

VOLUME 2 AIR OPERATOR AND AIR AGENCY CERTIFICATION AND APPLICATION PROCESS

CHAPTER 1 THE GENERIC PROCESS FOR CERTIFICATING ORGANIZATIONS

Section 3 Safety Assurance System: Obtaining and Constructing Certificate/Designator Numbers

2-46 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE. None. This task is accomplished as a step in Title 14 of the Code of Federal Regulations (14 CFR) part 121, 125, 133, 135, 137, 141, 142, 145, or 147 certification tasks and part 91 subpart K (part 91K) issuance of management specifications (MSpecs).

2-47 OBJECTIVE. Successful completion of this task results in issuance of an appropriate certificate number or designator. The objectives of this task are:

- To obtain a precertification number for parts 121, 125, 135, 142, 145, and 147 applicants;
- To obtain a final certificate number for all (other) air carriers, air operators, and air agencies;
- To obtain a designator for the holder of part 91K MSpecs; and
- To obtain a designator for part 125 Letter of Deviation Authority (LODA).

2-48 GENERAL.

A. Management of Certificate/Designator Numbers. The Regulatory Support Division, Aviation Data Systems Branch (AFS-620) manages and controls all air carrier, air operator, and Air Agency Certificate numbers, as well as MSpec and part 125 LODA (125M) designators. The number system provides a standardized format, a multitude of possible numbers, and a central location for assigning, storing, and retrieving information. This system of assigning certification/designator numbers supersedes previously existing systems.

B. Request of Three-Character Designator Element. Assure the certificate-holding district office (CHDO) has obtained the precertification/designator number from AFS-620 via email at 9-AMC-AFS620-CertInfo@faa.gov, in coordination with the regional Flight Standards division (RFSB). Upon issuance of a precertification/designator number by AFS-620, a basic record is created. All required fields in the enhanced Vital Information Database (eVID) or Safety Assurance System (SAS) will have to be entered and saved.

C. Termination of the Application Process. If an applicant for a certificate or MSpec terminates the certification process before a certificate is issued or the Federal Aviation Administration (FAA) terminates the process, the district office must ensure the certificate is terminated in the eVID so the precertification number and the three-character designator can be released for future use.

2-49 CERTIFICATE/DESIGNATOR NUMBER CONSTRUCTION. This discussion provides background information on the methods used to construct certificate/designator numbers. AFS-620 is responsible for the management and control of all Air Operator Certificates

(AOC) and MSpec designator numbers using a systematic scheme which provides a nationally standardized format, a multitude of numbers, and a centralized assignment, storage, and retrieval location.

2-50 ELEMENTS OF A CERTIFICATE/DESIGNATOR NUMBER.

A. List of Elements. The certificate/designator number has four elements as follows:

- 1) Designator element,
- 2) Type element,
- 3) Numeric element, and
- 4) Alpha suffix element.

B. Example of Elements in a Number. An example of a certificate/designator number using these four elements would be RAA-A-001-A (without dashes RAAA001A). This number, divided into its four elements, is illustrated in Table 2-1, Example of Certificate/Designator Number Elements.

Table 2-1. Example of Certificate/Designator Number Elements

RAA	A	001	A
(Designator)	(Type)	(Numeric)	(Alpha Suffix)

C. Element Descriptions. The certificate/designator number elements are described as follows:

- 1) Element 1, the designator element, is a three-letter or three-character designation.
- 2) Element 2, the type certificate (TC) element code, identifies the type of certificate and/or the applicable operating regulation specified and are shown in Table 2-2, Element Codes for Types of Certificates and Operations.
- 3) Element 3, the numeric element, provides up to 999 unique number combinations for each type of certificate/designation (001 to 999).
- 4) Element 4, the alpha suffix, permits additional certificate number combinations by establishing 25 alpha groups (A through Z, excluding P, which is reserved for precertification/designation numbers). When all number combinations of the numeric element (001-999) have been assigned for a particular type of certificate/designation and alpha suffix, the alpha suffix will change to the next alphabetical letter.

Table 2-2. Element Codes for Types of Certificates and Operations

Air Operators—Type of Certificate	Type—Certificate/ID Code	14 CFR Part
Air Carrier Certificate	A	121/135
Operating Certificate (not common carriage)	B	125
Operating Certificate (commercial)	C	121/135
Foreign Operator (operations specifications (OpSpecs) only)	F	129
Agricultural Aircraft Operator Certificate	G	137
Fractional Ownership (see Volume 2, Chapter 5)	K	91K
Rotorcraft External-Load Operator Certificate	L	133
Part 125 LODA Holder (designator issued)	M	125
Air Agencies—Type of Certificate	Type—Certificate Code	14 CFR Part
Domestic Training Center Certificate	X	142
Foreign Training Center Certificate	W	142
Domestic Repair Station Certificate	R	145
Domestic Satellite Repair Station Certificate	D	145
Foreign Repair Station Certificate	Y	145
Foreign Satellite Repair Station Certificate	Z	145
Pilot School Certificate (includes provisional)	S	141
Aviation Maintenance Technician School (AMTS) Certificate	T	147
Computer Testing Designee (CTD)	E	183

D. Variation of Certificate Types Within an Organization. Using this scheme, organizations holding different types of certificates and designators will be issued certificate/designator numbers as in the following examples:

1) RAA-A-001-A:

- RAA: unique to Romeo Alpha Airlines.
- A: air carrier certificate (121/135).
- 001: numeric element (first of 999 possibilities).
- A: alpha suffix (indicating the numeric element is in the “A” alpha suffix grouping).

2) RAA-R-001-A:

- RAA: same as above.
- R: repair station certificate (145).
- 001: same as above.
- A: same as above.

E. Type Code as Activity Identifier. It should be noted from the preceding examples that the second element (type code) is the key element identifying the activity of the certificate or MSpec holder. An organization operating under more than one type of certificate and regulation is assigned the same three-letter or three-character designator. An air operator, who is also an air agency, will have the same designator. Each kind of certificate is readily identified by the type of certificate code. For example:

- RAA-A-001-A: air carrier.
- RAA-R-001-A: repair station.
- RAA-G-001-A: agricultural operator.
- RAA-S-001-A: pilot school.
- RAA-L-001-A: external-load operator.

F. Element Combinations. Table 2-3, Element Combinations, illustrates a few of the many possible element combinations.

Table 2-3. Element Combinations

DESIGNATION ELEMENTS POSSIBLE			TYPE CERTIFICATE ELEMENTS	NUMERIC ELEMENTS & ALPHA SUFFIX		
				A	B	C
AAA	ABA	ACA	A	001	001	001
AAB	ABB	ACB	B	002	002	002
AAC	ABC	ACC	C	003	003	003
AAD	ABD	ACD	D	004	004	004
↓	↓	↓	↓	↓	↓	↓
AAZ	ABZ	ACZ		999	999	999

2-51 PRECERTIFICATION NUMBER CONSTRUCTION. The letter “P” is used as the alpha suffix element for the temporary designation of an applicant who has stated intent to apply for an FAA certificate (e.g., ABCA021P or XYZR030P). The complete four-element number with P as the last element serves as the precertification number. Upon successful completion of the certification process, the alpha suffix is changed to the appropriate alpha suffix element (A through Z, excluding P) as applicable.

2-52 RESTRICTIONS AND PROVISIONS FOR CERTIFICATE/DESIGNATION NUMBER CONSTRUCTION. In the assignment of certificate numbers, the following provisions and restrictions apply:

A. Complete Designation Number. The complete identification number (all eight characters), as assigned to an organization, will never be reassigned to another organization.

B. Designator Element. When more than one type of certificate/specification is held by an organization, the three-letter or three-character designator element is unique to the organization.

NOTE: If “RAA” is the designator for Romeo Alpha Airlines’s air carrier certificate (Certificate No. RAAA001A), the designator RAA will also be assigned to Romeo Alpha Airlines’s air agency repair station certificate (Certificate No. RAAR001A).

C. Repair Stations. Repair stations may be assigned either a three-letter designator element or a three-character, alphanumeric designator element.

1) The unique designator element for a repair station could be RAA, RA1, RA3, or RA9. The unique three-character (RA2) designator element signifies that it was “machine assigned” by AFS-620.

2) The three-letter or three-character designator element assigned to satellites of a parent repair station is the same as the parent repair station. The type element will be “D” for domestic satellite repair station certificates and “Z” for foreign satellite repair station certificates. If the parent repair station has more than one satellite, the type element assigned to the second satellite will be 2, the type element for the third satellite will be 3, etc.

a) For example, if RA2R001A is the certificate number machine-assigned to a repair station and later satellites were certificated, the certificate number for the first satellite would be RA2D001A, and the certificate number for the second satellite would be RA22001A.

b) Another example would be a repair station associated with an air operator with an existing certificate number such as RAAA001A. The associated repair station certificate number would be RAAR001A, and the first satellite repair station certificate number would be RAAD001A, and the second satellite would be RAA2001A.

c) A foreign repair station with satellites would be assigned certificate numbers such as RA4Y001A, RA4Z001A, RA42001A, and RA43001A.

D. Reassignment of Inactive or Terminated Designator Element. The designator element, regardless of the type of certificate/MSpec that has become inactive or terminated, will not be reassigned to a different organization until a minimum of 3 years have elapsed after the termination of the original organization. The designator can be reassigned to the original legal organization if it resumes operations within the 3-year period. After 3 years, the three-letter or three-character designator may be reassigned to another organization provided there is no record of significance associated with the designator element in any of the databases maintained by

AFS-620. If a designator element has an associated record of significance, AFS-620 will not reassign the designator element for at least 10 years for historical tracking.

E. Voluntary Surrender of Certificates Issued to Holders of a LODA. Operators of aircraft that meet the applicability of part 125 but conduct operations under a LODA may not hold an AOC. Any certificate issued to an operator approved to conduct operations in accordance with a part 125 LODA prior to December 21, 2006 should be voluntarily surrendered to the jurisdictional FSDO and a new LODA issued.

F. Alpha Suffix Group. When a number and an alpha suffix group combination have been assigned to an active organization (such as 001A or 002A), that number is not reassigned to another active organization (of the same certificate type and operating regulation) until all 999 possibilities of the specific alpha suffix groups have been used. Organizations which have more than one type of certificate and who conduct business under more than one operating regulation are assigned identical numeric elements for each assigned certificate number, whenever possible. A specific numeric element can be reassigned provided a different alpha suffix element grouping is assigned. For example, 999 can be used with an “A” alpha suffix and 999 can be used with a “B” alpha suffix element grouping.

RESERVED. Paragraphs 2-53 through 2-70.