

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 REPORTING SYSTEM(S). Use Safety Assurance System (SAS) Activity Recording (AR) and use the following activity codes, as appropriate:

A. Maintenance: 3514.

B. Avionics: 5514.

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

5-1308 IA EXPIRATION AND RENEWAL. An IA expires on March 31 of each odd-numbered year (e.g., 2023 or 2025). To be eligible for renewal, the IA holder must meet the yearly requirements of Title 14 of the Code of Federal Regulations (14 CFR) part 65, §§ 65.91 and 65.93.

NOTE: With respect to IA renewal requirements, the terms “year” or “yearly” refer to the time period of April 1 to March 31.

A. Recent Issuance. The following exceptions to renewal apply to mechanics recently issued an IA (refer to § 65.93(b)):

1) If an IA was issued less than 90 days before the expiration date of March 31 (odd year), the holder need not comply with the renewal activity of § 65.93(a)(1) through (5) for that quarter; however, the IA holder must still apply for a renewal and meet all other renewal requirements in § 65.91(c)(1) through (4).

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

B. March Renewal. An IA holder must present evidence in the month of March of each odd-numbered year to the responsible Flight Standards office (refer to § 65.93(a)).

NOTE: Federal Aviation Administration (FAA) personnel are not limited to the month of March to complete the IA renewal since the process often requires the FAA to request additional information or clarification to ensure proper completion. IA holders are responsible for ensuring their renewal applications are submitted during March of the odd-numbered years.

C. Responsible Flight Standards Office. References to “the responsible Flight Standards office” includes actions by FAA personnel regardless if they are conducting the work in the office or remotely.

D. Special Federal Aviation Regulations (SFAR) No. 100-2 IA Renewal Relief. SFAR No. 100-2 provides relief from the § 65.93 IA renewal requirements for military and civilian personnel who are assigned outside of the United States in support of the U.S. Armed Forces. The relief allows the person to present their application for renewal within 6 calendar-months after returning to the United States. When submitting the renewal application using the SFAR relief, the applicant must include the appropriate documents that show the date of assignment outside of the United States and the date of return to the United States.

5-1309 COORDINATION REQUIREMENTS. This task may require coordination with other Flight Standards (FS) offices, International Field Offices (IFO), and the Office of Safety Standards (OSS), Aircraft Maintenance Division (AFS-300), Airmen and Special Projects Group (AFS-320), Airmen Section.

5-1310 REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions):

- Title 14 CFR Part 61, SFAR No. 100-2, Relief for U.S. Military and Civilian Personnel Who Are Assigned Outside the United States in Support of U.S. Armed Forces Operations.
- Part 65, Certification: Airmen Other Than Flight Crewmembers.
- FAA Order 1370.121, FAA Information Security and Privacy: Policy.
- FAA Order 2150.3, FAA Compliance and Enforcement Program.
- Volume 1, Chapter 3, Section 1, Safety Assurance System: Responsibilities of Aviation Safety Inspectors.
- 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 a Part 65 Inspection Authorization.
- Volume 10, Safety Assurance System Policy and Procedures.
- Volume 14, Chapter 1, Section 2, Flight Standards Service Compliance Action Decision Procedure.
- FAA-CT-8080-8, Computer Testing Supplement for Inspection Authorization.
- FAA-G-8082-19, Inspection Authorization Information Guide.
- FAA-S-8081-26, Aviation Mechanic General Practical Test Standards.
- Integrated Airman Certification and Rating Application (IACRA) website: <https://iacra.faa.gov/IACRA/Default.aspx>.
- FAA Safety.gov website for the IA course listing and IA IACRA user guide: https://faasafety.gov/gslac/ALC/lib_categoryview.aspx?categoryId=27.

B. Forms:

- FAA Form 8310-5, Inspection Authorization.
- FAA Form 8610-1, Mechanic's Application for Inspection Authorization (includes the Pilot's Bill of Rights (PBR) notification).

C. Job Aids:

- Figure 5-99, Sample FAA Form 8610-1, Mechanic's Application for Inspection Authorization (Renewal by Completion of One of the Activities in § 65.93(a)(1) through (3)).
- Figure 5-100, Sample FAA Form 8610-1, Mechanic's Application for Inspection Authorization (Renewal by Refresher Training/Course).
- Figure 5-101, Sample FAA Form 8610-1, Mechanic's Application for Inspection Authorization (Renewal by an Oral Test in Accordance With § 65.93(a)(5)).
- Figure 5-102, Sample FAA Form 8610-1, Mechanic's Application for Inspection Authorization (Surrender).
- Figure 5-116, Sample Inspection Authorization Renewal Letter.
- Figure 5-117, Sample Inspection Authorization Oral Test Results Letter.

5-1311 IA RENEWAL SUBMISSION. IA holders may submit the required renewal documentation to the responsible Flight Standards office using the following options:

NOTE: For any submission method, the IA holder is not required to include FAA Form 8310-5 with their renewal package. However, if included, the aviation safety inspector (ASI)/aviation safety technician (AST) may endorse, date, and mail the form back to the IA holder.

A. Preferred Method: IACRA. The responsible Flight Standards office may process IA renewal applications received through the IACRA platform as outlined in this section (see paragraph 5-1313) in conjunction with the IACRA website. To use IACRA, both the IA holder and ASI/AST must have an IACRA account. Go to <https://iacra.faa.gov/IACRA/Default.aspx>, select "Register," and follow the on-screen steps.

B. U.S. Mail or Electronic Mail (Email). FAA offices may process IA renewal applications received by mail or email. Applications must include the evidence required to establish the IA holder's renewal eligibility. The responsible Flight Standards office/certifying officer must mail or email a completed IA renewal letter (see Figure 5-116) to the IA holder following renewal completion.

C. In Person or Virtually, By Appointment. The responsible Flight Standards office may offer the option of IA renewal by either an in-person or virtual appointment. The office must ensure it has the appropriate personnel available (Airworthiness ASIs or IA renewal-trained Avionics ASIs and ASTs) to perform the IA renewal process described in this section. The responsible Flight Standards office/certifying officer may provide the renewal letter in person. If the renewal is not completed during the appointment, mail or email a completed IA renewal letter (see Figure 5-116) to the IA holder following renewal completion.

NOTE: The Office of the Executive Director, Flight Standards Service (AFX-1) memorandum, Use of Video and Communication Technology (VCT), issued on April 22, 2020, and the clarification memorandum, Clarification: Use of VCT Memo, issued on June 30, 2020, support the use of VCT as an option. The memorandums are available in the Dynamic Regulatory System (DRS) under “Flight Standards (FAA Internal Users),” “AFX Memorandums.” FAA users must be signed in to access these memorandums. If VCT is used, FAA personnel must use government-furnished equipment (GFE).

5-1312 IA RENEWAL REQUIREMENTS. An IA renewal application must show the following:

A. Evidence of IA Eligibility (§ 65.91(c)(1) through (4)). To be eligible for an IA renewal, an applicant must meet the requirements in § 65.91(c)(1) through (4). The entries on FAA Form 8610-1 help to determine if the IA holder meets the requirements.

B. Evidence of Renewal Activity (§ 65.93(a)). To be eligible for an IA renewal, an applicant must show evidence of one of the following five § 65.93(a) activities for each year of the 2-year period:

NOTE: While the applicant may use a different activity to meet the requirements each year, renewal activities cannot be intermixed to meet the activity requirements within a year.

1) Section 65.93(a)(1). Perform 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 (see Figure 5-99).

2) Section 65.93(a)(2). Perform at least two major repairs or major alterations for each 90 days that the applicant held the IA.

3) Section 65.93(a)(3). Perform or supervise and approve at least one progressive inspection in accordance with the standards prescribed by the Administrator during each 365-day period.

a) For the purposes of IA renewal, a progressive inspection under 14 CFR part 91, § 91.409(d) is a complete inspection on one identified aircraft, returned to service by one IA, for each year of the 2-year authorization.

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

4) Section 65.93(a)(4). Successfully complete 8 hours of refresher course(s) acceptable to the Administrator for each year (the 12-month period between April 1 and March 31) (see Figure 5-100). For IA training purposes, most refresher courses are based on an academic hour, defined as a 50-minute block of instruction without interruption. However, some

online or video courses accepted by the FAA Safety Team (FAASTeam) may be submitted in less than 1-hour blocks. For course acceptance procedures, see Volume 3, Chapter 56.

a) FS offices will also accept the following training towards meeting the refresher course requirement of § 65.93(a)(4) even though they do not have course acceptance numbers:

- A course provided by an FS office or FAASTeam Program Manager (FPM) that is allowed by Volume 3, Chapter 56, Section 1;
- Aviation maintenance-related courses given by the Regulatory Standards Division (AMA-200) of the FAA Academy, the Designee Standardization Branch (AFS-640), or the Transportation Safety Institute (TSI); or
- Training of a technical nature conducted by a manufacturer or its authorized representative on its type-certificated, Supplemental Type Certificate (STC), Technical Standard Order Authorization (TSOA), or Parts Manufacturer Approval (PMA) product, component, or accessory that is considered acceptable to the Administrator and in compliance with this policy.

NOTE: A manufacturer or manufacturer-authorized representative training certificate should show the Type Certificate Data Sheet (TCDS), STC, TSOA, or PMA number in lieu of the course acceptance number listed in subparagraph b) below.

b) When requesting renewal, the IA holder must show proof of successful completion of refresher training, comprising a minimum of 8 hours for each year of their authorization. Acceptable proof of attendance consists of a certificate of training or similar document showing the following:

- Training provider's name.
- Course title.
- Course acceptance number.
- Name of attendee.
- Date of attendance.
- Total training hours of the course.
- IA renewal creditable hours not exceeding 8 hours per course.
- Course provider point of contact's (POC) authorized signature with their title.

NOTE: The training organization should keep a list of all attendees for a period of 3 years. This information is available to FS personnel upon request.

5) Section 65.93(a)(5). Pass an oral test given by an FAA inspector in accordance with § 65.93(a)(5) to ensure that the applicant's knowledge of regulations and standards is current (see Figure 5-101).

C. Repair Station Employment. When the applicant is employed by a repair station, credit for renewal activity meeting § 65.93(a)(1) through (3) can only be accepted when done on those aircraft the IA holder personally returned to service or when performed under the individual's IA. Work done under the Repair Station Certificate cannot be accepted for IA renewal activity.

5-1313 IA RENEWAL PROCEDURES.

A. FAA Personnel Authorized to Conduct IA Renewal. The following FAA personnel may conduct IA renewals:

- An Airworthiness ASI who holds a Mechanic Certificate with both Airframe and Powerplant (A&P) ratings may conduct any aspect of the IA renewal process.
- An AST or Avionics ASI not holding a Mechanic Certificate may sign FAA Form 8610-1, block 14 to renew an IA when trained to process IA renewals by their office.
- Only Airworthiness ASIs who hold a Mechanic Certificate with both A&P ratings may conduct IA oral tests.

B. IA Renewal Application Content. Using one of the methods in paragraph 5-1311, an applicant for renewal must present the following documentation to the responsible Flight Standards office:

1) The applicant-completed and -signed FAA Form 8610-1. Two copies of the form are required when the applicant submits a paper application.

2) Evidence the IA holder has completed the appropriate renewal activity for each year (as applicable). Acceptable evidence includes listing the renewal activity on FAA Form 8610-1 and attaching evidence of the activity. For example, if renewal activity is based on:

a) Section 65.93(a)(1) through (3) (annual inspection, major repairs/alterations, and progressive inspection): Submit an activity list or log showing the aircraft the activity was performed on.

b) Section 65.93(a)(4) refresher course: Submit the course completion certificate(s) that include the information listed in subparagraph 5-1312C4)b), showing 8 hours of refresher training.

c) Section 65.93(a)(5) oral test: Submit a letter or other evidence from the FAA showing the applicant has taken and passed an oral test.

3) The applicant-completed and signed PBR Written Notification of Investigation.

4) If using the relief provided in SFAR No. 100-2 to extend the IA renewal for 6 calendar-months, the applicant must also include documentation showing the date of assignment outside the United States and the date of return to the United States to be eligible.

C. Renewal Review and Approval.

1) The ASI or AST completes the renewal process by signing FAA Form 8610-1 in block 14. Forward FAA Form 8610-1 with the PBR to the Airmen Certification Branch (AFB-720) in Oklahoma City, OK.

2) The FAA official who signed FAA Form 8610-1, block 14 and determined that all requirements are met for IA renewal will:

a) Ensure the applicant has submitted FAA Form 8610-1 and it is complete, accurate, and signed by the IA holder. FAA Form 8610-1, blocks 1 through 11 and 13 require completion, as applicable, to establish continued eligibility for renewal. Block 11 requires completion to establish maintenance activity during the last 2 years. See Volume 5, Chapter 5, Section 7, paragraph 5-1279 for IA eligibility requirement information.

b) If the IA holder did not use IACRA, ensure the IA holder fills out a PBR Written Notification of Investigation to accompany FAA Form 8610-1.

NOTE: To preclude receiving correction notices from AFB-720, ensure all applicable blocks are completed and dated correctly.

3) If IACRA was used, the IA holder will receive a notification to retrieve the renewal letter.

4) Whether renewing by mail or VCT, the ASI or AST will send the completed IA renewal letter to the IA holder. There is no need to obtain an updated FAA Form 8310-5 as the renewal letter with the IA holder's original FAA Form 8310-5 serves this purpose.

5) In the event the holder's FAA Form 8310-5 is soiled or damaged, issue a new form, enter the expiration date, sign, and mail it to the IA holder along with the renewal letter.

6) The Airworthiness ASI who conducted an oral test must record oral tests administered in accordance with § 65.93(a)(5) in SAS and update office files as required.

7) An ASI who holds an IA is not allowed to self-renew. The ASI must make an application for renewal and present the required documents to the responsible Flight Standards office.

a) An ASI may be considered actively engaged for the purpose of the IA application or renewal by virtue of the ASI job description and ASI responsibilities.

b) An ASI must continue to meet the § 65.93 requirements for renewal to maintain an IA (refer to the Office of the Director, Flight Standards Service (AFS-1) memorandum, Aviation Safety Inspectors Authority to Hold an Inspection Authorization and Resulting Responsibilities, issued March 16, 2012).

D. Renewal Using IACRA. If the IA chooses to renew using IACRA, FAA personnel working the renewal should process the IA renewal package by electronic means and must have an IACRA account.

NOTE: IACRA does not accommodate oral test requests; these must be made directly to the responsible Flight Standards office.

1) The IACRA IA user guide instructions can be found on the IACRA home page, left-side menu under the category of “Training and Documentation.”

2) FAA personnel new to IACRA may access the online training function. It provides the user with all the needed information, including fictitious logins, to practice completing most types of applications. Users in training mode can create applications as well as perform the duties of applicants and certifying officials.

3) When the IA holder submits the IA renewal package, IACRA shows it was submitted and generates a completed FAA Form 8610-1. When the FAA completes its review or requests additional information, IACRA provides an avenue of communication notifying the IA of this completion or the request for more information.

4) ASIs and authorized ASTs performing IA renewals using IACRA must perform periodic checks of the system for IA renewal applications. IACRA does not send email notifications to the office when or if an application is waiting in the queue.

5-1314 CONDUCT AN ORAL TEST FOR IA RENEWAL. Only an Airworthiness ASI who holds a Mechanic Certificate with both A&P ratings may conduct an oral test for IA renewal purposes.

A. First Year Oral Test. If an IA holder does not meet one of the renewal requirements of § 65.93(a)(1) through (4) at the end of the first year, the holder must take and pass an oral test prior to exercising the privileges of their authorization in the second year.

1) **Appointment Needed for IA Oral Test.** The IA holder should request an appointment for an oral test with the responsible Flight Standards office. The test should be arranged in advance, prior to March 31 (even year).

2) **IA Activity When the Authorization Is Not Current.** The inspector should determine if the IA holder has performed any IA activity after March 31 (of the even year) prior to administering the oral test as that would be contrary to § 65.93(c). If the IA holder has accomplished such activity, the ASI should use Volume 14, Chapter 1, Section 2 to correct any regulatory noncompliance actions.

NOTE: No additional action is necessary against the aircraft or owner in the above situation unless additional evidence exists that clearly shows the aircraft is not airworthy or the owner is in noncompliance with part 91.

3) **Oral Test Failure.** If the IA holder elects to meet the first year § 65.93(a) requirement using the oral test option and fails the test, the IA holder must voluntarily surrender

FAA Form 8310-5 and the IA renewal letter to the responsible Flight Standards office or it will be processed for revocation. See subparagraph 5-1315D for voluntary surrender or subparagraph 5-1315E if revocation is warranted.

B. Second Year Oral Test.

1) If requesting an oral test to meet the second year renewal requirements, the test must be successfully completed and application for renewal made prior to the end of March 31 (odd year) to meet the § 65.93(a) requirements for renewal.

2) The IA holder should request an appointment for an oral test with the responsible Flight Standards office. The ASI may contact the IA holder and offer the option of an oral test as a correction to the IA's renewal package if the second year IA activity presented is found to be incomplete and cannot be corrected before March 31 (odd year).

C. Development of IA Oral Test Questions. The responsible Flight Standards office should develop oral test questions in line with the IA sample questions that are tailored to the part 65 IA privileges and limitations the IA holder accomplishes routinely. This should provide enough variation of questions to prevent the applicant from having prior knowledge of the specific questions asked.

1) The questions should be:

a) 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.

b) Concise. Questions should not be too complex, ambiguous, or have multiple answers.

c) Specific. Questions should have one specific answer and reference specific FAA-accepted guidance documents or regulations, not a manufacturer's specific type question.

2) Potential IA questions sourcing:

- Sample Airman Knowledge Test questions.
- Section 65.95, Inspection Authorization: Privileges and Limitations.
- FAA-G-8082-19.
- FAA-CT-8080-8.
- FAA-S-8081-26, specific to the "Maintenance Forms and Records" section.

D. Administering the IA Oral Test.

1) The ASI conducting the oral test should begin by establishing positive identification of the applicant. The use of live visual electronic methodology (e.g., Zoom or Microsoft Teams) is an acceptable means to establish positive identification (see subparagraph 5-1311C).

2) It is recommended to give each IA applicant a minimum of 10 oral questions with a passing grade of 70 percent.

3) Provide the IA holder with evidence of passing or failing the test in the form of written documentation (see Figure 5-117). The ASI should instruct the IA holder to retain the oral test results.

4) Inform the IA holder that the test results should be presented to the FAA during IA renewal as evidence of meeting IA renewal activity requirements.

5-1315 TASK OUTCOMES.

A. Process a Successful Renewal. Complete SAS AR, unless IA renewal was done through IACRA. Update data in the enhanced Vital Information Database (eVID) and include the IA holder's email address, if available.

NOTE: IACRA will autogenerate a completed SAS AR record for the renewal event under the name of the certifying officer and send it directly to SAS.

B. Process an IA Transfer To/From Another Responsible Flight Standards Office. If the applicant applies for renewal at an FS office other than their previous responsible Flight Standards office, the receiving office should:

1) Withhold renewal until the responsible Flight Standards office can verify the applicant's activities.

2) Contact the previous responsible Flight Standards office to transfer the eVID record.

3) Determine if additional surveillance is necessary to verify the applicant meets the requirements of § 65.91(c)(1) through (4) at their new location.

C. Process a Failure to Renew IA. If the IA holder fails to submit the required renewal application or otherwise fails to meet the eligibility or activity requirements for each of the 2 years, the IA holder cannot be renewed. Update data in the eVID at the FS office level, showing in the "Remarks" section the reason for nonrenewal. This will delete the IA from the database.

NOTE: There is no need to retrieve the expired FAA Form 8310-5 because it is issued with an expiration date. However, if the document is returned to the FAA, it should be appropriately destroyed.

D. Process a Surrendered IA. When the holder of an IA voluntarily surrenders it, accomplish the following:

1) Obtain a statement in writing indicating that the surrender is voluntary (see Volume 5, Chapter 7, Section 3, Figure 5-230, Voluntary Surrender for Cancellation).

2) Complete an FAA Form 8610-1 that reflects the authorization was voluntarily surrendered in block 14. Forward the FAA Form 8610-1 and PBR that applies for this task, which is the completed Voluntary Surrender for Cancellation, to AFB-720 in Oklahoma City, OK.

3) Update the eVID to reflect surrender of the authorization.

4) Locally destroy the IA, FAA Form 8310-5, and renewal letter.

E. Revoke an IA. If the holder of the IA refuses to voluntarily surrender the IA when warranted, refer to FAA Order 2150.3, Chapter 8, Enforcement Counsel Responsibilities, and 14 CFR part 13, § 13.19. This requires coordination with the applicable Regional Counsel's office.

5-1316 FUTURE ACTIVITIES. Follow Volume 10 to plan future risk-based surveillance in SAS.

Figure 5-99. Sample FAA Form 8610-1, Mechanic's Application for Inspection Authorization (Renewal by Completion of One of the Activities in § 65.93(a)(1) through (3))

OMB Control Number: 2120-0022
Expiration Date: 03/31/2025

TYPE OR PRINT ALL ENTRIES IN DARK INK

Mechanic's Application for Inspection Authorization (14 CFR Part 65)			
1. NAME (Last, First, Middle) Martin, Haley, Anita		2. MECHANIC CERTIFICATE NO. 1234567	
3. MAILING ADDRESS (Number/Street/PO Box, City, State, Zip Code) 456 Rose Crest Circle Oklahoma City, OK 73170		4. FIXED BASE OF OPERATIONS (Address at which you may be located in person during normal working week) 11204 Facility Way Oklahoma City, OK, 74501	
		4a. TELEPHONE NUMBER (At which you may be contacted during a normal working week) 555-555-5555	
		4b. EMAIL ADDRESS (Enter email address or NONE) ham@email.com	
5. Do you hold a currently effective mechanic certificate with both airframe and powerplant ratings, and have each of those ratings been in effect for a total of at least 3 years? § 65.91(c)(1)		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
6. Have you been actively engaged, for at least the 2-year period before the date of application, in maintaining certificated aircraft in accordance with Title 14 CFR? § 65.91(c)(2)		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
7. Do you have available to you the equipment, facilities, and inspection data necessary to properly inspect airframes, powerplants, propellers, or any related part or appliance? § 65.91(c)(4)		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
8. Have you attempted the Inspection Authorization written test within 90 days previous to making this application? § 65.91		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
9. Have you met the minimum requirements for renewal of Inspection Authorization and documented your renewal basis in block 10. (FOR RENEWAL ONLY)		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
10. BASIS FOR RENEWAL Refer to form instructions for activity recording requirements for renewal of Inspection Authorization.			
<input type="checkbox"/> RECENT ISSUANCE. Enter Date of Issuance <i>Enter date only if the recent issuance requirements of § 65.93(b) apply, refer to Block 10 instructions.</i>			
Instructions: Enter the # of each type of activity per renewal period.			
§ 65.93(a)(1) ANNUAL INSP.	§ 65.93(a)(2) MAJOR REPAIRS	§ 65.93(a)(3) MAJOR ALTERS.	§ 65.93(a)(4) PROG. INSP.
REFRESHER COURSE FAA Course/Seminar No., Location/Provider, Hours, Completion Date – Use separate sheet if needed.			§ 65.93(a)(5) ORAL TEST Enter date tested
1 ST Year Renewal Period (Apr 1 st odd – Mar 31 st even)	4		
2 ND Year Renewal Period (Apr 1 st even – Mar 31 st odd)		2	6
11. AIRCRAFT MAINTENANCE ACTIVITY DURING THE LAST 2 YEARS <i>Continue activity on a separate sheet if needed.</i>			
DATES (MM/YYYY)	FACILITY WHERE ACTIVITY PERFORMED (Employer Name, City, State)	DESCRIPTION OF ACTIVITY (Describe work performed, not job titles)	
FROM: 04/2016 TO: PRESENT	Fixaplane LLC, 11204 Facility Way Oklahoma City, OK, 74501	Conduct aircraft maintenance and inspections on single and multi-engine general aviation aircraft.	
FROM:			
TO:			
FROM:			
TO:			
12. REMARKS.			
13. APPLICANT'S CERTIFICATION. I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate, rating or inspection authorization to me. I have received the Pilot's Bill of Rights Written Notification of Investigation that accompanies this form. I have also read and understand the Privacy Act statement that accompanies this form.			
Applicant's Signature Haley A. Martin <i>Haley A. Martin</i>			Date (MM/DD/YYYY) 03/01/2023
14. RECORD OF ACTION			
<input type="checkbox"/> ENDORSEMENT (Expires in 30 Days)	FAA Signature (Print Name and Sign)	Date (MM/DD/YYYY)	FAA Office/Designation No.
<input checked="" type="checkbox"/> ISSUANCE <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> VOLUNTARY SURRENDER	FAA Signature (Print Name and Sign) Francis A. Adams <i>Francis A. Adams</i>	Date (MM/DD/YYYY) 03/20/2023	FAA Office/Designation No. SW-FSDO-15

Figure 5-100. Sample FAA Form 8610-1, Mechanic's Application for Inspection Authorization (Renewal by Refresher Training/Course)

OMB Control Number: 2120-0022
Expiration Date: 03/31/2025

TYPE OR PRINT ALL ENTRIES IN DARK INK

Mechanic's Application for Inspection Authorization (14 CFR Part 65)			
1. NAME (Last, First, Middle) Martin, Haley, Anita		2. MECHANIC CERTIFICATE NO. 1234567	
3. MAILING ADDRESS (Number/Street/PO Box, City, State, Zip Code) Rose Crest Circle Oklahoma City, OK 73170		4. FIXED BASE OF OPERATIONS (Address at which you may be located in person during normal working week) 2001 Aerospace Ave. Midway, OK, 74851	
		4a. TELEPHONE NUMBER (At which you may be contacted during a normal working week) 555-555-5555	
		4b. EMAIL ADDRESS (Enter email address or NONE) ham@email.com	
5. Do you hold a currently effective mechanic certificate with both airframe and powerplant ratings, and have each of those ratings been in effect for a total of at least 3 years? § 65.91(c)(1)		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
6. Have you been actively engaged, for at least the 2-year period before the date of application, in maintaining certificated aircraft in accordance with Title 14 CFR? § 65.91(c)(2)		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
7. Do you have available to you the equipment, facilities, and inspection data necessary to properly inspect airframes, powerplants, propellers, or any related part or appliance? § 65.91(c)(4)		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
8. Have you attempted the Inspection Authorization written test within 90 days previous to making this application? § 65.91		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
9. Have you met the minimum requirements for renewal of Inspection Authorization and documented your renewal basis in block 10. (FOR RENEWAL ONLY)		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
10. BASIS FOR RENEWAL Refer to form instructions for activity recording requirements for renewal of Inspection Authorization.			
<input type="checkbox"/> RECENT ISSUANCE. Enter Date of Issuance <i>Enter date only if the recent issuance requirements of § 65.93(b) apply, refer to Block 10</i>			
Instructions: Enter the # of each type of activity per renewal period.	§ 65.93(a)(1) ANNUAL INSP.	§ 65.93(a)(2) MAJOR REPAIRS MAJOR ALTERS.	§ 65.93(a)(3) PROG. INSP.
			§ 65.93(a)(4) REFRESHER COURSE FAA Course/Seminar No., Location/Provider, Hours, Completion Date – Use separate sheet if needed.
1 st Year Renewal Period (Apr 1 st odd – Mar 31 st even)			ABC Helicopter Maintenance Seminar Atlanta, GA 1/22/2024-1/23/2024 (8 hrs)
2 nd Year Renewal Period (Apr 1 st even – Mar 31 st odd)			8 Hours Total: Course No. ALC-290, Blue Tuna, .5 Hour, January 16, 2025; Course No. ALC-230, Gleim Pub Inc., 1 Hour, February 1, 2025; See Remarks block 12 for additional courses completed.
11. AIRCRAFT MAINTENANCE ACTIVITY DURING THE LAST 2 YEARS Continue activity on a separate sheet if needed.			
DATES (MM/YYYY)	FACILITY WHERE ACTIVITY PERFORMED (Employer Name, City, State)	DESCRIPTION OF ACTIVITY (Describe work performed, not job titles)	
FROM: 01/2024 TO: PRESENT	Air-N-Space Inc., 2001 Aerospace Ave. Midway, OK, 74851	Supervise and conduct aircraft maintenance and inspections on single and multi-engine general aviation aircraft.	
FROM: 04/2016 TO: 01/2024	Fixaplane LLC, 11204 Facility Way Oklahoma City, OK, 74501	Conduct aircraft maintenance and inspections on single and multi-engine general aviation aircraft.	
FROM: TO:			
12. REMARKS. Course No. ALC-414, Embry Riddle, 1 Hour, February 7, 2025; Course No. ALC-298, Rolls-Royce Corp, 0.5 Hour, February 18, 2025; Course No. ALC-790, SocialFlight, 1 Hour, February 25, 2025; Course No. C-IND-IM-170830-K-010-002, ARSA, 1 Hour, February 29, 2025; Course No. C-IND-IM-160310-K-006-001, Dallas Aimotive Inc., 1 Hour, March 1, 2025; Course No. ALC-180, FAASTeam, 1 Hour, March 5, 2025; Course No. ALC-67, FAASTeam, 1 Hour, March 6, 2025.			
13. APPLICANT'S CERTIFICATION. I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate, rating or inspection authorization to me. I have received the <u>Pilot's Bill of Rights Written Notification of Investigation</u> that accompanies this form. I have also read and understand the <u>Privacy Act statement</u> that accompanies this form.			
Applicant's Signature Haley A. Martin <i>Haley A. Martin</i>			Date (MM/DD/YYYY) 03/07/2025
14. RECORD OF ACTION			
<input type="checkbox"/> ENDORSEMENT (Expires in 30 Days)	FAA Signature (Print Name and Sign) _____	Date (MM/DD/YYYY) _____	FAA Office/Designation No. _____
<input type="checkbox"/> ISSUANCE <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> VOLUNTARY SURRENDER	FAA Signature (Print Name and Sign) Francis A. Adams <i>Francis A. Adams</i>	Date (MM/DD/YYYY) 03/14/2025	FAA Office/Designation No. SW15

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Figure 5-101. Sample FAA Form 8610-1, Mechanic's Application for Inspection Authorization (Renewal by an Oral Test in Accordance With § 65.93(a)(5))

OMB Control Number: 2120-0022
Expiration Date: 03/31/2025

TYPE OR PRINT ALL ENTRIES IN DARK INK

Mechanic's Application for Inspection Authorization (14 CFR Part 65)			
1. NAME (Last, First, Middle) Smith, Michael, David		2. MECHANIC CERTIFICATE NO. 1234577	
3. MAILING ADDRESS (Number/Street/PO Box, City, State, Zip Code) 123 Rose Crest Way Oklahoma City, OK 73170		4. FIXED BASE OF OPERATIONS (Address at which you may be located in person during normal working week) 11204 Facility Way Oklahoma City, OK, 74501	
		4a. TELEPHONE NUMBER (At which you may be contacted during a normal working week) 555-555-5554	
		4b. EMAIL ADDRESS (Enter email address or NONE) mds@email.com	
5. Do you hold a currently effective mechanic certificate with both airframe and powerplant ratings, and have each of those ratings been in effect for a total of at least 3 years? §65.91(c)(1)		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
6. Have you been actively engaged, for at least the 2-year period before the date of application, in maintaining certificated aircraft in accordance with Title 14 CFR? §65.91(c)(2)		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
7. Do you have available to you the equipment, facilities, and inspection data necessary to properly inspect airframes, powerplants, propellers, or any related part or appliance? §65.91(c)(4)		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
8. Have you attempted the Inspection Authorization written test within 90 days previous to making this application? §65.91		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
9. Have you met the minimum requirements for renewal of Inspection Authorization and documented your renewal basis in block 10. (FOR RENEWAL ONLY)		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
10. BASIS FOR RENEWAL Refer to form instructions for activity recording requirements for renewal of Inspection Authorization.			
<input checked="" type="checkbox"/> RECENT ISSUANCE. Enter Date of Issuance <u>02/24/2022</u> Enter date only if the recent issuance requirements of §65.93(b) apply, refer to Block 10 instructions.			
Instructions. Enter the # of each type of activity per renewal period.	§65.93(a)(1) ANNUAL INSP.	§65.93(a)(2) MAJOR REPAIRS MAJOR ALTERS.	§65.93(a)(3) PROG. INSP.
§65.93(a)(4) REFRESHER COURSE FAA Course/Seminar No., Location/Provider, Hours, Completion Date—Use separate sheet if needed.			§65.93(a)(5) ORAL TEST Enter date tested
1 st Year Renewal Period (Apr 1 st odd – Mar 31 st even)			
2 nd Year Renewal Period (Apr 1 st even – Mar 31 st odd)			02/12/2023
11. AIRCRAFT MAINTENANCE ACTIVITY DURING THE LAST 2 YEARS Continue activity on a separate sheet if needed.			
DATES (MM/YYYY)	FACILITY WHERE ACTIVITY PERFORMED (Employer Name, City, State)	DESCRIPTION OF ACTIVITY (Describe work performed, not job titles)	
FROM: 04/2019 TO: PRESENT	Fixaplane, 11204 Facility Way Oklahoma City, OK, 74501	Conduct aircraft maintenance and inspections on single and multi-engine general aviation aircraft.	
FROM:			
TO:			
FROM:			
TO:			
12. REMARKS.			
13. APPLICANT'S CERTIFICATION. I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate, rating or inspection authorization to me. I have received the Pilot's Bill of Rights Written Notification of Investigation that accompanies this form. I have also read and understand the Privacy Act statement that accompanies this form.			
Applicant's Signature Michael D. Smith		Date (MM/DD/YYYY) 03/14/2023	
14. RECORD OF ACTION			
<input type="checkbox"/> ENDORSEMENT (Expires in 30 Days)	FAA Signature (Print Name and Sign)	Date (MM/DD/YYYY)	FAA Office/Designation No.
<input type="checkbox"/> ISSUANCE <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> VOLUNTARY SURRENDER	FAA Signature (Print Name and Sign) Francis A. Adams	Date (MM/DD/YYYY) 03/16/2023	FAA Office/Designation No. SW-15

Digitally signed by Francis A. Adams
 Date: 2023.03.16 09:36:44 -06'00'

FAA Form 8610-1 (09/20) SUPERSEDES PREVIOUS EDITION Page 1 of 1

Figure 5-102. Sample FAA Form 8610-1, Mechanic's Application for Inspection Authorization (Surrender)

OMB Control Number: 2120-0022
Expiration Date: 03/31/2025

TYPE OR PRINT ALL ENTRIES IN DARK INK

Mechanic's Application for Inspection Authorization (14 CFR Part 65)			
1. NAME (Last, First, Middle) Smith, Michael, David		2. MECHANIC CERTIFICATE NO. 1234577	
3. MAILING ADDRESS (Number/Street/PO Box, City, State, Zip Code) 123 Rose Crest Way Oklahoma City, OK 73170		4. FIXED BASE OF OPERATIONS (Address at which you may be located in person during normal working week)	
		4a. TELEPHONE NUMBER (At which you may be contacted during a normal working week)	
		4b. EMAIL ADDRESS (Enter email address or NONE)	
		YES	NO
5. Do you hold a currently effective mechanic certificate with both airframe and powerplant ratings, and have each of those ratings been in effect for a total of at least 3 years? §65.91(c)(1)		<input type="checkbox"/>	<input type="checkbox"/>
6. Have you been actively engaged, for at least the 2-year period before the date of application, in maintaining certificated aircraft in accordance with Title 14 CFR? §65.91(c)(2)		<input type="checkbox"/>	<input type="checkbox"/>
7. Do you have available to you the equipment, facilities, and inspection data necessary to properly inspect airframes, powerplants, propellers, or any related part or appliance? §65.91(c)(4)		<input type="checkbox"/>	<input type="checkbox"/>
8. Have you attempted the Inspection Authorization written test within 90 days previous to making this application? §65.91		<input type="checkbox"/>	<input type="checkbox"/>
9. Have you met the minimum requirements for renewal of Inspection Authorization and documented your renewal basis in block 10. (FOR RENEWAL ONLY)		<input type="checkbox"/>	<input type="checkbox"/>
10. BASIS FOR RENEWAL Refer to form instructions for activity recording requirements for renewal of Inspection Authorization.			
<input type="checkbox"/> RECENT ISSUANCE. Enter Date of Issuance Enter date only if the recent issuance requirements of §65.93(b) apply, refer to Block 10 instructions.			
Instructions: Enter the # of each type of activity per renewal period.	§65.93(a)(1) ANNUAL INSP.	§65.93(a)(2) MAJOR REPAIRS MAJOR ALTERS.	§65.93(a)(3) PROG. INSP.
			§65.93(a)(4) REFRESHER COURSE FAA Course/Seminar No., Location/Provider, Hours, Completion Date – Use separate sheet if needed.
			§65.93(a)(5) ORAL TEST Enter date tested
1 st Year Renewal Period (Apr 1 st odd – Mar 31 st even)			
2 nd Year Renewal Period (Apr 1 st even – Mar 31 st odd)			
11. AIRCRAFT MAINTENANCE ACTIVITY DURING THE LAST 2 YEARS Continue activity on a separate sheet if needed.			
DATES (MM/YYYY)	FACILITY WHERE ACTIVITY PERFORMED (Employer Name, City, State)	DESCRIPTION OF ACTIVITY (Describe work performed, not job titles)	
FROM:			
TO: PRESENT			
FROM:			
TO:			
FROM:			
TO:			
12. REMARKS. I am voluntarily surrendering my inspection authorization.			
13. APPLICANT'S CERTIFICATION. I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate, rating or inspection authorization to me. I have received the <u>Pilot's Bill of Rights Written Notification of Investigation</u> that accompanies this form. I have also read and understand the <u>Privacy Act statement</u> that accompanies this form.			
Applicant's Signature Michael D. Smith <i>Mike D. Smith</i>			Date (MM/DD/YYYY) 08/28/2024
14. RECORD OF ACTION			
<input type="checkbox"/> ENDORSEMENT (Expires in 30 Days)	FAA Signature (Print Name and Sign)	Date (MM/DD/YYYY)	FAA Office/Designation No.
<input type="checkbox"/> ISSUANCE <input type="checkbox"/> RENEWAL <input checked="" type="checkbox"/> VOLUNTARY SURRENDER	FAA Signature (Print Name and Sign) Francis A. Adams <i>Francis A. Adams</i>	Date (MM/DD/YYYY) 08/28/2024	FAA Office/Designation No. SW15

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Figure 5-116. Sample Inspection Authorization Renewal Letter

[FAA Letterhead]

[Date]

John C. Doe
23449 South Birch Avenue
Rangely, CO 81648

Dear Mr. Doe,

This letter is to inform you the FAA has renewed your Inspection Authorization (IA) for a 2-year period until March 31, 20XX, per Title 14 of the Code of Federal Regulations (14 CFR) part 65, § 65.93. This letter or an electronic image of it serves as an alternative to the endorsement (FAA Inspector/Safety Technician signature and date) normally placed on the back of your FAA Form 8310-5 (IA Card).

To remain in effect, you must show evidence of completion of one of the activities prescribed in § 65.93(a)(1) through (5) by March 31 of the first year AND completion of one of the five activities during the second year of the 2-year period as prescribed in § 65.93.

You are required to keep this letter or an electronic image of it with your FAA Form 8310-5 while exercising the privileges and limitations of an IA as prescribed in § 65.95. Additionally, your FAA Form 8310-5 and this letter must be available for inspection as required by § 65.95.

You may be required to present this letter/image and your FAA Form 8310-5 at your next renewal in March 20XX.

If you have any questions, contact Inspector/Safety Technician [Insert Name] at the [Insert Office Name] Flight Standards District Office or International Field Office phone number [Insert Phone Number].

Sincerely,

John J. Hammersmith
Aviation Safety Inspector

Figure 5-117. Sample Inspection Authorization Oral Test Results Letter

[FAA Letterhead]

[Date]

John C. Doe
23449 South Birch Avenue
Rangely, CO 81648

Dear Mr. Doe,

RE: Inspection Authorization (IA) Renewal Oral Test

This letter is to certify that John Charles Doe, certificate number 512512345, has passed an oral test and review to determine that his knowledge of the applicable regulations and standards are current. Mr. Doe has completed the requirement of Title 14 of the Code of Federal Regulations (14 CFR) part 65, §65.93(a)(5) for the year ending March 31, 2020, and may continue exercising IA privileges through March 31, 2021.

Sincerely,

John J. Hammersmith
Aviation Safety Inspector

RESERVED. Paragraphs 5-1317 through 5-1330.