as well as any denial letter(s), submitted by the designee—should be maintained. It is unnecessary to retain copies of FAA Form 337. When required, copies of FAA Form 337, including attachments, can be obtained from the designee, the electronic FAA Form 337 on the electronic Forms Service, or the Aircraft Registration Branch. Only those documents submitted since the designee's appointment or last renewal are maintained. Upon termination or during each successive renewal, contents of the activity file may be purged.

Chapter 6. Oversight

1. Designee Oversight. Designees are subject to oversight by an advisor appointed by the FAA managing office. The advisor will ensure that the designee is knowledgeable, qualified, and competent. The advisor will also ensure that the designee is performing within the scope of their authorization and per appropriate regulations, policies, and procedures.

2. Advisor Qualifications. Advisors must complete all necessary training and have the knowledge and experience necessary to provide adequate oversight. The advisor's knowledge and experience must be appropriate for the type of data approvals the designee is authorized to perform. Advisors must currently be authorized to perform field approvals by the office manager. In order to maintain proficiency, advisors are encouraged to still perform field approvals.

3. Advisor Training Requirements. Initial and recurrent training must be completed per Order 8900.1, Volume 13, Chapter 9, Designated Airworthiness Representative. Advisors responsible for the oversight of DAR-Ts authorized with Function Code 51 must have completed FAA Academy Course FAA21811 before being assigned oversight responsibility.

4. Oversight. Oversight of designees will be conducted per Order 8900.1, Volume 13, Chapter 9. Advisors must review field approval packages submitted by a designee to ensure accuracy, completeness, legibility, and compliance with applicable requirements.

a. Annual Requirement. Function Code 51 is for approval of data, so there is no additional annual requirement to witness the designee's inspection of an aircraft or part.

b. Required Documentation. The advisor should ensure that the designee submits all required documentation for each field approval to the managing office within 7 calendar-days of accomplishment.

5. Information Systems.

a. Designee Information Network (DIN). The DIN is an Automated Information System (AIS) supporting the designee management process. All managing offices may report in the DIN key information that may affect other FAA offices for the designees for which they are responsible. All managing offices have the responsibility to ensure the adequacy of the information being maintained in the DIN.

b. Program Tracking and Reporting Subsystem (PTRS). ASIs will report all designee activity in the PTRS, and should use activity codes 3520/5520 to document the ASI review of DAR-T field approval packages. ASIs will ensure that all PTRS records are complete. PTRS record entries will include specific aircraft information, designee certificate information, and comments containing general information about the alteration or repair for which the designee provided data approval.

c. Enhanced Vital Information Database (eVID). The managing office must ensure that all information in the eVID for each designee is complete and accurate.

Appendix A. Acronyms

The following acronyms are used in this order.

14 CFR	Title 14 of the Code of Federal Regulations
AC	Advisory Circular
ACO	Aircraft Certification Office
AD	Airworthiness Directive
AIR	Aircraft Certification Service
AIS	Automated Information System
AMA	FAA Academy
AMOC	Alternative Method of Compliance
APU	Auxiliary Power Unit
ASI	Aviation Safety Inspector
A&P	Airframe and Powerplant
CAR	Civil Air Regulations
CMO	Certificate Management Office
COA	Certificate of Authority
DAR-T	Designated Airworthiness Representative-Maintenance
DER	Designated Engineering Representative
DIN	Designee Information Network
DMIR	Designated Manufacturing Inspection Representative
DMR	Designee Registration System
DMS	Designee Management System
DOM	Director of Maintenance
eVID	Enhanced Vital Information Database
FAA	Federal Aviation Administration
FSDO	Flight Standards District Office
FSIMS	Flight Standards Information Management System
GA	General Aviation
IA	Inspection Authorization
ICA	Instructions for Continued Airworthiness
ICAO	International Civil Aviation Organization
ID	Identification
IFO	International Field Office
MIDO	Manufacturing Inspection District Office
MISO	Manufacturing Inspection Satellite Office
NEB	National Examiner Board
OEM	Original Equipment Manufacturer
PAH	Production Approval Holder
PI	Principal Inspector
PTRS	Program Tracking and Reporting Subsystem
TCDS	Type Certificate Data Sheet



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

FAA Form 1320-19, Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: FAA Order 8100.17B, Field Approval Delegation Handbook

To: Flight Standards Directive Management Officer, Technical Information and Communications Branch
Directives Mailbox (9-AWA-AFB-140-Directives@faa.gov)

(Please check all appropriate line items)

☐ An error (procedural or typographical) has been noted in paragraph _____ on
page _____.

☐ Recommend paragraph _____ on page _____ be changed as follows:
(attach separate sheet if necessary)

☐ In a future change to this directive, please include coverage on the following subject
(briefly describe what you want added):

☐ Other comments:

☐ I would like to discuss the above. Please contact me.

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