



U.S. Department
of Transportation
**Federal Aviation
Administration**

Flight Standards District Office

Great Northern Tech Park II
25249 Country Club Blvd.
North Olmsted, OH 44070

January 3, 2007

All Airframe and Powerplant Mechanics
with Inspection Authorization
Privileges, Repair Station Repairmen
and Aircraft Mechanics and Students:

The Cleveland Flight Standards District Office will host an Inspection Authorization Renewal Seminar, (8) hours, on Saturday, February 10, 2007 at the NASA Lewis Auditorium, 21000 Brook Park Road, Cleveland, OH from 8:00 a.m. to 5:00 p.m.

We're currently working on obtaining a certified course and can not announce speakers, just in case there is a change due to the certification process.

HOW TO SIGN-UP:

RSVP to Holly at 440-686-2042 or Holly.M.Osowiecki@FAA.Gov, no later than Friday, February 2, 2007. If you do not RSVP, you will not be permitted in the building. (If you RSVP via E-mail, please be sure to include your Citizenship information and daytime phone number.)

All E-mail RSVP's will receive a confirmation from Holly for attendance. To receive this confirmation, be sure to add this e-mail address to your "allowed" list of e-mail addresses in your spam blocking software, if necessary.

LUNCH:

Please see the enclosed pink sheet of paper for luncheon information. **Reservations and payment must be received by February 2, 2007.** Make checks payable to Holly Osowiecki.

NOTE: No requests for lunch will be accepted the day of the seminar. Lunches **MUST** be paid for in advance; no money will be collected the day of the seminar.

SECURITY ISSUES:

Due to heightened security at all Federal Facilities, attendance procedures are as follows:

- Only RSVP for yourself. We must verify citizenship at this time. Also, be prepared to provide a daytime phone number.
- At sign-in, you will be required to present photo identification, such as a driver's license. A photocopy may be made of this identification.
- If you are unable to use the stairs to access the restrooms and cafeteria or you are in need of handicapped parking, please let us know when you RSVP, so provisions can be made.
- If you need to leave the building at any time, upon re-entry, photo identification will need to be shown.

HEY, WHO'S MY PMI?

IA's are assigned alphabetically by the first letter of your last name:

A - F	are assigned to Brian Riddle	440-686-2052
G - L	are assigned to Jeff Vercoe	440-686-2056
M - R	are assigned to Ken Shauman	440-686-2049
S - Z	are assigned to Bob Taylor	440-686-2029

RENEWAL REQUIREMENTS:

Please review Federal Aviation Regulation 65.93, which gives detailed renewal eligibility requirements for a one-year period.

The IA Renewal Regulation, 14 CFR 65.93(a) informs that prior to having a method of renewal; you first must meet the basic eligibility requirements of 14 CFR 65.91. One of those, 14 CFR 65.91(c)(2), are you actively engaged in maintaining aircraft?

If you are using 14 CFR 65.93(a)(1) through (3), Annual Inspection, Major Repair/Alterations, or a Progressive Inspection as your basis for renewal, include your Activity Report along with your applications, and adequately describe your activity in Block 11, you've substantiated you meet both the basic eligibility and renewal requirements.

WHY SHOULD I SUBMIT AN ACTIVITY REPORT?

IA's in management, pilot, scheduler, instructing positions, and non-aviation endeavors generally use the 14 CFR 65.93(a)(4), 8-hour training/seminar, for your renewal basis. But, without an adequate description of your activity, or an activity report, it leave us with some concern as to how active you are in maintaining aircraft and that you may no longer meet the basic eligibility requirements and are no longer entitled to hold the Inspection Authorization.

We have researched some legal interpretation concerning "actively engaged" and the basis for an activity report

The intent of the regulation is that an applicant for IA be an active, working A&P Mechanic, that the applicant be participating, occupied, or employed in inspecting, overhauling, repairing, preserving, or replacing parts on aircraft. Actively engaged may include supervising others. But this may have to be determined on a case-by-case basis with your assigned Inspector.

The activity report we include with your IA renewal package is not mandatory or regulatory. It is a means with which you may easily "present evidence" in support of the information you enter in Block 10. It is as much a convenience for you as us. Without this information we will not be able to properly determine you meet the eligibility and renewal requirements and the renewal process may be delayed.

If you have any questions as to whether you are "actively engaged", or have any other experience, renewal or eligibility questions, please contact your assigned Inspector.

WHAT SHOULD I MAIL BACK TO THE FSDO?

The following renewal documents are enclosed with this mailing and should be returned to the Cleveland FSDO for renewal along with your IA Card, (FAA Form 8310-5), which is currently in your possession:

- Two, (2), Mechanic Application for Inspection Authorization, (FAA Form 8610-1)
- One, (1), Activity Report Form, (for completed activity from April 1, 2005 through March 31, 2006)

*The 8610-1 form should be submitted in duplicate. Only one copy of an activity report or course attendance certificate is necessary.

I WORK FOR A REPAIR STATION, WHAT CAN I CLAIM?

IA's employed by Certificated Repair Stations may claim credit for inspections performed by them for the station. Record the inspections on your activity report. Each authorized inspector must meet all applicable eligibility.

RENEWING ON CLE COURSE - HERE'S THE NUMBER!

If you're renewing based on a FAA Certified Course, please write the following in the **Remarks Block**, (Block 12), on both copies of your 8610-1 form: **"In accordance with FAR 65.93(a)(4), IA Renewal based on FAA Approved Course Number AGL/0107/0002/8, February 10, 2007, Cleveland, OH."**

Also, please attach your Certificate of Completion for the course. Original course certificates will be returned.

***YOU MUST BE PRESENT FOR THE ENTIRE 8 HOUR SEMINAR TO GET CREDIT FOR THE 8 HOURS TOWARDS RENEWAL. ATTENDEES WHO LEAVE EARLY WILL RECEIVE CREDIT FOR THE TIME THEY WERE IN ATTENDANCE.**

SUBMITTING YOUR RENEWAL PACKAGE:

Applications for renewal can be submitted at the meeting or mailed to the FSDO. However, some IA's choose to drop their renewal package off at our office, **due to heightened security, please be aware that an appointment is needed for entry into the FSDO**, even if you just want to drop off mail.

An appointment can be made by calling our office and asking for your Principal Maintenance Inspector, the Airworthiness Inspector on phone duty or Holly. The main phone number is 440-686-2001.

The FSDO will not accept IA Renewal Packages via fax. All applications must either be mailed or hand delivered to the FSDO.

Applications received after March 31, 2007 will not be processed. Any needed corrections must also be accomplished and returned to the FSDO no later than March 31, 2007

All IA Certificates that have not been renewed by March 31, 2007 will expire. Expiration of IA certificates will **NECESSITATE RE-EXAMINATION OF THE WRITTEN TEST.**

All renewed IA cards will be returned via US mail.

Sincerely,

Kenneth H. Shauman
Principal Maintenance Inspector