

# INSPECTION AUTHORIZATION INFORMATION GUIDE

## Appendix 1 Sample Forms and Records



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

No certificate may be issued unless a completed application form has been received (14 CFR 65).

 <b>U. S. DEPARTMENT OF TRANSPORTATION</b> FEDERAL AVIATION ADMINISTRATION <b>MECHANIC'S APPLICATION FOR INSPECTION AUTHORIZATION</b>		OMB No. 2120-0022 Exp: 08/31/2014	
<b>1. NAME (Last, First, Middle)</b> Doe, John J.		<b>2. MECHANIC CERTIFICATE NO.</b> A&P 12345678	
<b>3. MAILING ADDRESS (Number, Street, City, State/County, Zip Code) (Place at which you desire to receive Airworthiness Directives, etc.)</b> 1450 E Cheltenham Ave Cleveland County Oklahoma City, OK 73098		<b>4a. FIXED BASE OF OPERATIONS</b> PLACE AT WHICH YOU MAY BE LOCATED IN PERSON DURING NORMAL WORKING WEEK Meridian Aviation, Downtown Airpark 5060 S Western Ave Oklahoma City, OK 73452	<b>4b. TELEPHONE NO.</b> PLACE AT WHICH YOU MAY BE LOCATED BY TELEPHONE DURING NORMAL WORKING WEEK (405) 555-1875
<b>5. HAVE YOU HELD A MECHANIC CERTIFICATE WITH BOTH AIRFRAME AND POWERPLANT RATINGS FOR THE 3? YEARS PRECEDING THE DATE OF THIS APPLICATION?</b>		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<b>6. HAVE YOU BEEN ACTIVELY ENGAGED, FOR AT LEAST THE 2-YEAR PERIOD BEFORE THE DATE OF APPLICATION IN MAINTAINING AIRCRAFT CERTIFICATED AND MAINTAINED IN ACCORDANCE WITH THE CFRs ?</b>		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<b>7. HAS YOUR MECHANIC CERTIFICATE AND/OR RATINGS BEEN REVOKED OR SUSPENDED DURING THE 3-YEAR PERIOD PRECEDING THIS APPLICATION ?</b>		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
<b>8. HAS AN INSPECTION AUTHORIZATION BEEN DENIED YOU WITHIN 90 DAYS PREVIOUS TO THIS APPLICATION ? IF ANSWER IS "YES", EXPLAIN IN REMARKS.</b>		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
<b>9. HAVE YOU MET THE MINIMUM REQUIREMENTS FOR RENEWAL OF INSPECTION AUTHORIZATION? (For Renewal Only)</b>		YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>10. BASIS FOR RENEWAL (Number Performed Per Renewal Period)</b>			
<b>ALTERATIONS</b> First Year Period: <input type="text"/> Second Renewal Period: <input type="text"/>		<b>REPAIRS</b> First Year Period: <input type="text"/> Second Renewal Period: <input type="text"/>	
<b>ANNUAL INSP.</b> First Year Period: <input type="text"/> Second Renewal Period: <input type="text"/>		<b>PROGRESSIVE INSP.</b> First Year Period: <input type="text"/> Second Renewal Period: <input type="text"/>	
<b>RECENT ISSUANCE - IN EFFECT LESS THAN 90 DAYS BEFORE EXPIRATION DATE.</b> <input type="checkbox"/>			
<b>FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (First Year Period)</b>		<b>FAA ACCEPTED COURSE/SEMINAR NO., LOCATION, AND DATE (Second Renewal Period)</b>	
<b>11. AIRCRAFT MAINTENANCE ACTIVITY DURING LAST 2 YEARS</b>			
<b>DATES</b>	<b>NAME AND ADDRESS OF REPAIR STATION, FACILITY, MANUFACTURER, OPERATOR, ETC.</b>	<b>DESCRIPTION OF ACTIVITY</b>	
FROM June 12, 20XX TO PRESENT	Meridian Aviation, Downtown Airpark 5077 S Western Ave Oklahoma City, OK 73458	Inspection, repair, and overhaul of single-engine and multiengine aircraft	
FROM			
TO			
FROM			
TO			
<b>12. REMARKS</b> Endorsement expires in 30 days.			
<b>13. CERTIFICATION: I certify that the statements made above and in all attachments hereto are correct and true.</b>			
<b>DATE</b> March 22, 20XX	<b>SIGNATURE OF APPLICANT</b> <i>John J. Doe</i>		
<b>14. RECORD OF ACTION (For FAA use only)</b>			
<input checked="" type="checkbox"/> <b>ENDORSEMENT</b>	<b>DATE</b> March 22, 20XX	<b>INSPECTOR'S SIGNATURE</b> <i>John Milford</i> John Milford	<b>OFFICE IDENTIFICATION</b> ASW 25
<input type="checkbox"/> <b>ISSUANCE</b> <input type="checkbox"/> <b>RENEWAL</b> <input type="checkbox"/> <b>VOLUNTARY SURRENDER</b>	<b>DATE</b>	<b>INSPECTOR'S SIGNATURE</b>	<b>OFFICE IDENTIFICATION</b>

FAA Form 8610-1 (07/10) SUPERCEDES PREVIOUS EDITION

Figure 1. FAA Form 8610-1, Mechanic's Application for Inspection Authorization.


UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION <b>INSPECTION AUTHORIZATION</b>		SIGNATURE OF AUTHORIZED MECHANIC <i>Robert D. Burge</i>
This certifies that <b>Robert D. Burge</b> holder of Mechanic Certificate No. <u>222442345</u> has been authorized to exercise the privileges of Federal Aviation Regulation 65.95. This authority expires March 31, <u>20XX</u> unless sooner revoked by the Administrator of the Federal Aviation Administration or extended by endorsement on the reverse of this card.		
DATE ISSUED 3/16/20XX	SIGNATURE, FLT. STDS. INSPECTOR <i>Mike Johnson</i> Mike Johnson	
FAA FORM 8310-5 (8-80) SUPERSEDES PREVIOUS EDITION		

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Authority to exercise the privileges of FAR 65.95 has been endorsed or renewed to expire on the date shown below.		
EXPIRATION DATE	ENDORSED BY INSPECTOR	FAA OFFICE
3/31/20XX	<i>Mike Johnson</i>	SW-FSDO-2

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**Figure 2.** FAA Form 8310-5, Inspection Authorization.

 US Department of Transportation Federal Aviation Administration	<b>MAJOR REPAIR AND ALTERATION</b> <b>(Airframe, Powerplant, Propeller, or Appliance)</b>		Form Approved OMB No. 2120-0020 2/28/2011	Electronic Tracking Number
				For FAA Use Only
INSTRUCTIONS: Print or type all entries. See Title 14 CFR §43.9, Part 43 Appendix B, and AC 43.9-1 (or subsequent revision thereof) for instructions and disposition of this form. This report is required by law (49 U.S.C. §44701). Failure to report can result in a civil penalty for each such violation. (49 U.S.C. §46301(a))				
1. Aircraft	Nationality and Registration Mark N12345J		Serial No. 721-43566	
	Make FleetWing	Model FW200	Series 80	
2. Owner	Name (As shown on registration certificate) Mike J. Urbach		Address (As shown on registration certificate) Address 2414 N. Lincoln City Milltown State OK Zip 73122 Country	
	<b>3. For FAA Use Only</b>			
The technical data identified herein has been found to comply with applicable airworthiness requirements and is hereby approved for use only on the above aircraft, subject to conformity inspection by a person authorized in 14 CFR part 43, section 43.7.  <p style="text-align: center;"><i>Maria Johnson</i> Maria Johnson, ASI</p>				
<b>4. Type</b>		<b>5. Unit Identification</b>		
Repair	Alteration	Unit	Make	Model
<input checked="" type="checkbox"/>	<input type="checkbox"/>	AIRFRAME	_____	(As described in Item 1 above)
<input type="checkbox"/>	<input type="checkbox"/>	POWERPLANT		
<input type="checkbox"/>	<input type="checkbox"/>	PROPELLER		
<input type="checkbox"/>	<input type="checkbox"/>	APPLIANCE	Type	
			Manufacturer	
<b>6. Conformity Statement</b>				
A. Agency's Name and Address		B. Kind of Agency		
Name Eugene Henson		<input checked="" type="checkbox"/> U. S. Certificated Mechanic		
Address 212 SW 66th Street		Foreign Certificated Mechanic		
City Milltown State OK		Certificated Repair Station		
Zip 73122 Country		Certificated Maintenance Organization		
		C. Certificate No. A&P 1709665		
D. I certify that the repair and/or alteration made to the unit(s) identified in item 5 above and described on the reverse or attachments hereto have been made in accordance with the requirements of Part 43 of the U.S. Federal Aviation Regulations and that the information furnished herein is true and correct to the best of my knowledge.				
Extended range fuel per 14 CFR Part 43 App. B <input type="checkbox"/>		Signature/Date of Authorized Individual <i>Eugene Henson</i> <i>March 2, 20XX</i> Eugene Henson		
<b>7. Approval for Return to Service</b>				
Pursuant to the authority given persons specified below, the unit identified in item 5 was inspected in the manner prescribed by the Administrator of the Federal Aviation Administration and is <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Rejected				
BY	FAA Fit. Standards Inspector	Manufacturer	Maintenance Organization	Persons Approved by Canadian Department of Transport
	FAA Designee	Repair Station	<input checked="" type="checkbox"/> Inspection Authorization	Other (Specify)
Certificate or Designation No. A&P 9486717 IA		Signature/Date of Authorized Individual <i>Martin M. Sawyer</i> <i>April 2, 20XX</i> Martin M. Sawyer		

FAA Form 337 (10-06)

**Figure 3.** FAA Form 337, Major Repair and Alteration (Airframe, Powerplant, Propeller, or Appliance) (front view). Note the FAA inspector's data approval for a major repair (block 3).

**NOTICE**

*Weight and balance or operating limitation changes shall be entered in the appropriate aircraft record. An alteration must be compatible with all previous alterations to assure continued conformity with the applicable airworthiness requirements.*

**8. Description of Work Accomplished**

*(If more space is required, attach additional sheets. Identify with aircraft nationality and registration mark and date work completed.)*

N12345J	03/02/20XX
Nationality and Registration Mark	Date

Aircraft Total Time 6,210 hours

1. Removed horizontal stabilizer from aircraft and opened top and bottom skin at rear spar. Removed cracked rear spar and replaced with new spar (part number FW10204-56) in accordance with FleetWing structural repair manual No. 410, chapter 2, and figure 9-12. Original rivet pattern and type (MS20470AD3-4) were maintained.

DATE: 02/25/20XX, inspected repair work to interior of horizontal stabilizer prior to closure of top skin. Found repair to be in accordance with data indicated and ready for final closure. An inspection of the complete interior of the stabilizer for hidden damage and condition at this time revealed no damage and good structural condition.

*Martin M. Sawyer*

Martin M. Sawyer, A&P 9486717 IA

2. Primed interior of stabilizer and closed upper skin. Installed on aircraft, rigged elevator and operationally checked in accordance with manufacturer's maintenance manual (FW4490).
3. No change in weight and balance.

END

Additional Sheets Are Attached

FAA Form 337 (10-06)

**Figure 3 (cont'd).** FAA Form 337, Major Repair and Alteration (Airframe, Powerplant, Propeller, or Appliance) (back view).

March 22, 20XX

Total Aircraft Time 1,502.0 Hours

Tach Time 972.4 Hours

I certify that this aircraft has been inspected in accordance with an annual inspection as per Air Tractor AT502 owner's manual and was determined to be in an airworthy condition.

Joseph P. Kline  
A&P 123467899 IA

**NOTE:** This is an example of a record entry for an **annual inspection** determining the aircraft to be in airworthy condition. The date, aircraft total time, and tachometer (tach) or recorder reading are included. The tach or recorder readings should not be confused with the total time and should only be shown in **addition** to the total time entry. The mechanic's certificate number is suffixed by the letters "IA" indicating that the mechanic is the holder of an inspection authorization. Maintenance done in conjunction with the inspection should be entered as a separate entry.

**Figure 4.** Example of an airworthy annual inspection maintenance record entry.

Page 1 of 1 Date 12/02/2000

Registration Number N937JM Aircraft Make/Model FleetWing FW-25-200 Serial Number 2842015

Aircraft Certification Date 07/12/2000

Engine Model Lycoming O-320-D3G Serial Number L-7656-38A

AD Number	Revision Date	Applicable S.B. Number and Subject	Date and Hours at Compliance	Method of Compliance	Recurring		Next Compliance at Hours/Date	Authorized Signature, Type, and Number
					One Time			
2008-26-13		Inspect Oil Cooler Hose	5/27/1996 3,102 hours	Replaced hose assembly with TSO 53a, type D hose. 100-hour recurrent inspection or longer required.			NA	Bill Jenkins A&P 23453322 IA
2005-20-R1	Oct. 10, 2005	Inspect fuel cells IAW SB 1134	12/14/2005 2,823 hours	Inspected IAW FleetWing service bulletin 1134 sections A and B.	X		No further action required	Joe Kline A&P 123467899 IA
2001-02-03		Fuel quantity indicators.	02/15/2001 502 hours	Replaced right and left fuel quantity indicators per AD paragraph B2.	X		No further action required	Jimmy Miller A&P 23244411
2000-26-01		Inspect flap jackscrew IAW SB 1002	02/15/2001 502 hours	Inspected IAW FleetWing SB 1002.		X	Inspection required each 3,000 hours	Jimmy Miller A&P 23244411

**Figure 5.** Airworthiness Directive Compliance Record (suggested format).

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION		OPER. Control No.		8. Comments (Describe the malfunction or defect and the circumstances under which it occurred. State probable cause and recommendations to prevent recurrence.)  Pilot reported loss in aircraft's critical altitude. Inspection revealed the left engine's wastegate shaft warped and binding. The shaft's freedom of travel was also found to be partially restricted due to carbon buildup in the bearings. This is possibly a contributing factor in the warping. Recommend lubricating wastegate valve with approved lubricant such as Mouse Milk or WD-40 when shaft is cool.	DISTRICT OFFICE	OPERATOR DESIGNATION	
MALFUNCTION OR DEFECT REPORT		ATA Code					
1. A/C Reg. No.		N- 6696J					
2. AIRCRAFT		Cessna					
3. POWERPLANT		Continental		Optional Information: Check a box below, if this report is related to an aircraft <input type="checkbox"/> Accident; Date _____ <input type="checkbox"/> Incident; Date _____	MECH. X	SUBMITTED BY: Mike Merritt	
4. PROPELLER		McCauley					
5. SPECIFIC PART (of component) CAUSING TROUBLE		MODEL/SERIES					
6. APPLIANCE/COMPONENT (Assembly that Includes part)		SERIAL NUMBER					
Part Name		MFG. Model or Part No.		Serial No.		Part/Defect Location.	
Wastegate shaft		Garrett PN 4166952		NA		left engine wastegate	
Comp/Appl Name		Manufacturer		Model or Part No.		Serial Number	
Wastegate		Garrett		480164-10		1121	
Part TT		Part TSO		Part Condition		7. Date Sub.	
1,222 hrs		NA		warped		1/22/20XX	

FAA FORM 8010-4 (10-92) SUPERSEDES PREVIOUS EDITIONS

**NOTE:** This is a typical FAA Form 8010-4 (revised 10-92). The holder of an IA is urged to use this form for all malfunctions or defects that cannot be attributed to poor maintenance procedures. Provide the information requested on the form. Note that item 8 requests information concerning how the defect can be corrected. The form may be obtained at the local Flight Standards District Office or online at the FAA's web site (FAA.gov). At the web site the form is found under the Aircraft tab and under the Advisories & Guidance—Service Difficulty Reports (SDR) heading. The form may be e-mailed, faxed, or mailed to the addresses or telephone fax number noted under Service Difficulty Reporting System (SDRS) Submissions on the web site.

Figure 6. FAA Form 8010-4, Malfunction or Defect Report.



<b>Operating Limitations:</b>	<b>Zeph-Air 63-1A N40023</b>
RPM	Do not exceed 2,300
Oil temperature	212°F max.
Airspeed limits—do not exceed:	
Level flight or climb	95 knots
Glide or dive	130 knots
Gross weight	1,200 lb
Empty CG	14.4 inches aft of datum
Useful load	453 lb
Kinds of operation	VFR—day

**Figure 7.** Operating limitations placard.

March 22, 20XX

Total Aircraft Time    3,202.5 Hours

Hobbs Meter Reading    975.5 Hours

I certify that this aircraft has been inspected in accordance with an annual inspection, and a list of discrepancies and unairworthy items dated March 22, 20XX, have been provided for the aircraft owner.

Joseph P. Kline  
A&P 1123456789 IA

**Figure 8.** Example of an unairworthy annual inspection maintenance record entry.

Academy Aviation  
Hangar 4  
North Philadelphia Airport  
Philadelphia, PA 19114

Mr. Morris McCall  
1450 W. Cheltenham Ave.  
Philadelphia, PA 19125

Mr. McCall:

This is to certify that on March 22, 20XX, I completed an annual inspection on your aircraft, Condor 191B, S/N 3945, N1234, and found the following unairworthy items:

Compression in No. 3 cylinder read 30 over 80, which is below the manufacturer's recommended limits.

The muffler has a broken baffle plate which is blocking the engine exhaust outlet.

There is a 6-inch crack on bottom of the left wing just aft of the main landing gear attach point.

Joseph P. Kline  
A&P 123456789 IA

**Figure 9.** Discrepancy list to be provided to an aircraft owner when reporting an aircraft with unairworthy items after completing an annual inspection.

Weight and Balance Revision

Date: 05/06/20XX

**N44933 Cessna 182L**

**Supersedes Computations  
found on FAA Form 337,  
dated 10/22/20XX**

**Serial Number 18234329**

Removed the following equipment:	<u>Weight</u>	<u>Arm</u>	<u>Moment</u>
1. Turn coordinator P/N C661003-0211	2.50 lb	15.0	37.50
2. Directional gyro P/N 0760099	<u>+3.12</u>	13.5	<u>+42.12</u>
Total	5.62		79.62

	1,709.60	35.26	60,282.20
	<u>-5.62</u>		<u>-79.62</u>
Aircraft after removal	1,703.98	35.20	60,202.58

Installed the following equipment:	<u>Weight</u>	<u>Arm</u>	<u>Moment</u>
1. Vector2 Autopilot system including turn coordinator and directional gyro.	13.0 lb	32.7	425.13

	1,703.98		60,202.20
	<u>+13.00</u>		<u>+425.13</u>

**\*REVISED LICENSED EMPTY WEIGHT 1,716.98 60,627.71**

**\*NEW USEFUL LOAD: 1,083.02**

Forward Limit Check (Limit +38.4)				Rearward Limit Check (Limit +47.4)			
	Wt	Arm	Moment		Wt	Arm	Moment
<b>A/C Empty</b>	1,716.98	35.31	60,627.21	<b>A/C Empty</b>	1,716.98	35.31	60,627.21
<b>Fwd Seats</b>	170.00	36.00	6,120.00	<b>Fwd Seats</b>	170.00	36.00	6,120.00
<b>Aft Seats</b>				<b>Aft Seats</b>	340.00	71.00	24,140.00
<b>Fuel (min.)</b>	115.00	48.00	5,520.00	<b>Fuel (max.)</b>	360.00	48.00	17,280.00
<b>Oil</b>	22.00	-15.00	-330.00	<b>Oil</b>	22.00	-15.00	-330.00
<b>Baggage</b>				<b>Baggage</b>	120.00	97.00	11,640.00
	2,023.98	35.50	71,937.71		2,728.98	43.78	119,477.71

*Joseph P Kline*  
Joseph P Kline  
A&P 123456789 IA

NOTE: Computations are shown. Form is signed, dated, and identifies the computations or figures it supersedes. It is recommended that the manufacturer's weight and balance data forms be used for specific aircraft.

**Figure 10.** Weight and balance revision for a typical light, single-engine aircraft.

July 12, 20XX

Aircraft Total Time: 1,566 hours

Complied with Airworthiness Directive (AD) 20XX-12-10R1, effective date June 30, 20XX. Modified the airplane by compliance with paragraph 2(b) of AD. Installed FleetWing Service Kit SK 1910 as required by AD. No recurring action required.

Bill Quinlan  
A&P 143298671

**Figure 11.** One-time Airworthiness Directive compliance entry.

May 23, 20XX

Engine Total Time: 720 hours

Complied with Airworthiness Directive (AD) 20XX-10-12, Alcon Turbo Chargers by inspection as required by paragraphs (b) through (g) of AD. Turbine housing found satisfactory, next inspection due at 920 hours.

Joe Knight  
A&P 279387792

**Figure 12.** Recurrent Airworthiness Directive compliance entry.