

**VOLUME 5 AIRMAN CERTIFICATION****CHAPTER 5 TITLE 14 CFR PART 65—AIRMEN OTHER THAN FLIGHT CREWMEMBERS****Section 8 Renew a Part 65 Inspection Authorization****5-1306 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.**

**A. Maintenance:** 3514.

**B. Avionics:** 5514.

**5-1307 OBJECTIVE.** This section provides guidance for the renewal of Inspection Authorizations (IA).

**5-1308 GENERAL.**

**A. Notification.** When the base of operation changes for an IA holder, the Flight Standards District Office (FSDO), or International Field Office (IFO) for the area of the new base must be notified in writing before the holder can again exercise the privileges of the authorization.

**B. Expiration.** The IA expires every odd-numbered year (e.g., 2009, 2011, etc.) on March 31. An IA holder must continue to meet the yearly requirements of Title 14 of the Code of Federal Regulations (14 CFR) part 65, §§ 65.91 and 65.93 in order to retain the authorization. The term “yearly” means April 1 to March 31.

**5-1309 RENEWAL OF IA.**

**A. Application Requirements.** An application for renewal may be required to comply with the following:

1) Show evidence and/or the applicant’s ability to meet the requirements of § 65.91(c)(1) through (4).

NOTE: Refer to Volume 5, Chapter 5, Section 7, subparagraphs 5-1279A through C for additional information on meeting § 65.91(c)(1) through (4) requirements during renewals to include actively engaged guidance.

NOTE: Refresher training attendance alone does not satisfy those requirements

2) Complete Federal Aviation Administration (FAA) Form 8610-1, Mechanic’s Application for Inspection Authorization-Privacy Act, in duplicate.

3) Show evidence that the applicant meets the requirements of § 65.93(a) for both the first and second year in the form of (as applicable):

- An activity sheet or log;
- Training certificates; and/or
- Oral test results.

**B. Eligibility.** Meeting the requirements of § 65.93(a) does not mean that the applicant has to meet all five of the listed requirements. To be eligible for renewal of an IA for a 2-year period, the applicant must show evidence of:

1) Performing four annual inspections during each 365-day period prior to March 31 of each year, for a total of eight annuals prior to the renewal date, to be able to qualify for renewal.

NOTE: The same logic applies for major repairs and major alterations or training. However, the number of annual inspections, major repairs, and major alterations performed cannot be mixed simply because § 65.93 does not provide for such combinations.

2) Performing or supervising, and approving at least one progressive inspection in accordance with the standards prescribed by the Administrator during each 365-day period. A progressive inspection under 14 CFR part 91, § 91.409(d) is a complete inspection on one identified aircraft that completes a cycle every 12 calendar-months.

NOTE: An inspection program required under § 91.409(e) is not considered a progressive inspection and is not acceptable as IA activity. Partial inspections such as phases or events on more than one aircraft are also not acceptable as IA renewal activity.

3) Successful completion of an 8-hour refresher course, acceptable to the Administrator, for each 12-month period preceding the renewal application.

a) The refresher course must contain subjects directly related to aircraft maintenance, inspection, repairs, and alterations. In addition, some non-technical subjects, such as human factors or professionalism, as they relate to aviation maintenance personnel, may be acceptable. Training must not be used to promote a new or existing product.

b) The instructional requirements of § 65.93(a)(4) may be met by accumulating at least 8 hours of maintenance training each year. Each instructor-led course or seminar must be at least 1 hour long and completed in the 12-month period between April 1 and March 31, prior to IA renewal. An academic hour is defined as a 50-minute block of instruction without interruption. Online or video courses may be submitted in less-than-1-hour blocks once accepted by the FAA Safety Team (FAASTeam) and will generally show at a minimum 400 minutes of total training. Refer to Volume 3, Chapter 56 for course acceptance procedures.

c) Each person who intends to use 8 hours of instruction each year to meet § 65.93(a)(4) must provide proof of attendance for instruction received at the time of renewal. Acceptable proof of attendance consists of a certificate of training or similar document showing:

- The name of the course;
- Name of attendee;
- Course identification number assigned by the FAAS Team IA Refresher Course Coordinator;
- Expiration date;
- Description of the course content;
- Time (in hours);
- The date;
- Location; and
- Course instructor's name and affiliation.

d) The proof of attendance should be reviewed by inspectors at renewal time to ensure that both the training organization and the IA have met the appropriate requirements. The training organization must keep a list of all attendees for a period of 2 years. The training organization must provide this list to FSDO inspectors upon request.

e) All FSDOs and IFOs will accept maintenance training of a technical nature conducted by a manufacturer or its authorized representative on its type-certificated (TC), Supplemental Type Certificate (STC), Technical Standard Order (TSO), or Parts Manufacturer Approval (PMA) product, component, or accessory that is considered acceptable to the Administrator and in compliance with this policy, without showing a FAAS Team-assigned course number. At renewal time, however, the holder of an IA must show proof that he or she has successfully completed the manufacturer's course by including the hours, date attended, course title, company trainer, or representative's signature, and provide evidence that the course was developed and presented for a minimum of 8 hours of technical training.

NOTE: Refresher training attendance alone does not satisfy the requirements of § 65.93. The applicant must continue to meet the requirements as stated in § 65.91.

4) Passing of an oral test given by an aviation safety inspector (ASI) in accordance with § 65.93 to ensure that the applicant's knowledge of regulations and standards is current.

a) The FSDO or IFO should develop oral test questions. The questions should meet the following criteria.

1. Clear. Content should establish the conditions or circumstances so the inspector and IA will have the same understanding regarding the intent of the questions and the expected answers.
2. Concise. Long questions should not be too complex, ambiguous, or have multiple answers.
3. Specific. Questions should have one specific answer and reference specific FAA-accepted guidance documents or regulations, and not a manufacturer's specific type question.

b) The current edition of FAA-G-8082-11, Inspection Authorization Knowledge Test Guide, is an excellent source for the development of oral questions, along with the current edition of FAA-S-8081-26, Aviation Mechanic General Practical Test Standards, specific to maintenance form and records (refer to [http://www.faa.gov/training\\_testing/testing/airmen/test\\_standards](http://www.faa.gov/training_testing/testing/airmen/test_standards)).

c) Also, IA privileges and limitations per part 65 are additional sources for test development, as there should be enough variance in tests, to prevent the applicant from having prior knowledge of the specific questions asked.

d) We recommend you ask each affected IA applicant a minimum of 10 oral questions with a passing grade of 70 percent.

e) ASIs assigned to a FSDO or IFO administering the oral test must provide the IA with evidence of passing or failing the test in the form of written documentation. The ASI should instruct the IA to retain the oral test results. The IA should be prepared to present results to the FAA upon renewal or by request.

f) A failure of the oral test will result in nonrenewal of the IA.

NOTE: An IA issued less than 90 days before the expiration date March 31 (odd year) need not comply with § 65.93(a)(1) through (5) for that quarter, but the IA holder still needs to apply for a renewal.

NOTE: For an IA issued less than 90 days before March 31 of the first year (even year), the holder does not need to comply with § 65.93(a)(1) through (5) for the first year of the 2-year authorization period.

### **C. First and/or Second Year Oral Test.**

1) If an IA holder does not meet the renewal requirements at the end of the first year, the holder must take and pass an oral test prior to exercising the privileges of their certificate in the second year.

2) We recommend that the inspector seek to determine if the IA has performed any activity referenced in § 65.93(a)(1) through (3) prior to administering the oral test in the second year. If the IA holder has accomplished such activity, and if that individual has not met the requirements of § 65.93(a)(1) through (5) by March of the first year, the ASI should initiate enforcement investigation action per the current edition of FAA Order 2150.3, FAA Compliance and Enforcement Program, in the form of Administrative action (warning letter). The ASI should not give the oral test pending the completion and issue of the recommended warning letter, stating the IA's failure to meet those specific noncompliance requirements within the rule. No additional action is necessary against the aircraft or owner in the above situation unless additional evidence exists that clearly shows the aircraft is otherwise unairworthy or the owner is in noncompliance with part 91.

**D. Renewal at Another Office.** If the applicant applies for renewal at an office other than the jurisdictional office, the receiving office should withhold renewal until the jurisdictional FSDO or IFO can verify the applicant's activities.

**E. Applicants Employed by a Repair Station.** When the applicant is employed by a repair station, credit for renewal activity can be claimed only for those aircraft or activities that the authorization holder personally inspected, performed, and returned to service. Evidence supporting the activity should be presented in addition to the signed application.

**5-1310 COORDINATION REQUIREMENTS.** This task may require coordination with other FSDOs, IFOs, and their respective regions.

### **5-1311 REFERENCES, FORMS, AND JOB AIDS.**

#### **A. References (current editions):**

- FAA Order 2150.3, FAA Compliance and Enforcement Program.
- FAA Order 8900.1, Volume 3, Chapter 56, Section 1, Information and Policy for Acceptance and Renewal of Inspection Authorization Refresher Training.
- Volume 5, Chapter 5, Section 7, Evaluate Part 65 Inspection Authorization.
- FAA-G-8082-11, Inspection Authorization Knowledge Test Guide.
- FAA-G-8082-19, Inspection Authorization Information Guide.
- FAA-S-8081-26, Aviation Mechanic General Practical Test Standards.
- 14 CFR Part 65, Certification: Airmen Other Than Flight Crewmembers.

#### **B. Forms:**

- FAA Form 8310-5, Inspection Authorization.
- FAA Form 8610-1, Mechanic's Application for Inspection Authorization-Privacy Act.

#### **C. Jobs Aids.** None.

### **5-1312 PROCEDURES.**

**A. Ensure the Applicant Meets Eligibility Requirements.** The ASI, by virtue of his or her Aviation Safety Series FG-1825 job description and resulting ASI responsibilities, may be considered actively engaged for the purpose of IA application or renewal. However, the ASI must continue to renew and meet the § 65.93 requirements for renewal. (Refer to paragraph 5-1309 for eligibility requirement information.)

NOTE: Form 8610-1 blocks 1 through 13 require completion, as applicable, to establish continued eligibility for renewal. Block 11 requires completion to establish maintenance activity during the last 2 years. Refer to Volume 5, Chapter 5, Section 7, paragraph 5-1279 for additional information.

**B. Renew IA.** ASIs that renew IA holders must hold a mechanic certificate with Airframe and Powerplant (A&P) ratings. An aviation safety technician (AST) not holding a mechanic certificate may renew an IA and sign Form 8610-1 block 14 only when the IA has been determined to have met §§ 65.91 and 65.93(a)(1), (2), or (3) eligibility based on activity for the first and second years. Refer all other IA renewal eligibilities based on an oral test or training attendance to an ASI for determination and Form 8610-1 block 14 authorizations. The AST authority with reference to an IA is limited to IA renewals only and further limited to renewal based solely on activity for both the first and second years.

- 1) Enter the new expiration date and sign the reverse side of Form 8310-5.
- 2) Complete item 14, Record of Action, on Form 8610-1 and forward the original of the form to the Airmen Certification Branch (AFS-760) in Oklahoma City while retaining the duplicate copy.
- 3) Issue a new IA, Form 8310-5, if the holder's form is soiled or worn, or the reverse side is completely filled out.
- 4) The ASI must record oral tests administered in accordance with § 65.93(c) in the PTRS and place a copy of that record in the IA office file indicating the results of the oral test, along with the FAA file copy written record of oral test results.

**C. Process Failure to Renew IA or IA's Failure to Meet the 2-Year Renewal Requirements.** Update data in the enhanced Vital Information Database (eVID) at the FSDO level, showing in the "Remarks" section the reason for nonrenewal. This will delete the IA from the database.

#### **5-1313 TASK OUTCOMES.**

**A. Complete the PTRS Record.** Update data in the eVID and include the IA holder's email address, if available. Retain an original of the completed Form 8610-1 in the office file.

**B. Process Change of Location.** Upon receipt of written notification, contact the previous supervising office and request the appropriate IA file. Visit the IA holder at the new base as soon as possible.

**C. Process Surrendered Authorization.** When the holder of an IA voluntarily surrenders it, accomplish the following:

- 1) Attempt to obtain a statement in writing indicating that the surrender is voluntary.
- 2) Submit mailing list Form 8610-1 information, as required.
- 3) Update the eVID to reflect surrender of the authorization.
- 4) Destroy the IA, Form 8310-5.

**5-1314 FUTURE ACTIVITIES.** Routine surveillance.

**RESERVED.** Paragraphs 5-1315 through 5-1330.