

FAA CONFORMITY INSPECTION CHECKLIST

Form 00-903-56-01 N/C 10JAN16

PURPOSE

The purpose of this checklist is to provide a system to assist with the FAA design and installation conformity inspection process. This form is primarily intended to serve applicants for FAA design approvals under 14 CFR Part 21. This form may also serve companies or individuals engaged in research and development or homebuilding who want to track the detailed conformity status of aircraft parts and assemblies.

For individuals or companies engaged in FAA design approval activities under 14 CFR part 21, this checklist provides a mechanism to ensure that all necessary design and production data is provided to complete FAA forms 8130-9 (Statement of Conformity), 8120-10 (Request for Conformity) and 8100-1 (Conformity Inspection Record).

This checklist is a guideline, and does not constitute any particular FAA compliance or conformity record.

INSTRUCTIONS

To complete this checklist, use the table provided on subsequent pages to provide objective evidence and information for each line item. The checklist is broken down into the following general sections

1. Identifies the applicant for the approval, and the design or process data that will be used for the inspection
2. Identifies the if inspection is associated with a part, assembly, and/or process
3. Identifies data for forms 8130-9 and 8120-10.
4. Identifies information to provide objective evidence in support of completion of the conformity inspection record, FAA form 8110-1.
5. Identifies how to document and communicate data for a deviation or nonconformance

For each line of the checklist:

1. Add any requested information
2. Indicate if that line item is acceptable in the yes/no box as applicable
3. Provide any available document identifications or numbers, dates, names, or other references to objective evidence to support and associated with the specified information.
4. In locations where requested, provide an appropriate attachment with this checklist.

Note: Some items on this checklist may not be applicable to your conformity inspection, mark these items "N/A" in the verify column.

ADDITIONAL RESOURCES

Momentum Aeronautics provides a range of engineering and airworthiness inspection services to support applicants involved in design and production activities for aircraft and rotorcraft. Our resources include a full FAA DER and DAR staff who can provide immediate and effective support on your particular project. Please visit our website for more information.

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Line	Data Required	Data Supplied	Notes	Verify (INIT)
	Unique checklist reference number		Record this number on each page of the checklist	
	FAA Project Number			
	FAA NACIP conformity inspection reference number		Record the number at the top of electronic FAA form 8120-10	
	FAA DMS tracking number			
	Managing FAA MIDO office (address, e mail, phone and contact name)			
	Managing FAA ACO office (address, e mail, phone and contact name)			
	Identify if this is a part or installation conformity inspection. Enter a description of one or both		In this case, "part" also means "assembly," referred to as the "article" herein.	
	Applicant project manager's contact info		Name, e mail, phone no. required for <i>all</i> contact info	
	Applicant company name and address			
	FAA project engineer contact info			
	MIDO inspector contact info			
	MIDO certification specialist contact info			
	DER contact info			
	DER certificate letter of authorization date			
	DAR contact info			
	DAR certificate letter of authorization date			
	Verify FAA form 8120-10 has been issued by engineering and processed by MIDO			DAR
	Verify that a responsible agent for the applicant has issued FAA form 8130-9, record the form date, and the signatory's name and title, note if any deviations are present			DAR
	Verify conformity delegation			DAR

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	request has been processed by MIDO in DMS with inspection(s) delegated to the DAR above			
	Time and date available for inspection			
	Location of the inspection, if different from the applicant's physical address			
	Article or installation type		Choose one: aircraft, rotorcraft, engine or propeller	
	Make and model of type		Company and model number	
	Document requesting conformity inspection		PO, application date, letter, memo, other requesting document	
	Is there a Conformity Inspection Plan (CIP)? If so, record the document number and revision			
	Special instructions – ensure these are completed as required by 8120-10 during the inspection			
	Remarks for the 8120-10: ensure that non-conformity disposition and inspection delegation request is made for the designees on the checklist		Request DAR for conformity and vendor inspections, request DER for non-conformity disposition	
	Record the Master Drawing List (MDL) number, date and revision, if applicable			
	Part or assembly number(s) (The "article(s)) to be inspected, qty of each and S/Ns if applicable			
	Total quantity of articles			
	Is/are the article(s) critical parts as defined by 14 CFR Sec. 45.15(c)? If so, are they marked appropriately?			
	Record drawing number(s) with dates and revisions specified on the approved			

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	design and process data			
	Verify that design data has been approved by the FAA or by a DER		Record form 8110-3 date; if FAA approved record the approval letter date	
	For an installation conformity on an aircraft, record the airframe, engine and propeller, incl. makes, models and serial numbers			
	Review FAA form 8130-9 statement of conformity. Are deviations present in any article or installation? If so, ensure they are treated appropriately.			
	Purchase orders for all materials and outside services – attach POs to checklist			
	Receiving – verify all received material/services conform to specs on the PO and design data – attach received PO			
	Work order numbers – attach WOs			
	Material specification(s) on design data			
	Material specification(s) used for production of article			
	Attach all material(s) certificates of conformance to this checklist			
	Process specifications(s) on design data			
	Process specifications used for production of article			
	Attach all process(es) certificates of conformance to this checklist, if applicable			
	What vendors were used for the procurement of material or services to complete the article(s)?			
	Are any vendors located outside the US? If so, ensure the approved supplier list			

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	includes vendor contact info			
	Does the vendor currently produce FAA PMA parts using an FAA approved quality system?			
	Is the vendor(s) currently serving any manufacturer with an FAA or EASA approved quality system? If so, which manufacturer?			
	Are vendor(s) providing a critical material and/or process requiring an on-site audit by the FAA or their designee in accordance with conformity inspection plan? If so record who performed this audit and attach objective evidence of on-site audit.			
	Are any commercial off the shelf (COTS) parts used on the article? If so, have they been received, inspected and documented with purchase orders using FAA approved procedures?		Verify the COTS components are on an approved commercial parts list (CPL). Verify COTS parts <i>are not</i> marked per 14 CFR Part 45.	
	Does the article(s) deviate from the approved design data in any way?			
	If deviations are present, have they been documented? Has a resolution been documented Attach forms if applicable			
	If a nonconformity is/are present on the article, has a DER been authorized to disposition the non-conformities? If so, who?			
	In the event of a non-conformity disposition, list design data or reports (with dates and revisions) to be used for re-inspection to support disposition. Ensure			

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Line	Data Required	Data Supplied	Notes	Verify (INIT)
	DER and DAR have made the appropriate entry on form 8100-1 for each disposition			
	What measuring equipment or process was used?			
	What calibration was/were performed for the measuring equipment? When were they performed? Was evidence of current calibration provided at the time of inspection.			
	First article inspection form: verify complete and attach to this checklist, verify that any discrepancies are noted. Ensure the first article form includes a record of dimensions, materials and/or processes as specified, used, and/or measured.		This form shall be reviewed by the applicant's accountable manager in order to complete form 8130-9. Measurement of all dimensions must be recorded and compared, except for reference dimensions	
	Has an engineering change notice or order (ECN or ECO) been applied to the design data?			
	Has a certificate of conformance been issued by the applicant?		Form 8130-9 is acceptable	
	Have materials been handled and stored in a manner to ensure security from the time of construction to the time of inspection?		If applicable, reference a quality manual or other approved plan for storage procedures.	
	Attach ACCEPTED tags been issued for all conforming articles, or for articles that have a dispositioned non-conformity?		All conformed parts will be segregated in a secure area with access restrictions after the ACCEPTED tag has been issued	
	If an article contains a non-conformity that has been treated using the applicant's quality system, then add the text "MRB Form ID No _____" to the ACCEPTED tag		Items may be tagged ACCEPTED with a non-conformity(ies), providing the non-conform is traceable, noted on form 8130-9, and dispositioned on form 8100-1	

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	Applicant to issue 8130-9 after the ACCEPTANCE tags have been issued, verify forms are attached.		Be sure to note any deviations on this checklist	
	Attach tag with text "R&D" only to the subject articles		This tag will be removed after the conformity inspection, and/or if form 8130-3 is issued	
	If a vendor was used as part of an FAA approved quality system, did the vendor complete the survey and are they acceptable for use?			
	If a vendor was used, are they listed on the applicant's FAA approved supplier list?			
	DAR – as authorized – Execute the inspection and complete FAA form 8100-1 as prescribed by FAA form 8120-10, record the end of inspection date Form 8100-1 block 5, record verification for the following lines		Ensure 8100-1 line items include the following: 1. 8120-10 ID and date 2. Letter of designation 3. FAA project number, DMS and NACIP ref numbers 4. 8130-9 ID and date 5. Lines for each inspection item	DAR
	Material: Were raw materials used in the fabrication process in conformity with the design data?			DAR
	Material: Is evidence available to ensure the chemical and physical properties were identified and checked as appropriate?			DAR
	Material: Is there documented evidence to show traceability from the raw material to the prototype part?			DAR
	Material: Are there any part or process deviations recorded against the submitted design data (including material review			DAR

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	dispositions)?			
	Processes and Processing (Process): Is there a process specification for each special process?			DAR
	Process: Has the applicant submitted the process specification for FAA engineering review?			DAR
	Process: Does a check of the processed articles show the process produces consistent parts that meet the type design? Is there statistical or other evidence to show this?			DAR
	Process: Is the process being operated following the process specification? Are any deviations recorded?			DAR
	Critical and Major Characteristics (CMC): Has the applicant identified and inspected all critical and major characteristics?			DAR
	CMC: Does the applicant have a record of these inspections?			DAR
	CMC: Does witnessing the re-inspection and surveillance show the above inspections were accurate and adequate?			DAR
	CMC: Are there any deviations recorded against the submitted design data (including material review disposition)?			DAR
	Workmanship: Does the workmanship add to the quality of the product? Could it be duplicated, and has the applicant set criteria to identify workmanship practices?			DAR
	Adequacy of Drawings and Related Change Records			DAR

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Line	Data Required	Data Supplied	Notes	Verify (INIT)
	(Drawings): Can the part be produced and inspected using the information on the drawing?			
	Drawings: Are drawing tolerances practicable and attainable during production? What evidence supports this?			DAR
	Drawings: Has the applicant included all changes in the drawing submitted for FAA approval (including one-time only deviations in the prototype article submitted for FAA testing)?			DAR
	Drawings: What procedure does the applicant use to ensure an engineering change is included in the production part and on the drawing?			DAR
	Drawings: Did the drawing include all information needed to inspect the part, the material to be used, the treatment of the material (such as hardness, finish, and any special process specifications)?			DAR
	Inspection records: Do the inspection records show all inspections conducted?			DAR
	Records: Do they show who conducted the inspection?			DAR
	Records: Do they indicate the results of the inspection and disposition of unsatisfactory conditions?			DAR
	Records: Are procedures adequate to ensure re-inspection of parts that are reworked or replaced?		This includes inspection of installation of new parts and inspection of the parts	DAR
	Material review action: Is the			DAR

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	material review procedure documented and adequate to ensure disposition for nonconformities?			
	Material review: Is there adequate corrective action for observed nonconformities to prevent reoccurrence?			DAR
	Have "use as is" or "repair" dispositions for non-conformances been submitted to FAA engineering for review, and have they been incorporated in the type design?		One-time only engineering orders	DAR
	Previously produced parts: if parts were taken from approved stock, verify there is a system to associate any MRB actions with the parts		Nonconforming parts should not be used unless it can be shown that they will have no adverse effects or they are re-inspected to record all deviations for FAA engineering evaluations.	DAR
	Previously produced parts: Have the previously accepted deviations been made a part of the current design data submitted?		Are deviations listed on form 8130-9?	DAR
	Software – does the conformity include software? If so, ensure checklist 00-903-56-02 is completed.			
	DER – as authorized – complete any non-conformity dispositions on FAA form 8100-1 if required		Record the data used for disposition and re-inspection on FAA form 8100-1	DER
	DAR – as authorized and if required – complete and document any additional inspections for 8100-1 items that have been dispositioned by the DER			DAR
	DAR – If executing the conformity as specified by FAA Form 8110-1 (TIA)			DAR

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	ensure all of the items requested in block 18A are completed.			
	DAR – as authorized, and if requested on form 8120-10 – issue FAA form 8130-3 tags for each article(s) specified		All 8130-3 tags will be for “new prototype parts”	DAR
	Make a copy of each 8130-3 form for DAR’s 10 year records storage. Provide original 8130-3 to applicant.		Only if 8130-3 tags are required by 8120-10	DAR
	DAR – as authorized, and if requested (or required) on form 8120-10 – complete the type inspection report (8110-5) or supplemental type inspection report forms (8110-26)			DAR
	Provide a copy of this checklist with attached FAA forms 8130-3, 8100-1, 8130-9 and inspection results to Chicago ACO project engineer			DAR
	DAR to provide a record of the following to MIDO: <ol style="list-style-type: none"> 1. Cover letter with reference number 2. Copy of this checklist <i>without attachments</i> 3. Copy of 8100-1 4. Copy of 8130-9 5. Copy of 8120-10 6. Copy of DMS auth. 7. A list of the forms 8130-3 that were issued 		This checklist and all attachments will be maintained on hardcopy file by the applicant as part of the conformity record for parts and assemblies. Checklist content may be updated in the process of execution, leading to the final checklist completion at the time of conformity inspection completion.	DAR
	Verify that parts have been marked in accordance with 14 CFR Part 45 and/or IAW the FAA approved design data using procedures in the FAA approved quality manual. If the article is identified as critical ensure the serial numbers are		Parts too small to mark should be marked per the applicable design data, or per an FAA approved quality manual	

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	marked on the part			
	When checklist is complete, the applicant's quality manager shall sign and date below		Date should be when checklist was completed.	
	When checklist is complete, the applicant's document administrator shall make a hardcopy file with the following data: <ol style="list-style-type: none"> 1. Copy of this checklist with <i>all</i> attachments specified herein 		The hardcopy file should be backed up with a PDF scanned copy and placed on controlled and secure digital storage. The original hardcopy file should be placed in the applicant's controlled and secure file storage	
	Verify that conformed parts and assemblies are placed in the applicants secure storage area with their acceptance tag and forms 8130-3 attached (if applicable)			