VOLUME 13 FLIGHT STANDARDS DESIGNEES

CHAPTER 5 GENERAL AVIATION DESIGNEE MANAGEMENT

Section 1 Appoint/Renew a General Aviation Designee

13-401 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.


B. Maintenance: 3516, 3518, 3522, 3524, 3591, 3675, 3676.

C. Avionics: 5516, 5518, 5522, 5524, 5591, 5675, 5677.

13-402 OBJECTIVE. This section provides specific inspector guidance on the designation and renewal of Flight Standards Service (AFS) General Aviation (GA) airman designees and Designated Airworthiness Representatives-Maintenance (DAR-T), referred to collectively in this section as designees.

A. GA Airman Designee Guidance. Federal Aviation Administration (FAA) Order 8900.2, General Aviation Airman Designee Handbook, in conjunction with Volume 13, Chapters 5 through 8, provides general inspector guidance for AFS GA airman designees.

B. DAR-T Guidance. FAA Order 8100.8, Designee Management Handbook, in conjunction with Volume 13, Chapters 5 and 9, provides general inspector guidance for DAR-Ts.

13-403 PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of Title 14 of the Code of Federal Regulations (14 CFR) part 61, 63, or 65; part 107; and part 183 regulations and FAA policies. The task also requires qualification as an aviation safety inspector (ASI) (Operations or Airworthiness), as applicable.

B. Training. Specific courses required for designee oversight are listed in “Inspector Training for Designee Oversight” matrix. The training matrix is maintained on the Flight Standards Training Division (AFS-500) Knowledge Services Network (KSN) site. To access it, click the link on the AFS-500 MyFAA home page under “Other Links.” The training matrix is organized by designee type, and promotes the AFS philosophy that the most appropriate person (or target audience) should attend the right training at the right time. The regional/local training coordinators can also provide access to the training matrix and assistance on training needs assessment for ASIs assigned to designee management.

C. Coordination. This task may require coordination between the managing FAA office, the Regional Office (RO), International Field Office (IFO) Management Branch (AFS-54), and/or the applicable national program office (NPO).
13-404 GENERAL.

A. Purpose. This section provides procedures for the designation and renewal of AFS GA designees. Designees leverage the FAA’s workforce and provide certification services to the public as described in part 183. Designation is a privilege, not a right, and the Administrator appoints designees to meet FAA needs. Before the Administrator can appoint a designee, the FAA must determine a need for specific activities that it will delegate to the designee and, subsequently, the ability to manage a designee performing those activities. The managing FAA office, within its sole discretion, determines the need for and ability to manage a designee. The managing FAA office must determine the need and ability to manage an additional designee.

1) Considerations for Determining Specific Need.

a) Whether the FAA can support the certification work and need with existing designees.

b) Whether the activity in the FAA office has increased or is likely to increase, and whether existing designees cannot support that activity.

c) Whether the managing FAA office has lost an employee or designee resource.

d) Whether it is the needs of the public within the managing FAA office’s geographic area of responsibility, and not the impact on other existing designees or the requests of other air operators or agencies, that drives the need for a new designee.

2) Considerations for Determining Ability to Manage.

a) Whether the managing FAA office staff has the technical skills and knowledge to oversee the designee.

b) Whether the existing and/or projected office workload allows the office to effectively manage the designee.

c) Whether adequate funds (e.g., travel allocation) exist to oversee the additional or existing designee anywhere that the designee is authorized to perform designated activities.

B. Types of Airman Designees.

1) Technical Personnel Examiners (TPE). For the purposes of this chapter, TPE refers only to Designated Mechanic Examiners (DME) and Designated Parachute Rigger Examiners (DPRE).
2) Designated Pilot Examiners (DPE).
   a) For the purposes of this chapter, DPE refers only to:
      • Private Pilot Examiners (PE),
      • Commercial and Instrument Rating Examiners (CIRE),
      • Commercial Pilot Examiners (CE),
      • Flight Instructor Examiners (FIE), and
      • Pilot Proficiency Examiners (PPE).
   b) DPE also includes pilot examiners with administrative privileges only, including:
      • Flight Instructor Renewal Examiners (FIRE),
      • Airman Certification Representatives (ACR),
      • Military Competency Examiners (MCE),
      • Foreign Pilot Examiners (FPE),
      • Ground Instructor Examiners (GIE), and
      • Remote Pilot Examiners (RPE).

3) Specialty Aircraft Examiners (SAE). For the purposes of this chapter, SAE refers only to:
   • Sport Pilot Examiners (SPE),
   • Sport Pilot Flight Instructor Examiners (SFIE),
   • Experimental Aircraft Examiners (EAE).
   • National Flight Engineer Examiners (NFEE), and
   • Vintage Aircraft Examiners (VAE).

4) DAR-T. DAR-Ts are individuals.

C. Eligibility Requirements. Order 8100.8 sets forth DAR-T eligibility requirements. Order 8900.2 sets forth AFS GA airman designee eligibility requirements generally in Chapter 2, Selection and Appointment, and specifically for each designee type in its respective component program chapter:
   • TPE: Chapter 6, Designated Mechanic Examiner (DME) and Designated Parachute Rigger Examiner (DPRE).
   • DPE: Chapter 7, Designated Pilot Examiner (DPE) Program.

D. Pilot Examiner Exceptions. If a pilot examiner applicant does not meet all of the appropriate eligibility requirements according to Order 8900.2, the following procedures must apply:
   1) A pilot examiner applicant must obtain a written recommendation from the managers of the managing FAA office and regional Flight Standards division (RFSD).
2) The managers from the managing FAA office and RFSD must send a written recommendation to the National Examiner Board (NEB) for a waiver from the specified eligibility requirements. The recommendation must include a statement of all special circumstances affecting the designation and the reasons why the manager has determined that the NEB should waive these eligibility requirements for this pilot examiner applicant. The NEB must receive the written recommendation before it will evaluate and rank the pilot examiner applicant application for appointment to the NEB’s registry. The NEB must receive the written recommendation directly from the managing FAA office and RFSD, not from the pilot examiner applicant.

3) Before the managing FAA office makes any commitment or issues an authorization to the pilot examiner applicant, the managing FAA office and RFSD must complete the written recommendation and the NEB must evaluate and approve the pilot examiner applicant’s application and rank that pilot examiner applicant on the NEB registry. In addition, the managing FAA office must receive the pilot examiner applicant application file from the NEB before it can make a commitment to issue an authorization to the pilot examiner applicant.

E. Designee Standards.

1) An AFS GA airman designee must conduct all tests according to the applicable guidance in the respective Order 8900.2 component program chapter:

- TPE: Chapter 6.
- DPE: Chapter 7.

2) A DPE must conduct all certification activities according to the applicable sections of Order 8900.1 Volume 5, Chapter 2.

3) A DAR-T must conduct all certification activities according to the applicable FAA orders.

F. Privileges and Limitations. Order 8100.8 sets forth DAR-T privileges and limitations. Order 8900.2 sets forth AFS GA airman designee privileges and limitations generally in Chapter 5, Privileges, Limitations, and Responsibilities, and specifically for each designee type in its respective component program chapter:

- TPE: Chapter 6.
- DPE: Chapter 7.

G. Designee Surveillance. Volume 13, Chapter 5, Section 2 and the chapters specific to each designee type address AFS GA designee surveillance and oversight.

H. Termination and Appeal. Volume 13, Chapter 5, Section 3 addresses termination and appeal procedures for all GA designee types.
13-405 PROGRAM ADMINISTRATION AND RESPONSIBILITIES. The NPO for each designee type is responsible for the development of national policy regarding the particular designee type. FAA Order FS 1100.1, Flight Standards Service Organizational Handbook, contains the NPO for each designee type.

A. Region. The regional AFS division manager is responsible for the designee program within that region. The region ensures that field offices conform to national policy with respect to designee appointment, geographic coverage, and other matters. The region reviews field office surveillance policies and activities and evaluates field office administration of the designee program. Regional focal points are available to assist field offices with designee oversight and surveillance questions. (See Volume 13, Chapter 5, Section 4.)

B. Field Office. The field office level handles the designee’s oversight and surveillance. Field office focal points are available to assist inspectors with designee oversight and surveillance. (See Volume 13, Chapter 5, Section 4.)

C. Program Management. ROs should establish procedures to ensure that field offices conform to national policy with respect to designation, geographic coverage, and other matters. ROs also review field office surveillance policies and activities and evaluate field office administration of the designee program.

D. Program Evaluation. During scheduled office evaluations, RO personnel must review field office administration of the designee program, and perform special reviews as the need arises. Program evaluation is especially valuable in improving field office standardization and in maintaining effective oversight of the designee program. Designee programs are also evaluated nationally through the Quality Management System (QMS).

13-406 SELECTION AND APPOINTMENT. Designee applicants must be highly experienced and appropriately qualified and must meet all applicable eligibility requirements.

A. NEB. The NEB improves designee selection and standardization, develops initiatives for the designee program, and represents AFS on designee issues. The NEB is a permanent board composed of representatives from AFS divisions having designee oversight responsibility. The NEB meets as necessary to evaluate designee applicants. The NEB oversees and administers the following functions:

1) The National Designee Candidate Pool. The NEB is responsible for maintaining a national designee candidate pool, which contains the application files of all designee applicants who meet applicable requirements for the designation sought. The NEB categorizes applicants whom it approves for assignment to the national designee candidate pool according to the geographical area(s), which the applicant can serve and by the type(s) of designation sought.

2) Designee Applications. The NEB accepts and evaluates applications from designee applicants whose designations are under the guidance in Order 8900.2 and Order 8100.8. The NEB will use the general qualification requirements, technical requirements, and experience criteria detailed in Order 8900.2 or Order 8100.8 for each type of designation, as applicable, to determine whether applicants meet general FAA requirements for the initial designation sought.
B. Designee Applications. Except as indicated in subparagraphs 13-404B1) through B3), applicants for initial designation should send a completed application form to the NEB. (Refer to Order 8900.2, Chapter 2, paragraph 1, for AFS GA airman designees or to Order 8100.8 for DAR-Ts.)

1) Applicants for designation as a DPE with the following privileges only: an ACR, FIRE, FPE, GIE, MCE, or PPE send their completed application forms directly to the designating field office for processing. (DPE applicants holding ACR, FIRE, FPE, GIE, MCE, or PPE designations and applying for designation with flight privileges must submit applications to the NEB.)

2) Applicants for designation as an SPE should submit applications directly to the Light Sport Aviation Branch (AFS-610).

3) Applicants for designation as an SAE should submit applications directly to the NEB for consideration. The NEB will recommend qualified applicants to the NPO for selection and appointment.

4) Applicants for renewal or reinstatement at the same field office as their previous assignment should send applications directly to that field office.

5) The NEB treats former designees who relocate to another field office and request reinstatement as initial applicants, who must apply for initial evaluation and recommendation.

C. Initial Screening. The NEB will notify the applicant of the results of the initial screening in writing.

D. Practical Test. Each DPE applicant (other than those pilot examiner applicants with administrative privileges only) selected for designation by a field office must pass a practical test by an FAA inspector before the FAA issues an initial designation. The practical test assists the FAA in determining if the applicant is competent to apply current practical test requirements, procedures, and performance standards in the aircraft for which he or she seeks authorization. The field office schedules the practical test upon selecting an applicant for DPE designation.

E. Selection. Selection is the process of determining eligibility. This involves the evaluation of an applicant’s technical skills and competence in applying those skills in their area of expertise, as well as their understanding of FAA policy and guidance.

F. Appointment. Each designee appointment must follow the specific procedures in Order 8100.8, Order 8900.1, or Order 8900.2, as applicable.

13-407 RENEWAL CRITERIA. The designee must satisfy the requirements and follow the procedures for renewal set forth in Order 8900.2, Chapter 3, Oversight, Training, and Renewal, or, in the case of DAR-Ts, Order 8100.8.

A. Certification Activity. During the renewal process, the managing FAA office reviews the amount of certification activity to determine the continuing need for the designee to perform work within the field office’s geographic district.
1) **DPE.**

   a) In the case of a DPE applying for renewal, any one of the following levels of activity is acceptable:

   i. The designee has conducted during the previous 12 calendar-months:

      - Ten certification or rating tests in airplanes;
      - Five certification or rating tests in helicopters, powered-lifts, gyroplanes, gliders, balloons, airships, powered parachutes, and weight shift control;
      - Five instrument rating practical tests; or
      - Five airline transport pilot (ATP) practical tests.

   2. For renewal of certification testing authorizations shown on the designee’s Certificate of Authority (COA) letter in aircraft that require the pilot in command (PIC) to hold a pilot type rating, the designee should have conducted at least five airman certification or rating tests in the aircraft shown during the previous year.

   **NOTE:** In extenuating circumstances, an FAA field office manager may authorize exceptions to these requirements by first soliciting concurrence of the RFSD. In such cases, the managing office will document the exceptions in the designee’s file. However, failing to meet minimum testing criteria may be cause for termination based on a lack of need.

   b) To assess a designee’s continued knowledge and skill, an inspector will evaluate the designee’s ability according to the procedures in Volume 13, Chapter 6, Section 1. The same process and procedure apply as a basis for renewal of authorizations.

2) **DME.** In the case of a DME applying for renewal, the DME must have completed at least two mechanic exams in the previous year to be eligible for renewal.

B. **Reissuance of COA Letter.** The COA letter is valid until the expiration date shown on the letter. The FAA reissues the COA letter with each designation renewal.

   **NOTE:** We no longer issue FAA Form 8430-9, Certificate of Authority, and a letter of authority (LOA) for GA designees, but they may remain in effect for active designees until expiration, unless surrendered or terminated sooner.

C. **DAR-T.** The appointing FAA office may issue DAR-T appointments for 1 to 3 years, at its discretion. However, the FAA office should use a risk-based analysis in issuing any certificates of designation with an appointment or renewal period of more than 1 year.

   1) The FAA may renew a DAR-T appointment based solely on a projected or anticipated need. However, failure to attend or successfully complete the required standardization seminar, including passing the post-course written examination, will result in suspension or termination based on nonattendance of a seminar.
2) When determining whether to renew or not to renew a Designated Airworthiness Representative (DAR) certificate, the ASI must verify and review Designee Information Network (DIN) records for the DAR-T to ensure that he or she attended a recurrent standardization seminar within the last 3 years and/or has a copy of the recurrent seminar certificate of attendance on file. The ASI must also review the DAR’s summary activity reports, if applicable, to verify that the DAR-T has performed at least one or more per year of the following activities consistent with the designee’s authorized functions:

a) Issuance of recurrent standard airworthiness certificate.

b) Issuance of recurrent/original special airworthiness certificate.

c) Issuance of special flight permits.

d) Issuance of export airworthiness approvals.

e) Issuance of domestic airworthiness approval for engines.

f) Issuance of domestic airworthiness approval for propellers.

g) Issuance of domestic airworthiness approval for parts or appliances.

h) Issuance of notification of completion after conducting records reviews and aircraft inspections required by the Aging Aircraft Safety Act of 1991.

i) Issuance of field approval of major alteration or repair data.

NOTE: DAR-Ts are not required to have performed at least one of every function authorized as long as the managing office can establish that the DAR-T continues to meet the requirements to hold that authorized function and the office establishes a need for the DAR-T to continue to be available to perform that function.

j) The appointing/managing office manager will provide renewal concurrence, indicating that the need for an appointment still exists. Update the DAR’s status in the DIN to indicate renewal or termination. When the FAA does not renew a designation, but must terminate it, the managing office will provide written notification to the designee of the reasons for termination, in accordance with Volume 13, Chapter 5, Section 3.

13-408 REINSTATEMENT. A former designee whose privileges were terminated may apply for reinstatement only at the field office where that designee was last assigned, provided poor performance, judgment, or integrity were not the basis for the termination. The FAA office where the former designee was last assigned may reinstate the designation only if that designee meets the requirements and procedures for an original issuance of the designation. (See paragraph 13-414 for initial designation procedures.)
A. Standardization Training. If the designation has been terminated for more than 36 calendar-months, the designee must satisfactorily complete an initial standardization training seminar before reinstatement. If the designation has been terminated for less than 36 calendar-months, the applicant may be appointed if he or she meets that recurrent training requirement for the designee type.

B. Observing a Test. If the designation has been expired for more than 12 calendar-months, the field office must observe the first test conducted by the former DPE after reinstatement. An ASI will evaluate the former DPE’s performance to determine if he or she is competent at applying current practical test requirements, procedures, and performance standards. For further information on observing a test, see subparagraph 13-414D.

C. Reissuance of a COA Letter. To qualify for the reissuance of a COA letter, a reinstated designee must demonstrate competency appropriate to the authorization sought.

D. Designation Number. Use the original designation number for reinstatement, unless a change in the managing FAA office is involved or the region directs a general renumbering. If a change in number occurs, update this information in the enhanced Vital Information Database (eVID).

13-409 RELOCATION. Designees may relocate to a different geographical area, if the receiving FAA office agrees to the transfer, without applying to the NEB. The designee must submit a new application to the receiving FAA office.

13-410 GEOGRAPHIC LIMITS OF AUTHORITY. The FAA appoints DPEs, DMEs, DPREs, and DAR-Ts to perform their authorized function(s) within the geographic boundaries of their managing FAA office. A designee’s managing office may authorize a geographic expansion to perform authorized activities outside the geographic boundaries of the designee’s managing office on a case-by-case basis in accordance with the procedures in this section. Each FAA regional division is responsible for oversight of AFS activities in the region’s geographical area in accordance with Order FS 1100.1. The FAA bases geographic limits of authority and provisions for geographic expansion on this fundamental principle. Just as field ASIs are assigned to a particular office with identified boundaries, DPEs, DMEs, DPREs, and DAR-Ts are assigned to perform their authorized certification activities within the geographic boundaries of their FAA managing office.

A. Office Responsibilities. Flight Standards District Offices (FSDO) and IFOs should ensure that adequate FAA personnel and/or designees are available to address the certification requests within their geographic area of the United States and the overseas area of responsibility. IFOs must use their experience and discretion to determine the number of designees required, but may also utilize other designees as provided in this procedure to support valid certification requests in the IFO’s district. The IFO assumes designee oversight responsibility when authorizing the activity to take place. IFOs have a unique role regarding certification activity that takes place outside of the United States. The complexities of meeting FAA obligations to national agreements with other countries require that these offices serve a key role in determining whether the FAA should support individual certification requests outside the United States. Certain FAA certification activities that a designee requests to perform outside the United States.
States require a regulatory determination of undue burden by the FAA. Although the FAA may delegate some certification activities outside the United States, the decision to perform or not perform the activity rests solely with the FAA.

**B. Required Information.** Designees must provide the minimum information identified in Figure 13-35, DAR-T Geographic Expansion Request Required Information; Figure 13-36, DME/DPRE Geographic Expansion Request Required Information; or Figure 13-37, DPE Geographic Expansion Request Required Information, as applicable, in writing. All written requests and authorizations described in the following paragraphs may be delivered by email, fax, or other electronics methods; however, they must be added to the designee’s managing FAA office file. A PTRS must also be entered for the activity using 1591, 3591, or 5591, as appropriate.

**NOTE:** Designees engaging in other aviation activities that are not part of the authorized function do not represent the FAA, and must not represent themselves as such.

**NOTE:** Completed certification files and other documentation required for DAR-T certification activity will be submitted to the designee’s managing office. The geographically responsible office may, however, request to review any certification work performed by a designee in their district by contacting the managing office.

**C. Geographic Expansion—Domestic.** Designees may request a geographic expansion to perform an activity outside their assigned office but within the United States. Designees must make the request to their managing office at least 7 business-days in advance of the activity, to allow the FAA sufficient time to evaluate and coordinate the request.

1) **Intra-Region Approvals.** Before approving the request, the managing office must obtain written authorization from the FAA office having geographic responsibility over the activity location.

2) **Inter-Region Approvals.** If the managing region supports the certification request, the region must obtain written authorization from AFS-54 or the AXX-230 branch having responsibility for the region where the designee will perform the activity before approving the request. The AXX-230 branch or AFS-54 must coordinate any needed FAA involvement or oversight of the activity with the FAA field office having geographic responsibility over the activity location.

**D. Geographic Expansion—Outside the U.S.** Designees may request a geographic expansion to perform an activity outside the United States when the FAA has determined that the activity should be supported by the FAA. The activity must be consistent with Title 49 of the United States Code (49 U.S.C.) § 44702 and pertinent international agreements. The request must be made at least 10 business-days in advance of the activity to allow the FAA sufficient time to evaluate the request, coordinate the activity, and provide any notification that may be required to other Civil Aviation Authorities (CAA).
1) **Intra-Region Approvals.** If the managing office supports the certification request outside the United States, they must obtain written authorization from the IFO having geographic responsibility over the activity location.

2) **Inter-Region Approvals.** If the managing region supports the certification request, the region must obtain written authorization from the AXX-230 branch or AFS-54, and the IFO having responsibility for the region where the activity will be performed before approving the request.

**E. Evaluating the Request for Geographic Expansions.** AFS-54, the geographically responsible office, or regional AXX-230 branch having responsibility for the region where the activity will be performed as described above must evaluate the request using the factors described in subparagraph 13-410F and, in writing, grant permission or deny the request. If AFS-54, the geographically responsible office, or the regional AXX-230 branch having responsibility for the region where the activity will be performed approves the request, then the designee’s managing office will provide written authorization to the designee to conduct the expanded geographic activity. Both offices must coordinate any needed FAA involvement or oversight of the activity. The authorization will contain the specific location, functions authorized, specific certifications to be performed (i.e., airman applicant name or Aircraft N-number), and duration (not to exceed 30 calendar-days) of the geographic expansion. The designee’s managing office must provide authorization before the designee performs any delegated activity. The designee must be instructed to maintain a copy of authorization on site while performing the authorized function(s). Documented (written or electronic) permissions from AFS-54, the FAA office with geographic responsibility, or the regional AXX-230 branch having responsibility for the region where the designee will perform the activity must be placed in the designee’s file with the completed authorization. If the request is denied, the applicant should be provided an FAA point of contact (POC) who is aware of the requested certification activity, and can respond to questions regarding the denial.

**NOTE:** Completed certification files and other documentation required for certification activity will be submitted to the designee’s managing office. AFS-54, the geographically responsible office, or the regional AXX-230 branch having responsibility for the region where the activity will be performed may, however, request to review any certification work performed by a designee in their district by contacting the managing office.

**F. Evaluation Factors for Geographic Expansion.** This list is not all-inclusive, but provides minimum items that should be reviewed before approving a geographic authorization. This evaluation must ensure that:

1) AFS-54, the responsible geographical office, or the regional AXX-230 branch having responsibility for the region where the designee will perform the activity must complete a determination of need and ability to manage before authorizing a designee not assigned to that office to perform certification work within their area of responsibility.

2) The FAA’s ability to provide oversight does not exceed available resources and oversight is possible.
3) For airman certifications outside the United States, the applicant is a U.S. citizen, or the activity is in support of a government-to-government initiative (e.g., support of Safe Skies for Africa).

4) For aircraft certifications, the work should be evaluated to ensure that it is a legitimate FAA certification request. If the activity is outside the United States and there is no need to complete this type of certification, other than to circumvent local or responsible CAA, we should not support this activity (e.g., issuing a standard airworthiness certificate for the sole purpose of obtaining an export certificate of airworthiness).

5) The work cannot be accomplished using ASIs or designees currently assigned to the geographically responsible field office or region.

6) The designee has adequately identified the specific reasons for this activity to be performed outside their geographic area.

G. CAA Notification Requirements. When authorizing a designee to perform any function outside the United States, the geographically responsible IFO must determine if the foreign CAA requires notification. The geographically responsible IFO must provide the responsible CAA written notification before the designee’s arrival only if the bilateral agreement with that country requires it. Refer to the listing of current bilateral agreements at www.faa.gov. The Aircraft Certification Service, International Division (AIR-400) maintains the Bilateral Partners Contact List on the AIR-400 page of the MyFAA Employee Intranet website (https://employees.faa.gov/org/linebusiness/avs/offices/air/div_dir/air40/). The notification, if required, will outline the proposed visit (e.g., anticipated activities and length of stay) and request the CAA’s concurrence.

H. Provisions for Unique Circumstances. The following procedures provide FAA field offices a method to address certification activity in unique circumstances.

1) Memorandums of Understanding (MOU). Long-term MOUs can be used in order to accommodate unique situations, such as a need for a shared designee resource between two field offices. MOUs must be coordinated and approved by the specific field offices, ROs, and the Delegation Program Branch (AFS-650).

2) DAR-T Function Code 49. Function code 49 provides authority for DAR-Ts to issue notification of completion to air carriers after conducting record reviews and aircraft inspections required by the Aging Aircraft Safety Act of 1991 in accordance with the certificate-holding district office (CHDO) procedures. DAR-Ts authorized by this function can only conduct these activities after completing on-the-job training (OJT) on the air carriers approved maintenance policies and procedures from the CHDO. This task requires coordination between ASIs, DARs, CHDOs/certificate management offices (CMO), and operators. Because of the unique requirements of this function, DAR-Ts are allowed to perform this activity outside their geographic area in accordance with the procedures below.

   a) DAR-Ts requesting authorization to perform an aging aircraft inspection and records review outside their geographic area must contact their managing office for authorization before performing any function code 49 activity.
b) ASIs must ensure that the coordination and other requirements of Volume 6, Chapter 11, Section 14 are followed in order to authorize any function code 49 activity. If the activity is outside the United States, the DAR-T’s managing office must provide a courtesy notification to the geographically responsible IFO.

NOTE: If the designee is to perform other FAA-delegated activities on the aircraft, then the designee must follow the procedures in paragraph 13-410.
Figure 13-35. DAR-T Geographic Expansion Request Required Information

Date of Expansion Request:

Designee Information:

DAR-T Name
DAR-T Designation Number
DAR-T Core Certificate Number (i.e., A&P)
DAR-T telephone number

Proposed Activity Location Information:

Name of facility
Facility address
Facility telephone number
Facility POC for FAA Oversight

Proposed Activity Details:

Proposed start date
Estimated time required to complete activity
DAR-T function(s) requested to be authorized
A detailed description of the activity requested. If it involves multiple activities, this must be explained.

Certification Activity Applicant Information (not the DAR-T):

Name of applicant
Applicant address
Applicant POC telephone number

Aircraft Information, Except For F/C 32 Request:

Aircraft make and model
Aircraft serial number
Current country of registration
Current registration number
Aircraft register owner and address
If an import or export activity - Intended country of registration
Intended registration number, if known

Remarks or Comments:
**Figure 13-36. DME/DPRE Geographic Expansion Request Required Information**

<table>
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<tr>
<th><strong>Date of Expansion Request:</strong></th>
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<tbody>
<tr>
<td><strong>Designee Information:</strong></td>
</tr>
<tr>
<td>DME Name</td>
</tr>
<tr>
<td>DME Designation Number</td>
</tr>
<tr>
<td>DME telephone number</td>
</tr>
<tr>
<td><strong>Proposed Activity Location Information:</strong></td>
</tr>
<tr>
<td>Name of Facility where the test will be completed</td>
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<tr>
<td>Facility address</td>
</tr>
<tr>
<td>Facility telephone number</td>
</tr>
<tr>
<td><strong>Proposed Activity Details:</strong></td>
</tr>
<tr>
<td>Proposed start date</td>
</tr>
<tr>
<td>Proposed start time</td>
</tr>
<tr>
<td>Estimated time required to complete activity</td>
</tr>
<tr>
<td>Certificate or Rating for which the Applicant is being tested</td>
</tr>
<tr>
<td><strong>Applicant Information:</strong></td>
</tr>
<tr>
<td>Name of applicant</td>
</tr>
<tr>
<td>Applicant address</td>
</tr>
<tr>
<td>Applicant country of citizenship</td>
</tr>
<tr>
<td>Applicant POC telephone number</td>
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<tr>
<td>Applicant Certificate Number (if any)</td>
</tr>
<tr>
<td>Name of FAA Approved School from which Applicant Graduated, if applicable</td>
</tr>
<tr>
<td><strong>Remarks or Comments:</strong></td>
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### Figure 13-37. DPE Geographic Expansion Request Required Information

<table>
<thead>
<tr>
<th>Date of Expansion Request:</th>
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<tr>
<td><strong>Designee Information:</strong></td>
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<tr>
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<tr>
<td>DPE Designation Number</td>
</tr>
<tr>
<td>DPE Core Certificate Number</td>
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<tr>
<td>DPE telephone number</td>
</tr>
<tr>
<td><strong>Proposed Activity Location Information:</strong></td>
</tr>
<tr>
<td>Name of Airport</td>
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<td>Estimated time required to complete activity</td>
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<td>Applicant POC telephone number</td>
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<td>Applicant Certificate Number</td>
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<td>Name of FAA Approved School from which Applicant Graduated, if applicable</td>
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<td>Aircraft make and model</td>
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<tr>
<td>Aircraft registration number</td>
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<tr>
<td><strong>Remarks or Comments:</strong></td>
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**Check with FSIMS to verify current version before using**
13-411 EXPANDED AUTHORITY (DAR-T). For DAR-Ts, the definition of expanded authority is adding authorized function(s), not making changes to limitations to authorized functions.

A. Application. DAR-Ts requesting expanded authority, and who have previously gone through the NEB process, need only to submit the technical portion of the application package (FAA Form 8110-28, Application and Statement of Qualification (DME/DPRE/DAR-T) with relevant experience for the added function(s) requested, along with a recommendation letter from their managing FAA office). DAR-Ts who have never been through the NEB process must submit a complete application package, as required in Order 8100.8. The managing FAA office may require additional portions in the application package.

B. Authorization. The managing FAA office and the NEB will review these applications. Document the results in the DAR-T’s COA letter, update the DIN, and accomplish the administrative requirements in accordance with this section and Order 8100.8. Only the NEB may authorize added functions, and only the managing FAA office may specify any limitations(s) on the authorized functions.

13-412 EXPANDED AUTHORITY (DME). For DMEs, the definition of expanded authority is conducting applicant testing away from their principal location (e.g., at a temporary test location). A DME must not conduct a test at a location not listed as a base of operation on the current COA letter (which replaces FAA Form 8430-9) held by the designee unless authorized to do so by the managing FAA office. The authorization will be in writing, will be placed in the DME’s office file, and will list the temporary location, along with the timeframe for conducting the test at the additional location. (Refer to Order 8900.2, Chapter 5.) The managing office and the geographically responsible office must find the testing locations acceptable.

NOTE: “Temporary” should be considered as a maximum of 30 calendar-days for any DME extension of authorization approvals.

13-413 DESIGNATION NUMBERING.

A. DAR-T Certificate Number. For a DAR-T, the designee’s certificate number will consist of the following:

1) The type of designation (DAR).

2) A suffix of “T” added after the designation type to identify the designee as a maintenance (airworthiness or avionics) designee.

3) The DIN-generated ID number (six digits).


NOTE: For example, the number for a maintenance DAR-T appointed in the Northwest Mountain Region would be DART-123456-NM.
B. DPE and DME/DPRE Certificate Number. For DPEs, and DMEs/DPREs, use the airman’s core certificate number as the designation number.

13-414 PROCEDURES FOR INITIAL DESIGNATION.

A. Need and Ability to Manage. The FAA must show a need to delegate specific activities and, subsequently, the ability to manage a designee performing those activities before it can appoint a designee. The managing FAA office, within its sole discretion, determines the need for and ability to manage a designee. The FAA office must validate the need and ability to manage an additional designee through comments entered in section IV of the PTRS record by answering the following series of questions during the PTRS record used to record the appointment/selection process in the designee file.

1) Considerations for Determining Specific Need.

   a) Whether the field office can support the certification work and need with its existing designees.

   b) Whether the activity in the field office has increased, or is likely to increase, and whether existing designees cannot support it.

   c) Whether the field office has lost an employee or designee resource.

   d) Whether it is the need of the public, and not the impact on other existing designees or the requests of air operators or agencies, that drives the need for a new designee.

2) Considerations for Determining Ability to Manage.

   a) Whether the local office staff has the technical skills and knowledge to oversee the designee.

   b) Whether the existing and/or projected office workload allows the office to effectively manage the designee.

   c) Whether adequate funds (e.g., travel allocation) exist to oversee the additional or existing designee.

B. Request for Designee Evaluated by the NEB. The field office that has determined the need for a designee will submit a request, including designee type and relevant details (e.g., specific ratings, function codes, or other capabilities needed), via email to the NEB at 9-amc-afs650-neb@faa.gov. The NEB will send the field office copies of applicant files for the three most qualified applicants appropriate to the designation needed and the geographic area that the designee is willing to serve. If fewer than three appropriate applicants are on file in the national pool, the NEB will send the field office files for all of the available applicants appropriate to the designation needed and geographic area that the designee is willing to serve.
1) The field office may accept or decline any applicants referred by the NEB. A field office that declines all of the applicants referred by the NEB may not request further referrals for a period of 6 months.

2) If fewer than three appropriate applicants are available, the field office may maintain an open request for the files of all additional applicants that become available through the national designee applicant pool until the NEB is able to refer three applicants.

3) If a field office requests designee applicants and there are no applicants in the national pool available to provide service in that field office’s geographical area, the NEB will immediately advise the field office that no applicants are available. If the field office deems the need for a designee to be time-critical and finds that geographical resolution is not appropriate or available, the following process applies:

   a) The field office may encourage a suitable applicant to apply.

   b) The field office manager will forward that person’s application to the NEB with a request for priority processing.

   c) Upon receipt of a designee application with a field office’s request for priority processing, the NEB will convene within 10 business-days and approve or disapprove the application.

   d) The NEB will advise the field office and the applicant by the most expeditious means of the approval/disapproval of the application and continue to give priority handling to the field office’s request until an applicant fills the critical shortage.

4) If a field office that has declined all applicants referred by the NEB requests new referrals after a lapse of 6 months, the NEB will again refer the three most highly qualified applicants currently in the national pool appropriate to the designation needed and the geographic area that the designee is willing to serve. Whether the applicants are the same or different from those previously referred will have no bearing on current or subsequent referrals.

5) The field office will notify the NEB of the selection or nonselection of all applicants.

C. Selection. The field office reviews the application package.

1) The field office will review the application to ensure the applicant continues to meet the minimum requirements.

2) For each prospective DPE, TPE, or DAR-T applicant, the ASI queries the Enforcement Information System (EIS), Accident Incident Data System (AIDS), or Safety Performance Analysis System (SPAS).

3) The NEB and/or the field office will disqualify applicants for any of the following reasons:
a) Termination for cause.

b) Having within the past 7 years:

1. Been convicted of a violation of any Federal, state, or local law pertaining to drugs or alcohol.

2. Been convicted of any felony offenses. A felony offense is considered a conviction where the punishment could have been greater than 1 year regardless of the sentence.

3. Been imprisoned, on probation, or on parole because of a felony conviction (including civilian or military felonies and firearms or explosive violations).

4. Been other than “honorably” discharged from the military.

5. Had an airman certificate (other than medical), rating, or authorization (or foreign equivalent) suspended or revoked, or having paid a civil penalty as a result of a violation of any FAA or other CAA regulations (foreign or domestic).

c) Being currently under investigation, indictment, or subject to a pending action for the items described in subparagraph 13-414C2)b).

D. Initial Test.

1) For each DPE applicant selected for designation by a field office (other than for pilot examiners, with administrative privileges only), after issuing the initial designation, the ASI must observe the first test conducted by the DPE applicant. This observation must be the complete test of an actual pilot applicant practical test for a certificate or rating. The ASI will evaluate the DPE’s performance while the DPE evaluates the pilot applicant. This evaluation assists the FAA in determining if the DPE is competent at applying current practical test requirements, procedures, and performance standards.

NOTE: Some DPEs will be authorized to conduct tests in aircraft unsuited for more than two occupants. In this case, the ASI must observe the complete ground portion, which has successfully progressed to the flight portion of the test. Regardless of the outcome of the flight portion of the test, the ASI will observe the DPE’s post-flight briefing of the applicant. This procedure is reserved for DPEs who are limited to this type of aircraft. If the DPE is also authorized to test in aircraft that would allow an ASI to observe the flight portion, this procedure must not be used.

a) In the event that the DPE applicant and ASI differ on the outcome of the test as a pass or failure, they should discuss this matter privately, without participation from the pilot applicant, to seek resolution. In this instance, the judgment of the FAA will prevail.

b) The first practical test observation for initial pilot examiner designations must be a complete practical test, and must contain both the appropriate ground questioning and aircraft or flight simulator performance in accordance with the practical test standards.
(PTS)/Airman Certification Standards (ACS), as appropriate. A complete pretest, preflight, and postflight briefing must be completed for any practical test.

c) At the end of the observed test, the ASI reviews the results of the practical test recorded by the DPE on FAA Form 8710-1, Airman Certificate and/or Rating Application.

d) The ASI records the results of the observed test in PTRS. (1664, 1665, or 1666, as appropriate.)

e) Additional Authorizations: In the case of the field office having granted the DPE more than a single authorization during the initial designation (e.g., PE and CIRE), the field office need not observe the DPE administering a practical test for each additional authorization prior to granting it. However, each subsequent authorization granted requires a demonstration of competency as a pilot examiner appropriate to the aircraft or simulator and the authorization sought. This demonstration of competency may be completed by:

1. The observation of a complete practical test, as discussed in subparagraph 13-414D1b), for the authorization;

2. The ASI acting in the role of an applicant during a simulated practical test or pilot proficiency check; or

3. The ASI administering a complete designee pilot proficiency check, including representative tasks and maneuvers contained in the PTS/ACS for each authorization that the field office is granting to the DPE.

2) For each DME/DPRE applicant selected for designation by a field office, after issuing the initial designation, the ASI must observe the first test conducted by the DME/DPRE of an actual mechanic or parachute rigger applicant. The ASI will evaluate the DME/DPRE applicant’s performance while the DME/DPRE applicant evaluates the mechanic or parachute rigger applicant. This evaluation assists the FAA in determining if the DME/DPRE is competent in applying current practical test requirements, procedures, and performance standards.

a) In the event that the DME/DPRE and ASI differ on the outcome of the test as a pass or failure, they should discuss this matter privately, without participation from the mechanic or parachute rigger applicant, to seek resolution. In this instance, the judgment of the FAA will prevail.

b) At the end of the observed test, the ASI reviews the results of the oral and practical test results recorded by the DME/DPRE on FAA Form 8610-2, Airman Certificate and/or Rating Application.

c) The observed test is the first surveillance activity conducted on the newly designated DME/DPRE. The ASI records the results of the observed test (surveillance) in PTRS, using the appropriate activity code (3675, 3676, 5675, or 5677.)

E. Scheduling. Since an applicant’s hours may be incompatible with the FAA’s normal duty hours, the ASI will make every effort to be flexible when scheduling tests with applicants.
F. Training. Each designee must successfully complete the initial standardization training seminar requirement within 12 calendar-months before initial designation.

1) In addition to general certification procedures and information pertinent to all designations, designees may receive instruction in procedures specific to the type of designation sought. Following this training, the applicant/designee will take a comprehensive knowledge examination that may test the applicant/designee on any or all subjects in which the class received instruction. Some of the test questions may require knowledge beyond that encompassed by the authorizations indicated on an individual applicant/designee’s current or proposed COA letter.

2) Successful completion of the standardization course is a prerequisite for designation. Under most circumstances, if a designee applicant arrives after a course has started, the course manager will not permit that person to attend the remainder of the course. If he or she is more than 1 hour late, the course manager will not permit that designee applicant to complete the training. After accepting a late arrival, the course manager will require the applicant to make up the missed instruction with instructor personnel outside of normal class hours. Once the designee applicant has accomplished this, he or she will take the final examination with the class. Designees or applicants will be marked as absent after 15 minutes has elapsed from the announced start time at the beginning of each day, or after the announced start time following a scheduled break. Designees or applicants marked as absent twice in the same course will not receive credit for the training, and will not be allowed to complete the final examination with the class.

3) Should a designee applicant fail to pass the post-test examination after completing the training curriculum, the Designee Standardization Branch (AFS-640) will notify the manager of the designee’s assigned FAA office. After a review of the circumstances related to the failure, the FAA office may elect not to appoint the applicant, or to allow the applicant to retake the training course. If appropriate, the FAA office will allow the applicant only one additional attempt at successfully completing the training with a passing grade.

G. DAR Orientation. The managing office should review the following additional items with each DAR:

1) Product Certification. Caution the DAR that any irregularities or deficiencies related to the product certificated may result in the termination of the designation under the provisions of part 183, § 183.15(b)(4).

2) Authorized Functions. Remind the DAR to perform only authorized functions within the limits of his or her authority.

3) Communication. Remind the DAR to contact the managing office for authorization before accepting any applicant requests for certification or inspection activity or obtaining any special directions or instructions deemed necessary.

4) Activity Reports. Remind the DAR to provide a summary report of information relating to the accomplishment of delegated functions at least annually. The managing office could require a more frequent schedule of summary reporting based on DAR activity, complexity
of projects, or level of geographic expansion activity. The reports should include enough detail to allow the managing office to determine that the designee is conducting activity in accordance with the authorized function codes and limitations, including geographic restrictions, if applicable.

5) Safeguarding of Forms. Emphasize that the DAR must properly safeguard all FAA forms, certificates, and other official documents. Under no circumstance will any certificate be in the possession of an applicant until the DAR has completed and signed the certificate. All airworthiness certificates or approvals and related documents will include the DAR’s printed or typed name, signature, and designation number.

6) Conflicts of Interest. Remind the DAR that he or she is not allowed to perform any mechanical, maintenance, or inspection function or to act as an agent on behalf of an applicant (e.g., an owner, agent, repair station, or Production Approval Holder (PAH)) on products for which the applicant seeks an airworthiness certificate or approval. This would not preclude the DAR from performing maintenance, mechanical functions, or inspections or acting as an agent in a non-DAR capacity when not involved in the airworthiness certification/approval actions under the DAR’s authority.

7) Use of Authority. Remind the DAR to ensure that products meet the FAA-approved type design data, are in a condition for safe operation, and comply with any other applicable regulations (e.g., Airworthiness Directives (AD), marking requirements, registration, and special importing requirements) before issuing airworthiness or export certificates. The DAR will seek guidance from their managing office when problems arise that he or she cannot resolve.

8) Document Submittal. Remind the DAR to submit applicable original or duplicate documents within 7 calendar-days of completion to the managing office for review. DAR-Ts must not submit aircraft certification documents or files directly to the Aircraft Registration Branch (AFS-750). They must submit aircraft certification files to the geographically cognizant FAA office for review before forwarding to AFS-750.

9) Airworthiness Applications. Emphasize that the DAR is to review applications for completeness and ensure that the various airworthiness certificates or approvals have certification statements signed by an applicant or authorized agent. When appropriate, the DAR must also obtain a completed FAA Form 8130-9, Statement of Conformity, from an applicant before performing any inspections, in accordance with FAA Order 8130.2, Airworthiness Certification Products and Articles.

H. Inspector’s Actions. When issuing an initial designation:

1) The ASI prepares the designee file (see Volume 13, Chapter 5, Section 2).

2) The ASI enters the designee’s information into the eVID and/or DIN, as applicable, and assigns a control number.

3) The ASI prepares FAA Form 8000-5 (see Figure 13-23, FAA Form 8000-5, Certificate of Designation) and the appropriate COA letter (see Figure 13-24, Sample Certificate of Authority Letter for a Technical Personnel Examiner; Figure 13-25, Sample Certificate of
Authority Letter for a Designated Airworthiness Representative-Maintenance; and Figure 13-25A, Sample Certificate of Authority Letter for a Designated Pilot Examiner) for the office manager’s signature.

4) The ASI forwards the authorization documentation to the designee.

5) The ASI completes orientation for AFS GA airman designees in accordance with Order 8900.1 or Order 8900.2, as applicable.

13-415 COA LETTERS. The FAA will issue a COA letter to each AFS GA designee, specifying the authority and appropriate limitations for that appointment period. The COA letter will be consistent with both the needs of the appointing office and the designee’s qualifications. See Figures 13-24 through 13-25A for examples of COA letters.

Figure 13-23. FAA Form 8000-5, Certificate of Designation

![Certificate of Designation](image-url)
Figure 13-24. Sample Certificate of Authority Letter for a Technical Personnel Examiner

FAA Letterhead

[Date]

[Applicant]
[Applicant’s Address]

Dear [Applicant]:

We are pleased to inform you that your [appointment/renewal] as a Technical Personnel Examiner (TPE): [Designated Mechanic Examiner (DME)/Designated Parachute Rigger Examiner (DPRE)] per Title 14 Code of Federal Regulations (14 CFR), part 183, § 183.25, has been approved. This letter serves as your Certificate of Authority (COA). This COA should be retained for your use and should be safely filed where it is available to you and the FAA.

DESIGNATION CERTIFICATE NUMBER: [core cert #]

FIXED BASE OF OPERATION: [appropriate designee or company address]

DATE OF DESIGNATION: [date of initial appointment]

DESIGNATION EXPIRATION: [date]

This authorization is subject to the functions and limitations described below:

AUTHORIZED FUNCTIONS:

AIRFRAME, POWERPLANT [DME: can be one or both rating]

BACK, CHEST, SEAT, LAP [DPRE: must be two or more ratings]

LIMITATIONS: [Add appropriate limitations here].

Sincerely,

[Field Office manager’s signature]

************************************************************************NOTHING FOLLOWS************************************************************************
Figure 13-25. Sample Certificate of Authority Letter for a Designated Airworthiness Representative-Maintenance

FAA Letterhead

[Date]

[Applicant]
[Applicant’s Address]

Dear [Applicant]:

We are pleased to inform you that your [appointment/renewal] as a [type of designee] per Title 14 Code of Federal Regulations (14 CFR) [appropriate part and section (e.g., part 183, § 183.31)] has been approved. This letter serves as your Certificate of Authority (COA). This COA should be retained for your use and should be safely filed where it is available to you and the FAA.

**DESIGNATION CERTIFICATE NUMBER:** [number, e.g., DART-123456-NM]

**FIXED BASE OF OPERATION:** [appropriate designee or company address]

**DATE OF DESIGNATION:** [date of initial appointment]

**DESIGNATION EXPIRATION:** [date]

This authorization is subject to the functions and limitations described below:

**AUTHORIZED FUNCTIONS:** (The following are examples of functions and limitations delegated to a Designated Airworthiness Representative (DAR).)

1. Function Code 23—Issue recurrent standard airworthiness certificates for U.S.-registered aircraft that conform to the approved design requirements and are in a condition for safe operation.

   **LIMITATIONS:** [Add appropriate limitations here].

2. Function Code 25—Issue recurrent standard airworthiness certificates for non-U.S.-registered aircraft imported from countries other than the country of manufacture which the United States has a bilateral agreement(s).

   **LIMITATIONS:** [Add appropriate limitations here e.g., limited to 14 CFR part 25 airplanes, including legacy transport category certification rules].

3. Function Code 26—Issue recurrent/original special airworthiness certificates, in the experimental category, for the purposes of operating exhibition or air racing on U.S.-registered aircraft located in the United States.

   **LIMITATIONS:** [Add appropriate limitations here].

Sincerely,

[Field Office manager’s signature]

**************************NOTHING FOLLOWS**************************
Figure 13-25A. Sample Certificate of Authority Letter for a Designated Pilot Examiner

FAA Letterhead

[Date]

[Applicant]
[Applicant’s Address]

Dear [Applicant]:

We are pleased to inform you that your [appointment/renewal] as a [type of designee] per Title 14 of the Code of Federal Regulations (14 CFR) [appropriate part and section, e.g., part 183, § 183.23] has been approved. This letter serves as your Certificate of Authority (COA). This COA should be retained for your use and should be safely filed where it is available to you and the FAA.

DESIGNATION CERTIFICATE NUMBER: [core cert #]

AIRCRAFT TYPE: [e.g., CE-500, BE-2000, powered parachute, etc.]

DATE OF DESIGNATION: [date of initial appointment]

DESIGNATION EXPIRATION: [date]

This authorization is subject to certain functions and limitations as described below:

AUTHORIZED FUNCTIONS: [List authorized functions here].

LIMITATIONS: [Add appropriate limitations here].

Sincerely,

[Field Office manager’s signature]

13-416 SPECIAL AUTHORIZATION. DPEs who are authorized to conduct practical tests in helicopters, multiengine airplanes, vintage airplanes, turbine-powered aircraft, and aircraft requiring a type rating will receive a special authorization on their COA letter. The COA letter is valid until the expiration date shown on the letter.

A. Multiengine Airplanes and Turbine-Powered or Large Aircraft. For DPEs who are authorized to administer practical tests in piston-powered multiengine airplanes or turbopropeller multiengine airplanes that do not require the PIC to hold a pilot type rating, the phrase “Small Multiengine Airplanes” must be listed on the DPE’s COA letter. Prior to being authorized to administer a practical test in a small multiengine airplane, the DPE must have logged at least 5 hours of PIC flight time in that multiengine airplane make and model.
B. **Aircraft That Require the PIC to Hold a Pilot Type Rating.** For pilot examiners who are authorized to administer practical tests in aircraft that require the PIC to hold a pilot type rating, the COA letter must list that type of aircraft. Before receiving designation to administer a practical test in an aircraft that requires the PIC to hold the appropriate pilot type rating, the examiner must have logged at least 50 hours of PIC flight time in that aircraft type (25 hours for each additional type rating). However, in the case of an SAE, the examiner, when performing SAE privileges, need only hold authorization in the group of aircraft shown on his or her SAE COA letter issued by AFS-610.

C. **Helicopters.** For pilot examiners who are authorized to administer practical tests in helicopters that do not require the PIC to hold a type rating, the COA letter must list each make and model of helicopter. Before receiving designation to administer a practical test in a specific make and model of helicopter, an examiner must have logged at least 5 hours as PIC flight time in that helicopter make and model. Initial authorization for large helicopters requires examiners to have successfully demonstrated competency in the specific helicopter type.

D. **Flight Simulator.** For pilot examiners who are authorized to administer practical tests in a flight simulator that is representative of an aircraft that requires the PIC to hold a pilot type rating, the examiner’s COA letter should list the phrase “Flight Simulator-[Aircraft type].”

E. **Infrequently Requested Aircraft (Turbine-Powered).** The supervising FSDO may elect not to issue a COA letter to a pilot examiner for a turbine-powered aircraft that requires a pilot type rating if the FSDO receives infrequent requests for certification practical tests in that specific aircraft. The supervising FSDO may assign an ASI to conduct practical tests in that type of turbine-powered aircraft.

13-417 **DPE ADDITIONAL AUTHORIZATIONS.** A pilot examiner may receive an additional authorization by completing the same testing procedures used for original designation in subparagraph 13-414D. He or she is not required to submit an application to the NEB for additional authorizations/designations. The DPE applicant must hold the certificate and rating(s), without limitation, appropriate to the authorization sought. (Refer to Order 8900.2 for procedures.)

   A. **Requirements.** Except for placing additional vintage airplanes on an existing SAE authorization, each additional authorization requires a demonstration of competency as a pilot examiner appropriate to the aircraft or simulator and the authorization sought. The ASI uses the current designation number to issue a new COA letter showing all authorizations. When the ASI adds an authorization, he or she may renew the existing authorization(s).

   B. **Qualifying for Additional Authorizations.** Although an initial designation requires testing for all maneuvers and procedures from the PTS/ACS, the applicant does not need to repeat the same maneuvers and procedures for additional authorizations. For example, a DPE applicant simultaneously tests for both PE and CIRE airplane authorizations. If the DPE applicant satisfactorily completes all of the maneuvers and procedures for the PE authorization, then only those maneuvers that differ for the CIRE authorization need testing. However, if 12 months or more have elapsed since a DPE applicant has qualified for the PE authorization, the DPE candidate must retest on all maneuvers and procedures for the CIRE authorization.
13-418 RENEWAL.

A. Application for Renewal. Designees should apply for renewal at least 45 calendar-days before their certificate expires. The designee must submit a completed renewal package to the managing field office or NPO in accordance with Volume 13, Chapter 5, or Order 8900.2, Chapter 3, Oversight, Training, and Renewal, as applicable.

B. Recurrent Training Requirements. The designee’s renewal application package should include a copy of a training certificate, issued by AFS-640, indicating that the designee has successfully completed the appropriate recurrent training course. Designees must maintain recurrent training currency at all times in order for the designation to be effective. See Volume 13, Chapter 5, Section 2 and Order 8900.2 for more information on recurrent training requirements.

C. Inspector’s Action. When reviewing the designee’s renewal application package:

1) The ASI should review the renewal criteria set forth in paragraph 13-406 and determine whether renewal or termination should be recommended. If the ASI recommends renewal of the designee, the ASI should prepare and issue a new COA letter, for the office manager’s signature. The COA letter lists the designations and authorizations to be renewed. The ASI does not prepare a new FAA Form 8000-5.

2) When renewing a designee with a violation history (see subparagraph 13-414C), the field office must include a statement in the designee’s office file acknowledging acceptance of the enforcement history or, in the case of termination, the reason for denial of the designee’s renewal application based on the EIS history.

3) If the ASI recommends termination of the designee, the ASI must follow the termination procedures in Volume 13, Chapter 5, Section 3.

13-419 REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions):

- Title 14 CFR Parts 1, 21, 39, 43, 61, 63, 65, 91, and 183.
- FAA Order 8100.8, Designee Management Handbook.
- PTRS/eVID Procedures Manuals.

B. Forms:

- FAA Form 8000-5, Certificate of Designation.
- FAA Form 8110-14, Statement of Qualifications (DAR-DMIR-DER) [for Amateur-Built and Light-Sport DAR-T].
• FAA Form 8110-28, Application and Statement of Qualification (DME/DPRE/DAR-T).
• FAA Form 8710-1, Airman Certificate and/or Rating Application.
• FAA Form 8710-6, Examiner Designation Qualification Record.
• FAA Form 8710-10, National Examiner Board Designated Pilot Examiner Candidate Application.
• FAA Form 8710-11, Airman Certificate and/or Rating Application–Sport Pilot.
• FAA Form 8710-12, Light-Sport Standardization Board – Designated Pilot Examiner Candidate Application.

13-420 TASK OUTCOMES.

A. Results. Completion of this task may result in issuance of one or more of the following:

• FAA Form 8000-5;
• COA letter; and/or
• Designee supplies.

B. DIN/eVID. Enter information in the DIN and/or eVID, as applicable.

C. Close the PTRS Record. Complete a PTRS entry for the designation or renewal.

13-421 FUTURE ACTIVITIES.

A. Recordkeeping. The field office is responsible for the recordkeeping associated with the completed certifications submitted by the designee. Maintain these records in accordance with FAA Order 1350.14, Records Management.

B. Designee Oversight. Conduct designee oversight and surveillance in accordance with the applicable guidance for the specific designee type contained in Volume 13.

RESERVED. Paragraphs 13-422 through 13-430.