



# Federal Aviation Administration

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## Memorandum

Date: AUG 25 2017

To: See Distribution List

From: Michael J. Kaszycki, Acting Director, Policy & Innovation Division  
Aircraft Certification Service, AIR-600

Prepared by: Delegation & Organizational Procedures Branch, AIR-6F0

Subject: Extension to the Limited Designated Airworthiness Representative-  
Manufacturing (L-DAR-F) Program for Accredited Distributors

A handwritten signature in blue ink, reading "Michael J. Kaszycki".

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This memorandum provides a 1-year extension to the Limited DAR-F program for accredited distributors established by AIR memorandum AIR-100-16-160-PM13, dated October 14, 2016.

### **Purpose of this Memorandum**

This memorandum provides the means by which existing Limited DAR-F designees can continue exercising their delegation authorization through September 30, 2018. This extension will allow an existing Limited DAR-F to continue issuing an Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag, through September 30, 2018, for new articles that were in the distributor's inventory prior to November 1, 2016.

The Delegation & Organizational Procedures Branch (AIR-6F0), of the Aircraft Certification Service (AIR), will continue to process new applications through August 1, 2018, in accordance with the policy outlined in the original policy memorandum. This policy memorandum and any Limited DAR-F appointments made under this program will expire on September 30, 2018, unless the FAA determines the program should be cancelled sooner.

This memorandum also outlines additional oversight requirements for the program.

### **Application for Extension**

A currently appointed Limited DAR-F may request an extension by submitting an email to 9-AIR160-limiteddarf@faa.gov. Limited DAR-Fs that do not request an extension will be automatically terminated on September 30, 2017, in accordance with the current expiration date on their Certificate of Authority (COA) letter. The Delegation and Organizational Procedures Branch, AIR-6F0, will send an email to each Limited DAR-F who does not

request an extension to inform them of the termination of their appointment. AIR-6F0 will issue a new COA letter with the new expiration date to each qualified Limited DAR-F requesting an extension. Each designee will be required to continue to provide quarterly activity reports using the FY18 Quarterly Activity Report in Attachment 1.

#### **Additional Oversight Requirements**

At the end of each quarterly reporting period, the FAA, via e-mail, will be requesting documentation in support of its oversight of each designee. Designees must submit the requested materials via email to [9-air160-limiteddarf@faa.gov](mailto:9-air160-limiteddarf@faa.gov). In addition, AIR-6F0 will be making site visits to conduct on-site direct observation of selected Limited DAR-Fs. Each site visit will be coordinated with the designee in advance and the distributor management representative will be notified.

#### **Designee Suspension and Termination Procedures**

Suspension allows AIR-6F0 to take corrective action on a designee without terminating the appointment. If suspension is warranted, AIR-6F0 will notify the designee in writing via e-mail stating the reason(s) for the suspension and anticipated corrective action. Upon successful resolution of the matter, AIR-6F0 will lift the suspension in a letter that will be e-mailed to the designee.

Termination is the process of rescinding a designation, when necessary, with no opportunity for reinstatement. If a designation is terminated for any reason other than due to expiration of the COA, AIR-6F0 will notify the designee both by phone and by e-mail from the limited DAR-F mailbox. Terminations due to expiration of the COA letter will only be notified by email.

When suspended or terminated, the designee must cease all authorized activity immediately.

#### **Compliance with Memorandum AIR-100-16-160-PM13**

A Limited DAR-F appointed or extended under this memorandum must continue to issue FAA Form 8130-3s in accordance with requirements and restrictions listed in memorandum AIR-100-160-PM13.

All correspondence concerning this memorandum should be directed by email to [9-air160-limiteddarf@faa.gov](mailto:9-air160-limiteddarf@faa.gov) or contact AIR-600 at (202) 267-4964.

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Attachment 1

Quarterly Activity Report FY18

Designee Name: _____ Designee Number : _____ Distributor Name: _____					
Reporting Period (by Quarter)	Q1	Q2	Q3	Q4	Total
	<b>October 1 – December 31, 2017</b>	<b>January 1 – March 31, 2018</b>	<b>April 1 – June 30, 2018</b>	<b>July 1 – September 30, 2018</b>	<b>October 1, 2017 – September 30, 2018</b>
Number of FAA Form 8130-3s issued					

Note: You must maintain a copy of each FAA Form 8130-3 issued under this program.  
 Reference FAA Order 8130.21, Chapter 1