

# **DESIGNATED MANUFACTURING INSPECTION REPRESENTATIVES (DMIR) EVALUATION AND MANAGEMENT JOB FUNCTION 17**

## **1. OBJECTIVE**

This chapter provides guidance for the administration of Designated Manufacturing Inspection Representatives (DMIR) who are recommended by the Production Approval Holders (PAH) and qualified and authorized by the Civil Aeronautical Administration (CAA) after evaluating their capabilities to perform airworthiness inspection and issue Authorized Release Certificate (ARC), CAA Form 1 as well as conduct conformity inspection of aviation products, appliances and parts, upon receiving the request from the CAA.

## **2. GENERAL**

The administration of DMIR affairs arise from following situations:

- A. When the PAH recommends their individual to be nominated as the DMIR who meets the qualifications prescribed by the regulations, the CAA will evaluate the application packages.
- B. When DMIR performs the delegated functions, the CAA will supervise their works to ensure the compliance with relevant regulations and procedures.
- C. When the DMIR applies for the annual renewal, the CAA will evaluate the renewal packages.

## **3. DMIR AUTHORITY AND RESPONSIBILITIES**

- A. DMIR authority. When the CAA deems the delegation is required, the CAA will prepare the CAA Form 8120-10, Request for Conformity (RFC) to describe the following delegation works:
  - (1) To perform airworthiness inspection for aviation products, appliances and parts which are produced in accordance with a Production Certificate, a Parts Manufacture Approval or a Technical Standard Order Authorization and issue the Authorized Release Certificate (ARC), CAA Form 1 before releasing parts for use.
  - (2) To conduct conformity inspection of the test articles of aviation products, appliances and parts as well as the test set-ups during the airworthiness

certification processes.

- B. Limitations. The DMIR must observe the following limitations:
  - (1) A DMIR shall not conduct any works that is not specifically authorized by the CAA.
  - (2) A DMIR shall perform work in accordance with CAA Form 8120-10, Request for Conformity.
  - (3) Without prior approval from the CAA (via RFC), a DMIR shall not perform any delegation work or issue any CAA Form 1.
  - (4) A DMIR shall not conduct delegation work at any facility without prior approval from the CAA.
- C. Professional Conduct. Each DMIR must represent the CAA a good and creditable manner. All DMIRs must conduct themselves in a professional and courteous manner. DMIRs must also continuously exhibit a positive attitude toward safety.
- D. DMIR Responsibilities
  - (1) Maintaining personal currency and proficiency as a DMIR.
  - (2) Remaining current with aviation regulation, advisory circular and inspection related matters.
  - (3) When performing the conformity inspections, ensuring the aviation products, appliances and parts conform to the design data and filling in the CAA Form 8100-01, Conformity Inspection Record (CIR) with necessary evidence documentation attached.
  - (4) When performing the airworthiness inspections, ensuring the aviation products, appliances and parts are in conformity to the approved the design data, in a condition for safe operation, in compliance with the marking requirements of regulations and for the export approval and in compliance with requirements (if any) of the importing country as well as filling in the CAA Form 8100-01, Conformity Inspection Record (CIR) with necessary evidence documentation attached. The ARC records shall be filed together with CAA Form 8130-01, Application Form for Authorized Release Certificate and CAA Form 8130-9, Statement of Conformity (SOC).
  - (5) Submitting complete and accurate inspection packages (including inspection records) to the CAA after completion of the above-mentioned delegated works and keeping the inspection packages in files for review in accordance with the records retention requirements prescribed in 06-07A "Regulations Governing the Certification for Aviation Products, Appliances and Parts" (hereafter referred to 06-07A).

- (6) When the design data is changed, ensuring the design change data has been approved in accordance with the procedures.
  - (7) Ensuring the production deviations have been disposed of and approved in accordance with the procedures.
  - (8) When performing the authorized functions, complying with the 06-06A "Regulations for the Delegation of Certification of Aviation Products, Appliances and Parts" (hereafter referred to 06-06A) and being aware that the delegated works will be supervised by the CAA.
  - (9) Reporting to the CAA the major issues or those that are unable to judge.
  - (10) Performing the delegated works without the interference from the superior to make any judgment or produce a false record.
- E. Once the individual within the PAH has been issued the certificate of DMIR. The PAH shall be responsible for the following:
- (1) The PAH shall maintain current and accurate records of the DMIR delegated works in accordance with the records retention requirements prescribed in 06-07A and compile a summary report for all DMIRs every 6 months. The report should be submitted to the CAA no later than 15th January and 15th July each year for review.
  - (2) The PAH shall not interference the DMIR to make any judgment or produce a false record. The jobs of individual holding the Certificate of DMIR shall not conflict with the delegated functions.
  - (3) If the PAH do not fully comply with the guidance for certification procedure, the CAA may suspend the delegation of DMIR until a correction is made and the requirement is satisfactorily met. The CAA shall withdraw the Certificate of DMIR if major malpractice is found.
  - (4) The Certificate of DMIR remains effective until 31st December at the same year. The PAH shall renew their delegation for the next year, 30 days before the current certificate's expiration date with proper renewal documentation. Whenever a DMIR resigns or become unqualified before the current certificate of delegation expires, the PAH shall report and return the certificate of delegation to the CAA. For those not submitting renewal packages 30 days before the current certificate's expiration date, they shall re-apply for the delegation in accordance with 06-06A requirements.

#### 4. Selection of DMIR

- A. Application. DMIR candidates must submit a complete statement of professional qualifications as required by the CAA.

- B. DMIR applicants must meet all the following qualifications:
- (1) College graduated.
  - (2) The applicant must show evidence of at least 4 years of experience with production and quality control methods and techniques.
  - (3) The applicant must have at least 1 year of significant experience in a direct working relationship with the CAA.
  - (4) The applicant must have been trained in connection with the type of work to be covered by the designation.
  - (5) The applicant is knowledgeable of the pertinent regulations, standards, procedures and related guidance material.

## 5. DMIR Training and Evaluation.

- A. DMIR training. DMIR candidates must be trained in certification policies, procedures, and standards. The supervising inspector must ensure that the candidate is trained in the following areas:
- (1) The knowledge, abilities and skill requirements for the inspection works and added authorized functions, as applicable.
  - (2) The procedures, methods and techniques associated with administering the certification or inspection matters.
  - (3) DMIR responsibilities, authority and limitations under the CAA regulations.
  - (4) The use of CAA forms and job aids associated with the particular DMIR authorized function.
  - (5) Administrative procedures and relationships with supervisory inspectors.
- B. Representing the CAA. Inspector shall emphasize to DMIR candidates that in performing the functions of a DMIR, they are representatives of and responsible to the CAA. DMIR candidates must understand that company business of the PAH are not relevant issues when determining the qualification of a DMIR.
- C. Observation of qualifications. After the DMIR candidate has been trained, the CAA inspector must observe the DMIR candidate conducting a complete inspection work (including oral, practical, knowledge, capability and technical contents checks).

## 6. Supervision and Administrative Control of DMIR

CAA Inspectors are responsible for the supervision of DMIRs. Inspectors should use the following guidance when evaluating this type of supervision.

- A. Working Relationships. CAA Inspectors should focus on the DMIR general

handling of delegated works, maintaining desired inspection standards and accurate completion and processing of inspection paperwork. Supervising inspectors shall conduct regular DMIR meetings once a year, in a minimum, for the purpose of maintaining effective working relationships. A close and continuing dialogue for the certification of problem area should be developed between the supervising inspector and DMIRs. DMIR should be encouraged to contact the supervising inspector to resolve the question or difficulties. Special meetings should be held where there is any change to CAA certification requirements, policies or procedures that affect the particular DMIR or the program in general.

B. Supervision and Administrative Control. The CAA Inspectors shall monitor the DMIRs delegation works through the following supervision and administrative check items.

- (1) Activity level
- (2) Communications with CAA
- (3) Activities summary
- (4) Application of regulations, policy and guidance
- (5) Adherence to designee requirements
- (6) Sound judgment, integrity and cooperative attitude
- (7) Technical competence
- (8) Attendance at required training
- (9) Ability to communicate clearly
- (10) Quality of submittals
- (11) Timely submittal of data
- (12) Timely identification of significant issues
- (13) Record keeping
- (14) Obtaining permission and working within the scope of authorized functions

## 7. Files Keeping

The PAH and CAA inspector shall maintain a file for each DMIR.

## 8. Renewal of DMIR

DMIR must renew their designation every 12 calendar. The CAA inspector should check the following items.

A. Annual renewal check of DMIR:

- (1) Delegation needs review.

- (2) Working within the scope of authorized functions.
  - (3) Reviewing of submittal records.
  - (4) Delegation scope review.
  - (5) Being familiar with knowledgeable of the pertinent regulations, standards, procedures and related guidance material.
  - (6) Being familiar with their delegation functions.
- B. Annual Observation Check. Every DMIR must be observed and checked, conducting by the CAA Inspectors, 30 days before the designation expiration date. While changing the designation of a DMIR, the new designation duration only lasts till the end of that year.
- (1) Type of Check. The CAA Inspector should observe DMIRs conducting actual delegated functions to ensure their proficiency or competency.
  - (2) Scheduling. The DMIR is responsible for scheduling each required observation in advance enough to assure that it can be accomplished before the designation is expired. Should the observation not be conducted within the eligibility period, the supervising inspector should ensure that the DMIR's services are still required prior to renewing the DMIR's designation. A DMIR who is overdue for renewal may not conduct any inspection until the observations have been conducted by the supervising inspector and the renewal has been completed.
- C. The PAH shall review and endorse the renewal data packages for the renewal of their DMIRs.

## 9. Termination of DMIR

- A. Basis of Termination. The termination of a DMIR may be based on any of the following:
- (1) The DMIR's services are no longer required.
  - (2) A change of DMIR program policy.
  - (3) A change in DMIR's employment, base of working, or professional activities.
  - (4) Voluntary surrender the designation by the DMIR through sending a written request for cancellation.
  - (5) A request for cancellation from the DMIR's employer.
  - (6) Evidence of malpractice, fraudulent use of the designation or any actions by the DMIR which discredits the CAA reputation.
  - (7) Unsatisfactory performance in any phase of the DMIR's duties or responsibilities (including failure to accurately accomplish the paperwork or an unwillingness or inability to accept or carry out the supervising inspector's

instructions.)

- (8) Evidence indicating that requirements for the original designation were not met during the period of designation.
  - (9) The DMIR fails to be present for the annual observation within the specified time frame.
- B. Cancellation for Administrative Reasons. The CAA Inspectors may cancel the designations for administrative reasons (ex. Delegation needs decreases.)
- (1) If the designation is to be cancelled before expiration, the DMIR may be allowed to complete previously scheduled observation check. In that case, the CAA Inspectors should hold an informal meeting with the DMIR. Should the DMIR objects to the decision of designation termination, the inspector should report to the CAA management for further disposition.
  - (2) The CAA Inspectors should notify the designation termination by furnishing a cancellation letter to the PAH.

## 10. Reports

Surveillance of the DMIRs will be scheduled as part of the annual surveillance plan. Any deficiencies will be requested for corrective actions and completed in report to be kept in the DMIR's file.

## 11. PREREQUISITES AND COORDINATION REQUIREMENTS

- A. Prerequisites.
- (1) Knowledge of the regulatory requirements of CAA.
  - (2) Successful completion of the Aviation Safety Inspectors trainings or equivalent.
  - (3) Familiarity with FAA Order 8100.8 and its latest revision.
- B. Coordination. This task will be coordinated between the assigned inspectors.

## 12. REFERENCES, FORMS, AND JOB AIDS

- A. References
- (1) Production Certification and Surveillance Procedure.
  - (2) Technical Standard Order Authorization Procedure.
  - (3) Parts Manufacturer Approval Procedure.
  - (4) Airworthiness Approval Procedure.
  - (5) Job Function : Conformity Inspection.

(6) Job Function : Parts Airworthiness Inspection.

B. Forms

- (1) Authorized Release Certificate (ARC), CAA Form 1.
- (2) Request for Conformity (RFC), CAA Form 8120-10.
- (3) Conformity Inspection Record, CAA Form 8100-01.
- (4) Application Form for Authorized Release Certificate, CAA Form 8130-01.
- (5) Statement of Conformity (SOC), CAA Form 8130-9.