

Requesting Conformity Inspections

Using FAA Form 8120-10, “Request for Conformity (RFC)”

Inspections are routinely conducted to verify conformity of parts, installations, test setups, test equipment calibrations, etc.

Conformity inspections are done for both prototype and production activities

- Prototype inspections are initiated by the FAA engineering project office. FAA engineers and DERs may be involved in prototype conformities.
- Production conformity inspections are the responsibility of, and initiated by, the local manufacturing inspection office. DERs are not involved in this process

A prototype conformity inspection is performed as part of the certification process. The request is sent from the engineering project office to the local manufacturing inspection office. The engineering project office may request a DER to initiate this request on their behalf. The request for conformity includes any instructions that are critical to performing the inspection, naming designees who may be involved in the inspection process, and identifies the role they will play. DERs may be authorized to disposition non-conforming items that were found during the inspection. They may reapprove drawings to correct the non-conformity. When authorized by the project office, the DER completes a FAA Form 8120-10, Request for Conformity (RFC). The completed RFC is sent to the manufacturing inspection office to request the inspection, which may be performed by a manufacturing or airworthiness inspector or by one of their designees, a DMIR or DAR-F.

DER Actions on FAA Form 8120-10 (RFC)


Instructions for completing the RFC are found as a separate instruction sheet attached to the printed version of the form, or as the first two pages of the electronic version of the form and will not be repeated in this documentation. An electronic version of the form can be found at:

<http://www.faa.gov/forms/index.cfm/go/document.information/documentID/181173>.

DERs initiating FAA Form 8120-10, or RFC, on behalf of the project office record their name and DER identification number in the Remarks section on the front of the form. This section is used to specify any designees that will be used during the conformity inspection. It is also used for other instructions pertinent to the inspection. The fillable form on the FAA web site has limited space for remarks on the

front page. Any information that does not fit on the front of the form should be placed in the additional remarks section on the reverse side.

Example of FAA Form 8120-10 Front

REQUEST FOR CONFORMITY, FAA FORM 8120-10	
 U.S. Department of Transportation Federal Aviation Administration	REQUEST FOR CONFORMITY RFC Tracking Number: TC-1234-OK-1 Revision: IR _____, Rev. Date: 6/27/2015 Page 1 of 2
To: AFS-640 Designee Standardization Branch 123 Demming Street Oklahoma City, OK 73169	Attention: Mr. Catchall DaBlame Project No.: TC-1234-OK Initial Date: 1/15/2015
Request for Conformity Inspection: <input checked="" type="checkbox"/> Part Conformity Propeller _____ <input type="checkbox"/> Installation _____ <input type="checkbox"/> Other (Specify) _____	
A conformity inspection pertaining to the subject is requested for the following: Applicant Name: Props-R-Us Company Name: _____ Street: 6500 MacArthur Blvd City: Oklahoma City State: OK Zip: 73169 Time/Date Available: 6/27/2015 <input checked="" type="checkbox"/> Applicant will Contact FAA Type Installation: N/A Make/Model/Series: Props-R-Us Zinger 10-7 Quantity: 1 Requesting Document (P.O.) and Date: PO 122 1/15/2015	
Design Data: (with Rev/Date) See Page 2 Special Instructions: See Page 2	
Applicant Contact: Ms. Hurriup N. Waite FAA Project Manager: Mr. Itso Kay FAA Project Engineer: Mr. Itso Kay MIO Type Certification Mgmt spec: Ms. Izit Finished MIDO Project Principal Inspector: Mr. Catchall DaBlame	Phone: (405) 555-1234 Phone: (405) 555-3456 Phone: (405) 555-3456 Phone: (405) 555-4567 Phone: (405) 555-5678
Remarks: Notify MIDO Project Principal Inspector Mr. Catchall DaBlame of any unsatisfactory items found	
<input type="checkbox"/> T.I.A. Issued (Type Inspection Authorization)	<input checked="" type="checkbox"/> FAA Form 8100-1 Required (Conformity Inspection Report)
<input type="checkbox"/> T.I.R. Required (Type Inspection Report)	<input checked="" type="checkbox"/> FAA Form 8130-9 Required (Statement of Conformity)
<input checked="" type="checkbox"/> 8130-3 Tags Required (Airworthiness Approval Tag)	
NOTE: Please return this request for conformity with the FAA conformity documentation to the Project Principal Inspector (PI) then to the MIO Type Certification Management Specialist (TCMS), and then to the FAA Project Engineer (PE).	
Reviewed FAA Project Engineer, Axx-xxx By: Itso Kay	

FAA Form 8120-10 (10-10) Supersedes Previous Edition

Example of FAA Form 8120-10 Back

REQUEST FOR CONFORMITY, FAA FORM 8120-10 (CONTINUED)

REQUEST FOR CONFORMITY		
U.S. Department of Transportation Federal Aviation Administration	RFC Tracking Number: TC-1234-OK-1	Page 2 of 2
Revision: IR		
Continuation Sheet		
Design Data (continued):		
Props-R-Us drawing: Zinger 10-1, Revision IR, Dated 6/27/2015 or later FAA approved revision		
Special Instructions (continued):		
Remarks (continued):		
Applicant requests FAA Designee Mr. Looksat Itall (001234567-DMIR) .		
FAA DER Mr. Pencil Whip, DERY-023456SW, is authorized to disposition UNSATs and approve later revisions on FAA Form 8110-3.		

FAA Form 8120-10 (10-10) Supersedes Previous Edition

Electronic Submission of RFC

Electronic submission of an RFC is done using the National Automated Conformity Inspection Process (NACIP):

- NACIP automates and standardizes manual procedures and processes used to access, create, submit, revise, print, track, delegate and distribute FAA Form 8120-10.
- NACIP is used by FAA engineers, inspectors, and designees (DER, DAR, DMIR) to produce FAA Form 8120-10 electronically and submit it to any FAA engineering field office and/or manufacturing field office.

Accessing NACIP is through the FAA website located at [www.FAA.gov](http://www.faa.gov) > Aircraft > Aircraft Certification > Design Approvals > National Automated Conformity Inspection Process (NACIP) or use this link: (http://www.faa.gov/aircraft/air_cert/design_approvals/nacip/.)

- Authorized DERs will be given access to NACIP and must generate a login ID and password.
- After login, the NACIP application will lead the user through the steps to generate and submit the RFC.

Completing the FAA Form 8120-10 Electronically

Submitting an RFC through NACIP requires entering the same information as when it is submitted as a hardcopy. Additional features on the NACIP version of the RFC are input lines for the originator to record the name and identification number of the principal DER involved in the conformity, any additional DERs, and the DMIR who is authorized to perform the inspection (if any). If the principal DER is authorized to disposition unsatisfactory items found during the inspection, the check box must be selected on the Principal DER entry line. The remarks listed on the manual version of the form should also appear when using NACIP. The below example shows part of a NACIP input screen listing the Principal DER and remarks.

Log # XXXXXXXX	RFC Tracking # TC-1234-OK-1 Revision: IR Revision Date 6/27/2015	Requested by: Pencil Whip
Summary: Props-R-Us Zinger 10-1 Conformity Inspection Package		
<input type="button" value="Add to Summary"/>		

Instructions:		
Applicant Contact:	Ms. Hurriup N. Waite	Phone: 405-555-1234
FAA Project Manager:	Mr. Itso Kay	Phone: 405-555-3456
FAA Project Engineer:	Mr. Itso Kay	Phone: 405-555-3456
MIO Type Certification Mgmt Spec:	Ms. Izit Finished	Phone: 405-555-4567
MIDO Project Principal Inspector:	Mr. Catchall DaBlame	Phone: 405-555-5678
Principal DER:	Mr. Pencil Whip (DERY 023456-SW) <input checked="" type="checkbox"/> Can Disposition UNSAT	Phone: 405-555-2345
Additional DERs:		Phone:
DMIR:	Mr. Looksat Itall (001234567-DMIR)	Phone: 405-555-6789
Remarks:	Notify MIDO Project Principal Inspector Mr. Catchall DaBlame of any unsatisfactory items found. Applicant requests the following DMIR: Looksat Itall (001234567-DMIR). The Following DER is authorized to disposition unsatisfactory conditions found during the conformity inspection; Pencil Whip (DERY-023456-SW).	