

FAA Conformity Determination

Training Standard

Delegation and Organizational Procedures Branch, AIR-160

6/6/2017

The contents of this standard shall be applied to both initial and recurrent FAA conformity determination training.

FAA CONFORMITY DETERMINATION

FAA CONFORMITY DETERMINATION Course	
DESCRIPTION	<p>This standard sets the benchmarks for ODA Holders delivering the FAA Conformity Determination Course, knowledge assessments and final course test for applicant Unit Members (UMs). In order to participate in this training, applicant UMs must meet the minimum qualification requirements set forth in FAA Order 8100.15, Chapter 3. Qualifications, Responsibilities, and Authority and must have the minimum 24 months of experience required to be appointed as an ODA manufacturing Unit Member (UM).</p>
COURSE OBJECTIVES	<p>The instruction shall provide qualified applicant UMs and existing UMs with the knowledge and comprehension of the standard procedures as defined in FAA Order 8110.4, Type Certification, FAA Order 8130.21 Procedures for Completion and Use of the Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag for conformity purposes and:</p> <ul style="list-style-type: none"> • Demonstrate the types of planning which take place during a conformity inspection. • Demonstrate the ways to conduct a conformity inspection. • Demonstrate how to document a conformity inspection and the forms to use. • Demonstrate how to conclude a conformity inspection and the routing and record retention requirements

FAA CONFORMITY DETERMINATION

<p>COURSE REQUIREMENTS</p>	<ul style="list-style-type: none"> • Must provide student materials in the English language • This training standard must be incorporated into the FAA Approved ODA procedures manual. • Applicant Unit Members must participate in the entire training program in order to be eligible to take the post course test • Must contain a minimum of 24 hours face to face instruction • Have a student/instructor ratio of no more than 20 :1 • Must conduct the minimum periodic knowledge assessments identified in this standard. • Must include student and team exercises identified in each course module • Must successfully pass a post course test
<p>INSTRUCTOR REQUIREMENTS</p>	<ul style="list-style-type: none"> • Instructors must have a minimum of 10 years of experience in making FAA conformity determinations • Instructors must have successfully completed the FAA Initial Conformity Determination training provided by AFS-640 Designee Standardization Branch in Oklahoma City
<p>APPLICANT UNIT MEMBER MINIMUM QUALIFICATION</p>	<p>Unit member applicants must have a minimum of 24 months of experience making conformity determinations on ARTICLES or having responsibility for managing programs leading to the determination thereof.</p>
<p>RECURRENT TRAINING INTERVAL</p>	<ul style="list-style-type: none"> • Each unit member performing FAA conformity inspections must complete recurrent FAA Conformity Determination training every 36 months.

COURSE MODULE	Required Course Content
Federal Aviation Administration Delegation system	<ul style="list-style-type: none"> • Introduction to the History of Delegation, <ul style="list-style-type: none"> ○ Definition of Delegation, ○ Purpose of Delegation, ○ Delegation Vision and Principles • Introduction to Structure of U.S. Code (USC) and its relevance to FAA designee programs, <ul style="list-style-type: none"> ○ Structure of Code of Federal Regulations (CFR) and its relevance to designees, ○ Location of Laws and Regulations on Internet • Introduction to FAA Policy and Guidance: <ul style="list-style-type: none"> ○ Structure of the FAA’s Directive System and its relevance to designee programs, ○ structure of the Advisory Circular System and its relevance to designees, and ○ location of FAA Policy and Guidance Material on the Internet • Introduction to Airworthiness Designees: <ul style="list-style-type: none"> ○ Types of designees and delegations, <ul style="list-style-type: none"> ▪ Individual ▪ Organizational ○ Regulations applicable to designees and delegations, and ○ Guidance for designees and delegations • Definitions
Periodic Knowledge assessment	<input type="checkbox"/> Yes

FAA CONFORMITY DETERMINATION

<p>Method of Delivery:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Distance learning <input type="checkbox"/> Face to Face 	<p>NOTE: The Federal Aviation Administration Delegation system module is the only course module that may be delivered in a distance learning environment. All remaining course content must be delivered in a face to face environment</p>
COURSE MODULE	Required Course Content
<p>Introduction to Conformity</p>	<p>Purpose</p> <ul style="list-style-type: none"> • Introduction to the conformity inspection process <ul style="list-style-type: none"> ○ FAA Order 8110.4 • Regulatory foundation • Planning: Project Specific Certification Plan (PSCP) project scope and Conformity Inspection Plan (CIP) <ul style="list-style-type: none"> ○ Type Certification and amended type certification ○ Supplemental Type Certification ○ Production Certificate, Parts Manufacturer Approval, Technical Standard Order Authorization • Type certification Conformity <ul style="list-style-type: none"> ○ Inspection of test articles ○ Inspection of prototype product/articles ○ Inspection of test set-ups ○ Foreign Civil Air Authority (FCAA) conformity inspections • Production Conformity <ul style="list-style-type: none"> ○ Production parts/processes determines the product can be consistently produced according to the type design data • Who may perform a conformity inspection and when <ul style="list-style-type: none"> ○ Authorized functions • Applicant Responsibilities <ul style="list-style-type: none"> ○ Submitting the Statement of Conformity FAA Form 8130-9, <ul style="list-style-type: none"> ▪ Applicants Authorized representative ▪ Applicant delegates an Authorized Agent ○ Forms used to request conformity <ul style="list-style-type: none"> ▪ Engineering personnel are responsible for determining the need to conduct conformity inspections.

FAA CONFORMITY DETERMINATION

Introduction to Conformity Periodic Knowledge assessment	<input type="checkbox"/> Yes
Method of Delivery: <input type="checkbox"/>	Face to Face only
COURSE MODULE	Required Course Content
Conducting a Conformity Inspection	<ul style="list-style-type: none"> • Conducting the conformity <ul style="list-style-type: none"> ○ Verify you have the authority to perform a conformity <ul style="list-style-type: none"> ▪ review and verification of authorized function codes ○ Forms needed prior to commencing FAA Conformity ○ Determining that the applicant performed a complete conformity inspection ○ Determining the results of the applicants inspections are properly recorded and reported on FAA Form 8130-9 ○ Verify any deviations listed on the FAA Form 8130-9 have been dispositioned by the engineer authorized on the RFC ○ Receive and review FAA Form 8120-10, Request for Conformity (RFC) ○ Define basic minimum criteria for the Conduct of the inspection in accordance with FAA Order 8110.4 (as applicable) <ul style="list-style-type: none"> ▪ Conduct article/assembly conformity inspection ▪ Conduct installation and test set-up conformity ▪ Conduct manufacturing process conformity inspection ▪ Conduct Production conformity <ul style="list-style-type: none"> • Establish criteria for determining the need for a production conformity ○ An article that does not conform to its design data called out on the RFC is considered a nonconforming part. ○ Disposition unsatisfactory findings <ul style="list-style-type: none"> ▪ When to stop an inspection <ul style="list-style-type: none"> • re-inspection by the applicant

FAA CONFORMITY DETERMINATION

	<ul style="list-style-type: none"> • re-inspection by the Unit Member <ul style="list-style-type: none"> ▪ Verify any deviations discovered during the conformity inspection have been dispositioned by the engineer authorized on the RFC ▪ All discrepancies, nonconformities, and corrective actions must be identified and dispositioned ○ Initiation of Conformity Inspection Record, FAA Form 8100-1 <ul style="list-style-type: none"> ▪ all unsatisfactory conditions must be dispositioned and cleared before closing out FAA Form 8100-1 ○ Complete FAA Form 8130-3, Airworthiness Approval Tag
Individual or team exercise	<input type="checkbox"/> Yes
Conducting a Conformity Inspection Periodic Knowledge assessment	<input type="checkbox"/> Yes
Method of Delivery:	Face to Face Only
COURSE MODULE	Required Course Module Content
Concluding a Conformity Inspection	<ul style="list-style-type: none"> • Concluding: conformity package routing process <ul style="list-style-type: none"> ○ Successful completion of a conformity inspection ○ Issuance of FAA Form 8130-3 for the purposes of conformity determinations <ul style="list-style-type: none"> ▪ Conformity projects only ▪ FAA Order 8130.21, Procedures for Completion and Use of the Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag <ul style="list-style-type: none"> • Procedures for issuance of FAA Form 8130-3 in a conformity project • Procedures for Completing the Form: Block by Block

FAA CONFORMITY DETERMINATION

	<p>instructions</p> <ul style="list-style-type: none"> • Do not use the example forms or example pictures in the FAA Order 8130.21, only use the block-by-block instructions <ul style="list-style-type: none"> ○ all documentation supporting the inspection will be forwarded to the ODA administrator within 7 days of the completed inspection <ul style="list-style-type: none"> ▪ Memorandum (summary of completed activities) ▪ Copy of FAA Form 8120-10, Request for Conformity ▪ Original FAA Form 8130-9, Statement of Conformity ▪ Original FAA Form 8100-1, Conformity Inspection Record used to document details of the conformity inspection ▪ Evidence of disposition of unsatisfactory conditions ▪ Copy of each FAA Form 8130-3 issued <ul style="list-style-type: none"> • Definitions
<p>Concluding a Conformity Inspection Periodic Knowledge assessment</p>	<p><input type="checkbox"/> Yes</p>
<p>Method of Delivery: <input type="checkbox"/></p>	<p>Face to Face only</p>
<p>COURSE MODULE</p>	<p>Required Course Module Content</p>
<p>Type Inspection Authorization (TIA)</p> <p>NOTE: If your organization does not participate in the TIA process, you may omit this from your training syllabus.</p>	<p>Objective: To introduce the Type Inspection Authorization process through course lecture and discussion. The unit members must understand their responsibilities within the TIA process and must have knowledge of the aircraft.</p> <p>Purpose of Ground Inspections</p> <ul style="list-style-type: none"> ○ Physically verify the aircraft submitted for FAA Flight Test meets the minimum requirements for: ○ Conforms to the technical data ○ Is in a condition for safe operation for the intended flight tests

	<p>Phases of a ground inspection, FAA Form 8110-1, Type Inspection Authorization (TIA) TIA Item 18, part I, (a) Ground Inspection only</p> <ul style="list-style-type: none"> • Phase I: Preliminary Ground Inspection <ul style="list-style-type: none"> ○ This phase includes all inspections that can be performed satisfactorily during development and construction of the prototype ○ The applicant should notify the FAA of changes previously cleared ○ Components ○ Systems ○ Installations • Phase II: Official Ground Inspection This is the final inspection of the completed prototype aircraft and will be completed prior to FAA flight test <ul style="list-style-type: none"> ○ All required inspections and tests are accomplished ○ Notify FAA Flight Test when Phase II begins to allow enough time to prepare flights (Show Compliance) ○ This inspection can be conducted by more than one unit member based on complexity. Each taking credit on the TIR/STIR for the work they perform. ○ The applicant submits the final FAA Form 8130-9 (Statement of Conformity) ○ Commitment that the aircraft is ready for the FAA inspection and flight test ○ The applicant agrees that no further work will be accomplished on the aircraft ○ Flight Loadings <ul style="list-style-type: none"> ▪ Ballast is accurately weighed ▪ Ballast is accurately located ▪ Ballast is safely secured ○ Weight and Balance • Conclusion of paperwork <ul style="list-style-type: none"> ○ When the inspection is completed you must: <ul style="list-style-type: none"> ▪ Verify all Unsatisfactory items are dispositioned ▪ Verify all required documents are completed and accounted for <ul style="list-style-type: none"> • 8130-9 Statement of Conformity
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FAA CONFORMITY DETERMINATION

	<ul style="list-style-type: none"> • 8130-3 Authorized Release Certificate(s) (when required) • 8100-1 Conformity Inspection Record • Documents and forms continued • Aircraft Weight and Balance • 8110-26 Supplemental Type Inspection Report (For STC projects) • 8110-(4, 5, 6, 7, or 8) Type Inspection Report (for TC projects) <ul style="list-style-type: none"> • Remember, if multiple unit members perform the inspection they must be noted by name on the TIR/STIR. <ul style="list-style-type: none"> ○ Phase III: Coordinated Ground-Flight Inspection - Return to Flight Status means: <ul style="list-style-type: none"> ▪ Perform the aircraft inspections in a systematic manner ▪ Coordination: When working with another unit member always coordinate who is doing what. ▪ The aircraft is airworthy for the intended flight ▪ All unsatisfactory items are corrected ▪ Nonconformities have been coordinated with engineering • End of program <ul style="list-style-type: none"> ○ This program does not cover TIA 18 a. item of aircraft certification. ODA applicant unit members and existing unit members must complete the FAA INITIAL aircraft certification standardization seminar and meet the experience requirements in FAA Order 8100.15 to be eligible for this certification activity.
TIA Periodic Knowledge assessment	<input type="checkbox"/> Yes
Method of Delivery <input type="checkbox"/>	Face to face only

Post course Test	
<input type="checkbox"/> Post Course Test	<p>Post course test structure</p> <ul style="list-style-type: none"> ○ Post course test materials must be configuration controlled ○ Each test question must come directly from the course materials. ○ Post course test must have a bank of 50 test questions ○ Post course test for students must provide a minimum of 30 test questions ○ Test environment must be defined in the ODA manual ○ Test timeline must provide students 2 consecutive hours to complete the post course test ○ Test questions should be a variety of context – examples include matching, multiple choice and true or false questions. <p>Completion</p> <ul style="list-style-type: none"> ○ Each student must pass the post course test with a passing grade of 70% or greater ○ Failures <ul style="list-style-type: none"> ▪ Establish a Notification process to immediately notify ODA Administrator of failures by name ○ method for documenting successful completion <ul style="list-style-type: none"> ▪ certificate issuance ○ Establish a mechanism for tracking recurrent training requirements