

MFG 4.4.001	 CAAI	MFG Handbook
Designated Manufacturing Inspection Representatives (DMIR)		Revision 0
		12 MAR 2014

1. OBJECTIVE

- 1.1. The objective of this procedure is to define:
 - 1.1.1. Application process for DMIRs
 - 1.1.2. CAAI Approval Activities
 - 1.1.3. DMIR Designation
 - 1.1.4. DMIR Limitations
 - 1.1.5. DMIR Qualification Requirements
 - 1.1.6. DMIR oversight;
 - 1.1.7. DMIR Authorization Renewal;
 - 1.1.8. DMIR Orientation
 - 1.1.9. Validity and Termination of DMIR Authority
 - 1.1.10. Termination Procedures
- 1.2. This procedure cancels procedure PL 4.1.11.
- 1.3. This procedure replaces procedure PL 4.1.019.

2. GENERAL

- 2.1. Definitions
 - 2.1.1. DMIR - Designated Manufacturing Inspection Representatives
 - 2.1.2. MD - Manufacturing Department
 - 2.1.3. MI - Manufacturing Inspector
- 2.2. Per Regulation 6(3) of Air Navigation Regulations (CAA representatives), 1981, DMIRs may only perform the following duties, as described in his/her Certificate of Authority and as directed by the MIMIs:
 - 2.2.1. Conformity Inspection (See CAAI directive MFG 1.4.002)

MFG 4.4.001	 CAAI	MFG Handbook
Designated Manufacturing Inspection Representatives (DMIR)		Revision 0
		12 MAR 2014

- 2.2.2. Issuance of Airworthiness Approval Tags
- 2.2.3. Issuance of Special Flight Permission for new manufactured aircraft.
- 2.3. In order to expedite the above mentioned activities, CAAI may, at its discretion, delegate a portion of its authority to qualified individuals, mutually acceptable to the industry and CAAI, by appointing them to act as Designated Manufacturing Inspection Representatives (DMIRs).
- 2.4. Applicants for appointment as DMIRs must be employed by a Production Approval Holder.
- 2.5. DMIRs will have their delegated authorities restricted to those functions which are in line with their expertise and their occupation. The relevant areas of expertise will be noted in their DMIR Certificate of Authority.
- 2.6. Each DMIR's performance will be reviewed by relevant CAAI MI who may also sample check DMIRs activities and records.
- 2.7. DMIR Qualification Requirements
 - 2.7.1. The following Production Approval Holders (PAHs) only are eligible to have employees designated as DMIRs:
 - 2.7.1.1 A manufacturer with an Approved Production Inspection System (APIS);
 - 2.7.1.2 A holder of a Production Certificate (PC);
 - 2.7.1.3 A holder of Parts Manufacturing Approval (PMA);
 - 2.7.1.4 A holder of a Technical Standard Authorization (ITSOA)
 - 2.7.2. To qualify for appointment as a DMIR, a candidate -
 - 2.7.2.1 shall be an employee of a Production Approval Holder (PAH) and be recommended by the PAH. The PAH shall provide a recommendation letter describing the present position of the candidate in the PAH facility, experience and need for the candidate's appointment. The request should indicate any special recommendation or limitations considered appropriate

MFG 4.4.001	 CAAI	MFG Handbook
Designated Manufacturing Inspection Representatives (DMIR)		Revision 0
		12 MAR 2014

by the PAH with respect to the desired authority for the nominee.

- 2.7.2.2 shall have a good working knowledge of the pertinent CAAI regulations and related material.
- 2.7.2.3 shall have a minimum of five years' experience in connection with the inspection or production of products similar to the type and/ or complexity being produced by the employer. At least two years of such experience must have been in a supervisory capacity or a position of equal responsibility.
- 2.7.2.4 shall have been in a responsible position for a reasonable period of time (usually one year) in connection with the specific type of work to be covered by the designation.
- 2.7.2.5 must have sufficient knowledge in the technical and administrative functions associated with the appointment and must demonstrate this to the satisfaction of the CAAI prior to appointment.
- 2.7.2.6 must be able to read, write and understand the English language to a degree sufficient to properly administer his functions.
- 2.7.2.7 shall possess unquestionable integrity, sound judgment, and a cooperative attitude.
- 2.7.2.8 while discharging the duties of a DMIR, must report to a level of management in the employer's organization high enough to enable the designee to administer their CAAI-appointed duties without undue pressure or influence from other organizational segments.
- 2.7.2.9 must be familiar with the manufacturer's facilities, procedures & techniques needed to perform the authorized functions.

2.8. DMIR Responsibilities

- 2.8.1. In performing the tasks described in this procedure, DMIRs perform their duties as representatives of CAAI.
- 2.8.2. The following requirements, instructions, regulations and procedures (applicable to CAAI MIs in performing the tasks described in this procedure) are also applicable to DMIRs in performing similar duties:
 - 2.8.2.1 Air Navigation Regulations (CAA representatives), 1981.

MFG 4.4.001	 CAAI	MFG Handbook
Designated Manufacturing Inspection Representatives (DMIR)		Revision 0
		12 MAR 2014

- 2.8.2.2 Air Navigation Regulations (Procedures for the Documentation of Aircraft and Aircraft Parts), 1977.
- 2.8.2.3 CAAI MFG handbook procedures applicable to performing the DMIR's authorized tasks and described in the DMIR's Certificate of Authority.
- 2.8.3. DMIRs having been selected for designation following the procedure detailed in this document will be issued a Certificate of Authority, CAAI Form 8110-25.
- 2.8.4. The Certificate of Authority will be restricted as specified in Form 8110-25, and will list those functions which have been delegated to the designee.
- 2.8.5. DMIRs may perform their delegated functions only on products produced by their employer and at their employer's facility, the geographical location (or locations) of which is defined in the Production Approval..
- 2.8.6. Upon a written authorization from the CAAI MD manager, delegation may be extended out of DMIR employer's facility boundaries. ~~to the DMIR's employer's sub-contractors.~~
- 2.8.7. DMIRs will periodically report their activities to their CAAI monitoring MI.

3. Reference Materials & Forms

3.1. Reference:

- 3.1.1. CAAI procedure MFG 2.4.001 – Production Approval Holder Surveillance
- 3.1.2. Israeli Air Navigation Regulations (ANR) (CAA Representatives), 1981
- 3.1.3. CAAI procedure MFG 2.4.002 Conformity inspections

3.2. Forms:

- 3.2.1. CAAI form 8000-5 – Certificate of Designation

MFG 4.4.001	 CAAI	MFG Handbook
Designated Manufacturing Inspection Representatives (DMIR)		Revision 0
		12 MAR 2014

- 3.2.2. CAAI form 8110-25 – DMIR Certificate of Authority
- 3.2.3. CAAI form 4.4.001-1 Designee Supervision Report
- 3.2.4. CAAI form 4.4.001-2 – checklist for DMIR qualification approval
- 3.2.5. CAAI form 4.4.001-3 – DMIR activity register

4. **Process**

4.1. **Application for DMIR designation**

- 4.1.1. Application for appointment as a DMIR and Curriculum Vitae must be initiated by the applicant's employer along with a cover letter.
- 4.1.2. The application cover letter must indicate the following:
 - 4.1.2.1 the proposed DMIR's role and reporting lines within the PAH's organization
 - 4.1.2.2 the proposed DMIR's record and experience within the PAH's organization
 - 4.1.2.3 the delegated functions and authorized areas of expertise being applied for
- 4.1.3. The above mentioned documents must be submitted for review by the Manufacturing Department – CAAI.

4.2. **CAAI approval activities**

- 4.2.1. The MD manager shall review the application by filling out form MFGF 4.4.001-2 checklist for DMIR qualification approval, in order to verify the following:
 - 4.2.1.1 Candidate's Curriculum Vitae demonstrates compliance with the qualification requirements detailed in para. 2.4 above.
 - 4.2.1.2 Company's cover letter substantiates in detail the need for the designation and the candidate's experience while employed by the company in the area of expertise applied for designation.

MFG 4.4.001	 CAAI	MFG Handbook
Designated Manufacturing Inspection Representatives (DMIR)		Revision 0
		12 MAR 2014

4.2.2. The applicant shall be invited for a personal interview, following which a decision will be made regarding his appointment.

4.3. Designation

4.3.1. If the applicant is found to be acceptable for an immediate appointment as a DMIR, a designation will be issued to the applicant by the CAAI Deputy Director - Airworthiness Division or Manufacturing Department Manager. The designation is represented by the following:

4.3.1.1 CAAI Form 8000-5 (Certificate of Designation) - Serves as a recognition document for the DMIR.

4.3.1.2 CAAI Form 8110-25 (Certificate of Authority) - Serves as the DMIR's document of authorization to act as a CAAI representative.

4.3.2. A copy of each designee appointment is sent to the company management.

4.3.3. The DMIR shall be issued a DMIR number by the MD. This number shall be noted on both the certificate of Designation and Certificate of Authority.

4.3.4. The PAH shall furnish the DMIR with a personal stamp bearing his DMIR number to be used for identifying him as the performer of specific tasks given to him by the CAAI.

4.3.5. DMIRs may not use their personal stamp for any purpose not related to their delegated functions as DMIRs on their company's internal documents.

4.3.6. If the application for designation is denied, both the applicant and supporting organization must be notified in writing.

4.4. Limitations

MFG 4.4.001	 CAAI	MFG Handbook
Designated Manufacturing Inspection Representatives (DMIR)		Revision 0
		12 MAR 2014

- 4.4.1. A qualified person may be appointed to act in more than one type of delegated function.
- 4.4.2. The delegated functions and authorized areas of expertise of each DMIR will be established prior to the time of the applicant's original appointment, and again during periodic review at the DMIR certificate's renewal date.
- 4.4.3. The scope of the designation, and any limitation considered necessary at the time of appointment, will be clearly indicated on CAAI Form 8110-25 and on any letter(s) of renewal or authority expansion/reduction, or other related documentation. These should include at least the delegated areas of expertise.
- 4.4.4. A DMIR may be appointed for, or limited to, specific types of work. Caution should be exercised in making delegations so narrowly limited that they become burdensome to the CAAI.
- 4.4.5. DMIRs MAY NOT, unless otherwise authorized by the administrator, perform any of the following:
 - 4.4.5.1 Participate, as a CAAI Representative, in a Material Review Board (MRB). A designee may nevertheless act as a company representative in such board meetings.
 - 4.4.5.2 Issue PMA or TSO certification approvals. However, a DMIR may contribute towards PMA approvals by performing the tasks listed in 2.2.1 within the scope of the authorization approved by MD – CAAI, and as directed by the supervising MI.

4.5. DMIR Responsibilities

- 4.5.1. Per Regulation 6(3) of Air Navigation Regulations (CAA representatives), 1981, DMIRs may only perform the following duties, as described in his/her Certificate of Authority and as directed by the MIMIs:

MFG 4.4.001	 CAAI	MFG Handbook
Designated Manufacturing Inspection Representatives (DMIR)		Revision 0
		12 MAR 2014

4.5.1.1 Conformity Inspection (See MFG 1.4.002)

4.5.1.2 Issuance of Airworthiness Approval Tags

4.5.1.3 Issuance of Special Flight Permission for new manufactured aircraft.

4.5.2. Designees will open an "Activity Register" (CAAI Form MFGF 4.4.001-3, available on the CAAI website) in which the following will be entered:

4.5.2.1 Date started and date completed of a Product Conformity Inspection.

4.5.2.2 Conformity Inspection findings, and if rejected, reason for rejection (deviation or nonconformance).

4.5.2.3 Description of assemblies, parts and serial numbers.

4.5.3. Each designee shall submit to CAAI, on a bi-annual basis, copies of his "Activity Register", and copies of each Conformity Inspection Record (CAAI Form 8100-1) completed by the DMIR.

4.6. **DMIR Oversight**

4.6.1. CAAI MIs will supervise CAAI's DMIRs on an annual and on-going basis.

4.6.2. DMIRs Records of Conformity Inspections (CAAI Form 8100-1) will be reviewed by CAAI MIs who may also sample check conformity inspection submittals.

4.6.3. Annually – the MI shall perform an audit of the DMIR at the manufacturer's facilities, and shall perform the following:

4.6.3.1 Notify the designee of the supervision visit.

4.6.3.2 Determine the designee is properly qualified and designated in accordance with section 2.4 of this procedure.

4.6.3.3 Ensure the designee has all necessary required guidance material to perform the designated function.

4.6.3.4 Review official documentation initiated by the designee on a sampling basis.

MFG 4.4.001	 CAAI	MFG Handbook
Designated Manufacturing Inspection Representatives (DMIR)		Revision 0
		12 MAR 2014

4.6.3.5 Upon receipt of a properly executed Request for Conformity will, after delegation to the designee, either accompany the designee during the inspection or request the designee to demonstrate a simulated inspection of all the guidelines previously stated.

4.6.3.6 The MI shall document the supervision per this procedure by completing CAAI form 4.4.001-1 Designee Supervision Report

4.6.4. On-going –

4.6.4.1 Review documentation and/or accomplish random inspections of completed functions performed by the designee, as needed. (Complete CAAI Form CAAI form 4.4.001-1 Designee Supervision Report).

4.6.5. If the designee fails to demonstrate acceptable methods, techniques, and practices, the principal MI will determine if additional training, counseling, etc. are required. CAAI principal MI shall initiate a follow-up surveillance to determine designee’s acceptable performance and initiate corrective action.

4.7. DMIR Authorization Renewal

4.7.1. The purpose of the evaluation process described below is to annually establish that the DMIRs performance is at a satisfactory level, or to establish corrective action if this is not the case, before renewing DMIR authorization. The renewal process for all CAAI DMIRs is typically performed by the end of each calendar year.

4.7.2. MIDMIRs are required to complete and submit the activity register as grounds for renewal. The register should be submitted to the CAAI at least 30 days before renewal date.

4.7.3. CAAI MI assigned to DMIR supervision are required to complete a CAAI form 4.4.001-1 Designee Supervision Report, prior to renewal of each DMIR’s appointment.

MFG 4.4.001	 CAAI	MFG Handbook
Designated Manufacturing Inspection Representatives (DMIR)		Revision 0
		12 MAR 2014

The complete form will be retained in the DMIR's file for documentation purposes.

4.7.4. CAAI MI shall assess twelve performance elements focused primarily on the qualities and qualifications required to justify renewal of the DMIR's appointment. Assessment should be qualitative and quantitative, as relevant.

4.7.5. The twelve elements of DMIR evaluation are:

- *DMIR Activity level.*
- *Direct CAAI contact.*
- *DMIR/CAAI Interaction.*
- *Application of regulations, policy and guidance.*
- *Adherence to DMIR procedures.*
- *Integrity, sound judgment, cooperative attitude.*
- *Technical competence in area of appointment.*
- *Attendance at required training.*
- *Ability to clearly communicate.*
- *Quality of submittals.*
- *Timely identification of significant issues.*
- *Timely submittal of data.*

4.7.6. Each DMIR's file should be evaluated for an acceptable level of activity, notes on submittals, consultations, and any correspondence that would suggest the need for a more critical review.

4.7.7. The DMIR's previous year's activity should be compared to his delegated functions and authorized area(s) of

MFG 4.4.001	 CAAI NJT	MFG Handbook
Designated Manufacturing Inspection Representatives (DMIR)		Revision 0
		12 MAR 2014

expertise to ensure that no activity outside the scope of his authorization has been performed.

- 4.7.8. The evaluating MI may rely on as many or as few sources necessary to make assessments. Examples of sources include the MIs personal experience of the DMIR performance or conduct, input from the DMIR/ CAAI Interaction Tracking Form, and review of selected DMIR submittals. This flexibility is important so as to allow CAAI Manufacturing Department to establish the appropriate level of review.
- 4.7.9. If personal contact with the DMIR is necessary to resolve a performance issue, this should be performed, and the “Remarks” section of the Evaluation Form should identify the method of resolution agreed upon by the evaluating engineer and the DMIR, for each issue.
- 4.7.10. If the CAAI evaluating MI believes that the DMIR is not performing at a satisfactory level in a number of areas, if the problem continues from year-to-year, or if the deficiency in a given area is especially serious, the evaluating MI may recommend that the DMIR appointment not be renewed, or that the delegation in that particular discipline be eliminated.
- 4.7.11. The evaluating MI must contact the DMIR at this point and provide the documentation necessary to sustain a non-renewal or reduction of DMIR scope of authorization.
- 4.7.12. The evaluating MI will make a recommendation for renewal or non-renewal, and sign and date the form.
- 4.7.13. If non-renewal is based on inactivity, the DMIR file must have evidence that the DMIR has been previously

MFG 4.4.001	 CAAI	MFG Handbook
Designated Manufacturing Inspection Representatives (DMIR)		Revision 0
		12 MAR 2014

cautioned that lack of activity may result in non-renewal of his authorization.

4.7.14. The DMIR should sign the Evaluation Form verifying his concurrence, or the resolution should be documented in a letter to the DMIR.

4.7.15. Documenting the authorization renewal process:

4.7.15.1 The completed forms as described above should be forwarded to the Manufacturing Department Manager for further action.

4.7.15.2 If there is no change in DMIR Approval Status, the CAAI Manufacturing Department Manager shall issue a renewal of authority.

4.7.15.3 The complete DMIR renewal package with the DMIR/CAAI Tracking Form, the DMIR Performance Evaluation Form(s) and the signed copy of renewal will be placed in the DMIR's file.

4.8. **DMIR Orientation**

4.8.1. When a new DMIR is appointed, he shall receive a guidance material kit which contains regulatory and technical information pertaining to his specific type of designation.

4.8.2. The CAAI appointing manager (Deputy Director or Manufacturing Department Manager) is responsible for the initial orientation of a newly appointed DMIR, in conjunction with the CAAI personnel with whom the DMIR will be working.

4.8.3. For a DMIR appointed in more than one area of expertise, appropriate orientation will be given for each area.

4.8.4. Initial orientation should include the following items:

4.8.4.1 CAAI Organization Structure
Review of the CAAI organizational structure.

MFG 4.4.001	 CAAI	MFG Handbook
Designated Manufacturing Inspection Representatives (DMIR)		Revision 0
		12 MAR 2014

- 4.8.4.2 *Personnel*
Introduce the DMIR to relevant CAAI manufacturing personnel.
- 4.8.4.3 *DMIR Guidance Handbook*
Review in detail, as applicable, CAAI Manufacturing Procedures.
- 4.8.4.4 *CAAI Form 8130-3 (Airworthiness Approval Tag)*
Explain how to complete CAAI Form 8130-3 and give the DMIR a supply of the forms.
- 4.8.4.5 *Appointment and Renewal Procedures*
Explain appointment and renewal procedures.
- 4.8.4.6 *Other Pertinent Information*
Review other pertinent information, such as regulatory and technical guidance material (e.g. PAH Certification and Surveillance, Standard audit areas).

Provide the DMIR with copies of material of particular interest to his appointed delegation.
- 4.8.4.7 *Questions concerning Approval Authority*
Emphasize that if the DMIR has any doubts about the approval authority or questions on any subject, the DMIR should contact the appropriate manager or CAAI representative.
- 4.8.4.8 *Company Influence*
Advise DMIRs to immediately contact CAAI Airworthiness Director if any pressure is put on the DMIR by their company's management to approve data that the DMIR believes should not be approved.
- 4.8.4.9 *Training*

MFG 4.4.001	 CAAI	MFG Handbook
Designated Manufacturing Inspection Representatives (DMIR)		Revision 0
		12 MAR 2014

Advise the DMIR that the CAAI expects the DMIR to participate in periodic seminars or training furnished by the CAAI, as an aid in maintaining currency in CAAI and other policy and procedures. The DMIR will be notified of seminars, when appropriate.

A new DMIR must attend a DMIR Standardization Seminar prior to initial appointment.

Explain that a DMIR is expected to use and implement CAAI policy and guidance material (ACs, notices, orders, etc.) in addition to the regulations.

4.9. **Validity and Termination of DMIR Authority**

4.9.1. The validity of a DMIR "Certificate of Authority" is typically until the 31st of December of the year of issuance, unless valid reasons justifying another expiration date are presented by the DMIR or his employer. Validity may be extended for additional 12 month periods subject to MD evaluation and decision on renewal at that time.

4.9.2. Manufacturers wishing to extend the validity of their employees' designee certificates should apply to the CAAI Manufacturing Department Manager at least 30 days prior to their expiration date.

4.9.3. DMIR designation may be terminated in the following cases:

4.9.3.1 Upon a written request from the designee's employer (manufacturer).

4.9.3.2 Upon a written notification that the employment of a designee in that company has terminated.

MFG 4.4.001	 CAAI	MFG Handbook
Designated Manufacturing Inspection Representatives (DMIR)		Revision 0
		12 MAR 2014

- 4.9.3.3 When CAAI has concluded that the designee does not properly fulfill his duties or the functions for which he is authorized.
- 4.9.3.4 When CAAI has concluded that the services of a designee are no longer required.
- 4.9.3.5 Upon a finding by the CAAI that the DMIR's specific qualifications have lapsed.
- 4.9.3.6 Upon a finding by the CAAI that the DMIR has not demonstrated the care, judgment, or integrity required for proper exercise of his delegated authority.
- 4.9.3.7 For any other reasons decided by CAAI.

4.10. Termination Procedures

4.10.1. The following must be performed when a DMIR is given a notice of termination or nonrenewal:

- 4.10.1.1 If the termination or nonrenewal is based on insufficient activity at the company (Production Approval Holder or supplier), or on DMIR misconduct condoned by the company, notice will be given only to the company.

Only the DMIR employing company may request reconsideration; the individual DMIR may not.
- 4.10.1.2 If the termination or nonrenewal of a company DMIR is based on misconduct not condoned by the company, notice will be given to the DMIR and the company.

In this case only the DMIR may request reconsideration.

Note: If the designation is terminated or not renewed at the request of the DMIR's employing company, the procedures concerning reconsideration of the termination do not apply. The decision to employ a DMIR is entirely within the discretion of the company or individual involved.

- 4.10.1.3 The DMIR must be notified of the reason(s) for any decision to terminate or not renew DMIR authorization.

MFG 4.4.001		MFG Handbook
Designated Manufacturing Inspection Representatives (DMIR)		Revision 0
		12 MAR 2014

Notification of termination should be sent to the relevant parties at least 30 days in advance of the intended effective date.

5. Task Outcomes

- 5.1 The end result of the process:
 - 5.1.1 Appointment and Supervision of Delegated Manufacturing Inspection Representatives.
- 5.2 Future Activities: None