U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
National Policy

ORDER 8100.15C

Effective Date:
xx/xx/xx

SUBJ: Organization Designation Authorization Procedures

This order establishes the instructions and procedures for Federal Aviation Administration (FAA) personnel in evaluating applications submitted for Organization Designation Authorization (ODA) under the requirements set forth in subpart D of part 183 of title 14 of the Code of Federal Regulations. It also establishes the instructions and procedures for FAA personnel conducting oversight of ODA holders granted under this subpart, and for such holders.

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Chapter 1. Introduction

1-1. Purpose of This Order. This order outlines the administration of the Federal Aviation Administration's (FAA) Organization Designation Authorization (ODA) program under the regulations specified in 14 CFR part 183 subpart D. Under this program, the FAA can delegate certain types of authority to organizations. This order addresses how FAA personnel evaluate, appoint, and oversee organizations in the ODA program. It also provides guidance to current and prospective ODA holders on application, procedures manual contents, and roles and responsibilities.

1-2. Audience. The FAA wrote this order for Aircraft Certification Service (AIR) and Flight Standards Service (FS) personnel who evaluate, appoint, and oversee delegated organizations. The FAA also wrote this order for organizations granted an ODA to act on the FAA's behalf.

1-3. Where You Can Find This Order. You can find this order on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices. This order is available to the public at http://www.faa.gov/regulations_policies/orders_notices. This order is also available on the Dynamic Regulatory System website at https://drs.faa.gov.

1-4. What This Order Cancels. Revision B of this order, issued May 16, 2013, is canceled 90 days after the effective date of revision C specified in paragraph 1-6 of this order.

1-5. Explanation of Policy Changes. This revision incorporates the following changes:

a. Reorganization of FAA Order 8100.15 content.

b. The function code table is split up into distinct roles, e.g., Engineering, Manufacturing, and FS. See Tables 2-1.1 through 2-1.4.

c. The definition of the Organization Management Team (OMT) is added to Chapter 2, ODA Program Overview. See paragraph 2-8.

d. Included guidance on the use of ODA holder capability on FAA standard certification projects. See paragraph subparagraph 2-9c(3).

e. Removed Airman Knowledge Testing (AKT) as an ODA type.

f. Added Airmen Certification (AC) as an ODA type.

g. Added and clarified the electrical wiring interconnection system (EWIS) instructions for continued airworthiness (ICA) function code. See Table 2-1.1, Available Engineering Functions per ODA Type, and paragraphs 5-1 and 5-20.

h. The eligibility requirements for each ODA type are moved into paragraph 3-4.

i. All procedures manual requirements are moved into Section 2, "Procedures Manual Content," of Chapter 3, "ODA Applicant and ODA Holder Responsibilities," including procedures for the authorized functions per each ODA type.

j. The order of the procedures manual sections is harmonized with the sample manual and audit criteria. See paragraph 3-5, and Appendix B, "Sample ODA Procedures Manual," of this order; and Section 1.0, "Procedures Manual Evaluation" and Section 2.0, "System Compliance Audit" of Appendix C, "Delegated Organization Surveillance," of this order.

k. New procedures manual content for the internal audit program is defined. See subparagraph 3-5l.

l. FAA Order 8110.37, Designated Engineering Representative (DER) Handbook, references are added. See subparagraph 3-5r.

m. New procedures manual content for corrective action is defined. See subparagraph 3-5t.

n. The ODA facilities requirements for Appendix C, ODA Facilities, in the procedures manual are updated. See subparagraph 3-5w(3).

o. The certification plan guidance from Appendix D of FAA Order 8100.15B is moved to the main body of the order. See subparagraph 3-5w(6).

p. The expectation that compliance determinations procedures ensure the limitations of FAA Order 8110.37 and any applicable policy are met was added. See subparagraphs 3-6a(7), 3-6a(24)(e), 3-6d(3)(a), 3-6d(18), 3-6e(1)(g), 3-6f(1)(b), and 3-6f(6).

q. Instructions and procedures for aging airplane inspections have been added. See subparagraph 3-6e(3).

r. Parts Manufacturer Approval (PMA) test and computation procedures are updated to be consistent with Supplemental Type Certificate (STC) procedures. See subparagraphs 3-6f(1)(a) and (c).

s. The Program Notification Letter (PNL) instructions and procedures for PMA approvals based on licensing agreement or STC have been updated. See subparagraph 3-6f(2)(a).

t. Identified the FAA offices that prospective ODA applicants must coordinate with prior to submitting the application. Table 3-3.1, Coordinating Offices for Preapplication, was revised.

u. Guidance is provided to the prospective ODA applicant on what to do if the applicant seeks multiple ODA types or ODA types involving multiple offices. See subparagraph 3-7b.

v. Procedures and expectations for FAA equivalent training are updated. See subparagraph 3-15c(2).

w. The unit member (UM) appointment process includes the updated requirement for OMT approval. See paragraph 3-16.

x. STC ODA holders are added to design change activity reports. See subparagraph 3-17c.

y. All records information is consolidated into paragraph 3-20.

z. The category of continuous improvement is created. See Chapter 3, Section 5, Continuous Improvement.

aa. New instructions and procedures for the expansion of authority of existing ODA holders. See paragraphs 3-23 and 4-8b.

bb. New instructions and procedures are defined for the internal audit program. See paragraph 3-26.

cc. New instructions and procedures are defined for corrective action. See paragraph 3-26.

dd. The appointment responsibilities of the FAA when the application involves multiple ODA types or an ODA type which involves multiple offices are clarified. See subparagraph 4-1b.

ee. How the FAA establishes the managing offices and OMT at ODA appointment are updated and defined. Guidance is included for new and existing organizations, as well as determining the OMT lead. See subparagraph 4-5a.

ff. Oversight personnel roles and responsibilities are defined. See paragraph 4-6.

gg. How the FAA manages ODA activities and programs is consolidated. This includes all ODA types. See paragraph 4-11.

hh. PNL response requirements have been updated for TC, STC, and PMA projects. See paragraph 4-11.

ii. Incorporates instructions and procedures for the OMT on how to review and assess the ODA internal audit reports or information. See subparagraph 4-13b.

jj. The systems approach is defined. See paragraph 4-16.

kk. A risk model to define a risk-based surveillance window and minimum surveillance activities is incorporated. See paragraph 4-17.

ll. Planning and scheduling is updated to account for the minimum surveillance activities required by the referenced Quality Management System (QMS) process. See subparagraph 4-18a.

mm. Guidance on surveillance sampling is incorporated. See subparagraph 4-18b.

nn. New surveillance records are included. See paragraph 4-18 and Appendix A, Sample Forms and Letters, of this order.

oo. Updated policy on prototype installation locations. See subparagraphs 3-5w(3), 5-3b, and 5-22.

pp. Paragraph 5-33 is added to address aging aircraft inspections and records reviews.

qq. The PNL language for PMA programs is harmonized. See subparagraphs 5-36a(1) and 5-36b(1).

rr. Incorporated applicable policy and guidance from issued policy memos which refer to FAA Order 8100.15.

ss. Updated and aligned No-PNL instructions and procedures for TC, STC, and PMA projects. Refer to paragraphs 3-6, 4-11, and 5-3.

tt. Incorporated policy associated with the Aircraft Certification, Safety, and Accountability Act related to FAA approval of unit members (subparagraph 4-10b), assignment of FAA advisors (subparagraph 4-6b), and prohibition on interference (subparagraphs3-5v, 4-13c).

uu. Removed the sample PMA supplements from Appendix A and updated the process to obtain PMA supplement templates. See subparagraphs 5-36a(9)(c) and 5-36b(5)(d).

vv. Changed Type Inspection Authorizations (TIA) prior to flight test, and their revisions, from optional to mandatory. See subparagraphs 3-6a(12) and 3-6d(9).

ww. Removed all references to FAA Order 8100.8, Designee Management Handbook, and clarified references to FAA Order 8000.95, Designee Management Policy, for ODA staff qualifications. See paragraph 3-3.

xx. Added references to FAA Order 8120.16, Suspected Unapproved Parts Program. See subparagraphs 3-25 and 4-19c.

yy. Added verbiage to address instances where the engineer creating the compliance data as a showing of compliance and then makes any finding associated with the same substantiation data as an engineering UM. See subparagraphs 3-15a(2) and 4-17d(3)(m).

zz. Added the optional use of remote technology for conducting ODA holder internal audits and OMT surveillance activities. See subparagraph 3-5l(1)(e) and 4-18a.

aaa. Added issue/amend special airworthiness certificates for the purpose of exhibition to function codes 8062, 9062, and 11062.

bbb. Added ODA procedure manual instructions and procedures for failure to complete required training or failure of a required test. See subparagraph 3-5k.

1-6. Effective Date. This order is effective [INSERT NEW DATE]. Those provisions requiring the revision of ODA procedures manuals must be incorporated into approved ODA procedures manuals by [INSERT NEW DATE – 15 months from effective date]. ODA holders must submit revised procedures manuals for FAA approval by [INSERT NEW DATE—12 months from date above].

1-7. General.

a. Under 49 USC § 44702(d), the FAA has broad authority to delegate to a qualified private person, or to an employee under the supervision of that person, a matter related to the issuance of certificates, or related to the examination, testing, and inspection necessary to issue a certificate on behalf of the FAA Administrator. Section 44702, as well as corresponding provisions in the Code of Federal Regulations (CFR), permit the FAA to rescind such a delegation at any time for any reason the Administrator considers appropriate.

b. The FAA established the ODA program 14 CFR part 183 subpart D, which addresses FAA delegations to organizations related to engineering, manufacturing, operations, airworthiness, and maintenance. No organization is required to obtain ODA. Authorization as an ODA holder is a privilege granted by the FAA Administrator, and is not a right. Subpart D provides the regulatory framework for FAA oversight of organizations performing functions on the agency's behalf. This subpart requires an FAA-approved procedures manual per § 183.53, which establishes minimum requirements for the manual's content. In addition, § 183.53(c)(15) allows the FAA to require any other information necessary to supervise the ODA holder in the performance of its authorized functions. Section 183.57 requires the ODA holder to comply with the procedures contained in its approved procedures manual. Further, § 183.55, provides that an ODA holder is subject to any limitations specified by the Administrator. The FAA noted in the rulemaking preamble for subpart D that orders such as this would provide the specifics of the ODA program and allow the agency the flexibility to revise or expand the ODA program without having to conduct additional rulemaking.

c. Because some ODAs involve both AIR and FS functions, AIR and FS personnel must work simultaneously or in coordination with each other to oversee these ODAs.

d. The ODA program does not affect how the FAA delegates authority to individuals under 14 CFR part 183 subparts A through C. However, organizations with an ODA must use ODA authority, if available, rather than individual designees.

1-8. Related Publications. This order references several publications; please see the current version of the related publications listed in Appendix D.

Chapter 2. ODA Program Overview

2-1. FAA Appointment and Oversight of ODAs.

a. FAA Appointment of ODAs. In accordance with 14 CFR § 183.45, the FAA may issue an ODA Letter of Designation if a need exists for delegation of the function, and the applicant meets the requirements of subpart D. In determining need, the FAA will consider factors such as the FAA workload with the organization, the benefit to the FAA in granting the ODA, and FAA resources available to manage the authorization.

b. ODA Oversight. ODA oversight includes all the activities conducted by the FAA to select, appoint, manage, surveil, renew, suspend, or terminate an ODA.

2-2. Reducing Designees. The designee system leverages the FAA's resources by authorizing individuals and organizations to perform functions for the agency. Managing organizations is more efficient for the FAA than managing the activity of many individual designees. The FAA expects that an ODA applicant employing individual designees would, after being issued the organizational delegation, significantly reduce the number of individual designees performing the functions for which the applicant sought ODA. An ODA holder may retain individual designees to operate under standard procedures if the needed functions are not available under the ODA program. Individual designees are not considered ODA unit members, or acting in any other capacity for the ODA holder, while utilizing their individual designation to perform a function.

2-3. Definitions of ODA Holder and ODA Unit. Terms used in this order, such as "ODA administrator," are defined in Appendix E, Definitions, of this order.

a. ODA Holder. An ODA holder is the organization that obtains the authorization from the Administrator, as set forth in a Letter of Designation. The ODA holder includes the organization and the ODA unit. It may be a certificate holder or a consultant group. The ODA holder is responsible for:

(1) Administering the ODA unit. The ODA holder must ensure that its ODA administrators and ODA UMs remain free to perform their authorized functions in accordance with FAA regulations and to ensure that no conflicting non-ODA Unit duties or other interference affects the performance of authorized functions by ODA UMs, in compliance with FAA regulations and its ODA procedures manual.

(2) Ensuring all procedures and instructions of this order are met.

(3) Complying with the regulations and following applicable policy.

(4) Overseeing the activities of the ODA unit and ODA administrator, including ensuring the ODA UMs have the expertise and experience that 183.51(b) requires to make determinations on behalf of the FAA. Ensuring such expertise includes providing the ODA UMs with enough time and resources to keep up-to-date on the current FAA regulations, directives, and guidance applicable to the authorized functions, in addition to performing their authorized functions.

b. ODA Unit. The ODA unit is an identifiable group of two or more individuals within the ODA holder's organization that performs the authorized functions. For consultant groups, the ODA holder may consist entirely of the ODA unit. In this order, some procedures and instructions apply specifically to the ODA holder, others to the ODA unit.

(1) ODA Administrator. The ODA administrator manages the ODA unit activities and communicates with the FAA. The ODA administrator must ensure that the ODA unit has sufficient organizational authority and resources to perform its authorized functions in accordance with FAA requirements. The ODA administrator must report to a level of management that is senior enough to enable the ODA unit to administer its authorized functions for the FAA without interference from others and ensure that the ODA holder follows the procedures in its FAA-approved procedures manual. The ODA administrator must also ensure that the processes in the procedures manual comply with all applicable FAA regulations and policy. If the ODA holder has more than one ODA administrator, a lead ODA administrator must be identified.

(2) ODA Unit Members. Each ODA UM must:

(a) Comply with the procedures in the procedures manual.

(b) Meet the qualifications for specific functions under the ODA.

(c) Cooperate with the FAA when the FAA oversees the ODA holder.

(d) Report interference in accordance with the procedures manual.

Note: ODA UMs, who are also individual designees, should be aware that the delegated functions performed as an individual designee are separate and distinct from the functions performed as an ODA UM.

2-4. ODA Holder's Commitment. To ensure that authorized functions are properly performed, an ODA holder must use the same care, diligence, judgment, and responsibility when performing the functions as the FAA would use in performing them. In carrying out the authorized functions, ODA holders and units must follow the applicable FAA regulations, directives, policies, guidance, and procedures. This commitment starts at the senior management level of the ODA holder and extends through the ODA administrator, ODA unit, and the rest of the holder's organization. To ensure companywide support of that commitment, senior management of the organization will sign a Memorandum of Understanding (MOU) that outlines the charter, authority, and responsibility of the ODA holder. This MOU must also set forth the ODA holder's understanding that the ODA holder and ODA unit will act in accordance with the public interest in aviation safety when carrying out authorized functions.

2-5. Types of ODAs. There are eight ODA types. Each ODA type has a section in Chapter 5 of this Order, "ODA Types, Authorized Functions, and Program Requirements," that defines the available functions, any limitations, and outlines the FAA's performance expectations for the types of programs involving the authorized functions. To qualify to perform functions available to a certain ODA type, organizations must meet certain eligibility requirements described in Section 1, "Qualifications and Eligibility" of Chapter 3, "ODA Applicant and ODA Holder

Responsibilities." An ODA holder, when performing authorized functions, must follow all applicable FAA regulations and policies appropriate to the proper performance of those functions. See Tables 2-1.1 through 2-1.3 for an overview of the available functions. Other types of ODA programs may be added by the appropriate policy office by future changes to this order.

a. Type Certification ODA (TC ODA). Holders of a TC ODA may manage and make compliance findings, on behalf of the FAA, for type certification programs. In addition to the engineering and manufacturing approvals that are part of the certification program, a TC ODA holder may issue airworthiness certificates, but may not issue a type certificate (TC) or amended TC. A TC ODA is available to qualified organizations holding a TC issued by the FAA.

b. Production Certification ODA (PC ODA). Holders of a PC ODA may issue airworthiness certificates and approvals, determine conformity, perform evaluation leading to amendment of its production limitation record, and approve minor changes to its Quality Control Manual (QCM). To qualify for a PC ODA, an applicant must be an existing Production Certificate (PC) holder or have applied for a TC and PC.

c. Technical Standard Order Authorization Holder ODA (TSOA ODA). Holders of a TSOA ODA may issue airworthiness approvals and determine conformity of articles, test articles, and test set-ups in support of FAA-managed TC or STC projects. Only existing Technical Standard Order Authorization (TSOA) holders may qualify for a TSOA ODA.

d. Supplemental Type Certification ODA (STC ODA). Holders of an STC ODA may develop and issue Supplemental Type Certificates (STC) and related airworthiness certificates. An STC ODA is intended primarily for designers, repair stations, and operators but consultant groups with the required knowledge and experience may also qualify for an STC ODA.

e. Major Repair, Alteration, and Airworthiness ODA (MRA ODA). Holders of an MRA ODA may approve data for major repairs and alterations, issue airworthiness certificates and approvals, and perform aging aircraft inspections and records reviews. Qualified repair stations and operators are eligible for all functions available under an MRA ODA. Consultant groups are only eligible for engineering approval functions.

f. Parts Manufacturer Approval ODA (PMA ODA). Holders of a PMA ODA may issue parts manufacturer approval (PMA) supplements based on test and computation approvals, STCs, or licensing agreements. Only existing PMA holders qualify for this ODA type.

g. Air Operator ODA (AO ODA). Holders of an AO ODA may conduct certification or portions of the certification process towards issuance of a Rotorcraft External-Load Operator Certificate and approve Aircraft Inspection Programs (AIP) for eligible aircraft operated under 14 CFR part 91.

h. Airmen Certification ODA (AC ODA). Holders of an AC ODA may conduct airmen certification or testing and tasks associated with the airmen certification process. To be eligible to hold an AC ODA, the applicant must hold the appropriate Air Carrier or Air Agency certificate under 14 CFR parts 121, 135, 141, 142, 145, or 147.

2-6. Authority and Functions. The FAA will identify the authorized ODA type(s) in the Letter of Designation and specify the authorized functions and limitations in the ODA procedures manual. To become an ODA holder or to add an ODA type, the organization must apply in accordance with part 183, § 183.43 and Chapter 3, Section 3, "Application, Selection, and Appointment."

a. Functions Available. The functions that may be authorized are shown in Tables 2-1.1 through 2-1.4 below. Prior to authorizing functions, the FAA must validate that the ODA holder has sufficient and relevant experience to perform the functions successfully, as detailed in 14 CFR § 183.47. Chapter 5 provides specific function code descriptions. Limitations for each ODA type are located in Chapter 5 as well. Individual limitations will be identified in the procedures manual.

b. Products and/or Articles Selected. The ODA is limited to the products and/or articles identified in the procedures manual.

Table 2-1.1. Available Engineering Functions per ODA Type

AVAILABLE FUNCTIONS	ODA Types							
ENGINEERING FUNCTIONS	TC	PC	TSOA	STC	MRA	PMA	AO	AC
APPROVE TECHNICAL DATA AND FIND COMPLIANCE TO AIRWORTHINESS STANDARDS	8010			11010		13010		
ISSUE/AMEND STCs				11020				
APPROVE OPERATIONAL OR REPAIR INFORMATION	8040			11040	12040	13040		
APPROVE AIRWORTHINESS LIMITATIONS INFORMATION	8050			11050	12050	13050		
ESTABLISH CONFORMITY INSPECTION REQUIREMENTS	8070			11070		13070		
PERFORM COMPLIANCE INSPECTIONS	8110			11110		13110		
APPROVE DATA FOR MAJOR ALTERATIONS OR MAJOR REPAIRS	8130			11130	12130	13130		
PERFORM APPROVALS IN SUPPORT OF TC ODA HOLDER PROJECTS	8160			11160		13160		
APPROVE EWIS INSTRUCTIONS FOR CONTINUED AIRWORTHINESS.	8190			11190				

Note: Underlined function codes are available to consultant group organizations.

Table 2-1.2. Available Manufacturing Functions per ODA Type

AVAILABLE FUNCTIONS	ODA Types							
MANUFACTURING FUNCTIONS	TC	PC	TSOA	STC	MRA	PMA	AO	AC
ISSUE PMA SUPPLEMENTS - TEST AND COMPUTATION						13031		
ISSUE PMA SUPPLEMENTS - LICENSING AGREEMENT OR STC						13032		
ISSUE/AMEND STANDARD AIRWORTHINESS CERTIFICATES	8061	9061		11061				
ISSUE/AMEND SPECIAL AIRWORTHINESS CERTIFICATES	8062	9062		11062				
ISSUE DOMESTIC AIRWORTHINESS APPROVALS		9063	10063			13063		
ISSUE EXPORT AIRWORTHINESS APPROVALS - ARTICLES		9064	10064			13064		
ISSUE EXPORT AIRWORTHINESS APPROVALS - PRODUCTS		9065						
ISSUE SPECIAL FLIGHT PERMITS	8066	9066		11066				
ISSUE/AMEND SPECIAL AIRWORTHINESS CERTIFICATES - PRIMARY CATEGORY AIRCRAFT		9067		11067				
ISSUE/AMEND SPECIAL AIRWORTHINESS CERTIFICATES - RESTRICTED CATEGORY AIRCRAFT		9068		11068				
ISSUE PROVISIONAL AIRWORTHINESS CERTIFICATES		9069						
ISSUE REPLACEMENT AIRWORTHINESS CERTIFICATES				110610				
ESTABLISH CONFORMITY INSPECTION REQUIREMENTS		9070				13070		
DETERMINE CONFORMITY OF ARTICLES INCLUDING TEST ARTICLES	8080	9080	10080	11080		13080		
DETERMINE CONFORMITY OF TEST SET-UP	8090	9090	10090	11090		13090		
DETERMINE CONFORMITY OF INSTALLATIONS OF ARTICLES INCLUDING TIA INSPECTIONS ON A PRODUCT	8100	9100		11100		13100		
EVALUATE PRODUCTION LIMITATIONS RECORD, PC, AND PROCESS CHANGES		9120						
APPROVE MINOR CHANGES TO QUALITY CONTROL MANUAL/PROCEDURES		9150						
PERFORM APPROVALS IN SUPPORT OF TC ODA HOLDER PROJECTS	8160			11160		13160		
ISSUE FAA FORM 8130-31, STATEMENT OF CONFORMITY - MILITARY AIRCRAFT	8170	9170		11170				

Note: Underlined function codes are available to consultant group organizations.

Table 2-1.3. Available Flight Standards (Including Aircraft Evaluation Division (AED)) Functions per ODA Type

AVAILABLE FUNCTIONS	ODA Types							
FLIGHT STANDARDS FUNCTIONS (INCLUDING AED)	TC	PC	TSOA	STC	MRA	PMA	AO	AC*
ISSUE/AMEND STANDARD AIRWORTHINESS CERTIFICATES					12061			
ISSUE/AMEND SPECIAL AIRWORTHINESS CERTIFICATES					12062			
ISSUE DOMESTIC AIRWORTHINESS APPROVALS					12063			
ISSUE EXPORT AIRWORTHINESS APPROVALS - ARTICLES					12064			
ISSUE EXPORT AIRWORTHINESS APPROVALS - PRODUCTS					12065			
ISSUE SPECIAL FLIGHT PERMITS					12066			
ISSUE/AMEND SPECIAL AIRWORTHINESS CERTIFICATES - RESTRICTED CATEGORY AIRCRAFT					12068			
ISSUE REPLACEMENT AIRWORTHINESS CERTIFICATES					120610			
PERFORM AGING AIRCRAFT INSPECTIONS AND RECORDS REVIEWS					12140			
ACCEPTANCE OF INSTRUCTIONS FOR CONTINUED AIRWORTHINESS (ICA)	8180			11180		13180		
REVIEW APPLICATION FOR OPERATOR ELIGIBILITY							15010	
EVALUATE ROTORCRAFT LOAD COMBINATION FLIGHT MANUAL							15020	
ADMINISTER CHIEF PILOT KNOWLEDGE AND SKILL TEST							15030	
ADMINISTER OPERATIONAL FLIGHT CHECKS							15040	
CONDUCT ROTORCRAFT AND EQUIPMENT AIRWORTHINESS INSPECTIONS							15050	
CONDUCT BASE INSPECTION							15060	
ISSUE OPERATING CERTIFICATE AND AUTHORIZATIONS							15070	
EVALUATE AND APPROVE AIP							15080	
DETERMINE ELIGIBILITY OF PREVIOUSLY APPROVED INTERVALS GREATER THAN THE MANUFACTURER'S INSPECTION INTERVALS							15090	

Note 1: Underlined function codes are available to consultant group organizations.

Note 2: *See Next Page for Airmen Certification Functions

Table 2-1.4. Available Airmen Certification Functions per CFR Part

AVAILABLE FUNCTIONS	AC ODA TYPE					
FLIGHT STANDARDS FUNCTIONS	Part 121	Part 135	Part 141	Part 142	Part 145	Part 147
CONDUCT PILOT AIRMEN CERTIFICATION TESTS	16101	16201	16301	16401		
CONDUCT CATEGORY II PRACTICAL TESTS				16403		
CONDUCT CATEGORY III PRACTICAL TESTS				16404		
CONDUCT AIRMEN CERTIFICATION TESTS FOR AIRFRAME RATING					16505	16605
CONDUCT AIRMEN CERTIFICATION TESTS FOR POWERPLANT RATING					16506	16606
CONDUCT AIRMEN CERTIFICATION TESTS FOR AIRFRAME AND POWERPLANT RATINGS					16507	16607
CONDUCT AIR CARRIER CHECK PILOT EVALUATION *	16106	16206				
CONDUCT AQP INITIAL QUALIFICATION CHECKS *	16107	16207				
CONDUCT AIRMAN CERTIFICATE QUALIFICATION REVIEW (ADMINISTRATIVE)	16109	16209	16309	16409		
CONDUCT ANNUAL PROFICIENCY CHECKS*			16311	16411		
CONDUCT INSTRUCTOR OBSERVATIONS*				16412		
CONDUCT INSTRUCTOR ANNUAL PROFICIENCY CHECKS*				16413		
CONDUCT EVALUATOR ANNUAL PROFICIENCY CHECKS*				16414		

*These evaluations do not result in the issuance of an airman certificate and are not activity covered by Title 49 of the United States Code (49 U.S.C.) § 44702(d)(1). However, the FAA has determined that it will manage these functions within the AC ODA program.

2-7. Multiple ODA Types. An organization seeking an ODA may apply for as many ODA types for which it qualifies. The appointing office will only issue one ODA Letter of Designation and assign one ODA number. In order to facilitate efficient FAA oversight, organizations with multiple ODA types will usually be required to address all ODA types within a single procedures manual. An organization may have separate procedures manuals for each type of ODA, only if required by the FAA.

2-8. Organization Management Team (OMT). The OMT is a group of FAA personnel established by the managing office(s) when the ODA holder is appointed. The OMT is responsible for the oversight of the ODA holder, which includes managing the delegation, conducting surveillance, and determining renewal, suspensions, or terminations. This team is made up of members who have a variety of expertise. These team members address a specific oversight component of an ODA, related to the functions the ODA holder is authorized to perform, all working toward a common goal of collectively managing the delegated organization. Chapter 4, FAA Roles and Responsibilities for ODA Oversight, outlines the specific roles and

responsibilities of this team. The FAA office managers for these delegated organizations are responsible for the OMT members performing the required oversight.

2-9. Certification Activity.

a. ODA Authority. Organizations that hold ODAs are expected to complete all projects and airmen certifications possible using ODA authority. However, an ODA holder may use standard certification or airmen certification procedures for projects or functions not authorized under the ODA. All approval functions needed for project work must be accomplished by the organization's ODA UMs, unless the use of other approvals is provided for in this order. All certification functions must be performed by the UMs under the ODA type for which the ODA holder project is generated.

b. FAA and Industry Guide to Product Certification. As outlined in FAA Order 8110.4, the FAA and organizations with ODAs are encouraged to utilize the FAA and Industry Guide to Product Certification to plan and manage an effective and efficient product certification processes. The ODA holder should work with the OMT to develop Partnership for Safety Plans (PSP) to provide the foundation from which to build mutual confidence, leadership, teamwork, and efficient business practices. If the PSP includes an issues resolution process for issues resolution of type certification activities, in the case of any conflict or gap, the provisions of FAA Order 8100.20, Aircraft Certification Service (AIR) Issue Resolution and Appeal Processes will control.

c. Optimizing Delegation on Aircraft Certification Programs. For TC, STC, and PMA ODA types that manage certification programs, an ODA holder may be authorized all the functions necessary (per tables 2-1.1 through 2.1.3) for conducting a certification project but the level of delegation on a particular project might be less than what is authorized for that ODA. One objective of the ODA program is to optimize the use of delegation as follows:

(1) Delegation without FAA coordination – This order sets forth procedures for approving a TC, STC, or PMA ODA holder's procedures manual that defines the types of projects to be accomplished without the need for FAA notification via a PNL. This process is called "No-PNL" and is explained further in paragraph 3-6. No-PNL is appropriate for projects that are similar to those successfully completed by the ODA holder in the past. OMTs should engage with the ODA holder to define all areas where projects can utilize the No-PNL process based on the holder's demonstrated capability and performance in these areas. ODA holders are ineligible for No-PNL for the first two years after initial authorization. After two years, the ODA holder may request, and the OMT may approve, No-PNL if appropriate.

(2) Delegation requiring FAA coordination – All TC, STC, and PMA projects that are not eligible for the No-PNL process must be initiated by a PNL and an OMT must provide a response agreeing to the project and the associated level of delegation. When making level of delegation decisions, OMTs must apply the criteria in subparagraphs 4-11.a.(1)(c)(2), 4-11c.(1)(c)(2), and 4-11.e.(1)(a)(2)iii, which include criteria for determining FAA discretionary involvement. Given that the ODA holder has been determined to be qualified to perform the function, OMTs should only retain those aspects of the functions as needed based on factors such as performance issues, service difficulties, and areas critical to safety. In addition, for TC and

STC projects, factors may also include safety critical information and underlying assumptions related to human factors with respect to a critical system design feature of a transport category airplane. When an OMT decides to retain a part of a project, the OMT must provide the ODA holder with the reason(s) for FAA retention. This will allow the ODA holder to take action so the function can be delegated on future projects.

(3) Delegation and FAA Standard Certification Projects – The FAA may find benefit in efficient use of ODA holder capability for standard certification projects that require authorized functions or activity outside of the ODA holder's authorization. In such cases, the FAA will manage the project while utilizing the ODA unit for the authorized functions and approved processes within the ODA holder's authorization at the discretion of the OMT. For project activity beyond the scope of the ODA holder's authorization, the FAA may allow the use of individual designees and/or may retain activities with or without recommendations documented by those designees. The details of FAA management with ODA holder assistance should be defined on a project-by-project basis in an agreement (similar to a PNL and PNL response) including what the FAA will do and what the FAA expects the ODA holder, UMs, and individual designees to do on the project. For example, the ODA holder's project plan would propose an FAA standard certification project with the ODA holder doing as much project management as the OMT agrees is appropriate, and the ODA UMs and designees determining conformity, airworthiness, and compliance to the extent the OMT agrees. Use of delegation in this way might be appropriate for unique projects, or as a means to qualify for expansion of ODA authority (see paragraphs 3-23 and 4-8b).

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Chapter 3. ODA Applicant and ODA Holder Responsibilities

Section 1. Qualifications and Eligibility

This section elaborates on the qualification and eligibility requirements set forth in 14 CFR part 183 subpart D that an organization must meet to qualify for consideration for an ODA.

3-1. ODA Holder Location. Each ODA holder must be located in the United States. However, ODA UMs and facilities may be located outside the United States if agreed to by the OMT through approval of the procedures manual.

3-2. ODA Holder Qualifications. Every applicant must meet the qualifications in this paragraph for the specific type of ODA requested.

a. Integrity. The Administrator is required to consider "assigning, maintaining, and enhancing safety and security as the highest priorities in air commerce" under 49 USC § 40101(d)(1). The applicant's management, its ODA administrator, and the proposed ODA UMs must possess demonstrated integrity in their experience with the FAA in addition to a safety culture that is actively promoted by senior management. Safety culture promotion must include a commitment on the part of senior management to safety, realistic practices for handling hazards, continuous organizational learning, and care and concern for hazards shared across the workforce. Such attributes are relevant to not only the ODA holder's ability to successfully perform delegated functions on behalf of the FAA, but indicative of the cooperation that 183.57(d) requires ODA holders to provide.

b. Organizational Model. One key to the success of the ODA system is that the ODA holder's executive management fully supports the ODA unit and conducts itself with the clear expectation that ODA unit members will conduct authorized functions dispassionately, impartially, and in the interest of aviation safety as opposed to the financial or commercial interests of the ODA holder. The organizational model for ODAs will vary depending on the ODA holder's functions, size, and corporate structure. The model must meet the following:

(1) The ODA administrator must be in a position that provides authority to act on the FAA's behalf. The ODA administrator must ensure that the ODA Unit performs all authorized functions in accordance with the regulations and applicable FAA policy. The ODA administrator must also ensure that the ODA holder complies with its ODA procedures manual.

(2) Each ODA UM must be in a position that provides enough authority and time to perform authorized functions.

(3) An ODA UM must have no conflicting non-ODA unit duties or other interference that affects the performance of authorized functions. Additionally, an ODA UM must not have responsibilities that conflict with those of the ODA unit. Each ODA UM must perform authorized functions with reference to the public interest in aviation safety.

c. Experience. Each applicant must have experience and a thorough working knowledge of the FAA regulations, methods of compliance, policy, processes, and procedures applicable to the authorized functions sought.

(1) Applicants seeking a TC ODA, STC ODA, or PMA ODA must have a recent and successful history performing certification work and have completed projects as an organization. See 14 CFR § 183.47. The applicant must have experience issuing (or having responsibility for managing programs leading to the issuance of) certification approvals of the same type and complexity as those for which authorization is sought, in order to be eligible for ODA, even if individuals of the ODA applicant are experienced individuals.

(2) An applicant for a TC and PC may be appointed as a PC ODA if it is expected to obtain a PC.

(3) Each applicant for AO ODA functions must have the ability to manage operator certification projects or program approvals.

(4) Applicants seeking an AC ODA must have a recent and successful history performing airmen certification activity or have responsibility for managing programs leading to the issuance of airman certificates of the same type and complexity as those for which authorization is sought. 14 CFR part 145 repair stations may be eligible, providing applicants for mechanic certificates meet the experience requirements of 14 CFR § 65.77(b)(1) or (2), and the ODA holder maintains UM eligibility requirements specified in subparagraph 3-3d(3)(d). In addition, an applicant for an AC ODA must have and maintain an appropriate Air Carrier or air agency certificate under 14 CFR part 121, 135, 141, 142, 145, or 147.

d. Resources. Per 14 CFR § 183.47(a), each applicant must have sufficient administrative and technical resources to satisfy all the requirements of the requested authorization. It must employ an ODA administrator, per 14 CFR § 183.51, and have available an ODA unit consisting of the appropriate personnel capable of performing the authorized functions requested. Except for the lead administrator, an ODA unit may consist solely of individuals who are not employed full time by the organization.

e. Facilities. Each ODA holder's facilities must be appropriate for the type of ODA sought, as detailed for each ODA type in this chapter.

3-3. ODA Staff Qualifications. The ODA administrator and ODA unit must meet the Eligibility, References, Qualifications, and Disqualifiers paragraphs located in FAA Order 8000.95, Volume 1, Chapter 2; and as follows:

a. ODA Administrator. The ODA administrator must be a full-time employee of the ODA holder and must have technical experience with the functions performed under the ODA and management experience commensurate with the type of ODA and extent of the authorization. This experience must enable the ODA administrator to manage the entire ODA unit activities effectively. An organization may choose to have several administrators to manage different aspects of the delegated authorization. If the ODA applicant chooses to have several administrators, the organization must identify a lead ODA administrator. Additional ODA administrators need not be full-time employees but must meet all other ODA lead administrator qualification requirements and be listed in the organizational chart. The following are the minimum requirements for an ODA administrator:

(1) Experience. At least 5 years of working experience with the FAA on projects similar to those authorized under the ODA. For an AC ODA, these 5 years of working experience with the FAA may include a combination of lead administrator experience and experience from additional administrators if the technical experience cannot be accomplished with a single administrator (see subparagraph 3-5g(1) for guidance on additional administrators). AC ODA applicant experience must include approved airmen training programs or airmen certification programs commensurate with the underlying operating rules in 14 CFR parts 121, 135, 141, 142, 145, and 147.

(a) Technical Experience. During the 5 years of working with the FAA, an administrator's technical experience must include various levels of technical, airworthiness, or operational responsibilities and experience. This experience may include but is not limited to: compliance engineer; quality assurance inspector; manufacturing inspector; or airworthiness inspector or technical operations responsibilities and experience such as: Director of Operations (DO); chief pilot, fleet manager, training program manager, director of training, standards manager, quality assurance/safety manager, or operations inspector.

(b) Management Experience. The ODA administrator must also have management experience in one or more technical disciplines, such as engineering, manufacturing, airworthiness, maintenance, quality assurance, operations, or training program management.

(2) Comprehensive knowledge of FAA regulations, policies, and procedures applicable to the ODA functions.

(3) Sufficient technical knowledge, training, skill, and experience for the type of ODA sought. An ODA administrator need not be qualified to perform all authorized functions but must possess at least a basic understanding of all of the functions performed.

(4) ODA Administrator Training. Each ODA lead administrator and those administrators overseeing a "type" of ODA authority must complete ODA applicant training prior to appointment. This training is available online at: https://av-info.faa.gov/DsgReg/Sections.aspx. This includes "Part I" and "Part II" modules based on the type of authority sought.

b. Engineering and Flight Test ODA UMs. The engineering or flight test ODA UM must meet the same qualifications required for an FAA Designated Engineering Representative (DER) defined in FAA Order 8000.95, Volume 9, and any additional policy that addresses qualifications for engineering functions.

(1) These ODA UMs need to meet only those requirements in FAA Order 8000.95, Volume 9, for the functions and areas they will perform.

(2) The requirement to have direct working experience with the FAA may be satisfied by having direct working experience within an ODA holder or other delegated organization.

c. Manufacturing ODA UMs. The manufacturing ODA UM performing airworthiness or conformity functions must meet the minimum qualification requirements to perform those activities in FAA Order 8000.95, Volume 8.

(1) Each ODA UM determining conformity of installations must have 36 months of experience performing conformity inspections of installations on a product.

(2) Each ODA UM determining conformity of compliance test setups must have 36 months of experience performing conformity inspections of compliance test setups.

(3) Each ODA UM performing Type Inspection Authorization (TIA) inspections must have 60 months of experience inspecting aircraft systems installations and be able to determine airworthiness of the aircraft before flight testing.

(4) Each ODA UM performing TIA inspections involving Weight and Balance (W&B) of aircraft must have knowledge of W&B practices. This includes W&B technology in conducting safe and efficient flight, and/or verifying the empty weight and Empty Weight Center of Gravity (EWCG) calculations as a result of changes that have been made because of modifications, repairs, or alterations.

d. UMs Performing FS Functions. Each ODA UM performing FS functions must meet the following (as applicable):

(1) MRA ODA UMs.

(a) Each MRA ODA UM conducting airworthiness functions must meet the qualifications of a Designated Airworthiness Representative-Maintenance (DAR-T) in Order FAA 8000.95 Volume 5 to perform the specific functions listed, based on the airworthiness category of aircraft (i.e., standard or special airworthiness certification of aircraft or aging aircraft inspections).

(b) Any UM required to hold airmen certification under 14 CFR part 65 must maintain the currency, ratings, and medical qualifications of the certificate for the duration of the appointment.

(c) For UMs who perform aging Aging Aircraft inspections, the UMs must meet the qualifications in FAA Order 8900.1, Flight Standards Information Management System (FSIMS) and FAA Order 8000.95 Volume 5.

(2) AO ODA UMs. For AO ODA holders, the baseline experience for UMs is dependent on whether the function codes are associated with a Rotorcraft External-Load Operator (14 CFR part 133) or an AIP Approval (14 CFR § 91.409(f)(4)), which are listed below. UMs must complete all FAA-required training prior to performing the functions.

(a) Rotorcraft External-Load Operator Functions.

1. For maintenance functions, 3 years of experience as a certificated mechanic maintaining the same category and class of aircraft is required.

2. For operations functions, 3 years of experience as a pilot operating in accordance with 14 CFR part 133 is required.

3. Each ODA UM for function codes 15010, 15020, 15060, and 15070 must have completed the full certification process for either an Air Operator Certificate or an Air Carrier Certificate in accordance with FAA Order 8900.1, either as an applicant or as a former Aviation Safety Inspector.

4. Each ODA UM for function codes 15030 and 15040 must hold the appropriate pilot certificates and ratings. The UM must also have 3 years of experience conducting external-load operations as a pilot in accordance with 14 CFR part 133 or as an FAA inspector (operations).

5. Each ODA UM for function code 15050 who conducts airworthiness record reviews or inspections must meet the qualifications of a DAR-T in Order FAA 8000.95, Volume 5 to perform the specific functions listed, based on the category of aircraft (i.e., standard or special airworthiness certification of aircraft or aging aircraft inspections).

(b) Part 91 AIP Approvals.

1. Each ODA UM for function codes 15080 and 15090 must have a mechanic's certificate with Airframe and powerplant ratings issued under 14 CFR part 65, at least 3 years of experience maintaining the same category and class of aircraft associated with the proposed inspection program, and have specialized knowledge/experience with technical publications, implementation, and/or revision of AIPs per 14 CFR § 91.409(f)(1-4). See Section 7, "Air Operator ODA (AO ODA)" of Chapter 5, "ODA Types, Authorized Functions, and Program Requirements," for more details.

2. Each ODA UM for function codes 15080 and 15090 must also have specific knowledge of the airworthiness limitations, modifications, and alterations performed prior to being assigned an ODA project involving an aircraft certificated with a Special Airworthiness Certificate.

(3) AC ODA UM. Each ODA unit member performing airmen certification functions must meet the following (as applicable):

(a) 14 CFR Part 121 Aircrew Program Designee Unit Member (APD UM) and 14 CFR Part 135 APD UM.

1. Unit Members performing airmen certification functions under AC ODA for 14 CFR part 121 or 14 CFR part 135 must meet the same eligibility requirements and maintain the same training and qualifications as would be required for individual Aircrew Program Designees (APD) accomplishing the same functions. See FAA Order 8000.95, Volume 6, for additional information. This unit member role is referred to as APD UM throughout this order although they are not individual designees.

2. Unit Members accomplishing functions under an approved Advanced Qualification Program (AQP) must meet all requirements of the approved AQP and FAA Order 8900.1, Volume 3, Chapter 21.

(b) 14 CFR Part 141. Unit Members performing airmen certification functions under Airmen Certification ODA 14 CFR part 141 must meet the same eligibility requirements and maintain the same training and qualifications as would be required for individual Designated Pilot Examiners (DPE) accomplishing the same functions. See FAA Order 8000.95, Volume 3, for additional information.

(c) 14 CFR Part 142 Training Center Evaluator Unit Member (TCE UM). UMs performing Airmen certification functions under Airmen Certification ODA 14 CFR part 142 must meet the same eligibility requirements and maintain the same training and qualifications as would be required for individual Training Center Evaluators (TCE) accomplishing the same functions. This unit member role is referred to as TCE UM throughout this order. See Order FAA 8000.95, Volume 7, for additional information.

(d) 14 CFR Part 145 and 14 CFR Part 147. Unit Members performing Airmen certification functions under AC ODA 14 CFR part 145 or 14 CFR part 147 must meet the same eligibility requirements and maintain the same training and qualifications as would be required for individual Designated Mechanic Examiners (DME) accomplishing the same functions. See FAA Order 8000.95, Volume 5, for additional information.

3-4. Eligibility. Any organization consisting of two or more individuals may apply for an ODA. However, not every organization is eligible for every ODA type. To perform functions available to a certain ODA type, organizations must meet the following eligibility requirements:

a. TC ODA. To become a TC ODA holder, the applicant must:

(1) Meet the qualifications in paragraph 3-2.

(2) Have sufficient experience in TC activities.

(3) Hold a TC that it previously obtained from the FAA through standard procedures.

(4) Have experience in finding compliance with the applicable FAA regulations, determining conformity, and processing TC-related forms and documentation.

(5) Have facilities that can accommodate ODA personnel and records.

(6) To qualify for the Acceptance of ICA (function code 8180), the ODA holder must have successfully demonstrated the capability to develop acceptable ICA.

b. PC ODA. To become a PC ODA holder, the applicant must:

(1) Meet the qualifications in paragraph 3-2; and

(2) Hold a current PC issued under the standard procedures of 14 CFR part 21; or

(3) Have applied for a TC and have a high probability of obtaining an FAA PC for the TC'd product. The applicant's QC system must:

(a) Have sufficient detail to provide positive control of articles during the type certification program.

(b) Assure that each completed prototype article or component is manufactured in accordance with the QC procedures and conforms to the applicable design data.

(c) Be based on part 21 production approval quality system requirements.

Note: Failure to obtain a PC for the TC'd product will result in suspension or termination of the ODA.

(4) Have facilities that can accommodate ODA personnel and records. The facilities must be at the ODA holder's main manufacturing location.

c. TSOA ODA. To become a TSOA ODA holder, the applicant must:

(1) Meet the qualifications in paragraph 3-2.

(2) Hold a current TSOA.

(3) Have facilities that can accommodate ODA personnel and records. These facilities must be located at the TSOA manufacturing facility.

d. STC ODA. To become an STC ODA holder, the applicant must:

(1) Meet the qualifications in paragraph 3-2.

(2) Hold a current STC issued by the FAA.

(3) Have sufficient experience developing STC data, finding compliance with the applicable FAA regulations, and processing STC-related forms and documentation.

(4) Have facilities that can accommodate ODA personnel and records.

(5) To qualify for the Acceptance of ICA (function code 11180), the ODA holder must have successfully demonstrated the capability to develop acceptable ICA.

e. MRA ODA. To become an MRA ODA holder, the applicant must:

(1) Meet the qualifications in paragraph 3-2.

(2) Have documented and verifiable experience in the specific MRA functions sought, in making findings of compliance with the applicable FAA regulations and/or airworthiness certification and approval, and in the administrative processing of related forms and documentation.

(3) Only holders of part 145 Repair Station Certificates or part 121 or 135 Air Carrier Certificates may be authorized to conduct airworthiness approval functions under MRA ODA.

(4) Have facilities that can accommodate ODA personnel and records. For airworthiness approval functions, the facilities must meet the requirements of the part 121, 135, or 145 certificate held, either by make and model operated or ratings held.

f. PMA ODA. To become a PMA ODA holder, the applicant must:

(1) Meet the qualification criteria in paragraph 3-2.

(2) Have been issued and hold a PMA issued by the FAA.

(3) If issuing PMA supplements under Test and Computation (function code 13031):

(a) Have been issued and hold a PMA issued by the FAA using test and computation procedures.

(b) Have sufficient experience making findings of compliance with the applicable regulations and determining conformity for PMA projects as described in FAA Order 8110.42.

(c) Apply for and obtain function codes (as applicable) 13010, 13040, 13050, 13070, 13080, 13090, 13100, and 13110.

(d) Have sufficient experience determining whether the fabrication of a particular article requires changes in the quality system, and if applicable, incorporating changes in the quality system.

(e) To qualify for the Acceptance of ICA (function code 13180), the ODA holder must have successfully demonstrated the capability to develop acceptable ICA.

(4) If issuing PMA supplements substantiated by licensing agreement or STC (function code 13032):

(a) Have been issued and hold a PMA substantiated by licensing agreement or STC.

(b) Apply for and obtain function codes 13070 and 13080.

(c) Have sufficient experience to determine whether the manufacturing of a particular article requires changes in the quality system and, if applicable, incorporating changes in the quality system.

(5) Have facilities that can accommodate ODA personnel and records. The facilities must be at the location identified on the ODA holder's PMA.

g. AO ODA. To become an AO ODA holder, the applicant must:

(1) Meet the qualifications in paragraph 3-2.

(2) Have documented and verifiable experience in the following (as applicable to the functions sought):

(a) The specific AO functions sought,

(b) Making findings of compliance with the applicable FAA regulations and guidance,

(c) Conducting aircraft inspections to verify airworthiness,

(d) Conducting operational checks,

(e) The administrative processing of certification forms and documentation, and

(f) For function codes 15080 and 15090, specialized knowledge in aircraft maintenance, inspection programs, and technical publications commensurate with AIP development. This experience must have been gained in activities that resulted in the approval of inspection and/or maintenance programs with the FAA, Original Equipment Manufacturer (OEM) ICA development, or at another ODA holder performing like activities associated with ICA.

(3) Have the facilities, resources, personnel, and qualifications appropriate to the functions for the type of ODA sought.

h. AC ODA. To become an AC ODA in accordance with 14 CFR § 183.47, the applicant must:

(1) Meet the qualifications in paragraph 3-2; and

(2) Have documented and verifiable experience in the following (as applicable to the functions sought):

(a) The administrative processing of certification forms and documentation,

(b) Internal quality assurance and quality control, and

(c) Have facilities that can accommodate ODA personnel and records.

Note: Existing FAA certificate holders (part 121 AO, part 135 AO, or part 145 air agencies) can qualify based on the appropriate airframe ratings or makes and models operated.

(3) For AC ODA functions:

(a) 14 CFR Part 121 and/or 135:

1. The applicant/ODA holder must maintain an active 14 CFR part 121 and/or part 135 Air Carrier certificate with at least one approved airman qualification curriculum resulting in airmen certification.

2. There must be an associated Aircrew Designated Examiner (ADE) program with an approved ADE MOU.

(b) 14 CFR Part 141. The applicant/ODA holder must maintain an active 14 CFR part 141 Pilot School certificate with at least one approved training course resulting in airmen certification.

(c) 14 CFR Part 142:

1. The applicant/ODA holder must maintain an active 14 CFR part 142 Training Center certificate with at least one approved airman qualification program resulting in airmen certification.

2. There must an active MOU between the FAA and the 142 certificate holder as defined in FAA Order 8900.1 Volume 3, Chapter 54, or FAA Order 8000.95 Volume 7, as appropriate.

(d) 14 CFR Part 145:

1. The applicant/ODA holder must maintain an active 14 CFR part 145 Repair Station certificate with a minimum of five years continuous experience and evidence of a high level of knowledge and experience in the subject areas required for aviation mechanic certification in both reciprocating and turbine-engine aircraft.

2. The applicant/ODA holder must have available airworthy aircraft, other aircraft, aircraft subassemblies, operational mockups, or other aids for testing airmen applicants.

3. The repair station must meet the Minimum Tools and Equipment Listing (MTEL) requirements of FAA Order 8900.1, Volume 5.

(e) 14 CFR Part 147:

1. The applicant/ODA holder must maintain an active 14 CFR part 147 Aviation Maintenance Technician school certificate with at least one of the following ratings;

- Airframe
- Powerplant
- Airframe and Powerplant

2. The applicant/ODA holder must have available airworthy aircraft, other aircraft, aircraft subassemblies, operational mockups, or other aids for testing airmen applicants.

3. The aviation maintenance technician school must meet the MTEL of FAA Order 8900.1, Volume 5.

Section 2. Procedures Manual Content

3-5. Procedures Manual Content. The procedures manual must address all procedures and limitations regarding functions performed on the FAA's behalf by the ODA holder. The OMT may not use separate documentation to establish agreements or procedures (unless referenced in the manual) for functions performed by the ODA holder. Appendix B provides a sample manual template for format, content location, and sample text. This section details the requirements for the manual content as well as provides guidance for the procedures. The procedures manual must contain at least the following:

a. Title Page with Signature Blocks. Signature blocks for the FAA managing office(s).

b. Table of Contents and Revision Control. General table of contents and a method for maintaining configuration control, such as complete revision control and/or a log of revisions/list of effective pages.

c. Manual Control. Procedure for revising the procedures manual and obtaining OMT approval of revisions as appropriate.

(1) Changes Requiring FAA Approval. The procedures manual must state that "Revisions to this manual, except those identified below, must be approved by the FAA before implementation." Any revision which is incorporated without FAA approval as identified below must be submitted to the OMT within an appropriate timeframe after the manual is revised. An appropriate timeframe will be determined by the OMT and is specific for that organization.

(a) Fully describe the specific types of changes that do not require OMT approval. The following types of changes are appropriate for incorporation by the ODA holder without OMT review.

1. Administrative Changes.

i. Spelling.

ii. Grammar.

iii. Typos.

iv. Punctuation.

v. Abbreviations and acronyms.

vi. Cross references (as long as the revision is not substantive).

vii. Table of contents.

viii. Revision control sheet updates.

ix. Formatting.

x. Page numbers (not major section numbers).

xi. Subparagraph numbers (not major section numbers).

xii. List of controlled manual holders (as applicable).

2. Definitions, Form Updates/References (as long as these are not substantive).

i. Updating definitions to match FAA standard definitions.

ii. Updates to reflect latest, most current FAA forms and/or instructions.

iii. Internal company form number changes.

iv. Minor changes to company/ODA forms that do not affect the intended purpose, content, or usage of the form.

v. Updates of the revision levels and paragraph citations of FAA orders and/or advisory circulars (AC), as long as the manual procedures are not changed.

3. FAA Signed Agreements. Incorporation of an update to a MOU and/or signed FAA agreement already contained or referenced in the manual.

4. Addition of information required by revisions to FAA orders (e.g., FAA Order 8110.4, Type Certification; FAA Order 8130.2, Airworthiness Certification of Aircraft; this order; etc.), that provides additional clarification or guidance but does not make substantive changes to the procedures or requirements. This includes minor revisions to clarify content without altering the intent or procedures and internal organizational name changes (not organizational structure). Any name change for the ODA holder or changes in the ODA holder/unit organizational structure must be submitted for approval.

(b) Specifically identify the method of Documenting and Determining Approval Requirements for Changes in Facilities or Organizational Structure. This process will detail how the ODA holder will make changes to the procedures manual's Appendix B, ODA Holder and Unit Organizational Chart, and Appendix C, ODA Facilities. It must also define what changes need to be approved by the FAA before incorporation.

(2) ODA Holder Control. The procedure for manual control by the ODA holder should include the following:

(a) Method of documenting OMT approval of changes. If a manual revision needs FAA approval, define how the ODA administrator will submit the revision to the OMT lead. All revisions must include a log of revisions and/or a list of effective pages. Revised text must be identified and the revision level for the change indicated on the log of revisions or list of effective pages.

(b) A list of who is to receive the procedures manual and manual updates and revisions.

d. Preface and Introduction.

(1) The procedures manual preface and introduction must discuss how the procedures manual establishes the responsibilities and procedures to be followed when performing the functions authorized by the FAA under 14 CFR part 183 subpart D.

(2) This section must include the procedures for FAA and ODA holder communications. An ODA holder's procedures manual may include the preferred procedures for UMs seeking guidance and clarification from within the organization. However, an ODA holder, through its procedures manual or otherwise, must not prohibit communication to be initiated by a UM, such as when a UM needs more detailed guidance from the OMT beyond that obtained from their ODA administrator(s) or other UMs, or seeks to communicate with or seek the advice of FAA staff, for any purpose. The procedures manual must state that UMs are free to communicate directly with the OMT, or other FAA staff, without restriction. Additionally, it is acceptable for the procedures manual to include a process for sharing the results of communication within the organization in order to ensure that all UMs receive similar guidance, when appropriate.

> **Note:** For Flight Standards ODA types, electronic media must be used to communicate any final products with the OMT or any other FAA line of business (LOB), if available. The electronic format must be compatible with the FAA's current software applications.

e. Authorized Functions and Limitations. The Authorized Functions and Limitations section must identify the authorized functions, products and/or articles, and airmen type and rating testing capability addressed by the ODA holder's authority. Limitations of the ODA must be clearly defined in accordance with Chapter 5. Limitations should define the specific authority of the organization in terms of specific products and models, certificates (if applicable), or any other limitations deemed necessary by the OMT. For AO ODA types, this section must list the products by make, model, and series (M/M/S), by part number, or by nomenclature. For AC ODA types, this section must list the types of airman certificates, ratings, and program authorizations based on the underlying 14 CFR operator/agency certificate held by the ODA holder. A separate list of products, M/M/S, or certificates may be used if the procedure for maintaining the list is described in this section of the manual.

f. Organizational Structure and Responsibilities. The procedures manual must include a description of the ODA holder and ODA unit organizational structure and responsibilities. This section should explain the organizational structure and responsibilities of ODA holder management, including a description of the ODA unit location within the organization. This section should also describe the reporting paths up through management for the UM's ODA duties, as well as any other duties a UM may have. The description of responsibilities for ODA holder management include:

(1) Establishing corporate policies that will not conflict with applicable laws or policy. Any certificate holder required to have a Safety Management System, who may also be an authorized ODA holder, must incorporate the ODA Program in its Safety Management System.

(2) Remaining independent of and not interfering with functions and activities conducted under the ODA authority.

(3) Maintaining adequate qualified personnel to accomplish the ODA activities.

(4) Providing the necessary support personnel when internal and FAA audits are being accomplished.

(5) Ensuring all personnel receive the training required by 14 CFR part 183 subpart D as implemented by this order.

g. ODA Administrator and UM Duties and Responsibilities.

(1) ODA Administrator Responsibilities. The ODA administrator responsibilities are defined in this section. The ODA administrator is the focal point for the ODA holder and has the primary responsibility and authority for assuring the ODA holder's compliance with FAA regulations, policy, guidance, and directives. The ODA administrator is responsible for managing the performance of all authorized functions, including the incorporation of corrective action for all deficiencies, as well as managing incoming and outgoing FAA correspondence. If additional administrators with unique titles or responsibilities are needed, include additional paragraphs and organization chart references for each.

(2) ODA UM Responsibilities. The ODA UM responsibilities are defined in this section. These individuals are responsible for performing authorized functions in accordance with the procedures manual and FAA regulations, directives, policies, and guidance. Each ODA UM's authority and limitations is maintained in the ODA UM listing.

h. Required Capabilities and ODA Unit Positions. This chapter should include a general description of the required qualifications and capabilities for each ODA unit position. The procedure should also specify any qualification requirements for functions not specifically addressed in FAA Order 8000.95, such as approval of test plans, flight manual supplements, operations certificates, etc. This process should also point to the procedures manual's Appendix D, Required ODA Unit Capabilities and Positions, which defines, in detail, ODA unit positions and required qualifications.

> **Note:** It is the ODA holder's responsibility to ensure the ODA unit is staffed with personnel authorized to perform the functions of the organization as described in the manual's appendix D. The ODA holder must notify the OMT lead at any time the ODA unit is not capable of performing a function described in appendix D of their manual.

i. ODA Unit Member Listing. The ODA UM listing may be in any format acceptable to the OMT and must be provided to the OMT, as required. The procedures for the UM listing must describe:

(1) How the ODA holder will include the required content.

(2) For each UM, the listing must contain:

(a) Name.

(b) Signatures.

(c) Location and name of the company for any UM located at facilities not identified in appendix C of the ODA procedures manual.

(d) Functions and limitations for each UM.

(e) Authority and limitations corresponding to the organization's authority and functions defined in appendix D of the ODA procedures manual. The authority for all members will be defined by function codes from this order, and engineering and flight test functions must be further described by discipline and defined by the ODA holder in their manual. Use of the DER charts previously found in FAA Order 8110.37, Designated Engineering Representative (DER) Handbook or the DER charts located in the FAA's Designee Management System (DMS) referenced in FAA Order 8000.95 are the only acceptable methods for ODA holders issued an authorization prior to release of revision C of this order. For new ODA applications submitted after effectivity of revision C of this order, the charts referenced in FAA Order 8000.95 must be used.

(f) For a TC ODA, the ODA holder must clearly define the boundaries and limitations of each UM authorized for any alternative method of compliance (AMOC) approval authority granted.

(g) For AO and AC ODA UMs, the type, number, and ratings for each airman certificate required for each applicable function.

(h) For AC ODA UMs, who test based on an approved curriculum, include a listing of approved airmen certification curriculum for which the unit member is authorized to accomplish testing.

(3) The procedures for documenting a summary of the number of unit members that perform each function for each discipline that is applicable to the ODA holder (See Appendix A Figure 15 or Appendix C, Section 3.0, for an outline of the functions and disciplines).

(4) The procedures for how the UM listing will be updated and maintained.

(5) The procedures for coordinating changes to the listing with the OMT along with the information the organization will provide to the OMT while UM selection decisions are under review by the FAA.

j. UM and ODA Administrator Selection and UM Removal. The ODA holder must have procedures to select ODA UMs and administrators, as well as procedures to remove ODA UMs. These procedures must also include how to coordinate these selections with the FAA, when required. The procedures must address:

(1) UM Selection and Appointment Process. The ODA holder's procedures manual must contain its ODA UM selection and approval process and documentation. The basic UM selection and appointment process should follow the process depicted in Figure 3-4.1, Unit Member (UM) Selection Process.

(a) Application. The ODA holder should complete an initial administrative processing of the application to make sure that the information required to be documented for the proposed staff member is completed. The procedures must ensure that the application content demonstrates that the staff member meets the eligibility and qualification requirements outlined in Section 1, "Qualifications and Eligibility", of Chapter 3. The procedures must describe how the ODA holder will process the documentation for application. All forms used to document this process should be listed in the procedures manual's Appendix E, Forms.

> **Note:** For existing designees that will be appointed with the same authority or UMs at other delegated organizations that will be appointed with the same authorized functions (see subparagraph 3-5j1(c)), the application must include evidence of designee authority or evidence from the other delegated organization of the ODA UM's authority and limitations. The application must also include current evidence of successful completion of applicable FAA training.

(b) FAA Prescreening. The organization must notify the OMT of the proposed UM for the FAA to conduct their prescreening. The procedure needs to define exactly what information is documented and how coordination with the OMT will occur.

(c) ODA UMs at Another Delegated Organization or Existing Designees. An ODA holder may appoint prospective ODA UMs that are UMs at another delegated organization or existing designees but the ODA holder must evaluate the prospective UM's existing authority or authorized functions. The prospective UM may be appointed to perform the same functions without further evaluation identified in subparagraph 3-5j1(d) if they have experience on the same type and complexity of products, articles, projects, testing, or operations performed by the ODA holder. If the prospective ODA UM is expected to perform any functions outside the scope of current authority, the ODA holder must evaluate the UM for the additional functions.

(d) Evaluation of the Application.

1. Evaluation by Focal Point (Advisor). The advisor conducts a preliminary review of the application for general eligibility and qualifications. The advisor is responsible to determine the appropriate authority and limitations, may interview the applicant, and check the applicant's references. An organization's process needs to identify who is responsible to act in the role of the advisor, any documentation required, and how interviews are accomplished.

2. Evaluation Panel Review. An organization's procedures manual needs to identify the people, not necessarily by name, but by position, that may serve on the evaluation panel. Consisting of at least two people, the evaluation panel may include the advisor. The people selected must be technical experts, should be of the same technical discipline of the proposed UM, and should be familiar with the selection and appointment process. The evaluation panel can confirm the advisor's recommendation, reduce their authority, or deny the application. The procedures manual should specify any forms used as part of the evaluation panel process.

(e) FAA Review of ODA UM Selection Decisions. The procedures need to include a process for how coordination with the OMT will occur, and what information will be supplied.

> **Note:** This process may be removed for certain ODA types (see subparagraph 3-16a(4)) via a manual change approved by the OMT when the ODA holder has had sufficient activity in appointing ODA UMs, and successful performance of the process.

(2) ODA Administrator Selection Process. The ODA holder's procedures manual must contain its ODA administrator selection and approval process and documentation. This process also applies to any additional ODA administrators who will assume responsibilities on behalf of the lead ODA administrator. The procedures must detail how the ODA holder will prepare the request to the FAA which details their proposed ODA administrator's eligibility and qualifications for administering their ODA.

(3) UM Removal Process. The ODA holder must define processes to remove UMs due to unacceptable ODA-related performance, misconduct, lack of care or judgment, or lack of integrity. These issues may be identified by the ODA holder's internal audit program or identified by the OMT.

(a) If any issue is found during the internal audit program, the process must ensure that the FAA is notified by the ODA holder. The procedures need to define what information is documented, how coordination with the OMT will occur, and the required timeframe.

(b) The procedures should detail how the ODA holder will ensure the UM does not perform any further authorized functions and how the UM listing will be updated within 48 hours of initial notification.

k. ODA Training. This chapter in the procedures manual will define the training required for each ODA UM and administrator, the frequency of the applicable training, and how the training records will be managed. The procedures must also define the action(s) that will be taken if training is not successfully completed within the required timeframe; or, as applicable, failure of a test that is part of the required training, regardless of the due date of that training. The types of training include ODA holder-provided training, FAA seminars, and standardization workshops.

(1) ODA Holder-Provided Training. This section must outline the content of the ODA holder-provided training, including a description of the format of the training, and the

people responsible for developing the training. If in a classroom format, this section will also define who is responsible for presenting the training. The organization may define limited or lesser training requirements for staff members performing temporary or limited functions. Such limited UM training should be agreed to by the OMT before the ODA holder provides the training.

(a) ODA Holder's Authorization and Procedural Training.

1. Content. The ODA holder's training must explain the requirements listed in 3-15.a(1).

2. Currency. The process should include how the ODA holder will ensure its material is current with the latest applicable FAA regulations, policy, and guidance material.

(b) Equivalent Training. If an ODA holder desires to rely on equivalent training for manufacturing and/or flight standards functions, it must inform the OMT and develop and conduct the training in accordance with the appropriate standards defined in subparagraph 3-15.a(2).

(c) UM Interference Training. This section must address the required content as listed in subparagraph 3-15.a.(3).

(d) Communications Training. See subparagraph 3-15.a(4).

(2) FAA Required Training. This section should detail how the ODA holder will manage and document the FAA training requirements for their ODA UMs and administrators. See 3-15.c.

(3) Standardization Workshops. The procedures must detail how the ODA holder will manage the coordination and documentation of the completion of this type of training. See subparagraph 3-15.d.

l. Internal Audit and Performance Assessment Program. The procedures manual must have procedures for the internal audit program which audits the ODA holder's compliance to approved procedures and evaluates each ODA UM's performance every calendar year.

(1) Required Evaluations and Criteria. The procedures must include how the ODA holder will determine which criteria from Appendix C of this order are applicable, as well as define any supplemental criteria necessary for additional or unique features of their system. This should result in a master listing of all applicable criteria. The ODA holder may document this master listing in a format acceptable to the OMT, provided the form/format is contained in appendix E of the procedures manual. Otherwise, the ODA holder may use or adapt the FAA's System Compliance Surveillance Index (Figure A-14) and the Authorized Function Performance Surveillance Index (Figure A-15) from Appendix A, Sample Forms and Letters, of this order.

(a) The ODA holder must audit their compliance to procedures manual processes using the System Compliance Audit criteria in Appendix C, Delegated Organization Surveillance, Section 2.0, System Compliance Audit, of this order.

(b) The ODA holder must evaluate each UM's performance using the Authorized Function Performance Assessment criteria in Appendix C, Section 3.0, Authorized Function Performance Assessment, of this order. If an individual who is also an engineering UM generates data as a showing of compliance and also makes any finding of compliance associated with that same data as a UM, it must be identified and sampled for evaluation per subparagraph 3-26a(2).

Note: If applicable, the Authorized Function Performance Assessment should be equivalent to a direct observation as described in FAA Order 8000.95, based on the ODA UM function performed.

(c) An annual solicitation to every UM seeking anonymous feedback regarding interference. At a minimum, the annual solicitation must ask UMs if they are aware of, or have been subjected to, any unreported interference.

(d) As a part of the annual self-audit, an ODA holder must review all reports of alleged interference that occurred during the evaluation period of the self-audit and submit to the OMT a summary of the reports, including those determined not to be interference, and any resulting indicators, patterns of actual or potential interference, and system improvements that have been made or are needed.

(e) The ODA holder may use remote technology for conducting the audit and evaluations that are traditionally conducted in person or onsite. In some cases, remote technology may not be a complete replacement for an in person or onsite activity but may be used in combination with an in person or onsite activity. The process for using remote technology must be documented in the ODA procedures manual and the procedures should describe:

1. How the remote technology will be used in real time (not pre-recorded) so that the auditor may direct the audit as if conducted in-person, on-premises, with the aid of the equipment or the personnel supporting the audit at the remote location.

2. The final decision on the acceptability of using remote technology resides entirely with the auditor tasked with conducting the audit.

3. How the use of remote technology will be documented on the internal audit records.

(2) Audit Staff. The ODA holder is responsible for providing qualified staff to conduct the required evaluations.

(a) Audit Staff Qualifications. The procedures manual must define the audit staff qualifications. To be qualified to perform the following audits:

1. System Compliance Audit. At a minimum, the auditors must have taken the ODA holder-provided training (see paragraph 3-15).

2. Authorized Function Performance Assessment. The auditors must meet the UM qualifications outlined in paragraph 3-3.

(b) Auditor Assignments. The procedures manual must include the process to define auditor assignments. The process must ensure that the auditor is independent of the activity being evaluated.

(3) Audit Plan and Schedule. The procedures manual must define how the ODA holder will develop an appropriate audit plan to complete the system compliance evaluations and authorized function performance evaluations on the master listing within each calendar year. The audit plan must include the required evaluation items, the assigned audit staff, and an audit schedule. The process must also include how the audit plan will be approved by the ODA administrator.

(4) Documenting the Evaluations and Results. The ODA holder's procedures manual must include how to document the required evaluations and any results. The documentation must include a combination the following information:

(a) System Compliance Audit Record. The ODA holder may document the required system compliance evaluation information outlined below in a format acceptable to the OMT, provided the form/format is contained in appendix E of the procedures manual. Otherwise, the ODA holder may use or adapt the FAA's System Compliance Audit Form (Figure A-17). If the ODA holder chooses to adjust the System Compliance Audit Form, then the instructions and definitions must be revised to reflect the revised form. The required information includes:

- Auditor Name
- Date
- System element.
- Evaluation item number
- Manual process audited
- Result:
  - Compliant
  - Noncompliant
  - Not Exercised
- Opportunity for Improvement (OFI) (if applicable)
- Attachments:
  - Audit Finding Record number(s) (if the result is noncompliant)
  - Opportunity for Improvement Record (OFIR) number(s) (if applicable)

(b) Authorized Function Performance Assessment Record. The ODA holder may document the required assessment information outlined below in a format acceptable to the OMT, provided the form/format is contained in Appendix E of the procedures manual. Otherwise, the ODA holder may use or adapt the FAA's Authorized Function Performance Assessment Form (Figure A-18). If the ODA holder chooses to adjust the Authorized Function Performance Assessment Form, then the instructions and definitions must be revised to reflect the revised form. The required information includes:

- Auditor name
- UM name
- Discipline being assessed

- Date
- Authorized function
- Result:
  - Satisfactory
  - Unsatisfactory
  - Not Exercised
- OFI (if applicable)
- Attachments:
  - Audit Finding Record number(s) (if the result is unsatisfactory)
  - OFIR number(s) (if applicable)

(c) Noncompliances from System Compliance Audits. The ODA holder may document the required noncompliance information below in a format acceptable to the OMT, provided the form/format is contained in Appendix E of the procedures manual. Otherwise, the ODA holder may use or adapt the FAA's ODA Oversight Finding Record (Figure A-19).

Note: The term "non-systemic" replaces the term "isolated" which legacy systems may continue to use.

- Auditor name
- Date
- Audit Finding Record number
- System element
- Required condition
  - For System Compliance Audits, this is the process that was audited
- Encountered condition
  - For System Compliance Audits, this would include a description of how the ODA holder was not in compliance with the approved procedures.
- Frequency determination:
  - Non-systemic
  - Systemic
- Potential unsafe condition:
  - Yes
  - No
- Attachments

(d) Unsatisfactory Performance from Authorized Function Performance Assessments. The ODA holder may document the required performance information below in a format acceptable to the OMT, provided the form/format is contained in Appendix E of the procedures manual. Otherwise, the ODA holder may use or adapt the FAA's ODA Oversight Finding Record (Figure A-19).

- Auditor name
- Date
- UM Audited
- Audit Finding Record number

- Authorized function
- Discipline of the UM being audited
- Required condition
  - The performance expectation for that function from Appendix C, Section 3.0, of this order.
- Encountered condition
  - This is a description of how the ODA unit did not meet the performance expectation.
- Frequency determination:
  - Non-systemic
  - Systemic
- Potential unsafe condition:
  - Yes
  - No
- Attachments

(e) OFI. The ODA holder must document the OFI information below in a format acceptable to the OMT, provided the form/format is contained in Appendix E of the procedures manual. Otherwise, the ODA holder may use or adapt the FAA's OFIR (Figure A-20).

- Auditor name
- Date
- OFIR number
- Surveillance type:
  - System Compliance Audit
  - Authorized Function Performance Assessment
- Observation (encountered condition)
- Improvement recommendation
- Attachments

(5) Internal Audit Reporting. The procedures manual must define how the ODA holder will compile the internal audit report. The ODA holder must define timeframes acceptable to the OMT on when the internal audit report will be submitted to the ODA administrator, and how often the report will be sent to the FAA. The internal audit report, at a minimum, must include a summary that details the internal audit activities completed, the corresponding dates, and a list of the noncompliances and performance issues identified. The report must also have all the documentation generated during the audit activities attached. This report may be written or electronic, provided that the ODA holder and OMT agree on the method.

Note: An eligible ODA holder may voluntarily disclose certain 14 CFR part 183 noncompliances in accordance with the Voluntary Disclosure Reporting Program (VDRP) described in FAA Order 2150.3, FAA Compliance and Enforcement Program. Information accepted by the FAA in accordance with the VDRP is protected from release to the public under 14 CFR part 193.

m. Regulations and Guidance Material. These procedures must describe how the organization will stay apprised of changes to FAA policies and regulations and how those changes will be communicated to the ODA UMs.

n. Duration of Authorization. The ODA issued under 14 CFR § 183.45 is effective until the expiration date listed on the Letter of Designation and is not transferable. The FAA Administrator may terminate or suspend the ODA at any time for any reason, including those identified in 14 CFR § 183.67.

o. Maintenance of Eligibility. The ODA holder is required to continually meet the requirements of its authorization or to notify the FAA Administrator within 48 hours of any change that could affect the company's ability to meet the requirements of 14 CFR part 183. A notification due on Saturday, Sunday, or a holiday may be delivered on the next business day.

p. Inspection. The procedures manual must include an acknowledgement of the FAA's right to inspect the ODA holder's, facilities, products, components, parts, appliances, procedures, operations, and records. The ODA holder, upon request, must allow the FAA to inspect the facilities, products, components, parts, appliances, procedures, operations, and records related to the functions performed under this authorization per 14 CFR § 183.59.

q. Continuing Requirements – Airworthiness and Operational Approvals (14 CFR §§ 183.63 and 183.65). The procedures manual must have procedures for performing continued airworthiness functions and operational approvals, including investigation and notification to the FAA of ODA system issues that contributed to reported service difficulties and potentially unsafe, or noncompliant conditions, or errors made in operational approvals. The requirements of this section apply to the ODA holder, not specifically to the ODA unit. The ODA holder will report failures, malfunctions, errors, and defects in accordance with 14 CFR §§ 183.63 and 183.65, and other applicable reporting requirements. For approvals or certificates issued or obtained under the ODA (or previous delegation authority), the ODA holder's procedures must include how to:

(1) Monitor reported service problems related to certificates or approvals the organization holds.

(a) This section will address how the organization defines "service problems" that are monitored and how they are monitored.

(b) This section will also define how often service difficulties are monitored and the person(s) responsible for monitoring service difficulties.

(2) Notify the OMT of any approvals or certificates issued or obtained under an ODA, within 24 hours of determining that a condition exists in a product, part, or article that could result in a finding of an unsafe condition by the FAA.

(3) Notify the OMT within 72 hours of determining that a product, part, or article does not meet the applicable airworthiness requirements.

(4) Notify the OMT of any error made or noncompliance with requirements of operational approvals. Potentially unsafe conditions require 24-hour notification. All others require 72-hour notification.

> **Note:** A notification due on Saturday, Sunday, or a holiday may be delivered on the next business day.

(5) Notify the OMT within 72 hours of any error in any approved AIP that is subject to part 91, § 91.415 by the FAA.

(6) Initiate corrective action on ODA system issues that contributed to suspected unsafe or noncompliant conditions.

(7) Submit any information to the OMT to support FAA corrective action when further action is necessary to ensure the safe operation of the product, part, or appliance.

(8) Suspend issuance of operational authorizations or certificates when directed by the FAA Administrator until all corrective actions required by the FAA Administrator have been implemented.

(9) Disclose to the OMT, in such form, manner, or time as the OMT may require, any newly discovered information that would materially alter any previous submissions of safety critical information to the Administrator.

r. Authorized Function Procedures. Details for the procedures for performing authorized functions are contained in paragraph 3-6. This order commonly requires ODA holders to perform FAA functions in accordance with other applicable FAA orders, such as FAA Order 8110.4; FAA Order 8110.37; FAA Order 8110.54, Instructions for Continued Airworthiness Responsibilities, Requirements, and Contents; FAA Order 8900.1, FAA Flight Standards Information Management System (FSIMS); or FAA Order 8120.22, Production Approval Procedures. In many circumstances, precisely following the FAA orders may not be possible for an ODA holder because these FAA orders are based on FAA organizational structures and interfaces. In these cases, the ODA holder's procedures should follow the same procedures to the extent possible given the ODA holder's structure. The OMT can assist by evaluating the ODA holder's procedures in order to determine equivalence to the FAA process. It is expected that the ODA holder's procedures will reflect the defined FAA processes to the extent possible with minimal adaptations needed for implementation in an ODA environment. For AO ODA holders, FAA ACs, notices, Orders 8900.1 and 8000.95, and the contents of this order may be used as a guide to perform the functions.

> **Note:** AIR or FS orders, guidance, or policy may allow for the optional use of remote technology during the performance of certain functions or responsibilities. Repeated use of remote technology may be authorized for an ODA in its procedures manual. An ODA holder seeking to use remote technology shall propose to its OMT how it plans to use that technology and must document the procedures in its ODA procedures manual for OMT review and approval as appropriate.

s. Records. The ODA holder will ensure records required by this order are maintained, as required by 14 CFR § 183.61. This order does not alleviate the ODA holder from complying with records requirements based on FAA certificates issued in accordance with other FAA regulations and associated policy.

(1) Retention of Records. The procedures manual must define the process by which to retain the records in paragraph 3-20. Any data retention procedures or agreements must be clearly identified in the procedures manual. For AO ODA type with function code 15080 and 15090 and all AC ODA holders, the records storage and identification procedures must be in an electronic format (acceptable to the OMT).

(2) Location of Records. The ODA holder must define where the records will be maintained by providing locations and specify a process and timeframe for retrieval of records.

(3) Record Submittal. The ODA holder must define how records will be submitted to the FAA. All records associated with the AO ODA type that includes function codes 15080 and 15090 must be in an electronic format (acceptable to the OMT) and readily available for transmittal to any FAA FS office responsible for the aircraft. All records will be submitted to the FAA upon surrender or termination of the ODA.

(4) Legal Compliance. ODA records that are covered under federal laws, regulations, and FAA/DOT policies pertaining to federal records, such as the Federal Records Act, Freedom of Information Act, and Privacy Act, must be managed in accordance with all applicable legal requirements. The ODA holder should refer to FAA and DOT policies and guidance on records management and public disclosure to ensure that the procedures manual and any separate agreement governing records management are legally compliant.

(5) Digital Signature on Records. The FAA allows the use of digital signatures on certain official forms and records. The digital signature is the most secure and full-featured type of electronic signature. An ODA holder must use an acceptable and legally binding digital signature. A digital signature has the same substantiations as a handwritten signature. It certifies the ownership of a public key by the named subject of the certificate. This allows others to rely upon signatures or on assertions made about the private key that corresponds to the certified public key. A Certificate Authority acts as a trusted third party—trusted both by the subject (owner) of the certificate and by the party relying upon the certificate. The requirements set forth in this paragraph do not apply to signatures applied while logged into official FAA electronic systems that require individual authentication though username and password. The procedures manual must contain the procedures for establishing digital certificates for personnel signing records under the authorization, regularly checking the status of certificates associated with digital signatures, and revoking digital signatures for personnel no longer performing duties for the ODA holder. Additional guidance is available in AC 120-78 Electronic Signatures, Electronic Recordkeeping, and Electronic Manuals (as applicable).

(a) Requirements for FAA Acceptance. The ODA holder may digitally sign FAA forms and records associated with their authorization if the digital signature meets the following requirements:

1. The digital signature uses certificates issued by recognized and approved Certificate Authorities and Trust Service Providers. The Certificate Authority must be a reputable provider of digital certificates. Certificate Authorities may be provided by a US or foreign entity.

2. Digital signatures must apply to individuals only.

(b) Restrictions. The following are not accepted by the FAA:

1. Digital signatures issued through an unapproved Certificate Authority or Trust Service Provider

2. Self-signed certificates

3. Digitized images of signatures

4. Digital signatures for companies, roles, positions, or titles (e.g., the Chief Financial Officer, Chief Information Officer, Chief Information Security Officer, , Authorizing Official, President, Vice President, Office of …, etc.)

t. Corrective Action. All oversight findings, including those from Internal Audits, FAA surveillance activities, as well as any other ODA-related discrepant conditions must be corrected via the corrective action tasks below. The ODA holder must define timeframes that are acceptable to the OMT for the initiation of these corrective actions. The procedures manual must define procedures to complete the following corrective action tasks:

(1) Cause of Condition. The procedures manual must detail a method the ODA holder will use to conduct a causal analysis. Causal analysis must answer the following questions, in addition to any other analysis defined by the ODA holder:

(a) Were the procedures followed? If not, why?

(b) Are the procedures adequate?

(c) Are the person(s) following the procedure/making the technical decisions qualified?

(d) Is the training on the process or delegated function adequate?

(e) Is the training on the process or delegated function effective?

(f) For FAA identified findings, why did the internal audit program not uncover this issue?

(2) Corrective Action Plans (CAP). The procedures manual must include procedures that detail how the ODA holder will determine applicability for CAPs and required content for the plans.

(a) Applicability. All findings need to be corrected, but only those that meet a certain criteria need a CAP. The procedures must define the decision process to determine which findings do not require the development of a CAP.

(b) CAP Content. The following information must be in the CAP:

1. The immediate actions required and/or taken by the ODA holder.

2. Cause of condition and discussion of how the cause of condition was determined.

3. Proposed corrective action and implementation schedule(s). The proposed corrective action may include:

i. Short-Term Corrective Action. Short-term corrective action prevents the actual noncompliance from continuing within the system while long-term corrective action is implemented. Short-term corrective action may include a work-around plan until long-term corrective action has been put into practice.

ii. Long-Term Corrective Action. Identifies the actions that will be taken to prevent future recurrences of noncompliances. Long-term corrective action must:

- Fix the cause(s);
- Provide dates when the corrective action will be implemented and verified for effectiveness;
- Identify who is responsible for ensuring that corrective action has been implemented; and
- Include solutions for preventing similar noncompliances.

(3) Corrective Action Implementation. The procedures manual must describe how the ODA holder will track and monitor the implementation of the actions committed to in the CAPs.

(4) Corrective Action Validation. The procedures manual must describe the process by which the ODA holder verifies that corrective actions are effective, including documentation and any additional actions required.

(5) Corrective Action Reporting. The procedures manual must define how the ODA holder will compile the Corrective Action Report. The ODA holder must define timeframes acceptable to the OMT on when the Corrective Action Report will be submitted to the ODA administrator, and how often the report will be sent to the OMT. The Corrective Action Report, at a minimum, must include a list of the noncompliances and performance issues that are being resolved in the corrective action processes and identify which tasks are completed, in work, or pending, and the corresponding dates.

u. Work Activity Reporting. The procedures for work activity reports, if applicable, must define what information is reported, how coordination with the OMT will occur, and the expected timeframe(s). The following work activities have reporting requirements:

(1) Manufacturing and Airworthiness. The ODA unit must complete and document its manufacturing and airworthiness activity on the summary activity report; an example is shown in Figure A-9, Sample Manufacturing Work Activity Report. Use of a similar form to report this information is also acceptable. Unless directed to do so more frequently, the ODA holder must submit this report to the OMT on a quarterly basis.

(2) Alteration/Repair Activity. The ODA holder must submit reports of alteration or repair data approvals quarterly or more frequently as required by its OMT. The report should identify the make and model of product and a description of the approved repair or alteration.

(3) Design Change Activity Reports. TC, STC, and PMA ODA holders must provide quarterly reports to the OMT lead identifying any type design change approved by the ODA unit that did not require program notification. The report must include the information specified by the OMT.

(4) MRA Airworthiness and Inspection Activities. MRA ODA holders must submit a quarterly report to the OMT lead which should include airworthiness activity identifying all airworthiness certificates, approvals, and aging aircraft inspections performed.

(5) AO ODA Activity. For AO ODA, the ODA unit must document operational certification activity in a manner acceptable to the OMT. AO ODA with function codes 15080 and 15090 must submit a quarterly report listing each completed function code activity identifying the aircraft registration number, the aircraft serial number, the registered owner's information, and the task card description (if applicable).

(6) AC ODA Activity. For AC ODA, the ODA unit must document airmen certification activity in a manner acceptable to the OMT. The report should include function code utilized, name of UM accomplishing the activity, name and certificate number of applicant, evaluation accomplished, location and equipment utilized (i.e., aircraft make/model/series and registration number), and results. The report format and submittal timing will be in a manner acceptable to the OMT. The report must include any additional information specified by the OMT.

v. Interference. The ODA holder's procedures manual must include the procedures for monitoring, investigating, and reporting interference. The ODA holder must evaluate data gathered from its UM interference monitoring system. These procedures must include the following:

(1) Monitoring. The ODA holder's procedures manual must include means by which the ODA holder monitors the ODA Unit for evidence of UM interference that has not been the subject of a report, and monitors the efficacy of any corrective actions, including:

(a) Annual Solicitation. An annual solicitation to every UM seeking anonymous feedback regarding interference as part of the ODA holder's annual self-audit.

(b) Self-Assessment. An internal self-assessment process for evaluating the effectiveness of the ODA Holder's monitoring and correcting of UM interference. This self-assessment should consider feedback from UMs who have reported interference.

(2) UM and ODA Administrator Reporting of Alleged Interference. The ODA holder's procedures manual must incorporate reporting procedures for UMs and ODA administrators to follow when they have experienced or have perceived any interference. These procedures must also address the means for individuals other than the ODA administrators and UMs to make reports when they witness or suspect interference that could affect the performance of any authorized functions by a UM or an ODA administrator. The procedures manual must also advise UMs and ODA administrators that they may report their concerns directly to the FAA by contacting the OMT or contacting the FAA through the FAA Hotline.

(3) The ODA holder's MOU (reference paragraph 3-11 and appendix A) with the FAA, signed by the appropriate senior management of the organization must include the following statement: "As senior management of the ODA holder, I (we) will protect ODA UMs from actions that constitute interference, including reprisal for reporting suspected interference. I (we) understand that changing the employment status, pay, duties, work location, or retention status may be investigated by the FAA."

(4) Investigation by the ODA Holder. The ODA holder's procedures manual must include procedures that identify an ODA administrator responsible for investigating reports of interference with UMs and describe how ODA holder personnel will conduct investigations.

(a) The ODA administrator must conclude investigations of reports of alleged interference within 30 calendar days of a report made directly to the ODA holder, or within 30 calendar days of receiving a report from the FAA requesting the ODA holder to begin an investigation as a result of a report made directly to the OMT. The ODA holder may request an extension of the investigation period from the OMT. The request for extension must be substantiated by the ODA holder and approved by the OMT.

(b) The ODA holder's procedures manual must require corrective action be taken by the ODA holder for all cases in which an investigation determines that interference occurred (See subparagraph 3-5t).

(5) Initial Reporting of Alleged Interference to the OMT. The ODA holder's procedures manual must require all reports of alleged interference be provided to the OMT within two business-days after learning of the incident. The ODA holder's report to the OMT must contain the following information and the ODA holder's procedures manual must reflect that it will provide the following information in its initial report:

(a) Date the ODA holder first learned of the incident.

(b) Summary of the alleged interference to include the following at a minimum:

1. Title, role, and responsibility of the UM allegedly subjected to interference.

2. Effect of the interference on the performance of the authorized function.

3. Title, role, and responsibility of the alleged offender and scope of influence on the UM's work.

4. Description of the alleged interference.

5. Date of the alleged interference (and time if required for context).

6. Basis for the alleged interference (e.g., schedule deadline, cost savings, delivery commitment), if known.

7. Setting of the alleged interference (e.g., location, phone call, email) and any details needed for relevance and context.

(c) Documentation of available evidence.

(d) Initial action(s) taken, if any, to address the report of interference.

(e) Summary of actions(s) taken to launch an investigation.

(6) Reporting Final Investigation Results to the OMT. The ODA holder's procedures manual must require that the ODA holder provide a report on the results of its investigation to the OMT within 15 calendar days of completing the investigation, for the OMT to accept and review. The report must include the following information and the ODA holder's procedures manual must reflect that it will provide the following information in its final report:

(a) Date the ODA holder first learned of the incident.

(b) Summary of the alleged interference to include the following at a minimum:

1. Title, role, and responsibility of the UM allegedly subjected to interference.

2. Effect of the interference on the performance of the authorized function.

3. Title, role, and responsibility of the alleged offender and scope of influence on the UM's work.

4. Description of the alleged interference.

5. Date of the alleged interference (and time if required for context).

6. Basis for the alleged interference (e.g., schedule deadline, cost savings, delivery commitment), if known.

7. Setting of the alleged interference (e.g., location, phone call, email) and any details needed for relevance and context.

(c) Documentation of evidence.

(d) A determination by the ODA administrator, based on the results of the ODA holder's investigation, as to whether or not interference occurred and a detailed explanation of that determination.

(e) If the ODA administrator determined interference occurred, the root cause(s) of the interference, both individual and systemic.

(f) A summary of all corrective actions proposed and taken.

(7) Providing Additional Information to OMT. The OMT may determine additional information is necessary to facilitate oversight, including OMT investigations into alleged interference. The ODA holder must provide additional details and documentation associated with interference if requested by the OMT (e.g., names of individuals including witnesses, unredacted copies of witness statements, unredacted copies of emails, investigative notes, etc.). The ODA holder's procedures manual must state "As an ODA holder, we will provide the OMT with the names of the individuals involved and any other information or documentation necessary to facilitate OMT oversight, including OMT investigations, following submittal of initial or final interference reports, as requested by the OMT."

w. Appendices. The following appendices must be included in the procedures manual, as applicable to the authorization.

(1) Appendix A, Memorandum of Understanding (MOU). Insert a copy of the signed MOU created in Section 3, Application, Selection, and Appointment, of Chapter 3.

(2) Appendix B, ODA Holder and Unit Organizational Chart. This appendix should contain the company organizational chart that shows ODA holder and unit and company interface(s). It should clearly outline the ODA unit's relationship to other organizational entities and lines of management responsibility. It may be in any form convenient to the ODA holder.

(3) Appendix C, ODA Facilities. This appendix must include the description and location of facilities used in performing the authorized functions, including other locations where UMs perform functions.

> **Note:** Any location not listed in Appendix C is not an ODA facility and is considered an off-site facility. Repetitive use of the off-site authorization procedures at the same location will require the ODA to add the facility to Appendix C. This will be determined by the ODA holder's OMT.

(a) Off-Site Facilities for TC and STC ODA Holders. For TC and STC ODAs who plan to use off-site facilities during projects, the procedures manual must contain procedures for managing off-site prototype alterations, including a checklist for either the ODA holder or the ODA unit to evaluate the off-site facility. This appendix must also include a description of the location and facility where any off-site activity will be performed. The procedures manual requirements and the evaluation of the off-site facility must ensure the following:

1. The off-site facility has experience performing similar types of alterations on the make and model product being altered;

2. All decisions about workmanship, quality, conformity, deviations, and safety are made without interference;

3. All documentation generated at off-site locations complies with the ODA procedures manual; and

4. For installations at Civil Aviation Authority (CAA)-certificated facilities, the ODA holder has oversight of personnel at the facility and remains directly in charge of the prototype alteration work performed at the facility.

(b) Off-Site Facilities for MRA and AO ODA Holders. For MRA and AO ODAs who plan to use off-site facilities for performing authorized functions, the procedures manual must contain procedures for the ODA unit to evaluate the off-site facility prior to use. The procedures manual requirements and the evaluation of the off-site facility must ensure the following:

1. The off-site facility has the equivalent ratings, equipment, materials, and suitable housing as the ODA holder's facility needed to perform the function;

2. For authorized functions outside the United States, inclusion of the procedures for notifying and requesting approval of the activity from the responsible International Field Office (IFO);

3. For function code 12065, the procedures also include providing the OMT information required for undue burden determination; and

4. All documentation generated at off-site locations complies with the ODA procedures manual and mandatory FAA records policies.

(c) Off-Site Facilities or Aircraft for AC ODA Holders. For AC ODAs who plan to use off-site facilities or aircraft located within the 14 CFR part 121, 135, 141, 142, 145, or 147 holder's system to perform authorized airmen certification functions, the procedures manual must contain procedures for the ODA unit to evaluate the off-site facility or aircraft prior to use. The procedures manual requirements and the evaluation of the off-site facility or aircraft must ensure the following:

1. The off-site facility has the equivalent ratings, equipment, materials, and suitable housing as the ODA holder's facility needed to perform the function in accordance with the ODA Holder's existing air operator/air agency program and procedures. This equivalency determination must be recorded and that record placed in the certification project file,

2. The aircraft is airworthy in accordance with the ODA Holder's air operator/air agency program and procedures. This airworthiness determination must be recorded and that record stored in the certification project file.

(4) Appendix D, Required ODA Unit Capabilities and Positions. Appendix D must define the required ODA unit capabilities and positions, and the qualifications for each position. ODA unit positions should be defined here with general authority and duties of each type of ODA UM (engineering, flight test, inspection, etc.), as well as a general number of ODA UMs of each type.

(a) This appendix must define the engineering, flight test, maintenance, inspection, testing, and operations (as necessary) functions the ODA unit must be able to perform. The functions must be defined by function code, as listed in Chapter 2, ODA Program Overview, with any associated limitations. Engineering and flight test functions must be further defined by the ODA in their manual. Use of the DER charts previously found in FAA Order 8110.37 or the DER charts located in the DMS referenced in FAA Order 8000.95 are the only acceptable methods for ODA holders issued an authorization prior to release of revision C of this order. For new ODA applications submitted after effectivity of revision C of this order, the charts referenced in FAA Order 8000.95 must be used.

(b) This section should identify the forms which personnel are authorized to sign.

(c) The ODA holder is responsible to ensure that ODA UMs capable of performing the functions are continuously available. The ODA holder must notify the FAA if ODA unit changes impact its ability to perform any function described here.

(5) Appendix E, Forms. This appendix must contain a list and provide representative copies of all forms used in administration of the ODA or FAA functions.

(a) Use of FAA Forms. The ODA holder must use FAA forms to document the certification process if an applicable FAA form exists. See Appendix D, Related FAA Publications, of this order for FAA orders which contain the applicable forms. However, an equivalent form or electronic system may only be approved through the procedures manual. An electronic system (i.e., information technology (IT) tool) may be used in lieu of FAA forms if the same data and information required by the FAA form is documented and stored within the system. The procedures manual will also address aspects such as, but not limited to, system integrity, documentation/reporting, and training. If necessary, forms may be altered, but only by striking through existing text entries and adding entries or supplemental information, as required.

> **Note 1:** The method for airworthiness application and processing is through the Airworthiness Certification (AWC) tool. The ODA holder must must coordinate with the OMT for use of AWC. This process must be identified in the ODA holder's procedures manual. FAA Form 8100-2, Standard Airworthiness Certificate, and FAA Form 8130-7, Special Airworthiness Certificate, are only available in fillable .pdf format and should only be used in the event of AWC tool outages and approved by the OMT. These forms will need to be supplied to the ODA holder by the OMT. Appendix E must refer to these templates and the appropriate function code procedures must refer to the use of these .pdf forms.
>
> **Note 2:** AC ODA holders are expected to use Integrated Airman Certification and Rating Application (IACRA), when available, in lieu of printed forms. This note does not pertain to part 145 or part 147 AC ODAs.

(b) Customized Forms in IT Tools. The OMT may allow ODA holders to utilize customized forms in IT tools, in lieu of the following FAA forms, for internal certification activities.

1. Limitations.

i. Any forms customized for use within an IT system must be plainly identifiable and contain the same information as the FAA form.

ii. Appropriate instructions must be provided in the manual prior to use.

iii. Any customized form must be titled and numbered similarly, such as "Form 8100-1, ODA Conformity Inspection Record," and be formatted similarly to the official FAA form.

iv. The customized ODA-specific forms are only authorized for internal use, and use of customized forms to convey information to entities outside of the ODA is not allowed. Official FAA forms must be utilized when provided to support any external customer or applicant. For example, the ODA holder must provide an official FAA Form 8100-9, Statement of Compliance with Airworthiness Standards, when needed to support major repairs, major alterations, or any activity requiring external documentation of ODA compliance findings.

2. The following FAA forms are eligible:

- FAA Form 8100-1, Conformity Inspection Record
- FAA Form 8110-1, Type Inspection Authorization
- FAA Form 8110-26, Supplemental Type Inspection Report
- FAA Form 8110-31, Type Inspection Report
- FAA Form 8120-10, Request for Conformity
- FAA Form 8130-9, Statement of Conformity

3. ODA holders may also customize the following ODA-specific forms for IT processing purposes:

- FAA Form 8100-9, Statement of Compliance with Airworthiness Standards
- FAA Form 8100-11, Organization Designation Authorization Statement of Completion
- FAA Form 8100-12, ODA Production Limitation Record (PLR) Report

(c) If instructions by reference are not appropriate, the procedures manual should specify how the forms are to be completed. Completion instructions must be provided for all non-FAA forms.

(d) Sample forms should be provided for the following areas:

1. ODA unit selection and appointment.

2. ODA internal audit documentation.

3. Performing authorized FAA functions and related documentation.

(6) Appendix F, Certification Plans (TC, STC, and PMA ODAs). This appendix provides the required content of certification plans:

(a) TC and STC Certification Plans. TC and STC Certification Plans must include the elements described in FAA Order 8110.4 as well as:

1. A copy of FAA Form 8110-12, when required.

2. A compliance checklist showing proposed methods of compliance (laboratory testing, ground testing, flight testing, analysis, similarity, and so on) for each of the regulations. The description of the methods of compliance should be sufficient to identify all data necessary for FAA findings.

i. For those regulations that require findings of compliance, the compliance checklist must describe the responsible UM(s) for each regulation by name or by a description of their ODA unit authority, unless the OMT has approved other procedures for the assignment of UMs. The final project records must indicate which ODA UM performed each compliance finding.

1. If identifying the UMs by name, it may become necessary to make substitutions. If allowed by the ODA manual, the ODA administrator may substitute equally authorized and qualified UMs for those named without subsequent notification to the OMT.

2. If using a description of ODA UM authority, the description may be based on authority defined in terms of the existing DER delegated functions/authorized area "chart" coordinates or in terms of specific "regulations," and include the necessary discipline and breakout of applicable system, subsystem, etc., as necessary to define the scope of authority for each particular regulation. Note that the use of existing charts may not provide enough detail to clearly indicate authority for all regulations. In these cases, the OMT and ODA holder will have to determine the additional detail or limitations needed. The ODA holder and OMT must establish the required definition of authority for each of the regulations typically required for compliance on the ODA holder's projects. The OMT may require revalidation of an ODA UM's authority for a particular regulation prior to allowing certification plans to rely on description of authority.

3. Alternatively, if the OMT approves specific procedures for assignment of ODA UMs, certification plans may be submitted without any information about UMs. However, such procedures must ensure that the ODA holder verifies that qualified/authorized UMs make findings of compliance, and include the UM's agreement that they have the appropriate knowledge and authority for the regulation in question.

ii. In all cases, the UM's authority must be clearly described in the ODA UM listing. Note that if relying on a description of ODA UM authority rather than identification of the UM in the compliance checklist, the ODA UM listing may require additional information.

3. Identification of any novel or unusual features that may require additional documentation of the certification issue (Issue Paper, equivalent level of safety (ELOS) Memo, Certification Position Plan, etc.). To help make this assessment, the applicant must review any product type FAA issues list.

4. A proposed project schedule including major milestones, such as planned submittal dates for preliminary hazard analysis, substantiating data, conformity or airworthiness inspections, tests, and expected date of final certification. For part 25 TC projects, the project schedule will also include multiple milestones throughout the certification process at which a proposed airplane system will be assessed to determine whether any change to such system during the certification process is such that such system should be considered novel or unusual by the Administrator.

5. Identification of manuals (maintenance, wiring diagram, illustrated parts catalog, etc.) planned to be issued or revised.

6. State if an Aircraft Flight Manual Supplement (AFMS) is required or will be revised.

7. State how equipment is qualified (e.g., PMA; Technical Standard Order (TSO); RTCA DO-160, Environmental Conditions and Test Procedures for Airborne Electronic/Electrical Equipment and Instruments; RTCA DO-178, Software Considerations in Airborne Systems and Equipment Certification; and RTCA DO-254, Design Assurance Guidance for Airborne Electronic Hardware (including criticality levels, etc.)).

8. If activities will not be accomplished at the ODA facility, provide information on the facility where the activity will be accomplished.

9. Activities proposed for:

i. Testing to determine operational suitability and compliance with the operational regulatory requirements.

ii. Validation of Aircraft Maintenance Manual (AMM) and maintenance program changes for acceptable compliance with ICA requirements, if required.

iii. Development of Master Minimum Equipment Lists (MMEL) and flightcrew operating manual procedures, if required.

iv. Determination of flightcrew training requirements, if required.

Note: The "Enhanced Project Specific Certification Plan (ePSCP) Guide", which compliments the FAA and Industry Guide to Product Certification, may be beneficial as an aid to define content, format, and best-practices when drafting a certification plan. This information can be found at the following website: https://www.faa.gov/aircraft/air_cert/design_approvals/dah

(b) PMA Certification Plans. PMA Certification Plans must include the elements described in FAA Order 8110.42 as well as:

1. A compliance checklist showing proposed methods of compliance (laboratory testing, ground testing, flight testing, analysis, similarity, and so on) for each of the regulations. The description of the methods of compliance should be sufficient to identify all data necessary for FAA findings.

i. For those regulations that require findings of compliance, the compliance checklist must describe the responsible UM(s) for each regulation by name or by a description of their ODA unit authority, unless the OMT has approved other procedures for the assignment of UMs. The final project records must indicate which ODA UM performed each compliance finding.

1. If identifying the UMs by name, it may become necessary to make substitutions. If allowed by the ODA manual, the ODA administrator may substitute equally authorized and qualified UMs for those named without subsequent notification to the OMT.

2. If using a description of ODA UM authority, the description may be based on authority defined in terms of the existing DER delegated functions/authorized area "chart" coordinates or in terms of specific "regulations," and include the necessary discipline and breakout of applicable system, subsystem, etc., as necessary to define the scope of authority for each particular regulation. Note that the use of existing charts may not provide enough detail to clearly indicate authority for all regulations. In these cases, the OMT and ODA holder will have to determine the additional detail or limitations needed. The ODA holder and OMT must establish the required definition of authority for each of the regulations typically required for compliance on the ODA holder's projects. The OMT may require revalidation of an ODA UM's authority for a particular regulation prior to allowing certification plans to rely on description of authority.

3. Alternatively, if the OMT approves specific procedures for assignment of ODA UMs, certification plans may be submitted without any information about UMs. However, such procedures must ensure that the ODA holder verifies that qualified/authorized UMs make findings of compliance, and include the UM's agreement that they have the appropriate knowledge and authority for the regulation in question.

ii. In all cases, the UM's authority must be clearly described in the ODA UM listing. Note that if relying on a description of ODA UM authority rather than identification of the UM in the compliance checklist, the ODA UM listing may require additional information.

2. If activities will not be accomplished at the ODA facility, provide information on the facility where the activity will be accomplished.

(7) Appendix G, No Acoustical Change—Qualifications, Selections, Limitations, and Program Procedures (TC and STC ODAs Only). ODA holders may be authorized by their OMT to make "no acoustical change" (NAC) determinations which establish that a design change is not an acoustical change as defined in part 21, § 21.93(b) and addressed in AC 36-4, Noise

Standards: Aircraft Type and Airworthiness Certification. If so authorized, the procedures manual must include an appendix which will contain the following:

Note: ODA holders should discuss their intentions prior to developing and submitting the required information.

(a) Qualification Requirements of Individuals Making NAC Determinations. ODA holders are authorized to make NAC determinations without further FAA review of that determination, provided the ODA holder and individuals making NAC determinations have demonstrated acoustical experience conducting testing and analysis, and substantiating NAC determinations. This section of the appendix must include the following qualification requirements:

1. Must meet the qualification requirements for a DER with 14 CFR part 36 authority.

Note: The individuals may also be, but are not required to be, ODA UMs with part 36 authority.

2. Knowledge of the applicable regulations, policies, and procedures associated with aircraft acoustics:

- Part 36
- AC 36-4
- International Civil Aviation Organization (ICAO) Annex 16, Environmental Protection, Volume 1, Aircraft Noise
- ICAO Doc 9501, Environmental Technical Manual, Volume 1, Procedures for the Noise Certification of Aircraft

3. Demonstrated engineering knowledge of, and ability to:

i. Analyze aircraft performance and drag as it relates to effects on noise levels;

ii. Make determinations of NAC based on approved methods and limitations;

iii. Follow the requirement for having new and novel methods approved by the FAA prior to use;

iv. Apply the procedures for calibration, operation, data acquisition, and troubleshooting of acoustic, weather, and aircraft time–space position measurement methods;

v. Follow procedures for data processing and adjustments from the measured data to reference conditions;

vi. Diagnose aircraft acoustical sources and the effect a modification may have on them;

vii. Understand and explain, in engineering terms, the effects and tradeoffs of hardware design changes on certified acoustic levels;

viii. Identify and explain the purpose of various computer files used in acoustic test data sampling, data collection and analysis, and how they are acquired, stored, retrieved, modified, validated, verified, and archived during all pre-and post-test evaluations;

ix. For specialization of engine/propulsion changes, understand acoustic static engine test and lab data acquisition procedures, its output data files thereof, and understand the manner in which they are collected, merged, archived, retrieved, and edited for the generation of acoustics characteristics for application to no acoustic change evaluation.

4. Previous aero-acoustical engineering experience:

i. Defining and developing acoustic testing procedures;

ii. Experience and previous participation in aircraft noise certification tests, serving in a technical capacity;

iii. Experience in acoustic reduction design and involvement in static and flight acoustic testing;

iv. Experience with pre-test and post-test calibration of acoustic equipment;

v. Set-up and troubleshooting acoustic equipment;

vi. Detecting acoustic anomalies and malfunctions which may affect the results, by observing acoustic parametric data during noise tests;

vii. Defining aircraft test conformity inspection requirements and preparing conformity requests.

(b) Selection Process. This section must include a procedure for selecting and identifying those individuals who will be making NAC determinations and ensuring that they meet the requirements stated in subparagraph 3-5w(7)(a) above. The selection process must include concurrence from the FAA, including the Office of Environment and Energy, Noise Division (AEE-100). The process must also include how the ODA holder will retain records of the qualifications, experience, and capabilities of the individuals making NAC determinations.

(c) Roles and Responsibilities. This section must identify the roles and responsibilities of those individuals within the ODA holder's organization involved in NAC determinations.

(d) NAC Determination Limitations. This section will identify any conditions or limitations established by AEE-100.

(e) Program Procedures for NAC Determinations. The procedures for making NAC determinations must be included in this section of the appendix in the ODA procedures manual and must include:

1. Noise Analysis. Procedures to address the following noise analysis requirements:

i. The noise analysis is required for changes in type design that affect aircraft acoustic characteristics, inclusive of flight performance, such as a wing redesign that causes interdependent changes of primary noise sources (airframe, engine response, performance, etc.).

ii. For multi-element changes, each element that impacts noise must be individually analyzed and noise cumulatively accounted. Such examples include changes to the airframe with the addition of a small antenna, increase/decrease in surface areas of acoustic liners in the nacelle, or distributed changes that improve the airplane performance related to noise.

iii. For a singular change impacting noise, analysis methodology expected for regular production use should be supported with demonstrated validation cases pertinent to anticipated NAC activities in order to receive FAA approval for authorized use. Examples of analyses include nacelle engine analytical acoustic liner performance analysis validated against experimental test data or mainstream commercial off-the-shelf (COTS) engineering tools correlated with test data or empirical analyses.

iv. The use of previous FAA-approved standard methods for assessing acoustical changes is highly encouraged. A library of the analysis tools along with the associated substantiating validation history should be maintained in support of project audits by the OMT and/or the ODA.

2. Noise Criteria. Procedures that ensure the following criteria are met, as applicable to the design change.

i. For transport category and jet airplanes, the analysis or testing must substantiate that noise changes are equal to or less than the threshold of +0.30 decibels (dB) effective perceived noise in decibels (EPNdB) cumulative total when tracking multiple changes, or +0.10 dB (EPNdB) without tracking (single change).

ii. For small propeller-driven and commuter airplanes, the analysis or testing must substantiate that noise changes are equal to or less than the threshold of +0.10 dB (A-weighted sound level in decibels (dBA) max) total.

iii. For helicopters certificated according to the standards of Part 36 Appendix H, the analysis or testing must substantiate that noise changes are equal to or less than the threshold of +0.30 dB (EPNdB) total.

iv. For helicopters certificated according to the standards of Part 36 Appendix J, the analysis or testing must substantiate that noise changes are equal to or less than the threshold of +0.30 dB (Sound Exposure Level (SEL) dBA).

3. Noise Analysis Records. Procedures must include the generation of noise analysis records which contain the project, date, assessment level, supporting technical substantiation analysis (where necessary), and signature of the individual responsible for the NAC determination.

3-6. Authorized Functions Procedures. The procedures manual must address all procedures used to exercise the authorized functions depending on the type of ODA program.

a. TC ODA Procedures Requirements. These procedures also apply to the development of amended TCs, major repairs, and type design changes. The ODA unit must use certification procedures that are functionally equivalent to those used by the FAA for standard certification programs. The ODA holder has some flexibility in the certification procedures in that development of some portions of a product may be concurrent with certification activities on other portions. The ODA procedures manual must contain the detailed processes and procedures to be followed in order to ensure appropriate compliance determinations. Tests of conformed systems and equipment must not be adversely affected by other test article configurations that are not in final configuration or do not otherwise conform to type design. For each new or changed product, the ODA unit is responsible for using the applicable procedures of FAA Orders 8110.4 and 8110.48. The TC ODA procedures manual must address the following elements in the "Authorized Function Procedures" section:

(1) Project Initiation. The ODA holder must notify and apply to the OMT for each new TC or amended TC. The ODA holder must also notify and apply to the OMT for any major type design change other than those defined in the ODA procedures manual as not requiring a PNL. The ODA holder will apply to the FAA on FAA Form 8110-12 for each program that will result in a new model designation.

(a) PNL Submittal. The ODA holder must notify and apply to the OMT for each new product using a PNL. The procedures must include how the ODA holder will submit the following to the OMT with each PNL:

1. A proposed certification plan, as detailed in appendix F of the ODA procedures manual.

2. A conformity plan showing relevant information, such as that shown in Figure A-11, Sample Conformity Inspection Plan.

3. Recommended areas for FAA project involvement.

4. An FAA Form 8110-12 (as applicable).

(b) No-PNL Projects. After two years, the ODA unit may be authorized by the OMT to conduct certification activities without prior notification to the FAA if a procedure to determine when notification is not required is stated in the procedures manual and agreed to by

the OMT. For proposed changes to existing products, the ODA holder's procedure must include how the ODA unit will evaluate the extent of the changes to determine whether notification is required. The procedures must contain sufficient information to define which types of programs may be performed without notification and when there is a requirement to provide notification to the FAA. These procedures will only be authorized for major changes for which the OMT can establish beforehand that previous projects with the same scope and limitations have been conducted satisfactorily by the ODA holder.

Note: The ODA holder must still prepare and maintain all of the documentation normally included with a PNL.

(c) Military Commercial Derivative Aircraft (MCDA). Certification projects for MCDA are completed following the requirements of FAA Order 8110.101, Type Certification Procedures for Military Commercial Derivative Aircraft. ODA holders that commonly perform MCDA amended TC projects must address these unique requirements in their ODA procedures manual.

(d) Additional Requirements for Transport Category Airplane and Rotorcraft TC Projects. For any transport category aircraft to be certified according to the standards of 14 CFR parts 25 or 29, including any amended TC, or any major design change, a TC ODA holder must provide the OMT, in a single document, an outline of all new systems and intended changes to existing systems then known to the applicant. The outline may be included as a separate document with the certification plan or provided to the OMT separately for No-PNL projects. The outline should be referenced within the certification plan. The outline must be kept current throughout the project. See PS-AIR-21.15-01, Submission of Outline of New and Changed Systems at the Beginning of the Type Certificate Amendment Process for Transport Category Aircraft.

(2) Familiarization Meeting. The ODA unit should hold a familiarization meeting for each new TC, amended TC, and significant type design change, in accordance with procedures established in its procedures manual. The ODA administrator is usually responsible for chairing the meeting and providing meeting minutes to the FAA. The FAA's participation in these meetings is optional, and the FAA retains the option to chair the meeting. The ODA administrator is responsible for providing adequate notification of the meeting to the FAA. Familiarization meetings are normally held very soon after the project notification to the FAA.

(3) Preliminary Type Certification Board Meeting. The ODA unit should hold a preliminary type certification board meeting for each new TC, amended TC, and significant type design change, in accordance with the procedures established in its procedures manual. The ODA administrator is usually responsible for chairing the meeting and providing meeting minutes to the FAA. The FAA's participation in these meetings is optional, and the FAA retains the option to chair the meeting. The ODA administrator is responsible for providing adequate notification of the meeting to the FAA. The FAA will participate at least to the extent necessary to establish the certification basis for the product. The procedures manual must address these considerations.

(4) Certification Plan and Proposed Certification Basis. The procedures manual must establish the procedures for development and coordination of the certification and conformity plans, which should include the supplier management plan (if applicable). The ODA holder is expected to prepare a certification and conformity plan in accordance with the guidelines of this order. These plans must be reviewed and agreed to by the ODA unit. The ODA holder is responsible for proposing a certification basis that adheres to regulatory requirements for new (refer to 14 CFR § 21.17) or changed products (refer to 14 CFR §§ 21.19 and 21.101). The ODA holder should be prepared to submit these items at the preliminary type certification board meeting. The FAA may establish the certification basis by means of an issue paper or similar document (reference FAA Order 8110.112, Standardized Procedures for Usage of Issue Papers and Development of Equivalent Level of Safety Memorandums) (if applicable).

(5) Coordination of Issue Papers. When necessary, the FAA will develop documentation (Issue Paper, Certification Position Plan, Applicant Specific Policy Memo, etc.) as a means of resolving certification issues. The ODA administrator must cooperate with the FAA in this process and provide a company position when requested. The procedures manual must establish the procedures necessary to coordinate certification issues documentation.

(6) FAA Project Participation. The FAA will notify the ODA unit of areas in which the FAA will participate. Based on the information received at the familiarization meeting and preliminary type certification board meeting, the FAA will provide formal notification of each area in which direct participation is planned. The level of FAA participation depends on the complexity of the product, the previous experience of the ODA holder and unit in similar certification activities, service experience, and problems on similar products. The ODA holder and unit are responsible for cooperating and assisting the FAA in project participation, including the making of specific findings of compliance. The procedures manual must explain how the ODA unit is to accomplish and handle these activities. As applicable, the FAA will use the procedures defined by FAA Order 8100.20 for certain issues resolution, appeals, and review processes related to type certification activities when appropriate.

(7) Compliance Determinations. The ODA unit makes engineering compliance determinations in accordance with the FAA certification basis. Once the certification basis has been established and specific findings of compliance are identified, the ODA unit may begin making engineering compliance determinations. The ODA unit is responsible for providing sufficient notice to the FAA whenever the agency is involved. The procedures for compliance determinations are essentially the same as those the FAA would use to conduct a standard certification program. It is expected that the compliance determinations procedures ensure the limitations of FAA Order 8110.37 and any applicable policy are met. The processes and procedures to be used must be explained in the procedures manual.

(8) FAA Recognition of Applicant Showings. In order to rely on applicant showings, the procedures manual must address the following:

(a) Applicant Showing Recognition Procedures. These procedures must describe:

1. How applicant showing activities are established, as recognized by the OMT. Although the OMT must agree to the establishment of applicant showing activities, the OMT is not required to review or approve the specific processes.

2. A description of how recognized applicant showing activities are documented and controlled by the ODA holder. Documented applicant showing procedures should not be included in the ODA procedures manual.

3. A process to obtain ODA unit concurrence that any person or applicant showing activity proposed by the ODA holder has been successful at showing compliance on past projects without significant rework.

(b) Project Procedures. The certification project procedures must describe how recognized applicant showings will be relied upon, completed, and accounted for as part of the issuance of the certificate or approval. These procedures must describe:

1. How recognized applicant showings are identified on each project's certification plan/compliance checklist.

2. A process to obtain ODA unit concurrence that the compliance methodology is the same as past projects and that the use of applicant showing is within the scope of the OMT-recognized applicant showing processes.

3. How OMT agreement is obtained for the use of applicant showings when a PNL is required to be submitted for a project.

4. A process to ensure that each applicant showing deliverable identified in the compliance checklist be accompanied by a signed statement by an applicant representative that identifies the rule(s) the deliverable shows compliance to and attests that the activity is complete.

5. A process to ensure that all recognized applicant showing activities and needed ODA unit approvals are complete and accounted for prior to issuance of the certificate or approval.

(9) ICA.

(a) ICA Function Code Not Authorized. For organizations that do not have function code 8180 authorized, the procedures manual must specify the procedures for coordination of ICA with the Aircraft Evaluation Division (AED), as acceptable to the AED OMT member.

(b) ICA Function Codes Authorized. If the ODA holder is authorized ICA function code 8180, the ODA procedures must contain the following (as applicable):

1. A process for determining whether the project requires the development of new or revised ICA, which includes documenting an impact assessment per FAA Order 8110.54 if the project does not impact the current ICA.

2. Processes to identify which ICA documents are affected by the project.

3. The ICA development and review process. This includes identifying the departments or personnel involved in the process (e.g., engineering, technical publications, maintenance personnel, etc.) and the responsibilities of all parties. If the process is dependent on specific personnel or personnel with specific skills or training, these must be identified in the procedures manual. The process must address:

i. Development of ICA meeting the format and content requirements of the regulations and FAA Order 8110.54.

ii. Reconciliation of ICA with design data.

iii. FAA or ODA UM approval of any sections that require specific FAA approval, such as the Airworthiness Limitations Section (ALS).

iv. Validation of maintenance tasks, as necessary, and rationale to determine when maintenance tasks are not required to be validated.

4. A process to ensure that ICA development and review is complete, and the ICA meet the requirements of the regulations and FAA Order 8110.54 before the ODA administrator documents acceptance of the ICA by completing FAA Form 8100-11, or provide concurrence on the electrical wiring interconnection system (EWIS) ICA to the OMT.

(10) Operational Suitability. The procedures for coordination of operational suitability issues with the managing or designated AED office. For example, Flight Standardization Boards (FSB) for pilot ratings and pilot type rating training requirements and Flight Operations Evaluation Boards (FOEB) for MMELs.

(11) Production and Installation. The procedures manual must identify the specific forms and procedures used to document inspection results. Refer to FAA Order 8110.4 for where to find the forms and instructions on how to complete them.

(a) The procedures for production and installation.

(b) The procedures for applicant conformity inspections.

(c) The procedures for ODA unit conformity inspections, including:

1. How the conformity inspections will be requested, tracked, performed, and documented.

2. How deviations will be resolved.

3. How to coordinate any conformity inspection issues with the FAA (if necessary).

4. Procedures for development and ODA unit approval of the TIA.

(12) Airworthiness Certification of Products. The processes and procedures to be used must be explained in the procedures manual and meet the requirements of FAA Order 8130.2, the Airworthiness Certification (AWC) tool, and FAA Order 8130.21, Procedures for Completion and Use of the Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag.

(13) Type Inspection Authorization (TIA). The ODA unit must prepare the TIA so that it is issued prior to flight testing. Revisions must be prepared if the initial issue is incomplete. The TIA must identify conformity requirements, authorized flight tests, special limitations deemed appropriate for test articles, and a formal assessment of the risks associated with the flight tests in accordance with subparagraph 3-6a(14) below. The processes and procedures to be used must be explained in the procedures manual.

(14) Certification Tests Other than Flight Test. This section must define the procedures for conducting inspections and testing.

(15) Risk Assessment. The ODA unit procedures for meeting the requirements of FAA Order 4040.26, Aircraft Certification Service Flight Test Risk Management Program, must be defined in the procedures manual.

(16) Other Type Certification Board Meeting. The ODA unit should hold a pre-flight and/or interim type certification board meeting as described in FAA Order 8110.4.

(17) Certification Flight Testing. The processes and procedures to be used for flight testing must be explained in the procedures manual. The ODA unit may only perform certification flight tests as authorized by the TIA. The ODA unit must notify the FAA flight test personnel of the flight timeframes as soon as possible if the FAA has requested to participate in the flight test.

(18) Submittal of Aircraft Flight Manual (AFM), Proposed Type Certificate Data Sheet (TCDS), Noise and Emissions Data (if applicable), and airworthiness limitations (AL). The AFM, if required, is submitted to the FAA for review. The FAA Certification Branch will function as the primary contact for AFM submittals and will coordinate with the FAA AED. The ODA unit must submit proposed TCDS entries to the Certification Branch; the FAA will coordinate and prepare the TCDS. The ODA unit must submit the initial ALs to the Certification Branch for review and approval. The ODA unit may approve subsequent revisions to the ALs if the procedures for this approval process are contained in its procedures manual. The draft AFM is required prior to start of function and reliability testing. The draft TCDS and ALs must be submitted no later than the final type certification board meeting. The procedures to be used for coordination and submittal of these items must be explained in the procedures manual.

(19) Function and Reliability Testing. If applicable, function and reliability testing must be accomplished as described in FAA Order 8110.4. The types of programs that require function and reliability testing, and procedures to be used, must be explained in the procedures manual.

(20) Report Preparation, Submittal, and Storage. The ODA unit reviews the required reports and data and makes findings of compliance with regulations identified in the certification

basis. The procedures manual should detail the kinds of reports required and the timing for approval with respect to preparing the statement of completion. The procedures manual must specify the procedures to be used for supplier ODA findings and determinations and how discrepancies in those approvals will be resolved.

(21) Specific Findings of Compliance Close Out. The procedures manual defines the process and methods used by the organization to document the completion of specific FAA retained findings of compliance. For MCDA programs, the procedures must include how the ODA holder will submit the data required by subparagraph 5-3j(1) to both the Military Certification Branch and the OMT lead.

(22) Statement of Completion. When the documentation required for a particular program has been satisfactorily accomplished, the ODA administrator prepares a statement of completion, FAA Form 8100-11, Organization Designation Authorization Statement of Completion. The conditions for issuance and required contents, such as a certification checklist, must be explained in the procedures manual.

(23) Final Type Certification Board Meeting. The ODA unit should hold a final type certification board meeting for each new TC, amended TC, and type design change, in accordance with the procedures established in the procedures manual. The ODA administrator is usually responsible for chairing the meeting and providing meeting minutes to the FAA. The FAA's participation in these meetings is mandatory for new TCs and the FAA retains the option to chair the meeting. The ODA administrator must provide adequate notification of the meeting to the FAA. During this meeting, there should be a review to verify that all certification issues have been resolved and that all required documents and reports have been approved and submitted. The ODA administrator should be prepared to recommend that the FAA issue the TC, if applicable. The procedures to be used must be explained in the procedures manual.

(24) TC Issuance. Issuance of a TC is conditioned on receipt of a statement of completion and recommendation for product approval. These actions are usually accomplished at the final type certification board meeting.

(25) Post TC Activities. Many engineering activities continue after type certification of a product. A TC ODA unit may be authorized to approve major design changes to drawings, procedures, and specifications. The ODA unit might approve engineering information in service documents and repair procedures for fielded products. The repair procedures are usually one time (serial number specific) or multiple use until service documents are updated.

(a) Design Changes. The process for determining the classification of major and minor design changes must be addressed in the procedures manual. The procedures manual must define the major design change approval process. Minor design changes require a separate process agreement with the FAA, per 14 CFR § 21.95.

1. Major Changes. All major changes should be coordinated with the OMT in accordance with the procedures manual. Not all projects require a PNL (see 3-6a(1)(b)).

2. Certification Project Notification (CPN). With Certification Engagement Branch (AIR-610) concurrence, the procedures manual must address the types of projects, if any, which may be accomplished without AIR-600 notification.

3. Data Requirements. There must be adequate data to support any post-TC design changes. The procedures manual needs to address how these changes are approved.

4. NAC Determination. The process for NAC determinations for TC programs are found in the NAC appendix of the ODA procedures manual. See subparagraph 3-5w(7)(e) above.

(b) Indicating Approval of Engineering Information in Service Documents or Repair Procedures. The procedures for indicating FAA approval of engineering information within service documents with type design, technical data, or repair procedures requires approval of the design data by an authorized UM via FAA Form 8100-9. In the case of a proposed design change to address an unsafe condition mandated by an Airworthiness Directive (AD), the Certification Branch should receive the service document with an FAA Form 8100-9 marked with "Recommend Approval." If a foreign aviation authority (AA) asks how a repair procedure was approved, FAA Form 8100-9 is considered evidence of FAA approval. Refer to AC 20-176, Service Bulletins Related to Airworthiness Directives and Indicating FAA Approval on Service Documents, for specific guidance.

(c) Data Approvals Provided to STC Applicants. The ODA procedures manual must identify the ODA administrator responsible for coordinating data approvals provided to STC applicants. The manual must also contain a sample letter that will be provided to the applicant and OMT identifying the data to be approved and certifying that the ODA holder is authorized to approve the data.

(d) Approval of AMOCs to ADs and Related Repair Approvals. The procedures manual must define the procedures and limitations applicable to the approval of AMOCs to ADs and related repair approvals. Delegated AMOCs must be distributed in accordance with FAA Order 8110.103, Alternative Methods of Compliance (AMOC).

1. Approval of AMOCs Not Relevant to the Unsafe Condition. The ODA procedures manual and ODA UM listing must clearly define the boundaries and limitations of AMOC approval authority provided for under these provisions.

2. Global AMOCs for Revisions to Service Bulletin (SB). The ODA holder may be authorized to approve global AMOCs for administrative (nontechnical) corrections to an SB referenced in an AD. The ODA holder must have a procedure in place with the AD-issuing office for such approvals. The procedure must include, at a minimum:

i. A definition of acceptable changes,

ii. The ODA administrator(s) authorized to issue the AMOC,

iii. Method of approval, and

iv. Documentation and appropriate notifications.

(e) Approval of Major Repair or Major Alteration Data. The procedures manual must address the procedures for coordination and approval of major repair or major alteration data. It is expected that the major repair or major alteration data procedures ensure the limitations of FAA Order 8110.37 and any other applicable policy are met.

(26) Coordination of TC Supporting Approvals. The procedures manual must specify the procedures and requirements used to coordinate and complete compliance findings and conformity determinations to support certification projects performed by another TC ODA holder.

(27) Engineering Data Approvals on Certification Projects. The procedures manual must specify the procedures for coordination and approval of data supplied to certification project applicants.

b. PC ODA Procedures Requirements. PC ODA procedures manual must address the following elements in the "Authorized Function Procedures" section:

(1) PC and PLR Changes.

(a) Procedures for completion of FAA Form 8110-12, including the personnel within the ODA holder's organization responsible for completion.

(b) Procedures for coordination and review of FAA Form 8110-12 by the ODA unit.

(c) Procedures for notifying the OMT of the program, including any required data to be submitted.

(d) Procedures for completion of the PLR audit, including any required conformity inspections.

(e) Procedures for development and implementation of corrective actions as warranted by the PLR audit. The procedures should include ODA unit concurrence on all proposed corrective action.

(f) Procedures for submittal of information necessary for the OMT to amend the PLR.

(2) Conformity Inspections.

(a) Procedures for receiving and processing a request for conformity or TIA.

(b) Procedures to ensure the article or product has been inspected in accordance with § 21.33 and an FAA Form 8130-9 prepared prior to the FAA conformity inspection.

(c) Procedures for completion of conformity inspections.

(d) Procedures for completion and processing of conformity inspection records or forms.

(3) Issue Airworthiness Certificates and Export Airworthiness Approvals. The processes and procedures for issuance of these certificates must meet the requirements of FAA Orders 8130.2 and 8130.21.

(4) Airworthiness Approvals. Procedures for performing airworthiness inspections and issuing airworthiness approvals.

c. TSOA ODA Procedures Requirements. TSOA ODA procedures manual must address the following elements in the "Authorized Function Procedures" section:

(1) Procedures for completion and coordination of FAA Form 8130-9,

(2) Procedures for reviewing and processing of FAA Form 8120-10,

(3) Procedures for performing and tracking conformity inspections, and

(4) Procedures for performing airworthiness inspections and issuing airworthiness approvals.

d. STC ODA Procedures Requirements. An STC ODA holder must use the same process the FAA uses for standard certification programs (refer to FAA Order 8110.4 and AC 21-40, Guide for Obtaining a Supplemental Type Certificate). STC ODA procedures manual must address the following elements in the "Authorized Function Procedures" section:

(1) Project Initiation. The procedures the ODA holder will follow to initiate an STC program, including:

(a) Form Review Procedures. Procedures for review of FAA Form 8110-12 by the ODA unit.

(b) PNL Projects. Procedures for development of the PNL and coordination of the PNL with the ODA unit.

1. The procedures manual must identify the procedures used to develop and approve the conformity inspection plan.

2. These procedures must include the unique requirements for MCDA programs if the ODA holder commonly performs these types of projects.

3. Procedures must include certification functions and activities that may be performed before receiving FAA response to the PNL. The procedures must define the make, model, and scope of the alteration(s).

(c) No-PNL Projects. After two years, the ODA unit may be authorized by the OMT to conduct certification activities without prior notification to the FAA if a procedure to

determine when notification is not required is stated in the procedures manual. The ODA holder's procedure must include how the ODA unit evaluates the extent of the changes to determine whether notification is required. The procedures must contain sufficient information to define which types of programs may be performed without notification and when there is a requirement to provide formal notification to the FAA. These procedures will only be authorized for STCs or major changes for which the OMT can establish beforehand that:

1. Previous projects with the same scope and limitations have been conducted satisfactorily by the ODA holder, and

2. The ODA holder and unit have the appropriate knowledge and understanding of the product manufacturer's design philosophy, principles, operational assumptions, and operator procedures.

Note: The ODA holder must still prepare and maintain all of the documentation normally included with a PNL.

(d) NAC Determination. The process for NAC determinations for STC programs are found in the NAC appendix of the ODA procedures manual. See subparagraph 3-5w(7)(e) above.

(2) FAA Notification.

(a) The procedures the ODA holder will follow for the submittal of the PNL.

(b) ODA procedures manuals must specify the procedures for submitting information for coordination requirements for CPN, off-site installations, and the use of foreign-registered aircraft for all STCs and any major change to type design, including No-PNL activities.

(3) Compliance Determinations. Identify the specific data required to be developed by the applicant and then reviewed and/or approved by the ODA unit. The data package should include (as applicable): top/master drawing list and other drawings, specifications, technical reports, electrical load analysis, stress analysis, test plans and reports, TIA, supplemental type inspection report, equipment qualification plans and reports, ICA, and AFMS.

(a) The procedures for review and approval of the data by the ODA unit. The procedures manual must contain the specific forms and procedures used to determine and document compliance. The procedures for compliance determinations are essentially the same as those the FAA would use to conduct a standard certification program. It is expected that the compliance determinations procedures ensure the limitations of FAA Order 8110.37 and any other applicable policy are met.

(b) The procedures for coordinating FAA-specific findings or participation.

(4) FAA Recognition of Applicant Showings. In order to rely on applicant showings, the procedures manual must address the following:

(a) Applicant Showing Recognition Procedures. These procedures must describe:

1. How applicant showing activities are established as recognized by the OMT. Although the OMT must agree to the establishment of applicant showing activities, the OMT is not required to review or approve the specific processes.

2. A description of how recognized applicant showing activities are documented and controlled by the ODA holder. Documented applicant showing procedures should not be included in the ODA procedures manual.

3. A process to obtain ODA unit concurrence that any person or applicant showing activity proposed by the ODA holder has been successful at showing compliance on past projects without significant rework.

(b) Project Procedures. The certification project procedures must describe how recognized applicant showings will be relied upon, completed, and accounted for as part of the issuance of the certificate or approval. These procedures must describe:

1. How recognized applicant showings are identified on each project's certification plan/compliance checklist.

2. A process to obtain ODA unit concurrence that the compliance methodology is the same as past projects and that the use of applicant showing is within the scope of the OMT-recognized applicant showing processes.

3. How OMT agreement is obtained for the use of applicant showings when a PNL is required to be submitted for a project.

4. A process to ensure that each applicant showing deliverable identified in the compliance checklist be accompanied by a signed statement by an applicant representative that identifies the rule(s) the deliverable shows compliance to and attests that the activity is complete.

5. A process to ensure that all recognized applicant showing activities and needed ODA unit approvals are complete and accounted for prior to issuance of the certificate or approval.

(5) Production and Installation. The procedures manual must identify the specific forms and procedures used to document inspection results. Refer to FAA Order 8110.4 for where to find the forms and instructions on how to complete them.

(a) The procedures for production and installation.

(b) The procedures for applicant conformity inspections.

(c) The procedures for ODA unit conformity inspections, including:

1. How the conformity inspections will be requested, tracked, performed, and documented.

2. How deviations will be resolved.

3. How to coordinate any conformity inspection issues with the FAA (if necessary).

4. Procedures for development and ODA unit approval of the TIA.

(6) Operational Suitability. The procedures for coordination of operational suitability issues with the managing AED office. For example, FSBs for pilot ratings and pilot type rating training requirements and FOEBs for MMELs.

(7) Instructions for Continued Airworthiness (ICA).

(a) ICA Function Code Not Authorized. For organizations that do not have function code 11180 authorized, the procedures manual must specify the procedures for coordination of ICA with the AED as acceptable to the AED OMT member.

(b) ICA Function Codes Authorized. If the ODA holder is authorized ICA function code 8180, the ODA procedures must contain the following (as applicable):

1. A process for determining whether the project requires the development of new or revised ICA which includes documenting an impact assessment per FAA Order 8110.54, if the project does not impact the current ICA.

2. A process to identify which ICA documents are affected by the project.

3. The ICA development and review process. This includes identifying the departments or personnel involved in the process (e.g., engineering, technical publications, maintenance personnel, etc.) and the responsibilities of all parties. If the process is dependent on specific personnel or personnel with specific skills or training, these may be identified in the procedures manual. The process must address:

i. Development of ICA meeting the format and content requirements of the regulations and FAA Order 8110.54.

ii. Reconciliation of ICA with design data.

iii. FAA or ODA UM approval of any sections that require specific FAA approval, such as the ALS.

iv. Validation of maintenance tasks, as necessary, and rationale to determine when maintenance tasks are not required to be validated.

4. A process to ensure that ICA development and review is complete, and the ICA meet the requirements of the regulations and FAA Order 8110.54 before the ODA

administrator documents acceptance of the ICA by completing FAA Form 8100-11 or provides concurrence on EWIS ICA to the OMT.

(8) Risk Assessment. The ODA unit procedures for meeting the requirements of Order 4040.26 must be defined in the procedures manual.

(9) Type Inspection Authorization (TIA). The ODA unit must prepare the TIA so that it is formally issued prior to flight testing. Revisions must be prepared if the initial issuance is incomplete. The TIA must identify conformity requirements, authorized flight tests, special limitations deemed appropriate for test articles, and a formal assessment of the risks associated with the flight tests in accordance with subparagraph 3-6d(8) above. The processes and procedures to be used must be explained in the procedures manual.

(a) Aircraft Ground Evaluation. The ODA unit procedures for conducting aircraft ground evaluations, including compliance inspections.

(b) Aircraft Preflight Inspection. The ODA unit procedures for conducting aircraft preflight inspections.

(10) Certification Flight Testing. The processes and procedures to be used for flight testing must be explained in the procedures manual. The ODA unit may only perform certification flight tests as authorized by the TIA. The ODA unit must notify the FAA flight test personnel of the flight timeframes as soon as possible if the FAA has requested to participate in the flight test.

(11) AFMS Approval. The procedures for preparation and approval of the AFMS.

(12) Specific Findings of Compliance Close Out. The procedures manual defines the process and methods used by the organization to document the completion of specific FAA retained findings of compliance.

(13) Statement of Completion. When the documentation required for a particular program has been satisfactorily accomplished, the ODA administrator prepares a statement of completion, FAA Form 8100-11. The conditions for issuance and required contents, such as a certification checklist, must be explained in the procedures manual.

(14) Issuance of STC. The procedures must identify the procedures for issuing the STC. The procedures manual must note that a PMA cannot be issued on an STC which carries a "one-time only" limitation.

(15) Airworthiness Certification of Products and Articles. The processes and procedures to be used must be explained in the procedures manual and meet the requirements of FAA Orders 8110.4, 8130.2, 8130.21, and the AWC tool.

(16) Coordination of Approvals in Support of a TC ODA Holder. The procedures and requirements used to coordinate and complete compliance findings and conformity determinations to support type certification projects performed by another TC ODA holder.

(17) Approvals in Support of FAA-Managed Projects. The procedures for coordination and approval of data supplied to FAA-managed project applicants.

(18) Post STC Activities. Many engineering activities continue after type certification of a product. An STC ODA unit may be authorized to approve major design changes to drawings, procedures, and specifications. The ODA unit might approve engineering information in service documents and repair procedures for fielded products. The repair procedures are usually one time (serial number specific) or multiple use until service documents are updated.

(a) Design Changes. The process for determining the classification of major and minor design changes must be addressed in the procedures manual. The procedures manual must define the major design change approval process. Minor design changes require a separate process agreement with the FAA, per 14 CFR § 21.95.

1. Major Changes. All major changes should be coordinated with the OMT in accordance with the procedures manual. Not all projects require a PNL (see 3-6d(1)(c)).

2. Certification Project Notification (CPN). With Certification Engagement Branch (AIR-610) concurrence, the procedures manual must address the types of projects, if any, which may be accomplished without AIR-600 notification.

3. Data Requirements. There must be adequate data to support any post STC design changes. The procedures manual needs to address how these changes are approved.

(b) Approval of Major Repair or Major Alteration Data. The procedures for coordination and approval of major repair or major alteration data. Procedures for the approval of major repair or major alteration data must ensure the limitations of Order 8110.37 are met.

e. MRA ODA Procedures Requirements. MRA ODA procedures manual must address the following elements in the "Authorized Function Procedures" section:

(1) Repairs and Alterations.

(a) Differentiating between repairs and alterations.

(b) Determining whether major alterations require an STC.

(c) Approving and controlling technical data for repairs and alterations, including:

1. Article interchangeability and substitution (i.e., fit, form, and function).

2. Coordination of data with all applicable ODA unit engineering disciplines.

3. Disposition of nonconforming articles and materials for owner/operator manufactured articles when the ODA holder is the owner/operator.

4. How applicable FAA policy is followed (e.g. for damage tolerance assessment of structure, reference FAA AC 120-93, Damage Tolerance Inspections for Repairs and Alterations).

(d) Ensuring that each repair or alteration is compatible with other repairs or alterations to a product. The procedures manual must also include procedures for ensuring compatibility between products that have undergone major repairs or alterations and other products of approved type design.

(e) Ensuring that the ICA or impact assessment was prepared by the applicant and that the ICA was prepared in accordance with the ICA checklist in FAA Order 8110.54. The procedures manual must also include a requirement to identify the impact assessment or the ICA on FAA Form 8100-11 before it is signed.

> **Note:** The FAA (or ODA holder) is not required to make a distinct acceptance of either the ICA or the impact assessment. The applicant is responsible to prepare ICA or impact assessments that are acceptable to the FAA.

(f) Procedures for approval of multiple repairs as repair specifications and identification of the ODA administrator authorized to sign the repair specification cover sheet.

(g) The procedures for coordination and approval of major repair or major alteration data. It is expected that the major repair or major alteration data approval procedures ensure the limitations of FAA Order 8110.37 and any applicable policy are met.

(2) Airworthiness Certification and Issuance of Special Flight Permits (SFP). The procedures for issuing these certificates must ensure compliance with the requirements of FAA regulations, and follow the processes of FAA Orders 8130.2 and 8130.21.

(a) Off-Site Locations in the United States. For any activity at locations other than what is already identified as an ODA facility in the procedures manual, the procedures must define:

1. How to coordinate with the FS OMT member(s).

2. How the UM will perform the authorized function at the temporary location. This must be equivalent to how it is completed at an ODA facility. This should include:

- Data
- Forms
- Automation Systems
- Records
- Methods of Communication with the ODA holder

(b) International Locations. For any airworthiness activity outside of the United States, the ODA holder must have a process to coordinate any international activity through the FS OMT member(s). The ODA holder's coordination must include:

1. Date of request.

2. MRA ODA number.

3. MRA ODA company name.

4. UM point of contact (POC) telephone number.

5. Function code requested.

6. ODA project/work order/tracking number (as applicable).

7. Name of facility.

8. Facility address.

9. Facility certificate/designator number (if applicable).

10. Facility telephone number.

11. Facility POC for FAA oversight.

12. Proposed start date.

13. Estimated time required to complete activity.

14. Detailed description of the activity requested. If it involves multiple function codes, each function code description should be listed.

15. Copy of FAA Form 8130-6, Application for U.S. Airworthiness Certificate, submitted by the applicant, as required by FAA Order 8130.2.

16. For aircraft located outside the United States, a copy of the current Aeronautical Center Form 8050-3, Certificate of Aircraft Registration.

17. For aircraft located outside the United States, a copy of the current Aeronautical Center Form 8050-2, Aircraft Bill of Sale.

(3) Aging Airplane Inspections. The procedures for conducting aging airplane inspections should follow the directions of FAA Order 8900.1 to comply with the requirements of part 121, § 121.1105; part 129, § 129.105; or part 135, § 135.422. For ODA holders that are an air carrier, the MRA ODA unit may issue notification of completion after conducting records reviews and aircraft inspections required by the process above. For third party inspections, the procedures must also include coordination with the OMT and receiving qualification from the appropriate air carrier certificate management office (CMO).

f. PMA ODA Procedures Requirements. PMA ODA procedures manual must address the following elements in the "Authorized Function Procedures" section:

(1) PMA Test and Computation Programs.

(a) Program Notification Letter (PNL). Procedures for development of the PNL and coordination of the PNL with the ODA unit. The procedures section must include the procedures the ODA unit will follow for the submittal of the PNL (if required) to the OMT. The PNL must contain the information referenced in Chapter 5, Section 6, Parts Manufacturer Approval ODA (PMA ODA).

1. The procedures manual must identify the procedures used to develop and approve the conformity inspection plan.

2. No-PNL Projects. After two years, the ODA unit may be authorized by the OMT to conduct certification activities without prior notification to the FAA if a procedure to determine when notification is not required is stated in the procedures manual. The ODA holder's procedure must include how the ODA unit evaluates the extent of the changes to determine whether notification is required. The procedures must contain sufficient information to define which types of programs may be performed without notification and when there is a requirement to provide formal notification to the FAA. These procedures will only be authorized for STCs or major changes for which the OMT can establish beforehand that:

3. Previous projects with the same scope and limitations have been conducted satisfactorily by the ODA holder, and

4. The ODA holder and unit have the appropriate knowledge and understanding of the product manufacturer's design philosophy, principles, operational assumptions, and operator procedures.

Note 1: The ODA holder must still prepare and maintain all of the documentation normally included with a PNL.

Note 2: The ODA holder must still prepare and maintain all of the documentation normally included with a PNL.

5. The procedures must address how the ODA holder will incorporate FAA participation, including the making of specific findings of compliance, identified in the response to the PNL.

(b) Development and Content of the Data Package. The procedures for ODA UMs to review the data package and, upon finding that the data shows compliance with the applicable airworthiness requirements, to approve the data. The procedures for compliance determinations are essentially the same as those the FAA would use to conduct a standard certification program. It is expected that the compliance determinations procedures ensure the limitations of FAA Order 8110.37 and any applicable policy are met.

(c) FAA Recognition of Applicant Showings. In order to rely on applicant showings, the procedures manual must address the following:

1. Applicant Showing Recognition Procedures. These procedures must describe:

i. How applicant showing activities are established as recognized by the OMT. Although the OMT must agree to the establishment of applicant showing activities, the OMT is not required to review or approve the specific processes.

ii. A description of how recognized applicant showing activities are documented and controlled by the ODA holder. Documented applicant showing procedures should not be included in the ODA procedures manual.

iii. A process to obtain ODA unit concurrence that any person or applicant showing activity proposed by the ODA holder has been successful at showing compliance on past projects without significant rework.

2. Project Procedures. The certification project procedures must describe how recognized applicant showings will be relied upon, completed, and accounted for as part of the issuance of the certificate or approval. These procedures must describe:

i. How recognized applicant showings are identified on each project's certification plan/compliance checklist.

ii. A process to obtain ODA unit concurrence that the compliance methodology is the same as past projects and that the use of applicant showing is within the scope of the OMT-recognized applicant showing processes.

iii. How OMT agreement is obtained for the use of applicant showings when a PNL is required to be submitted for a project.

iv. A process to ensure that each applicant showing deliverable identified in the compliance checklist be accompanied by a signed statement by an applicant representative that identifies the rule(s) the deliverable shows compliance to and attests that the activity is complete.

v. A process to ensure that all recognized applicant showing activities and needed ODA unit approvals are complete and accounted for prior to issuance of the certificate or approval.

(d) ICA.

1. ICA Function Code Not Authorized. For organizations that do not have function code 13180 authorized, the procedures manual must specify the procedures for coordination of ICA with the AED, as acceptable to the AED OMT member.

2. ICA Function Codes Authorized. If the ODA holder is authorized ICA function code 13180, the ODA procedures must contain the following (as applicable):

i. A process for determining whether the project requires the development of new or revised ICA, which includes documenting an impact assessment per FAA Order 8110.54 if the project does not impact the current ICA.

ii. A process to identify which ICA documents are affected by the project.

iii. The ICA development and review process. This includes identifying the departments or personnel involved in the process (e.g., engineering, technical publications, maintenance personnel) and the responsibilities of all parties. If the process is dependent on specific personnel or personnel with specific skills or training, these may be identified in the procedures manual. The process must address:

- Development of ICA meeting the format and content requirements of the regulations and FAA Order 8110.54.
- Reconciliation of ICA with design data.
- FAA or ODA UM approval of any sections that require specific FAA approval, such as the ALS.
- Validation of maintenance tasks, as necessary, and rationale to determine when maintenance tasks are not required to be validated.

iv. A process to ensure that ICA development and review is complete, and the ICA meet the requirements of the regulations and FAA Order 8110.54 before the ODA administrator documents acceptance of the ICA by completing FAA Form 8100-11 or provides concurrence on EWIS ICA to the OMT.

(e) Prototype Conformity Inspection. The ODA holder's procedures manual must have procedures to identify and document inspection results. The article production (or test) conformity procedures must address:

1. How the conformity inspections will be requested, tracked, documented, and performed;

2. How deviations will be addressed and resolved;

3. How to coordinate the conformity inspection requirements with the FAA (if necessary); and

4. The need for a post-test conformity.

(f) Quality System. The procedures manual must contain the procedures used by the ODA unit to assess changes to the quality system required to manufacture newly approved PMA articles. The ODA unit must determine that the quality system complies with § 21.307 and is capable of producing the new article conforming to the approved design.

(g) Issuing PMA Supplements and Data Submittals. The procedures manual must contain the procedures and forms used for completing PMA projects, including the statement of completion and PMA supplements. The procedures must include how the ODA holder will

submit the required data to the appropriate FAA office(s) within 14 calendar days of issuing the PMA supplement.

(2) PMA Approvals Based on Licensing Agreement or STC. The ODA holder's procedures manual must contain the specific forms, checklists, and procedures used to determine and document compliance to parts 21 and 45, including the processes in FAA Order 8110.42.

(a) Program Notification Letter (PNL). The procedures manual must contain procedures for development of the PNL and coordination of the PNL with the ODA unit, when required. The procedures section must also include the procedures the ODA unit will follow for the submittal of the PNL (if required). The PNL must contain the information referenced in Chapter 5, Section 6. At the OMT's discretion, ODA holders may be authorized to issue PMAs based on licensing agreements or STCs without submittal of a PNL.

1. The procedures manual must identify the procedures used to develop and approve the conformity inspection plan (as necessary).

2. Procedures may define the scope and limitations of any type of activity not requiring a PNL. These procedures will only be authorized for PMAs for which the OMT can establish beforehand that previous projects with the same scope and limitations have been conducted satisfactorily by the ODA holder.

Note: The ODA holder must still prepare and maintain all of the documentation normally included with a PNL.

3. The procedures must address how the ODA holder will incorporate FAA participation, including the making of specific findings of compliance, identified in the response to the PNL.

(b) Quality System. The procedures manual must contain the procedures used by the ODA unit to assess changes to the quality system required to manufacture newly approved PMA articles. The ODA unit must determine that the quality system complies with § 21.137 and is capable of producing the new article conforming to the approved design.

(c) Issuing PMA Supplements and Data Submittals. The procedures manual must contain the procedures and forms used for completing PMA projects, including the statement of completion and PMA supplements. The procedures must include how the ODA holder will track PMA supplements issued and submit the required data to the appropriate FAA office(s) within 14 calendar days of issuance of the PMA supplement.

(3) Issue Airworthiness Approvals and Export Airworthiness Approvals. The procedures manual must contain the procedures used for airworthiness approvals.

(4) Coordination of Approvals in Support of a TC ODA Holder. The procedures manual must contain the procedures and requirements used to coordinate and complete compliance findings and conformity determinations to support type certification projects performed by another TC ODA holder.

(5) Approvals in Support of FAA-Managed Projects. The procedures manual must contain the procedures for coordination and approval of data supplied to FAA-managed project applicants.

(6) Major Repair Data. If the ODA holder is authorized to approve major repair data, the procedures manual must contain the procedures for coordination and approval of major repair data. It is expected that the major repair or major alteration data approval procedures ensure the limitations of Order 8110.37 and any applicable policy are met.

g. AO ODA Procedures Requirements. AO ODA procedures manual must address the following elements in the "Authorized Function Procedures" section:

(1) Rotorcraft External-Load Operator Certification.

(a) AO Certificates. The procedures must meet the applicable requirements of FAA regulations and should follow the directions of FAA Order 8900.1 or other required guidance material as requested by the OMT.

(b) AO ODA Activity. For AO ODA, the ODA unit must document operational certification activity in a manner acceptable to the OMT. The format for reporting this activity should be included in the ODA holder's procedures manual.

(c) Certificate Coordination. The procedure for coordination between the ODA, the OMT, and the FAA office (Flight Standards District Office (FSDO)/CMO/IFO) responsible for the applicant after the certification is completed. These procedures must include, but are not limited to:

1. The responsible Safety Assurance division coordination requirements.

2. Any procedures required to ensure the required FAA databases are coordinated with the responsible office.

(2) AIP Approvals.

(a) AIP Evaluation and Approval. Manual processes to complete this function must meet or exceed the requirements of § 91.409(f)(4) and should follow the directions in FAA Order 8900.1, Volume 4, Chapter 14, Section 3, Evaluate/Approve an Inspection Program Under Part 91, § 91.409(f)(4), and AC 91-90, Part 91 Approved Inspection Programs, and should include the following:

1. The procedure used to acquire approval to perform an inspection program activity from the FS office responsible for the aircraft.

2. The procedures used by the unit to identify the submitted program contains all of the required documentation, including, but not limited to:

i. A current equipment list for the aircraft.

ii. Copy of the bridging document that highlights the differences between the current inspection program and the proposed AIP. If the aircraft is being transitioned from another type of inspection program, an operator must provide the necessary information required by § 91.417 and show how the inspection program has been appropriately bridged from the current inspection program to the AIP, in accordance with § 91.409(h). The time in service, calendar-times, or cycles of operation accumulated under the previous program must be applied in determining inspection due times under the new program. This must include a status report (due times) for every inspection task in the AIP, indicating all the next due times, cycles, or hours of each inspection task under the new AIP.

iii. Current copy of the OEM's recommended inspection program (Chapters 4 and 5 of the AMM, the current Maintenance Review Board Report (MRBR)/Maintenance Planning Document (MPD), and/or any other OEM documents (AMM, SB, or Service Letter (SL)) required to complete the evaluation and approval of the inspection program. This includes the engines, propellers, rotors, appliances, auxiliary power unit (APU), avionics equipment, and survival and emergency equipment.

iv. A copy of all applicable ADs incorporated into the aircraft and any associated ICA which contain inspection items and intervals.

v. A listing of all major repairs and alterations, including copies of any associated ICA which contain inspection items and intervals.

vi. Description of the aircraft's major event history, such as accident/incident history, major corrosion history, and other major damage that may have occurred.

3. The procedures for how the AO ODA will assess the AIP against these constraints:

i. Is the submitted AIP a commercially available aircraft maintenance/inspection tracking program? If the answer to this question is yes, the AO ODA holder must identify this AIP as "not acceptable." The FAA will not approve these software programs as inspection programs under § 91.409(f)(4).

ii. Does the operator propose to use the AIP in conjunction with other inspection programs under § 91.409(f)? If the answer is yes, the AO ODA holder must identify this AIP as "not acceptable." The FAA will not approve two different types of inspection programs associated with the same aircraft.

iii. Is the operator proposing the manufacturer's MRBR or MPD as the AIP? If the answer is yes, the AO ODA holder must identify the AIP as "not acceptable." The FAA will not approve this information for inspection programs under § 91.409(f)(4), as the information is incomplete.

4. The procedures for the ODA unit to perform the evaluation and approval of the AIP and forward the program package to the ODA administrator for final review.

5. The procedures for approval and submittal of the AIP. The AO ODA administrator will submit the package of information to the FS office for each AIP approved or denied. The submittal of the package must be in an electronic format acceptable to the OMT/FS office. This package must contain the following:

Note: The items with an asterisk (*) in the list below must be provided only at the request of the responsible FS office for the aircraft.

i. A cover letter from the AO ODA holder stating that they have complied with their functions of determining the aircraft's eligibility, and reviewing the proposed AIP for acceptability, completeness, and accuracy, and the AIP is approved.

ii. The AIP.

iii. *Copy of the manufacturer's inspection program (or MPD, as applicable) used to perform the functions on the project.

iv. *Copy of the FAA-approved ALS from the manufacturer's manual.

v. Copy of the bridging document that highlights the differences between the current inspection program and the proposed AIP. If the aircraft is being transitioned from another type of inspection program, an operator must provide the necessary information required by § 91.417 and show how the inspection program has been appropriately bridged from the current inspection program to the AIP, in accordance with § 91.409(h). The time in service, calendar-times, or cycles of operation accumulated under the previous program must be applied in determining inspection due times under the new program. This must include a status report (due times) for every inspection task in the AIP, indicating all the next due times, cycles, or hours of each inspection task.

vi. *Aircraft maintenance and inspection records necessary to validate or substantiate any portion of the program, including data justifying any task intervals changes, including any FAA coordination/approval documents obtained by the operator.

vii. Status of applicable ADs.

viii. *A listing of the major repairs and alterations performed to the aircraft and an analysis of how they would impact the proposed inspection program (or that it does not).

ix. *Records of manufacturer's SBs and SLs that have been incorporated (if applicable to inspection tasks or items being extended).

x. *Malfunction and Defect Reports (M&D) or Service Difficulty Reports (SDR) on the subject aircraft (if applicable to inspection tasks or items being extended).

xi. *Description of the aircraft's major event history, such as accident/incident history, major corrosion history, and other major damage that may have occurred.

xii. A copy of the current aircraft equipment list to ensure inspection items specific to any installed standard or optional equipment has been included.

xiii. *Any other relevant data (as described herein) necessary to substantiate task intervals beyond the manufacturer's recommended timeframes, including the document demonstrating prior FAA approval of the increment increase.

(b) Determine Eligibility of Previously Approved Intervals Greater than the Manufacturer's Inspection Intervals (function code 15090). Procedures must include:

1. A process for how the ODA holder will accept a task escalation request from an aircraft owner/operator.

2. A process for how the ODA unit will determine if the requested escalation is greater than the manufacturer's recommended task interval.

3. A process for the ODA unit to identify and document that the task escalation has been previously approved by the FAA.

i. This includes FS office approval in accordance with FAA Order 8900.1, Volume 4, Chapter 14, Section 3 and AC 91-90.

ii. This process must include the method used to obtain the appropriate approval documents from the aircraft owner/operator. One of following approval documents is required:

- An FAA-approved AIP (§ 91.409(f)(4)) that indicates the task and interval have been evaluated and approved in accordance with the requirements of FAA Order 8900.1, Volume 4, Chapter 14, Section 3 and AC 91-90;
- A letter of transmittal from an FAA AED office or Certification Branch that indicates the task escalation was evaluated and approved in accordance with AC 121-22, Maintenance Review Boards, Maintenance Type Boards, and OEM/TCH Recommended Maintenance Procedures; or
- Optimization approval was granted by the design approval holder (DAH) in accordance with § 21.50.

4. A process for the ODA unit to apply the previously approved task escalation to the new AIP and validating the next due increment from the previous compliance date, cycle count, or hourly time from the aircraft's records.

(c) Revision of ODA-Approved AIPs. Procedures for revising an ODA-approved AIP in accordance with FAA Order 8900.1. The ODA holder may only exercise function codes 15080 and 15090 for revisions on programs originally approved by the ODA holder.

h. AC ODA Procedures Requirements. An AC ODA procedures manual must address the following elements in the "Authorized Function Procedures" section as applicable to the

certificates held. This section may reference procedures in FAA publications, or in other FAA approved manuals utilized by the certificate holder. Strict scrutiny should be exercised by the ODA holder to ensure that these referenced procedures do not conflict with other parts of the ODA procedures manual. Examples of FAA publications would be the Airman Certification Standards (ACS) and FAA Order 8900.1. An example of a certificate holder's approved manual would be an approved AQP manual. Referencing other publications is allowed; however, it should be specific to the section, and must also include ODA specific procedures for use of the referenced documents. Additionally, all referenced documents in the procedures manual must be available to the unit members for use and must be maintained by the ODA holder.

Note: Airman certification requirements remain the same whether the evaluation is conducted by an FAA inspector, individual designee, or ODA UM.

(1) 14 CFR Part 121 Airmen Certification.

(a) Pilot Airmen Certification. These procedures are applicable to certification of applicants completing an approved 14 CFR part 121 training curriculum.

1. Accept and Process Pilot Airmen Applications. The procedures must meet the requirements of applicable regulations, the directions in FAA Order 8900.1, and any other required guidance material requested by the OMT. This process requires that the ODA have the ability to accept, review, and complete airmen certification applications and application packages. Applications will be processed via IACRA, when available. If an application is completed outside of IACRA, it must go through the Flight Standards Office (FSO) for review and approval before it is sent to the Registry. The ODA must be able to process the application, determine the applicant's eligibility, and match the applicant with the appropriate evaluation equipment and qualified APD UM, if required. Scheduling of evaluation events should be accomplished within this procedure and will be available to OMT members.

2. Conduct Pilot Airmen Certification Tests. For AC ODA, the ODA unit must include a process to accomplish the practical test and any administrative requirements. This process should meet the requirements of airmen certification testing based on 14 CFR part 121 subparts O, Y, and Appendix F, as applicable. This procedure must also identify requirements for and validation of evaluation equipment (simulators, aircraft, facilities, etc.) and ensure it is all functioning in accordance with applicable regulations and policy to accomplish the evaluation. For those Air Carriers with an approved AQP, the AQP qualification evaluation must be in accordance with the air carrier's approved AQP manual.

Note: Section 61.157(f) permits successful completion of checks conducted under §121.441 to satisfy the flight prociency requirements for issuance of an ATP certificate and/or appropriate aircraft rating subject to certain conditions and limitations.

3. Prepare and Issue Pilot Airman Certificates. This procedure must ensure that airmen certification documentation is processed to completion and the appropriate airman certificate, rating, or denial is issued to the applicant. This procedure also includes submitting the

appropriate certification records and documentation to AFB-720, Airman Certification Branch, electronically through IACRA, when available. If an application is completed outside of IACRA, it must go through the FSO for review and approval before it is sent to the Registry. Additional documentation may also be required if directed by the OMT and/or the appropriate FAA managing office.

(b) Conduct Air Carrier Check Pilot Evaluation. These procedures must accomplish air carrier requirements for 14 CFR § 121.413 check pilot evaluations. This procedure is intended to accomplish and document the 24-month check pilot observations as required by 14 CFR § 121.413. Procedures for both initial and recurrent observations may be developed and approved. This procedure is for the observation only. Final approval of the check pilot is accomplished by the FAA managing office. The procedure should include communication, schedule availability, and documentation requirements to provide the managing FAA office the ability to accomplish the observation in lieu of an ODA APD UM if desired and to ensure the FAA managing office is provided with the appropriate records to maintain the FAA check pilot file per FAA Order 8900.1.

(c) Conduct AQP Initial Qualification Checks. This procedure should provide a process for APD UMs to be scheduled for, accomplish, and document AQP Initial Qualification Checks in accordance with an approved AQP. Reference FAA Order 8900.1, Volume 3, Chapter 21 for additional information.

(d) Conduct Airman Certificate Qualification Review (Administrative). These processes are administrative and do not require a test. Requests will be processed via IACRA, when available. The ODA must be able to process the request, review and verify the applicant's documentation, and issue a revised certificate. This procedure also includes submitting the appropriate certification records and documentation to AFB-720 electronically through IACRA, when available. If an application is completed outside of IACRA, it must go through the FSO for review and approval before it is sent to the Registry. Additional documentation may also be required if directed by the OMT and/or the appropriate FAA managing office.

1. If authorized, an AC ODA holder's procedures must include the following:

i. Issue a 14 CFR Part 61 Pilot Certificate Based on Military Pilot Qualifications. The procedures must meet the applicable requirements of FAA regulations, FAA Order 8900.1, Volume 5, Chapter 2, Section 15, and any other required guidance material requested by the OMT.

ii. Issue a 14 CFR Part 61 Pilot Certificate Based on Foreign Pilot Qualifications. The procedures must meet the applicable requirements of FAA regulations, FAA Order 8900.1, Volume 5, Chapter 2, Section 14, and any other required guidance material requested by the OMT.

iii. Issue a 14 CFR Part 61 Ground Instructor Certificate. The procedures must meet the applicable requirements of FAA regulations, FAA Order 8900.1 Volume 5, Chapter 2, Section 17, and any other required guidance material requested by the OMT.

iv. Renew a Current, Unexpired 14 CFR Part 61 Flight Instructor Certificate. The procedures must meet the applicable requirements of FAA regulations, FAA Order 8900.1, Volume 5, Chapter 2, Section 11, and any other required guidance material requested by the OMT.

v. Issue a 14 CFR Part 107 Remote Pilot Certificate Based on a Qualifications Review. The procedures must meet the applicable requirements of FAA regulations, FAA Order 8900.1, Volume 16, Chapter 3, Section 1, and any other required guidance material requested by the OMT.

(2) 14 CFR Part 135 Airmen Certification.

(a) Pilot Airmen Certification. These procedures are applicable to certification of applicants completing an approved 14 CFR part 135 training curriculum.

1. Accept and Process Pilot Airmen Applications. The procedures must meet the requirements of applicable regulations and FAA Order 8900.1, and any other required guidance material requested by the OMT. This process requires that the ODA have the ability to accept, review, and complete airmen certification applications and application packages. Applications will be be processed via IACRA, when available. If an application is completed outside of IACRA, it must go through the FSO for review and approval before it is sent to the Registry. The ODA must be able to process the application, determine the applicant's eligibility, and match the applicant with the appropriate evaluation equipment and qualified APD UM, if required. Scheduling of evaluation events should be accomplished within this procedure and will be available to OMT members.

2. Conduct Pilot Airmen Certification Tests. For AC ODA, the ODA unit must include a process to accomplish the practical test and any administrative requirements. This process should meet the requirements of airmen certification testing based on 14 CFR part 135 subpart G and conducted in accordance with the approved training program. This procedure must also identify requirements for and validation of evaluation equipment (simulators, aircraft, facilities, etc.) and ensure it is all functioning in accordance with applicable regulations and policy to accomplish the evaluation. For those air carriers with an approved AQP, the AQP qualification evaluation must be in accordance with the air carrier's approved AQP manual.

> **Note:** Section 61.157(f) permits successful completion of checks conducted under §135.293(a)(2), §135.293(b), §135.297 to satisfy the flight prociency requirements for issuance of an ATP certificate and/or appropriate aircraft rating subject to certain conditions and limitations.

3. Prepare and Issue Pilot Airman Certificates. This procedure must ensure that airmen certification documentation is processed to completion and the appropriate airman certificate, rating, or denial is issued to the applicant. This procedure also includes submitting the appropriate certification records and documentation to AFB-720 electronically through IACRA, when available. If an application is completed outside of IACRA, it must go through the FSO for review and approval before it is sent to the Registry. Additional documentation may also be required if directed by the OMT and/or the appropriate FAA managing office.

(b) Conduct Air Carrier Check Pilot Evaluation. These procedures must accomplish air carrier requirements for 14 CFR § 135.339 check pilot evaluations. This procedure is intended to accomplish and document the 24-month check pilot observations as required by 14 CFR § 135.339. Procedures for both initial and recurrent observations may be developed and approved. This procedure is for the observation only. Final approval of the check pilot is accomplished by the FAA managing office. The procedure should include communication, schedule availability, and documentation requirements to provide the managing FAA office the ability to accomplish the observation in lieu of an ODA APD UM if desired and to ensure the FAA managing office is provided with the appropriate records to maintain the FAA check pilot file per FAA Order 8900.1.

(c) Conduct AQP Initial Qualification Checks. This procedure should provide a process for APD UMs to be scheduled for, accomplish, and document AQP Initial Qualification Checks in accordance with an approved AQP. Reference FAA Order 8900.1, Volume 3, Chapter 21, for additional information.

(d) Conduct Airman Certificate Qualification Review (Administrative). These processes are administrative and do not require a test. Requests will be processed via IACRA, when available. The ODA must be able to process the request, review and verify the applicant's documentation, and issue a revised certificate. This procedure also includes submitting the appropriate certification records and documentation to AFB-720 electronically through IACRA, when available. If an application is completed outside of IACRA, it must go through the FSO for review and approval before it is sent to the Registry. Additional documentation may also be required if directed by the OMT and/or the appropriate FAA managing office.

1. If authorized, an AC ODA holder's procedures must include the following:

i. Issue a 14 CFR Part 61 Pilot Certificate Based on Military Pilot Qualifications. The procedures must meet the applicable requirements of FAA regulations, FAA Order 8900.1, Volume 5, Chapter 2, Section 15, and any other required guidance material requested by the OMT.

ii. Issue a 14 CFR Part 61 Pilot Certificate Based on Foreign Pilot Qualifications. The procedures must meet the applicable requirements of FAA regulations, FAA Order 8900.1, Volume 5, Chapter 2, Section 14, and any other required guidance material requested by the OMT.

iii. Issue a 14 CFR Part 61 Ground Instructor Certificate. The procedures must meet the applicable requirements of FAA regulations, FAA Order 8900.1, Volume 5, Chapter 2, Section 17, and any other required guidance material requested by the OMT.

iv. Renew a Current, Unexpired 14 CFR Part 61 Flight Instructor Certificate. The procedures must meet the applicable requirements of FAA regulations, FAA Order 8900.1, Volume 5, Chapter 2, Section 11, and any other required guidance material requested by the OMT.

v. Issue a 14 CFR Part 107 Remote Pilot Certificate Based on a Qualifications Review. The procedures must meet the applicable requirements of FAA regulations, FAA Order 8900.1, Volume 16, Chapter 3, Section 1, and any other required guidance material requested by the OMT.

(3) 14 CFR Part 141 Airmen Certification.

(a) Pilot Airmen Certification. These procedures are applicable to certification of applicants who qualify through completion of a part 141 approved training course without examining authority or for applicants who meet the airman qualification requirements of part 61.

Note: A part 141 pilot school may obtain examining authority on a course-by-course basis under subpart D of part 141. Under examining authority, a pilot school may administer its tests and recommend for certificates and ratings only those students who complete the school's approved part 141 training programs. A pilot school must satisfy subpart D of part 141 when exercising its examining authority. ODA permits a pilot school to administer a practical test for its own students in courses for which it does not hold examining authority as well as applicants who do not train at the pilot school. A pilot school with ODA is subject to the provision in this Order when exercising its ODA.

1. Accept and Process Pilot Airmen Applications. The procedures must meet the requirements of applicable regulations and FAA Order 8900.1, and any other required guidance material requested by the OMT. This process requires that the ODA have the ability to accept, review, and complete airmen certification applications and application packages. Applications will be processed via IACRA, when available. If an application is completed outside of IACRA, it must go through the FSO for review and approval before it is sent to the Registry. The ODA must be able to process the application, determine the applicant's eligibility, and match the applicant with the appropriate evaluation equipment and qualified UM, if required. Scheduling of evaluation events should be accomplished within this procedure and will be available to OMT members.

2. Conduct Pilot and Flight Instructor Airmen Certification Tests. For AC ODA, the ODA unit must include a process to accomplish the practical test and any administrative requirements. This process should reflect the current airman evaluation requirements identified in FAA Order 8900.1, and the appropriate ACS or PTS. This procedure must also identify requirements for evaluation equipment (simulators, aircraft, facilities, etc.) and ensure it is all functioning in accordance with applicable regulations and policy to accomplish the evaluation.

3. Prepare and Issue Pilot Airmen Certificates. This procedure must ensure that Airmen certification documentation is processed to completion and the appropriate airman certificate, rating, or denial is issued to the applicant. This procedure also includes submitting the appropriate certification records and documentation to Airmen Records electronically through IACRA, when available. If an application is completed outside of IACRA, it must go through the

FSO for review and approval before it is sent to the Registry. Additional documentation may also be required if directed by the OMT and/or the appropriate FAA managing office.

(b) Conduct Airman Certificate Qualification Review (Administrative). These processes are administrative and do not require a test. Requests will be processed via IACRA, when available. The ODA must be able to process the request, review and verify the applicant's documentation, and issue a revised certificate. This procedure also includes submitting the appropriate certification records and documentation to Airmen Records electronically through IACRA, when available. If an application is completed outside of IACRA, it must go through the FSO for review and approval before it is sent to the Registry. Additional documentation may also be required if directed by the OMT and/or the appropriate FAA managing office.

1. If authorized, an AC ODA holder's procedures must include the following:

i. Issue a 14 CFR Part 61 Pilot Certificate Based on Military Pilot Qualifications. The procedures must meet the applicable requirements of FAA regulations, FAA Order 8900.1, Volume 5, Chapter 2, Section 15, and any other required guidance material requested by the OMT.

ii. Issue a 14 CFR Part 61 Flight Instructor Certificate Based on Military Pilot Qualifications. The procedures must meet the applicable requirements of FAA regulations, FAA Order 8900.1, Volume 5, Chapter 2, Section 15, and any other required guidance material requested by the OMT.

iii. Issue a 14 CFR Part 61 Pilot Certificate Based on Foreign Pilot Qualifications. The procedures must meet the applicable requirements of FAA regulations, FAA Order 8900.1, Volume 5, Chapter 2, Section 14 and Section 23, and any other required guidance material requested by the OMT.

iv. Issue a 14 CFR Part 61 Ground Instructor Certificate. The procedures must meet the applicable requirements of FAA regulations, FAA Order 8900.1, Volume 5, Chapter 2, Section 17, and any other required guidance material requested by the OMT.

v. Renew a Current, Unexpired 14 CFR Part 61 Flight Instructor Certificate. The procedures must meet the applicable requirements of FAA regulations, FAA Order 8900.1, Volume 5, Chapter 2, Section 11, and any other required guidance material requested by the OMT.

vi. Issue a 14 CFR Part 107 Remote Pilot Certificate Based on a Qualifications Review. The procedures must meet the applicable requirements of FAA regulations, FAA Order 8900.1, Volume 16, Chapter 3, Section 1, and any other required guidance material requested by the OMT.

(c) Conduct Annual Proficiency Check. This procedure evaluates an applicant's performance during a Pilot in Command Proficiency Check (PIC PC) conducted in accordance with 14 CFR § 61.58. Successful completion of this task results in an endorsement in the pilot's logbook or completion of FAA Form 8410-1, Airman Proficiency/Qualification Check, with an

indication of either satisfactory or unsatisfactory results. Reference FAA Order 8900.1, Volume 5, Chapter 2, Section 20 for additional information.

(4) 14 CFR Part 142 Airmen Certification

(a) Pilot Airmen Certification. These procedures are applicable to certification of applicants completing 14 CFR part 142 training curriculum.

1. Accept and Process Pilot Airmen Applications. The procedures must meet the requirements of applicable regulations and FAA Order 8900.1, and any other required guidance material requested by the OMT. This process requires that the ODA have the ability to accept, review, and complete airmen certification applications and application packages. Applications will be be processed via IACRA, when available. If an application is completed outside of IACRA, it must go through the FSO for review and approval before it is sent to the Registry. The ODA must be able to process the application, determine the applicant's eligibility, and match the applicant with the appropriate evaluation equipment and qualified TCE UM, if required. Scheduling of evaluation events should be accomplished within this procedure and will be available to OMTmembers.

2. Conduct Pilot Airmen Certification Tests. For AC ODA, the ODA unit must include a process to accomplish the practical test and any administrative requirements. This process will reflect the current airman evaluation requirements identified in FAA Order 8900.1, and the appropriate ACS or PTS. This procedure must also identify requirements for and validation of evaluation equipment (simulators, aircraft, facilities, etc.) and ensure it is all functioning in accordance with applicable regulations and policy to accomplish the evaluation.

3. Prepare and Issue Pilot Airman Certificates. This procedure must ensure that airmen certification documentation is processed to completion and the appropriate airman certificate, rating, or denial is issued to the applicant. This procedure also includes submitting the appropriate certification records and documentation to AFB-720 electronically through IACRA, when available. If an application is completed outside of IACRA, it must go through the FSO for review and approval before it is sent to the Registry. Additional documentation may also be required if directed by the OMT and/or the appropriate FAA managing office.

(b) Conduct Category (CAT) II Practical Tests. The objective of this procedure is to evaluate the skill and proficiency of a pilot requesting authority to conduct CAT II instrument approaches. Successful completion of this task results in issuance or denial of a CAT II pilot authorization. The procedures must include relevant information from FAA Order 8900.1, Volume 5, Chapter 21.

(c) Conduct CAT III Practical Tests. The objective of this procedure is to evaluate the skill and proficiency of a pilot requesting authority to conduct CAT III instrument approaches. Successful completion of this task results in issuance or denial of a CAT III pilot authorization. The procedures must include relevant information from FAA Order 8900.1, Volume 5, Chapter 21.

(d) Conduct Airman Certificate Qualification Review (Administrative). These processes are administrative and do not require a test. Requests will be processed via IACRA,

when available. The ODA must be able to process the request, review and verify the applicant's documentation, and issue a revised certificate. This procedure also includes submitting the appropriate certification records and documentation to AFB-720 electronically through IACRA, when available. If an application is completed outside of IACRA, it must go through the FSO for review and approval before it is sent to the Registry. Additional documentation may also be required if directed by the OMT and/or the appropriate FAA managing office.

1. If authorized this function an AC ODA holder's procedures must include the following.

i. Issue a 14 CFR Part 61 Pilot Certificate Based on Military Pilot Qualifications. The procedures must meet the applicable requirements of FAA regulations, FAA Order 8900.1, Volume 5, Chapter 2, Section 15, and any other required guidance material requested by the OMT.

ii. Issue a 14 CFR Part 61 Pilot Certificate Based on Foreign Pilot Qualifications. The procedures must meet the applicable requirements of FAA regulations, FAA Order 8900.1, Volume 5, Chapter 2, Section 14, and any other required guidance material requested by the OMT.

iii. Issue a 14 CFR Part 61 Ground Instructor Certificate. The procedures must meet the applicable requirements of FAA regulations, FAA Order 8900.1 Volume 5, Chapter 2, Section 17, and any other required guidance material requested by the OMT.

iv. Renew a Current, Unexpired 14 CFR Part 61 Flight Instructor Certificate. The procedures must meet the applicable requirements of FAA regulations, FAA Order 8900.1, Volume 5, Chapter 2, Section 11, and any other required guidance material requested by the OMT.

v. Issue a 14 CFR Part 107 Remote Pilot Certificate Based on a Qualifications Review. The procedures must meet the applicable requirements of FAA regulations, FAA Order 8900.1, Volume 16, Chapter 3, Section 1, and any other required guidance material requested by the OMT.

(e) Conduct Annual Proficiency Checks. This procedure evaluate's an applicant's performance during a PIC PC conducted in accordance with 14 CFR § 61.58. Successful completion of this task results in an endorsement in the pilot's logbook or completion of FAA Form 8410-1, Airman Proficiency/Qualification Check, with an indication of either satisfactory or unsatisfactory results. Reference FAA Order 8900.1, Volume 5, Chapter 2, for additional information.

(f) Conduct Instructor Observations. This procedure should meet the requirements of 14 CFR § 142.53(a)(1) and allows a TCE UM to observe instructors demonstrating knowledge of, and proficiency in, instructing in a representative segment of each curriculum for which that instructor is designated to instruct under 14 CFR part 142. Procedures should include the relevant information from FAA Order 8900.1, Volume 3, Chapter 54.

(g) Conduct Instructor Annual Proficiency Checks. This procedure should meet the requirements of 14 CFR § 142.53(a)(7) and allows a TCE UM to administer a 14 CFR part 142 instructor annual proficiency check. Procedures should include the relevant information from FAA Order 8900.1, Volume 3, Chapter 54.

(h) Conduct Evaluator Annual Proficiency Checks. This procedure should meet the requirements of 14 CFR § 142.55 and allows a TCE UM to administer a 14 CFR part 142 evaluator annual proficiency check. Procedures should include the relevant information from FAA Order 8900.1, Volume 3, Chapter 54.

(5) 14 CFR Part 145 Airmen Certification

(a) Accepting FAA Form 8610-2, Airman Certificate and/or Rating Application. This procedure must include the coordination between the OMT and the ODA Unit for applicants under 14 CFR § 65.77. The procedures must include all elements to be performed by the OMT in FAA Order 8900.1, Volume 5, Chapter 5, Section 2, prior to accepting an application.

(b) Conduct Airmen Certification Test for Mechanics. This procedure will be utilized by Unit Members authorized to conduct aviation mechanic practical tests. This process should reflect the current airmen testing requirements identified in FAA Order 8900.2 Chapter 6, and the appropriate ACS or PTS, as appropriate for the test given.

1. Use of the test generator. This procedure must identify the unit member requirements and procedures for using the FAA test generator and all elements required to be performed by the OMT in support of the testing.

2. Facilities. This procedure must detail the MTEL and testing site inspection and approval process used by the ODA Unit and OMT. These procedures must include the procedures used to maintain the approval. This procedure must also identify requirements for testing equipment (aircraft, facilities, etc.) and ensure all testing equipment is functioning to the level required to accomplish the test.

(c) Prepare and Issue Airman Certificates for Mechanics in Accordance with 14 CFR Part 65. This procedure will be utilized by Unit Members authorized to issue Temporary Airman Certificates. The procedures for preparing and issuing this certificate must meet the requirements in FAA Order 8900.1, Volume 5, Chapter 5, Section 2.

(6) 14 CFR Part 147 Airmen Certification

(a) Accepting FAA Form 8610-2, Airman Certificate and/or Rating Application. This procedure must include the coordination between the OMT and the ODA Unit for applicants under 14 CFR § 65.77. The procedures must include all elements to be performed by the OMT in FAA Order 8900.1, Volume 5, Chapter 5, Section 2, prior to accepting an application.

(b) Conduct Airmen Certification Test for Mechanics. This procedure will be utilized by Unit Members authorized to conduct aviation mechanic practical tests. This process

should reflect the current Airmen testing requirements identified in FAA Order 8900.2 Chapter 6, and the appropriate ACS or PTS, as appropriate for the test given.

1. Use of the Test Generator. This procedure must identify the unit member requirements and procedures for using the FAA test generator and all elements required to be performed by the OMT in support of the testing.

2. Facilities. This procedure must detail the MTEL and testing site inspection and approval process used by the ODA Unit and OMT. These procedures must include the procedures used to maintain the approval. This procedure must also identify requirements for testing equipment (aircraft, facilities, etc.) and ensure all testing equipment is functioning to the level required to accomplish the test.

(c) Prepare and Issue Airman Certificates for Mechanics in Accordance with 14 CFR Part 65. This procedure will be utilized by Unit Members authorized to issue Temporary Airman Certificates. The procedures for preparing and issuing this certificate must meet the requirements in FAA Order 8900.1, Volume 5, Chapter 5, Section 2.

Section 3. Application, Selection, and Appointment

3-7. Preapplication Communication. A prospective ODA applicant or ODA holder seeking expansion must discuss with the FAA its desire to obtain an ODA before application. This will prevent delays in processing the application, ensure efficient use of an organization's time, and confirm the FAA has both the need for, and the ability to manage, the holder if appointed. See paragraph 3-23 for expansion of authority within an existing ODA type. The FAA appoints ODAs at its discretion.

a. Discussion and Confirmation from FAA Coordinating Offices. Each prospective applicant must obtain FAA confirmation that the FAA has a need and has the resources to manage the organization. An organization must begin discussions with all coordinating offices (as defined in Table 3-3.1, Coordinating Offices for Preapplication) before submitting their application. ODA holders must begin discussions with their lead managing office. The FAA will establish an appointing office responsible for accepting the application and coordinating the evaluation with all appropriate FAA offices.

b. Multiple ODA Types or ODA Types Involving Multiple Offices. If an applicant is applying for more than one type of ODA or an ODA type that involves multiple offices, then the applicant must notify those offices of its interest in obtaining ODA prior to submitting its application. In this notification, the potential applicant must identify each involved office. Each involved office determines if it needs to appoint the organization and whether it has the resources to support the oversight of the organization. The coordinating offices establish an appointing office responsible for accepting the application and coordinating the evaluation with the appropriate FAA offices.

Table 3-3.1. Coordinating Offices for Preapplication

Applicant ODA Type	Details	Coordinating Offices*
TC		CB, CMB, AED, FTB
PC		CMB
TSOA		CMB
STC		CB, CMB, AED, FTB
MRA	Only data approval functions	CB
MRA	Both airworthiness and data approval functions	FSO, CB
MRA	Only airworthiness functions	FSO
PMA	Only airworthiness or production functions	CMB
PMA	Both engineering and airworthiness functions	CB, CMB, AED
AO		FSO
AC		FSO

CB Certification Branch

FTB Flight Test and Human Factors Branch

AED Aircraft Evaluation Division

CMB Certificate Management Branch

FSO Flight Standards Office – Includes Certificate Management Office (CMO) and Certificate Management Unit (CMU)

Dependent on the Functions Sought by the ODA Applicant

3-8. Application. Applications must be submitted to the appointing office determined by the FAA during the preapplication communication. Each application must include:

a. FAA Form 8100-13, Organization Designation Authorization Statement of Qualifications.

b. A cover letter stating the authority and limitations requested for the authorization, including the products and/or articles for which the authorization will be used. The cover letter must also contain a brief statement describing the applicant's eligibility under 14 CFR § 183.47.

c. A detailed description of how the applicant meets the eligibility and qualification requirements of 14 CFR part 183 subpart D, as further detailed in Section 1 of Chapter 3.

d. A detailed description of the applicant's proposed ODA model, including the ODA holder's organizational structure, the ODA unit's relationship to the applicant's organization, and facilities.

e. The ODA administrator's name, experience, and qualifications in a resume that clearly demonstrates that the proposed ODA administrator meets the qualifications in Section 1 of Chapter 3.

f. A list of the proposed ODA UMs and information outlining the experience, qualifications, proposed functions, and limitations of each ODA UM.

(1) The ODA applicant must have evaluated the proposed ODA UMs to determine that they meet all qualifications before application.

(2) For a new AO ODA, the applicant must have evaluated proposed ODA UMs to determine if their experience and expertise are sufficient to support the proposed functions.

g. A draft procedures manual that includes the information required by Section 2, Procedures Manual Content, of Chapter 3.

3-9. Selection Process.

a. Initial Application Screening by the FAA. The appointing office coordinates the screening of the application for the required content, the need and ability to oversee the delegation, and the eligibility of the applicant. The appointing office may issue a denial letter if:

(1) The FAA does not need, or does not have the resources to manage, a particular ODA applicant; or

(2) The FAA determines that the applicant is ineligible.

b. Evaluation Panel (EP). The appointing office organizes an EP of FAA personnel that evaluates the application. The EP thoroughly evaluates the application, the proposed procedures manual, the applicant's qualifications, the proposed ODA administrator's and ODA UMs' qualifications, and the organization's resources and structure. To support the EP in its evaluations, an ODA applicant may expect to participate in any of the following:

(1) Interviews. The EP may interview the proposed ODA administrator, ODA UMs, or ODA applicant's management to verify the information in the application and determine whether the ODA applicant understands the requirements its organization must meet. While interviewing staff members, the EP may evaluate their knowledge of the certification procedures and technical responsibilities for which the ODA holder will be responsible.

(2) Site Visits. The EP may conduct site visits to evaluate an organization's facilities and abilities. Although existing certificate holders usually have existing facilities known to the FAA that may not require inspection, the EP will usually need to inspect consultant groups' facilities to verify they have the facilities necessary for the authorization.

(3) Procedures Manual Review. The EP approves each applicant's procedures manual prior to appointment. During an evaluation, the EP reviews the proposed procedures manual to ensure that it:

- Contains the information required by Section 2 of Chapter 3.
- Contains procedures that comply with all orders pertaining to the functions described.

> **Note:** All coordinating offices (per Table 3-3.1 above) must concur with the procedures manual before approval.

3-10. Application Denial and Appeal Process.

a. Denial of ODA Applications. The appointing office notifies an applicant, in writing, within 30 calendar days of the decision via registered mail if the FAA denies its application. The denial letter will explain the reasons for the denial.

b. Appeals. If denied, an applicant may appeal the FAA decision, in writing, except that denial decisions based on failure to attend required training, lack of benefit to the FAA, or the FAA's inability to manage the organization may not be appealed. An applicant must submit its appeal within 60 calendar days of receiving notification of the denial. The appeal will be reviewed by an appeal panel consisting of at least two managers and an engineer, inspector, or flight test pilot from the appropriate AIR division and/or the responsible Flight Standards Safety Assurance division, as suitable for the application. The appeal panel considers all available information and may interview the applicant, applicant's staff, evaluation panel personnel, and other persons, as needed. The appeal panel reaches a decision by consensus and will notify the applicant in writing within 15 calendar days. All decisions are final.

3-11. Appointment.

a. Application Approval. If the EP recommends approval and the FAA approves the application, the FAA establishes the OMT, as defined in paragraph 2-8, and communicates that to the ODA holder.

b. Memorandum of Understanding (MOU). The FAA and ODA holder must prepare an MOU.

(1) ODA Holder's Commitment. An ODA holder must agree to use the same care, diligence, judgment, and responsibility when performing the authorized functions as the FAA would use in performing the function. The MOU serves to demonstrate senior-level management commitment to, and understanding of, the responsibilities established by an ODA. The MOU is not the source of FAA authority for the authorization.

(2) Preparing the MOU. The prospective OMT and ODA holder jointly prepare the MOU. The ODA holder's senior management must sign the MOU before the ODA is issued. At a minimum, the MOU must contain the language in Figure A-10, Memorandum of Understanding (MOU). At least one member of the applicant's senior-level management, typically the organization's chief executive officer (CEO), must sign the MOU. All personnel within the ODA holder that manage ODA UMs in any capacity must read and understand the MOU.

c. Letter of Designation. The lead managing office will provide the applicant a Letter of Designation. The Letter of Designation will note the organization, main operating location, types of ODA, authorization number, and expiration date for the ODA. For organizations that have changed their authorization, the lead managing office will provide a revised Letter of Designation.

3-12. Duration of Appointments. An ODA is effective until the expiration date listed on the Letter of Designation. New ODAs will be granted for 2 years.

a. Transferability. An ODA is not transferable.

b. Change in Ownership. A change in ownership of the ODA holder as a result of a company name change or a corporate merger, no change in organizational structure, etc., may be executed by reissuing the ODA Letter of Designation and the MOU, along with revising the procedures manual to reflect the new name.

Section 4. ODA Holder Responsibilities and Continued Eligibility

3-13. Continued Eligibility. To maintain eligibility, an ODA holder must:

a. Notify the FAA of Loss of Qualification. The ODA holder must notify the OMT lead within 48 hours of any change that would affect the ODA holder's ability to meet the requirements of its authorization. A notification due on Saturday, Sunday, or a federal holiday may be delivered on the next business day.

b. Comply with the Requirements in its Approved Procedures Manual. Each ODA holder must perform all authorized functions in accordance with its FAA-approved procedures manual.

c. Maintain a Staff of Qualified ODA UMs. A change in the ODA holder's organizational structure that involves the ODA unit or administrators may change an organization's eligibility for ODA. The ODA holder must notify its OMT lead of anticipated organizational changes to determine whether the changes will impact the authorization and how they will be handled.

d. Implement Corrective Action for All Deficiencies. See paragraph 3-27.

e. Changes in Facilities, Resources, or Organizational Structure. The ODA holder must not perform an authorized function if a change in the facilities, resources, or organizational structure affects how the ODA holder performs that function. This includes a move to a new location or the inability of the ODA holder to accommodate the ODA unit or records needed to perform the authorized function. The ODA holder may perform that function only after it notifies the OMT lead of the change, and the OMT documents and approves the change, as required, in the ODA holder's procedures manual.

3-14. Procedures Manual Availability and Maintenance. The procedures manual must be available to all members of the ODA unit.

a. Manual Changes that Require Approval. The OMT must review and approve those changes that require approval before the ODA unit performs any function affected by the change. Approval by the OMT will be indicated by FAA signature on the log of revisions page or other means agreed to by the OMT. The ODA holder must submit to the OMT any change to its manual which is incorporated without OMT approval within the approved timeframe after the manual is revised.

b. Changes to ODA Holder Signatories on MOU. Any time an ODA holder signatory of the MOU changes, the replacement must sign and submit a revised MOU to the OMT lead

within 90 calendar days. Refusal by an ODA holder's new senior management to sign the MOU would be a reason for termination of the ODA.

3-15. Training.

a. ODA Holder-Provided Training. An ODA holder must provide training to its ODA administrator and UMs to ensure continued compliance with the procedures manual, relevant regulations, and applicable FAA policies. Per 14 CFR §§ 183.53 and 183.61, an ODA holder must provide applicable training before authorizing an ODA UM to perform a delegated function.

(1) ODA Holder Authorization and Procedures Training. ODA UMs must receive this training at least every 2 years. An ODA holder must allow the FAA to review the training materials and attend any training session. An ODA holder must incorporate changes to the training material, as required by the FAA. The training must explain:

(a) The ODA holder's processes and its procedures manual, including documentation and forms.

(b) The functions delegated to the authorization.

(c) The ODA UM's authority and responsibility when performing authorized functions.

(d) Applicable FAA regulations, policy, and guidance material.

(2) Equivalent Training in lieu of FAA Training. If an ODA holder desires to rely on equivalent training for manufacturing and/or flight standards functions, it must first discuss their intentions with the OMT prior to developing and submitting the required information. The OMT makes the final determination that the ODA holder is capable of conducting equivalent training in accordance with the training standards located at the website below. If the OMT determines that the ODA holder is capable of conducting equivalent training, the OMT will coordinate with the ODA Office (AVS-60) regarding training materials and delivery requirements; or requests for the development of new training standards. Guidance for equivalent training is located at: https://www.faa.gov/other_visit/aviation_industry/designees_delegations/delegated_organizations/information_/.

(3) UM Interference Training. ODA holders must develop initial and recurrent training procedures for ODA administrators and UMs regarding UM interference. Training should also be developed for individual signatories on the ODA MOU and should be provided for other personnel who are expected to be involved in ODA authorized functions or interactions with UMs, as determined by the ODA holder. ODA holder training for ODA UMs and other ODA holder personnel must address the following:

(a) FAA regulatory requirements and policy related to UM interference and ODA holder internal procedures related to UM interference;

(b) The potential for a civil penalty under 49 U.S.C. § 44742(b)(1) for an act of interference with a UM's performance of authorized functions if committed by supervisory employees of an ODA holder that manufactures transport category airplanes;

(c) Roles and responsibilities of the ODA holder and ODA unit related to preventing, addressing, and reporting interference with a UM;

(d) Scenario-based examples to address what does and does not constitute interference;

(e) Contact information for the OMT; and

(f) Information on the Administrator's Hotline reporting program. (https://hotline.faa.gov/)

(4) Communications Training. ODA holders must develop initial and recurrent training procedures for ODA administrators and UMs regarding FAA and UM communications. The ODA holder training provided to UMs should address the ability for UMs to communicate freely with the FAA.

b. Training for Temporary and Limited Use ODA UMs. Temporary ODA UMs or those UMs with limited use are only required to receive the ODA holder training commensurate with their involvement in the project. For example, an engineering ODA UM performing a burn test or manufacturing ODA UM performing specific article conformity inspections at a supplier location would not need training on all of the organization's functions and procedures. The ODA holder must provide the ODA UM sufficient training on the specific procedures related to the ODA UM's functions. The scope, usage, and content of such limited training must be agreed to by the OMT.

c. FAA Required Training. Each ODA UM, in addition to the ODA holder's training, must complete the following FAA-sponsored training:

(1) ODA lead administrators and those administrators overseeing a "type" of ODA authority (TC, STC, PC, MRA, AC, etc.) must complete an ODA seminar at least every 2 calendar-years.

(2) Each ODA UM performing certain functions must attend FAA training unless the ODA holder has been authorized by the OMT to deliver FAA equivalent training for certain manufacturing or Flight Standards functions per paragraph a(2) above. FAA Training information is located at:

http://www.faa.gov/other_visit/aviation_industry/designees_delegations/training/

d. Standardization Workshops. If required by the OMT, ODA UMs must attend FAA standardization workshops. Standardization workshops are subject-specific and are usually developed and presented by FAA personnel or industry personnel, as needed.

3-16. Selection of ODA UMs and ODA Administrators.

a. Selection of ODA UMs. The ODA holder must select qualified ODA UMs (see Figure 3-4.1). This section also applies to existing UMs seeking to expand their current capabilities.

(1) Application. Any proposed UM, including existing designees or UMs at other ODA holders, must prepare an application to the ODA holder detailing the applicant's eligibility and qualifications for performing delegated functions. As part of that application, the applicant must submit supplemental documentation that substantiates how the applicant meets the requirements, which are defined in Section 1 of Chapter 3.

> **Note:** For existing designees that will be appointed with the same authority or UMs at other delegated organizations that will be appointed with the same authorized functions (see 3-16a(3)), the application must include evidence of designee authority or evidence from the other delegated organization of the ODA UM's authority and limitations. The application must also include current evidence of successful completion of applicable FAA training.

(2) FAA Prescreening of Proposed UMs. The ODA UM selection process for any proposed UM, including existing designees or UMs at other ODA holders, must include an initial notification to the OMT identifying the individual. The ODA holder should receive the OMT prescreening response before it expends significant resources evaluating the individual.

(a) Appointment of ODA UMs at Foreign Locations. If the ODA holder desires to appoint an ODA UM at a foreign location, it must get OMT concurrence on the location and functions to be performed by the ODA UM prior to appointment. The ODA UM is subject to the same training and oversight requirements as domestic ODA UMs.

(b) Coordination of Proposed Noise UMs with AEE-100. The selection of UMs with authority to make approvals for part 36 must be coordinated with AEE-100. This coordination may be done by either the OMT or by the ODA holder as part of its selection process. Procedures for coordination with AEE-100 must be addressed in the ODA holder's procedures manual if authorized to make part 36 approvals.

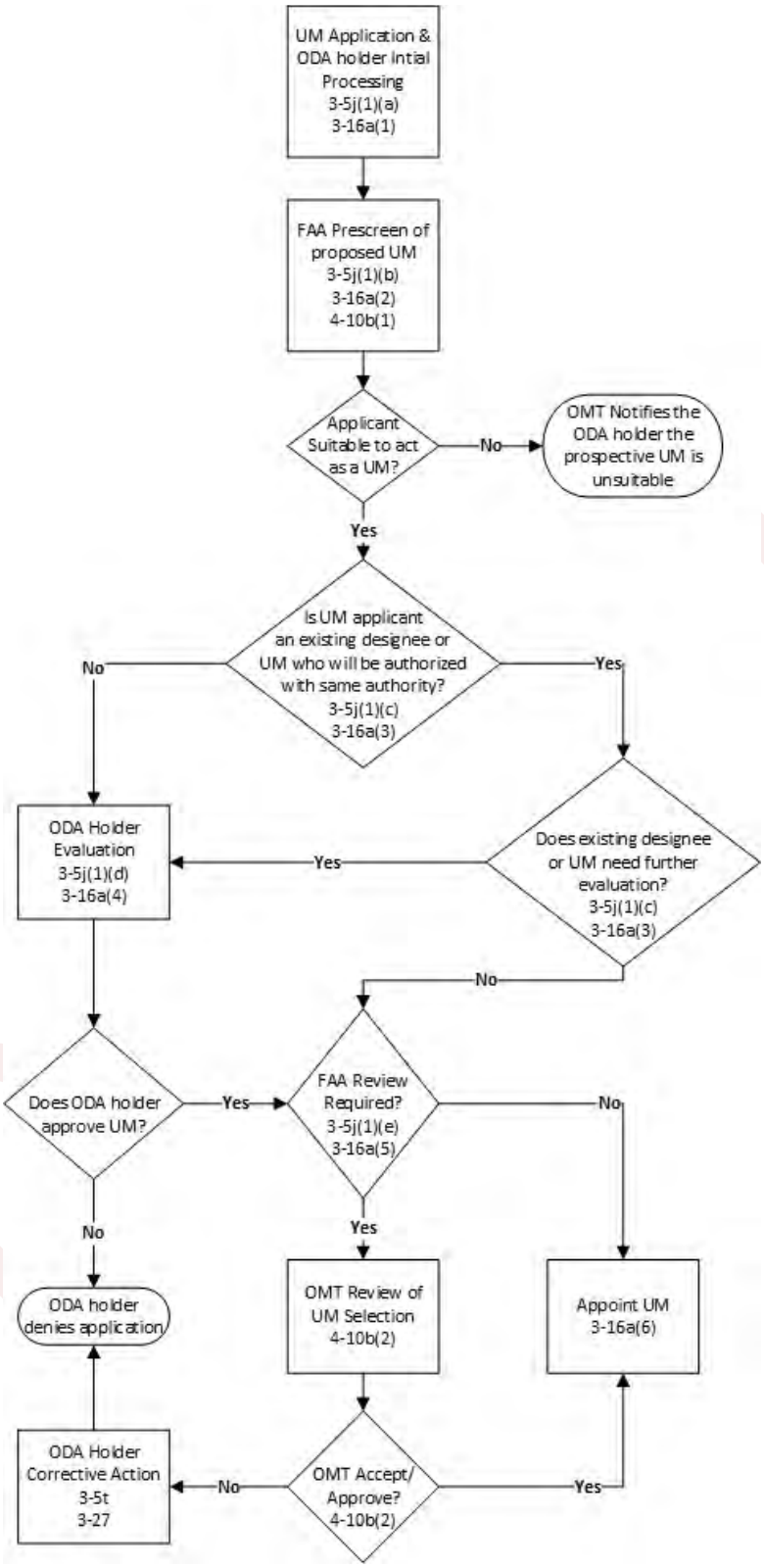

Figure 3-4.1. Unit Member (UM) Selection Process

(3) ODA UMs at Another Delegated Organization or Existing Designees. An ODA holder may appoint prospective ODA UMs that are UMs at another delegated organization or existing designees without evaluating their qualifications if they will perform the same functions within its ODA unit. The ODA unit member must have experience on the same type and complexity of products, articles, projects, testing, or operations performed by the ODA holder and is conditional on prescreening investigation results from the OMT.

(4) Evaluation of the Application. The ODA holder must evaluate each prospective ODA UM, except as determined in subparagraph 3-16a(3). The application must be evaluated by an individual qualified within the same discipline to ensure the prospective UM meets the required qualifications from Section 1 of Chapter 3. If the application satisfactorily meets the requirements, the application must be validated by a separate qualified individual or a panel to either appoint the person to the unit or deny the application. If the ODA holder does not have the expertise necessary to evaluate the application, the ODA holder must get external qualified resources to help the ODA holder to either appoint the person to the unit or deny the application.

(5) FAA Review of ODA UM Selection Decisions. The OMT must review ODA unit selection decisions for at least 2 years after ODA appointment.

(a) TC ODAs. The OMT must review and approve or reject by letter all UM selections for TC ODAs. The ODA holder must provide a copy of the approval or rejection letter to the UM. A TC ODA holder may only add a new UM to the ODA holder's UM listing if the UM selection is approved by the OMT. The OMT UM selection approval or rejection process also applies to ODA holder selections of individuals who are existing designees (e.g., Designated Engineering Representatives), or UMs at other ODAs. TC ODAs are not eligible for removal of this requirement after 2 years.

(b) All Other ODAs.

1. During the initial evaluation of ODA applicants, all proposed ODA UM appointment packages should be reviewed by the OMT prior to appointing the ODA holder.

2. For a period of 2 years after the initial ODA appointment, selection decisions for proposed ODA UMs, who are not currently designees or ODA UMs at other delegated organizations, must be reviewed by the OMT prior to the ODA UM performing any authorized function for the ODA unit.

3. After 2 years, the OMT will not need to review any ODA UM selection decisions unless the ODA holder has not had sufficient activity appointing ODA UMs or there are documented problems with the ODA holder's selection process or performance.

(6) UM Selection Documentation.

(a) Application and Evaluation Documentation. The ODA holder must maintain the application, any substantiating documentation, and any validation/evaluation documentation for each UM appointed to its unit. If applicant qualifications are based on current authorization as an FAA designee or ODA UM, the holder must review and document how the current authority is applicable to the authority and limitations granted.

(b) ODA UM Listing. The ODA holder must maintain a listing of active ODA UMs. The listing may be in any format acceptable to the OMT and must be provided to the OMT as required. The OMT must be notified and provided contact information for the individual if the removal of a UM from the active listing was based on ODA-related performance. For AC ODA, the ODA holder must notify the OMT within 24 hours of any changes in the UM listing.

b. Selection of ODA Administrators. ODA holders must propose only qualified ODA administrators for the FAA to approve. This section also applies to any additional ODA administrators who will assume responsibilities on behalf of the lead ODA administrator.

(1) Request for Consideration. Any proposed ODA administrator, including existing designees, or UMs or ODA administrators at other ODA holders, must prepare a request to the FAA detailing the applicant's eligibility and qualifications for administering the ODA at a particular organization. As part of that request, the applicant must submit any necessary supplemental documentation that substantiates how the applicant meets the qualification and eligibility requirements, which are defined in Section 1 of this chapter.

(2) FAA Evaluation. The FAA may interview the proposed ODA administrator, ODA Ums, or the ODA holder's management to verify the information in the request and determine whether the proposed ODA administrator understands the requirements its organization must meet. While interviewing, the FAA may evaluate the proposed ODA administrator's knowledge of the certification procedures and technical responsibilities for which the ODA holder will be responsible. The FAA will either approve or deny the proposed ODA administrator and provide a response to the ODA holder.

(a) Approval of Proposed ODA Administrators. The FAA will notify the ODA holder, in writing, when the ODA administrator is approved.

(b) Denial of Proposed ODA Administrators. The FAA will notify the ODA holder, in writing, if the FAA denies its proposed ODA administrator. The denial letter will explain the reasons for the denial and detail, if appropriate, what steps the applicant must take before the FAA will reconsider the application.

(3) ODA Administrator Selection Documentation.

(a) Once the ODA administrator has been approved by the FAA, the procedures manual, the ODA UM listing, and the MOU must be updated (providing the ODA administrator is a senior management official and a signator on the MOU).

(b) The ODA holder must maintain any documents generated during this process for each ODA administrator appointed to their authorization.

3-17. Work Activity Reports. The ODA holder must submit the following applicable work activity reports to the OMT, as required by manual processes:

- Manufacturing and Airworthiness.
- Alteration/Repair Activity.

- Design Change Activity Reports.
- MRA Airworthiness and Inspection Activities.
- AO ODA Activity.
- AC ODA Activity.

3-18. Activity Outside the United States. The ODA holder must notify the OMT prior to performing any function outside the United States. To determine if the OMT must notify a CAA of an ODA holder's activity in the CAA country, check the individual bilateral agreement for the country. Prior CAA coordination of ODA holder activity is required for those countries with which the United States does not have a bilateral agreement. The OMT will coordinate technical assistance support from a CAA when required by the bilateral agreement or when necessary to perform the function. For PC, TSOA, and PMA ODAs, the ODA holder should develop an undue burden project plan, as described in Advisory Circular (AC) 21-55, Process to Support FAA Findings of Undue Burden or No Undue Burden for PAHs Requesting to Use a Manufacturing Facility Located Outside of the United States, when applicable. Further information about working with bilateral partners on type validation activities is found in FAA Order 8110.52, Type Validation and Post-Type Validation Procedures. MRA ODA holders will comply with the procedures required by subparagraph 3-5w(3). The FAA IFO will make the determination of undue burden based on the information submitted on a case-by-case basis.

3-19. UMs at Suppliers. Manufacturing ODA UMs employed by and located at a supplier facility must perform their authorized functions at that supplier's facility or a sub-tier facility for that same supplier. The UM's work must support the same products or articles produced by the supplier for the supported ODA holder.

3-20. Records. The ODA holder must ensure that the records described below are maintained. The records may be kept by the ODA holder, its suppliers, or others, as agreed to by the OMT. The contents of the certification project files retained by the ODA holder must match the requirements prescribed in FAA Orders such as 8110.4 or 8900.1 (as applicable). The ODA holder must also keep any records required for any certificates or authorizations it holds to be eligible for its ODA. At the OMT's request, an ODA holder must make the records available for examination at any time without undue delay. The ODA holder must make the records usually maintained by suppliers available at its facility for FAA inspections when requested. The ODA holder must identify all records and submit them to the OMT lead as soon as the ODA is surrendered or terminated.

a. Records to Retain for Duration of Authorization. The following must be retained for the duration of the authorization:

(1) Any records generated and maintained under the Designated Alteration Station (DAS), Delegated Option Authorization (DOA), or Special Federal Aviation Regulation (SFAR) 36, Development of Major Repair Data, regulations.

(2) For approvals and certificates issued under the ODA:

(a) TC ODA Records.

1. Project Records. Project records that must be kept for the duration of the TC ODA include:

- The PNL, FAA response, and other project-related correspondence.
- The FAA project records identified in FAA Order 8110.4.
- The outline of all new systems and intended changes to existing systems, as applicable (see subparagraph 3-6a(1)(d).
- The application, type design, and substantiation records identified in FAA Order 8110.4.
- A list of prototype products by make, model, and manufacturer's serial number, and registration number used to substantiate design changes approved by the ODA unit.
- Any analysis/testing records substantiating any NAC determination (as applicable).

2. Alteration/Repair Activity Reports.

3. Design Change Activity Reports.

(b) PC ODA Records.

1. Any data the ODA holder must submit with its application for a PC, PLR, or their amendment.

2. Data that supports changes to the PLR.

3. Conformity inspection records that the ODA unit has completed, such as:

- FAA Form 8100-1, Conformity Inspection Record
- FAA Form 8120-10, Request for Conformity
- FAA Form 8130-3, Authorized Release Certificate, Airworthiness Approval Tag
- FAA Form 8130-9, Statement of Conformity
- FAA Form 8110-31, Type Inspection Report, Part 1—Ground Inspection

4. Changes to the Quality Control Manual (QCM)

(c) TSOA ODA Records.

1. Conformity inspection records that the ODA unit has completed, such as:

- FAA Form 8100-1, Conformity Inspection Record
- FAA Form 8120-10, Request for Conformity
- FAA Form 8130-3, Authorized Release Certificate, Airworthiness Approval Tag
- FAA Form 8130-9, Statement of Conformity
- FAA Form 8110-31, Type Inspection Report, Part 1—Ground Inspection

(d) STC ODA Records

1. Project Records. Project records that must be kept for the duration of the STC ODA include:

- The PNL, FAA response, and other project-related correspondence.
- The FAA project records identified in FAA Order 8110.4.
- The application, type design, and substantiation records identified in FAA Order 8110.4.
- A list of prototype products by make, model, and manufacturer's serial number, and registration number used to substantiate design changes approved by the ODA unit.
- Any analysis/testing records substantiating any NAC determination (as applicable).

2. Alteration/Repair Activity Reports.

3. Design Change Activity Reports.

Note: Airworthiness certificates and approvals need only be retained for 2 years, except those issued in support of a type certification project, which must be retained indefinitely.

(e) MRA ODA Records.

1. Program Records. For each major alteration or major repair data approval, project records that must be kept for the duration of the MRA ODA include:

- The design and substantiation data approved in support of the major alteration or major repair including AFMS and ALs, if applicable.
- A list of products (by make, model, and serial number) repaired or altered by the ODA holder using the data.
- A listing of the customers (if applicable) who obtained the data.

2. Activity Reports.

- MRA Airworthiness and Inspection Activity Report.
- Alteration/Repair Activity Report.

(f) PMA ODA Records.

1. Program Records. Project records that must be kept for the duration of the PMA ODA include:

- PMA letter issued by the FAA.
- PMA supplements issued by the ODA unit.
- PMA application, design, and substantiation data.

- PNLs, FAA responses, and other project-related correspondence.
- Statements of completion for PMA supplements issued by the ODA
- ICA.
- Documentation that the quality system has been evaluated and complies with § 21.307.
- Licensing agreements.

2. Manufacturing and Airworthiness Work Activity Reports.

(g) AO ODA Records.

1. Rotorcraft External-Load Operator Certification Program Records. The records to be maintained for the duration of the AO ODA include the following:

i. A record of tests or evaluations conducted, including:

- The UM performing the test or evaluation,
- The name of the individual being tested or evaluated,
- The address and telephone number of the individual,
- The type of test or evaluation,
- The date of test or evaluation, and
- The outcome of the test or evaluation.

ii. A record of inspection, including:

- The UM conducting the inspection,
- The name, address, and telephone number of individual or company inspected,
- The date of the inspection, and
- The outcome of the inspection, including any required documentation.

iii. A copy of the certification file for any AO certification project, including:

- A record of the application and certification process,
- A copy of the issued certificate,
- A list of required personnel,
- Qualifications of required personnel,
- Any tests or evaluations of required personnel,
- Authorizations, and
- A copy of the certificate.

iv. A record of any supporting documentation for any other authorized function performed by the ODA.

v. Any administrative or compliance actions taken by the FAA against the ODA holder, including, but not limited to, warning letters, letters of correction,

self-disclosures, and Streamlined No Action and Administrative Action Process (SNAAP) letters.

vi. Any enforcement action taken by the FAA against the ODA holder.

2. AIP Approval Records.

i. For Evaluate and Approve AIP (function 15080), the following records:

- The registration number, serial number, registered owner information, and current aircraft equipment list for each approval or denial issued.
- The principal base of operations, responsible FS office designator, delegation approval or concurrence document from the responsible FS office, and any other information deemed required by the OMT for each approval or denial issued.
- A copy of the entire inspection program, including any future revisions that were approved by the ODA holder.
- The original program submission and all data used to validate and approve the inspection program issued by the ODA. (Refer to FAA Order 8900.1, Volume 4, Chapter 14, Section 3, for the requirements.)
- All correspondence between the ODA and the registered owner of the aircraft for each AIP approval or denial.
- All correspondence between the ODA and the FS office responsible for the aircraft for each AIP approval or denial.

ii. For Determine Eligibility of Previously Approved Intervals Greater than the Manufacturer's Inspection Intervals (function 15090), the following records:

- A copy of each inspection task interval request from the aircraft owner, including all information used to comply with AC 91-90 and FAA Order 8900.1, Volume 4, Chapter 14, Section 3.
- A copy of the any correspondence generated between the ODA and the AED/Certification Branch for the inspection tasks (if applicable).
- A copy of the previous FAA approval of the task card escalation. This must be in the form of an AIP approval, operations specifications (OpSpecs), or other FAA approval methods (letter of transmittal, etc.).

3. AO ODA Activity Reports.

(h) AC ODA Records. The records to be maintained for the duration of the AC ODA include the following:

Note: Records may either be physical or electronic copies of the completed forms or a database record that contains the information required to be completed in the form.

1. AC ODA 14 CFR Part 121 Records:

i. For functions 16101, 16109, and 16110 the following records must be maintained.

- Completed FAA Form 8710-1 Airman Certificate and/or Rating Application (For Pilot Applicants)
- Completed FAA Form 8710-13 Remote Pilot Certificate and/or Rating Application (if required)
- Completed FAA Form 8060-4 Temporary Airman Certificate (if issued)
- Completed FAA Form 8060-5 Notice of Disapproval of Application (if issued)
- Any additional form or documentation required to qualify for the Airmen Certification Function.

ii. For functions 16106 and 16107 a record of the activity and supporting documentation must be maintained. The record must include:

- Function exercised
- Unit Member Name
- Name of person receiving the evaluation
- Names of any additional people involved to include FAA inspectors
- Date, time and duration of evaluation
- Equipment and/or flight information
- Results of the evaluation
- Any additional information required by the OMT

2. AC ODA 14 CFR Part 135 Records:

i. For functions 16201, 16209, and 16210 the following records must be maintained.

- Completed FAA Form 8710-1 Airman Certificate and/or Rating Application (For Pilot Applicants)
- Completed FAA Form 8710-13 Remote Pilot Certificate and/or Rating Application (if required)
- Completed FAA Form 8060-4 Temporary Airman Certificate (if issued)
- Completed FAA Form 8060-5 Notice of Disapproval of Application (if issued)
- Any additional form or documentation required to qualify for the Airmen Certification Function.

ii. For functions 16206 and 16207 a record of the activity and supporting documentation must be maintained. The record must include:

- Function exercised
- Unit Member Name
- Name of person receiving the evaluation
- Names of any additional people involved to include FAA inspectors
- Date, time and duration of evaluation
- Equipment and/or flight information
- Results of the evaluation
- Any additional information required by the OMT

3. AC ODA 14 CFR Part 141 Records:

i. For functions 16301, 16308, 16309, and 16310 the following records must be maintained.

- Completed FAA Form 8710-1 Airman Certificate and/or Rating Application (if required)
- Completed FAA Form 8710-11 Airman Certificate and/or Rating Application-Sport Pilot (if required)
- Completed FAA Form 8710-13 Remote Pilot Certificate and/or Rating Application (if required)
- Completed FAA Form 8060-4 Temporary Airman Certificate (if issued)
- Completed FAA Form 8060-5 Notice of Disapproval of Application (if issued)
- Any form or documentation required to qualify for the Airmen Certification Function.

ii. For function 16311, a record of the activity and supporting documentation must be maintained. The record must include:

- Function exercised
- Unit Member Name
- Name of person receiving the evaluation
- Names of any additional people involved to include FAA inspectors
- Date, time and duration of evaluation
- Equipment and/or flight information
- Results of the evaluation
- Any additional information required by the OMT

4. AC ODA 14 CFR Part 142 Records:

i. For functions 16401, 16402, 16408, 16409, and 16410 the following records must be maintained.

- Completed FAA Form 8710-1 Airman Certificate and/or Rating Application (For Pilot Applicants)

- Completed FAA Form 8710-13 Remote Pilot Certificate and/or Rating Application (if required)
- Completed FAA Form 8060-4 Temporary Airman Certificate (if issued)
- Completed FAA Form 8060-5 Notice of Disapproval of Application (if issued)
- Any additional form or documentation required to qualify for the Airmen Certification Function.

ii. For function 16403, 16404, 16411, 16412, 16413, and 16414, a record of the activity and supporting documentation must be maintained. The record must include:

- involved to include FAA inspectors
- Date, time and duration of evaluation Function exercised
- Unit Member Name
- Name of person receiving the evaluation
- Names of any additional people
- Equipment and/or flight information
- Results of the evaluation
- Completed FAA Form 8410-1 Airman Proficiency/Qualification Check (if required)
- Any additional information required by the OMT

5. AC ODA 14 CFR Part 145 Records:

i. For functions 16505, 16506, and 16507, the following records must be maintained.

- Completed FAA Form 8610-2 Airman Certificate and/or Rating Application
- Completed FAA Form 8060-4 Temporary Airman Certificate (if issued)
- Completed FAA Form 8060-5 Notice of Disapproval of Application (if issued)
- Copy of the test planning sheet(s) used for the certification testing. (16505, 16506 and 16507)
- Any additional form or documentation required to qualify for the Airmen Certification Function.

6. AC ODA 14 CFR Part 147 Records

i. For functions 16605, 16606, and 16607, the following records must be maintained.

- Completed FAA Form 8610-2 Airman Certificate and/or Rating Application

- Completed FAA Form 8060-4 Temporary Airman Certificate (if issued)
- Completed FAA Form 8060-5 Notice of Disapproval of Application (if issued)
- Copy of the test planning sheet(s) used for the certification testing. (16605, 16606 and 16607)
- Any additional form or documentation required to qualify for the Airmen Certification Function.

(3) Compliance and Enforcement Records. The ODA holder must retain any documents related to any administrative or compliance actions taken by the FAA against the ODA holder. This includes, but is not limited to, warning letters, letters of correction, self-disclosures, and SNAAP letters. The ODA holder must also retain any documentation related to enforcement action taken by the FAA against the ODA holder.

(4) A list of the products and/or articles for which ODA UMs have issued a certificate or approval, as applicable.

(5) The names, responsibilities, qualifications, and example signature of the individuals who perform, or have performed, functions for the ODA unit.

(6) A copy of each manual approved by the ODA unit.

(7) Training records for ODA UMs and ODA administrators.

(8) All other records required by the approved ODA procedures manual.

(9) Any correspondence between the ODA holder and the OMT related to functions or activity performed with the authorization.

(10) The procedures manual, including all revisions.

(11) Application and selection documentation for current UMs.

Note: If the UM is no longer part of the ODA, the selection documentation may be purged.

b. Records to Retain for 5 Years. The following must be retained for at least 5 years:

(1) Records of the ODA holder's self-audits and implementation of corrective action.

(2) Records of any reported service difficulties associated with any design approval or certificate (including TCs, STCs, PMA by test and computation, and repair and alteration data) issued under the ODA.

c. Records Storage and Identification. The OMT and the ODA holder must agree on how to store and identify all required records for future retrieval. Certification records should be arranged by project number for easy retrieval. All ODA documentation and data must be

consistent with that required by the FAA for its own records and organized in a manner that is compatible with the FAA records control system described in FAA Order 1350.14, Records Management and FAA Order 1370.121, FAA Information Security and Privacy Policy.

3-21. ODA Renewal.

a. Request for Renewal. An ODA holder must submit a letter to the OMT lead requesting renewal of its ODA at least 60 calendar days prior to expiration, if renewal is desired. The renewal request must include an overview of the activity performed under the ODA and identify any change (increase or decrease) in activity planned for the next renewal period. If the ODA holder seeks additional functions or a different type of ODA, they must apply for the changes in accordance with Section 3 of Chapter 3. If the ODA holder does not request renewal, the OMT must initiate termination action.

b. Reissuance of Authorization. If the OMT determines that an ODA holder is functioning satisfactorily, and there is a continuing need and ability to manage, the OMT will issue a new Letter of Designation after completing a new MOU with the organization.

3-22. Suspension and Termination. Like other designations, the FAA may suspend or terminate an ODA at any time. However, in some cases, the FAA provides terminated ODA holders the opportunity to appeal the termination. Appeal of suspension actions is not provided.

a. Cause for Suspension or Termination of ODA. The following are the primary reasons for the FAA to suspend or terminate an ODA. This list is not exhaustive, and the FAA may find other reasons to suspend or terminate an ODA.

(1) By Request. At the ODA holder's written request.

(2) Failure to Request Renewal. When the ODA holder did not request renewal, as required by subparagraph 3-21a.

(3) Improper Performance. When the ODA holder fails to properly perform the functions granted in the authorization or fails to perform the administrative responsibilities associated with the authorization. This includes, but is not limited to:

(a) Lack of Care or Judgment. When the ODA holder does not exercise the care or judgment required to properly exercise the ODA, resulting in authorized functions being performed unsatisfactorily.

(b) Misconduct. Evidence of misconduct, including wrongful intent, falsification, collusion, conflict of interest, compromise, or other negligent acts that might jeopardize the proper performance of the authorized functions.

(c) Failure to Implement Needed Corrective Action. When the ODA holder does not take corrective action as required by the FAA.

(d) Failure to Attend Required Training. When an ODA administrator or an ODA UM does not complete required FAA training.

(4) Lack of FAA Need or Ability to Manage. When the FAA managing office no longer needs the ODA holder or no longer has adequate resources to manage the ODA holder, including when the ODA holder does not have sufficient work to warrant continuing the ODA.

(5) Lapse of Qualifications. When the ODA holder's qualifications for a specific activity no longer meet the qualification requirements for the ODA. This includes but is not limited to:

(a) Certificate Suspension, Revocation, or Surrender. When the ODA holder no longer holds a certificate required to be eligible for the ODA.

(b) Loss of Required Personnel. When the ODA holder no longer has a suitable administrator identified or ODA UM needed to perform the functions authorized.

b. Non-Appealable Terminations. ODAs are not "certificates" within the meaning of 49 U.S.C. § 44709, which means the procedures for appealing actions for those certificates are not available to ODA holders. In addition, the ODA holder may not appeal if the termination is based on:

(1) An ODA holder's request for the suspension or termination;

(2) Failure of an ODA administrator or an ODA UM to complete required training;

(3) Lack of FAA need or ability to manage; or

(4) Loss of an FAA certificate that is a prerequisite for an ODA.

c. Suspension or Termination Decisions. When the FAA suspends or terminates ODA authority, it suspends or terminates all of the authority associated with that holder's Letter of Designation. This is different from the FAA temporarily or permanently removing part of the authority which is accomplished through oversight and corrective action.

(1) Notice of Suspension or Termination. The FAA lead managing office will provide written notice by certified mail (return receipt requested) to the former ODA holder. The notice will include the following, at a minimum:

(a) Reason(s) for Action. Specific reasons for the proposed action, including examples, when applicable. Attachments of additional information, such as records of correspondence or surveillance records, may be included.

(b) Effective Date of Action. A statement that the authorization is suspended or terminated upon receipt of the notice.

(c) Appeal Rights. When allowed for termination actions, a statement informing the former ODA holder of the opportunity to appeal the action to the manager of the office that sent the notice. A former ODA holder has 14 calendar days after receipt of the notice to file an appeal.

(d) Record of Appeal. When allowed for termination actions, a statement that the FAA will prepare and maintain a record of any appeal, any evidence submitted, and any meetings held. The notice must also inform the former ODA holder that it may choose to have legal counsel present at any meeting with the FAA.

(e) Required Actions for Reinstatement. For suspension actions, a description of the corrective actions required for reinstatement.

d. Appeal Procedures.

(1) Availability of Appeal. An appeal may be made for any termination except those identified in subparagraph 3-22b.

(2) Timeliness of Appeal. A former ODA holder must submit the basis for the appeal, in writing, to the terminating office manager within 14 calendar days after receiving the termination notice.

(3) Submittal of Information for the Appeal Panel. The former ODA holder may submit written material with the appeal, or at any time not later than 20 calendar days after submitting the notice of appeal. The ODA holder may also request a meeting with the appeal panel to present written or oral information supporting the appeal. If the former ODA holder does not request a meeting with the appeal panel, the FAA will base its decision solely on the written material submitted.

(4) Meeting with the FAA. If requested, a meeting will be held where the former ODA holder may present a written or oral response to the reasons for termination.

(a) Scheduling. The appeal panel must schedule any requested meeting with the appellant within 20 calendar days of receipt of the notice of appeal.

(b) Participants. The ODA holder's representative and the appeal panel may attend the meeting. The former ODA holder may choose to have legal counsel attend the meeting.

(c) Record. The appeal panel will keep a record of the meeting and send a copy of the meeting record to the former ODA holder within 15 calendar days of the meeting. Unless the meeting is recorded verbatim by some means, the former ODA holder may send comments or proposed corrections.

(5) Appeal Panel Decision. The appeal panel will either uphold or override the termination decision. The appropriate AIR or FS division manager will notify the managing office(s) and former ODA holder (by certified mail) of the appeal panel's decision within 15 calendar days after the appeal panel makes its decision. The notice will state the decision and justification for it, including a response to the arguments presented by the former ODA holder. The decision may be that the termination is reversed or that the termination decision is upheld.

(a) Reinstatement. If the termination decision is reversed, the notice will state the effective date of the reinstatement, and any actions required on the ODA holder's part to resume the performance of authorized functions.

(b) Terminated, No Further Appeal. If the termination decision is upheld, the notice must state that no further FAA review is available and the matter is closed. If the termination decision is upheld, the notice must direct the organization to submit the records required by 14 CFR § 183.61.

e. Surrender of Records. If terminated or not renewed, the former ODA holder must send the OMT lead all records required by 14 CFR § 183.61 to be submitted.

3-23. Expansion of Authority. An ODA holder may request expansion of authority to include a new ODA type or expansion of authority within an existing ODA type.

a. New ODA Type. Follow the process in paragraph 3-7 for expansion of authorization to include a new ODA type.

b. Expansion within Existing Authorization. Expansion of authority within an existing ODA type may be requested through the lead managing office. Requests may be for a new function(s), additional product(s), additional certificate(s), additional rating(s), removal of limitation(s), etc. The request must include:

(1) A description of the expansion sought.

(2) Justification for the expansion and, if applicable, the proposed ODA UMs with information outlining their experience and qualifications for the expansion.

(3) A description of how the ODA holder has demonstrated capability (such as experience with past projects of a similar nature) or a proposal for how the ODA holder will demonstrate their capability in the expansion being sought (e.g., a jointly managed project specifying which existing ODA procedures will be used).

(4) Drafted changes to the Procedures Manual that are required to support the expansion.

Section 5. Continuous Improvement

Continuous improvement is an ongoing effort by the ODA holder to improve performance through service monitoring, internal audit programs, and corrective action.

3-24. Continuing Requirements. The ODA holder must provide continued support for approvals or certificates issued under ODA procedures in accordance with 14 CFR §§ 183.63 and 183.65.

a. Products, Parts, or Appliances.

(1) The ODA holder must monitor any service information available to it associated with approvals or certificates it holds that were issued under its ODA authority.

(2) For any approvals or certificates issued or obtained under an ODA, the ODA holder must notify the OMT lead:

(a) Within 24 hours of determining that a condition exists in a product, part, or appliance that could result in a finding of unsafe condition by the FAA; or

(b) Within 72 hours of determining that a product, part, or appliance does not meet the applicable airworthiness requirements.

> **Note:** A notification due on Saturday, Sunday, or federal holiday may be delivered on the next business day.

(3) The ODA holder must investigate and correct any ODA system issues that contributed to the potentially unsafe or noncompliant conditions reported using the corrective action process specfied in paragraph 3-27.

(4) The ODA holder must submit to the OMT lead any information it has to support FAA corrective action when further action is necessary to ensure the safe operation of the product, part, or appliance.

b. Operational Approvals. For any operational authorization, Airman Certificate, Air Carrier Certificate, Air Operator Certificate, or Air Agency Certificate, the ODA holder must:

(1) Notify the OMT lead of:

(a) Any error that the ODA holder finds it made in issuing an authorization or certificate; or

(b) Any authorization or certificate that the ODA holder finds it issued to an applicant not meeting the applicable requirements.

(2) The ODA holder must investigate and correct the following using the corrective action process specified in paragraph 3-27:

(a) Any error made when issuing an operational approval, or

(b) Any authorization or certificate issued to an applicant not meeting the applicable requirements.

(3) The OMT may notify and direct the ODA holder to suspend issuance of any operational authorizations and certificates until the ODA holder implements any corrective action required by the OMT.

c. AIPs.

(1) For AO ODA holders authorized function codes 15080 and 15090, whenever the FAA Administrator finds that revisions to an ODA-approved program under § 91.409(f)(4) are required for continued adequacy of the program, the ODA holder may be requested by the OMT to review and assess all similar programs and make the necessary revisions to all the affected programs. The ODA holder may not petition the FAA Administrator to reconsider on behalf of the owner or operator of the aircraft.

(2) AO ODA holders with function code 15080 must cooperate with any § 91.415 procedures, as directed by the OMT, on programs approved by the AO ODA holder.

(a) Any inquiries from FS offices concerning these programs will be forwarded to the OMT for coordination.

(b) The ODA unit must provide access to or copies of all records and data associated with the ODA project of any program approved by the ODA holder to any FS office, as directed by the OMT, in order to assist the FAA Administrator in making the findings of adequacy of such programs.

3-25. Suspected Noncompliances. Suspected noncompliances must be identified, reported to the OMT, investigated, and corrected (if necessary) using the process in the ODA procedures manual for any TCs or STCs held by a TC ODA or STC ODA holder. Suspected noncompliances that may result in a product, part, or article meeting the definition of a suspected unapproved part as described in FAA Order 8120.16, Suspected Unapproved Parts Program, should be reported to the OMT.

3-26. Internal Audit Program. The ODA holder must have an internal audit program that evaluates the ODA UMs' performance and the ODA holder's compliance to approved processes. The internal audit program also includes developing a formal audit schedule, selecting the appropriate audit staff, documenting evaluation outcomes, and reporting information to responsible parties.

> **Note:** The ODA holder may use remote technology for conducting the internal audit and evaluations (see subparagraph 3-5l(1)(e)).

a. Evaluations and Criteria. The ODA holder must conduct the following evaluations as part of the internal audit program:

(1) System Compliance Audit. This evaluation is an assessment of the ODA holder's ability to comply with the procedures within the approved manual. At a minimum, the evaluation must include an assessment of the criteria in Appendix C, Section 2.0 of this order.

> **Note:** The ODA holder may create supplementary criteria to Appendix C, Section 2.0 of this order to assess any additional or unique features of their system.

(2) Authorized Function Performance Assessment. This evaluation is an assessment of a UM's technical proficiency and performance of their delegated functions. The ODA holder must assess each UM individually during the course of this evaluation using the criteria in Appendix C, Section 3.0, of this order. This includes ODA UMs located at suppliers or at other locations away from the ODA holder's facility. The ODA holder must assess the independence between engineering activities and engineering UM functions by sampling work performed by any UM that generated data on behalf of the applicant and then found compliance based on the same data.

> **Note:** If applicable, the Authorized Function Performance Assessment should be equivalent to a direct observation as described in FAA Order 8000.95, Designee Management Policy, based on the ODA UM functions performed.

(3) Interference Evaluation. An anonymous annual UM survey related to interference must be part of the ODA holder's annual self-audit and included in the evaluation of data gathered from it's UM interference monitoring system.

b. Audit Staff. The ODA holder is responsible for establishing and maintaining a list of qualified staff to conduct the System Compliance Audits and the Authorized Function Performance Assessments.

(1) Auditor Qualifications.

(a) System Compliance Audit. This evaluation is a compliance audit, and requires familiarity with ODA procedures and the outcomes of the processes. The auditors must have taken the ODA holder-provided training, as specified in paragraph 3-15.

(b) Authorized Function Performance Assessment. This evaluation is a technical proficiency and performance audit, which requires equivalent technical expertise of the assessor to the UMs being evaluated. At a minimum, the auditors must meet the UM qualifications outlined in Section 1 of Chapter 3. If the ODA holder does not have the depth of expertise necessary, the ODA holder must get external resources who meet the qualification requirements above to conduct the performance assessment.

(2) Auditor Assignments. The ODA holder must ensure that the audit staff is independent of the activity being audited. UMs may be on the audit staff, but they may not audit their own compliance or performance of their authorized functions. For example, an auditor may not audit any of their own work as a UM in complying with processes for performing delegated functions.

c. Scheduling. The ODA holder must complete the System Compliance Audit and all Authorized Function Performance Assessments every calendar year. The ODA holder may choose to complete the evaluations as a single event in time or complete the evaluations as an ongoing activity. Regardless of the choice, the ODA holder must develop a formal audit plan and schedule that must be approved by the ODA administrator so that the appropriate resources can support the evaluations.

(1) Unscheduled Evaluations. The ODA holder can and should conduct unscheduled evaluations when there are significant changes within processes, service difficulty reports from operations, or on condition as necessary.

(2) Audit Plan Changes. The audit plan should be flexible and periodically adjusted to adapt to changes that affect the ODA. These changes include new or revised regulations, FAA orders, and changes to existing authorized functions.

d. Documentation. The ODA holder must document the results of the evaluations in accordance with manual procedures. These internal audit records must be retained in accordance with the records requirements in Section 4, ODA Holder Responsibilities and Continued Eligibility, of Chapter 3.

e. Reporting. The ODA holder must compile an internal audit report in accordance with manual processes and submit it to the ODA administrator for distribution and corrective action.

(1) Submittal. The ODA holder must provide the internal audit report to the ODA administrator by the timeframes identified in the procedures manual.

(2) Reporting to the FAA. The ODA administrator will forward the internal audit report to the OMT by the timeframes identified in the procedures manual.

3-27. Corrective Action. The ODA holder must correct issues related to the use of the ODA that are identified through service monitoring, the internal audit program, FAA surveillance activities, or as otherwise directed by the FAA. This corrective action process should be initiated and completed in accordance with the timeframes identified in the manual processes.

a. Corrective Action Tasks. The ODA holder must complete the following corrective action tasks:

(1) Determine Cause of Condition. The ODA holder is responsible for determining the cause of the issue and must complete a causal analysis. If the causal analysis determines the encountered condition did not in fact substantiate a noncompliance or unsatisfactory performance, the ODA holder may close the issue with no further action and use the causal analysis as justification for internal findings. If the closed issue is associated with a notification resulting from service monitoring, the ODA holder must notify the OMT of the closure. For findings identified by the FAA, the ODA holder may request to the OMT to close the issue with no further action and use the causal analysis as justification. The FAA's response will either close the corrective action or require the ODA holder to complete the other corrective action tasks.

(2) Develop a CAP. The ODA holder is responsible for developing a CAP in accordance with manual procedures to address the noncompliances or unsatisfactory performance issues. The ODA administrator must review and approve the CAP, including the implementation schedule(s).

Note: The ODA holder may skip this task for any noncompliances or performance issues identified that are determined to not require a CAP, per manual processes.

(3) Implement Corrective Action. The ODA holder must implement all corrective actions, including completing all the actions committed to in the CAPs and demonstrate to the ODA administrator that the actions have been put into place and are being used.

(4) Corrective Action Validation. The ODA holder must validate the corrective action using follow-up audits (as necessary) to ensure effective implementation of corrective action and must document the corrective action as one of the following:

(a) Not Implemented. If corrective action was not implemented, the auditor should evaluate the reasons why it was not implemented.

1. If failed implementation was a result of an omission, the auditor will notify the ODA administrator, and the ODA administrator may work with the ODA holder to adjust the corrective actions.

2. If the ODA holder willfully did not implement corrective action, the auditor must immediately notify the ODA administrator. The ODA administrator will document the noncompliance against the corrective action system and notify the OMT.

(b) Implemented but Not Effective. If the auditor finds that the ODA holder has implemented corrective action, but it is not effective in correcting the issue and/or the cause of the condition, the auditor will notify the ODA administrator. The ODA administrator may work with the ODA holder to adjust the corrective actions.

(c) Implemented and Effective. If the auditor finds that the ODA holder has satisfactorily completed corrective actions and these actions have effectively addressed the issue and cause, the auditor will notify the ODA administrator, who can close the corrective action as completed.

b. Corrective Action Reporting. The ODA holder is responsible for tracking corrective actions and reporting the status and results to the ODA administrator and the FAA.

(1) Corrective Action Report. The ODA holder must compile the corrective action report in accordance with manual processes and submit the corrective action report to the ODA administrator.

(2) Distribution.

(a) Internally. The ODA administrator will review the corrective action report and assign additional resources and responsibilities, as necessary, to complete corrective action tasks.

(b) Reporting to the FAA. The ODA administrator will collect the corrective action reports and forward them to the OMT by the timeframes identified in the procedures manual.

Chapter 4. FAA Roles and Responsibilities for ODA Oversight

ODA oversight includes all the activities by the FAA to select, appoint, manage, surveil, renew, suspend, or terminate an ODA.

Section 1. Application, Selection, and Appointment

4-1. Preapplication. The FAA appoints ODAs at its discretion. An organization must begin discussions with the coordinating offices, as defined in Table 4-1.1, before applying. When a prospective ODA applicant or ODA holder requesting expansion communicates their intention to apply, each of these coordinating offices are responsible for making preliminary assessment of the need for that ODA and the ability to manage that ODA holder, as well as making a preliminary assessment of their proposed organizational structure.

> **Note:** For the AC ODA type, notify AVS-60 during the preapplication coordination process that an organization intends to apply.

a. Preliminary Assessment of Need and Ability. When an organization communicates their intent to apply for ODA, the applicant must notify all applicable coordinating offices of its interest in obtaining ODA prior to submitting its application. Each applicable coordinating office must make a preliminary assessment of the need for that ODA and the ability to manage that ODA holder. If no coordinating office has a need for the authorization or resources to manage the authorization, the coordinating offices managers will select one coordinating office to notify the prospective ODA applicant. For existing ODA holders, the lead managing office will notify the ODA holder.

b. Establish Appointing Office. After the preliminary assessment of need and ability, the coordinating office managers must agree to what ODA types they can support and whether an appointment will be considered. The coordinating office managers will establish an appointing office responsible for accepting the application and managing the evaluation. The appointing office may be selected from one of the coordinating offices or another division, branch, or office. The appointing office typically, but not always, becomes the lead managing office.

c. Preapplication Responses. The appointing office must provide a response informing the organization of what ODA types the FAA can support, a point of contact for accepting the application, and feedback on the proposed organizational structure to determine if it is adequate before they submit the application.

Table 4-1.1. Coordinating Offices

Applicant ODA Type	Details	Coordinating Offices*
TC		CB, CMB, AED, FTB
PC		CMB
TSOA		CMB
STC		CB, CMB, AED, FTB
MRA	Only data approval functions	CB
MRA	Both airworthiness and data approval functions	FSO, CB
MRA	Only airworthiness functions	FSO
PMA	Only airworthiness or production functions	CMB
PMA	Both engineering and airworthiness functions	CB, CMB, AED
AO		FSO
AC		FSO

CB	Certification Branch
FTB	Flight Test and Human Factors Branch
AED	Aircraft Evaluation Division
CMB	Certificate Management Branch
FSO	Flight Standards Office – Includes Certificate Management Office (CMO) and Certificate Management Unit (CMU)

Dependent on the Functions Sought by the ODA Applicant

4-2. Application. Applications must be submitted to the appointing office, as established by the FAA in the preapplication response The appointing office must coordinate with any additional offices necessary for conducting the evaluation of the expansion. For expansion within an existing ODA type, see paragraph 4-8b.

a. Designee Management System Designation Form. After receiving an application, the appointing office must create an ODA designation form in the DMS for the applicant's organization. If there is an existing facility identification (ID) in the DMS for the applicant, the appointing office will use this facility ID for the organization. The appointing office will note the type of ODA(s), potential Organization Management Team (OMT) lead, address, phone number, and application date on the designation form. The appointing office should change the status on the designation form when a decision is made on the application.

(1) ODA Numbers. The DMS generates the ODA holder's authorization number.

(2) DMS Status. Set the status to "Applicant," which means the organization has submitted an application, which is under review by the FAA.

4-3. Selection Process.

a. Initial Application Screening.

(1) The appointing office will manage the review of each application with all involved offices to verify that:

(a) All required documentation is complete. The offices may use the Sample ODA Application Checklist (Figure A-1).

(b) The organization meets the eligibility requirements of 14 CFR § 183.47, and Section 1, "Qualifications and Eligibility," of Chapter 3, "ODA Applicant and ODA Holder Responsibilities." The appointing office must inform the applicant if the FAA needs additional information to determine the applicant's eligibility.

(c) Each office involved in evaluating the application will need to determine whether the applicant will be a benefit to the FAA and that the office has the resources to manage the organization and its activities for the specific functions being sought by the organization.

(2) The appointing office will issue a denial letter (see Figure A-3, Sample ODA Denial Letter) if:

(a) The FAA does not need, or does not have the resources to manage, a particular ODA applicant.

(b) The FAA determines that the applicant is ineligible.

(3) DMS Status. If the FAA has determined that the applicant does not meet the qualifications to be granted an ODA and is issuing a denial letter, the DMS status must be updated to "Denied."

b. Evaluation Panel (EP) Makeup.

(1) If an application passes the initial screening, the appointing office must coordinate and organize an EP of FAA personnel that will evaluate the application. A representative from the appointing office will manage the EP. The EP will consist of the following:

(a) Representatives from each office identified in Table 4-1.1 above.

(b) Technical specialists from all areas proposed for the authorization.

Note 1: The EP may, but is not required to, consist of the prospective OMT members for the organization.

Note 2: For ODA holders seeking expansion to a new ODA type, the EP must include at least one OMT member from the existing managing office(s).

Note 3: The appointing office shall notify the ODA Office (AVS-60) when an application is received. The ODA Office has the option to participate as a panel advisor. The role of the ODA Office is to share best practices, not to make decisions for the appointing office. The ODA Office may consult with other standardization offices in AIR and Flight

Standards Services (AFX) related to such panels and may delegate its participation to experienced staff in these offices.

(2) The EP must be qualified, familiar with the functional areas of delegation requested, and experienced with the applicable certification processes.

c. Appointment Considerations. The EP must consider the following to determine whether the FAA will grant the ODA:

(1) The applicant must employ or have available a staff of qualified personnel appropriate to the authorization requested.

(2) The applicant must have adequate resources, facilities, equipment, tools, and manuals appropriate for the authorization.

(3) The ODA administrator(s) and unit must possess integrity, sound judgment, and a cooperative attitude.

(4) The organization must have a history of enough work to justify the appointment.

(5) The FAA must have the appropriate resources to oversee, manage, and support the appointment.

(6) The ODA administrator(s) must meet the qualifications of subparagraph 3-3a.

(7) The procedures manual must contain the information required by the regulations and this order.

d. Evaluation of the Application. The EP will review each application to determine whether the applicant qualifies for the authorization. The EP will thoroughly evaluate the application, the proposed procedures manual, the applicant's qualifications, the proposed ODA administrator's and ODA UMs' qualifications, and the organization's resources and structure. The EP must verify the accuracy and authenticity of the information in the application. The EP must verify that the information in the application and procedures manual complies with all applicable regulations and this order.

Note 1: If an ODA holder's authority will include any authority with respect to 14 CFR part 34 or 36, the EP must coordinate with the Office of Environment and Energy, Noise Division (AEE-100). AEE-100 must concur with any part 34 or 36 authority granted to the organization.

Note 2: If an ODA holder's authority will include ICA acceptance authority, the AED EP member is responsible for determining eligibility and for reviewing the applicant's process for accepting ICA.

(1) Evaluation Panel Documentation. The EP must create and maintain documentation about its evaluation, such as meeting minutes, email, or other correspondence.

(2) Interviews. The EP may interview the proposed ODA administrator, ODA UMs, or ODA applicant's management to verify the information in the application and determine whether the ODA applicant understands the requirements its organization must meet. While interviewing staff members, the EP may evaluate their knowledge of the certification procedures and technical responsibilities for which the ODA holder will be responsible.

(3) Site Visits. The EP may conduct site visits to evaluate an organization's facilities and abilities. Although existing certificate holders usually have existing facilities known to the FAA that may not require inspection, the EP will usually need to inspect consultant groups' facilities to verify they have the facilities necessary for the authorization.

(4) Procedures Manual Review.

(a) Evaluation of Procedures Manual Contents. The FAA must approve each applicant's procedures manual prior to appointment. During an evaluation, the EP must review the proposed procedures manual and ensure that it:

1. Contains the information required by Chapter 3, Section 2, Procedures Manual Content.

> **Note:** For AO ODA applicants, the UM selection process must be thoroughly reviewed and approved by the EP, since designation for AO ODA UMs does not have a basis in individual designee evaluation.

2. Contains procedures that comply with all orders pertaining to the functions described. For those ODAs that perform certification projects, the EP must coordinate any procedures manual language addressing certification project notification (CPN) requirements with the Certification Engagement Branch (AIR-610) and the Aircraft Evaluation Division (AFS-100).

(b) Review of ODA Functions and Limitations. The ODA procedures manual must include the functions and limitations of the authorization. The EP must validate that the ODA holder has sufficient experience and has demonstrated capability of performing each requested function successfully. The scope of the limitations may be in any form appropriate to the authorization. For example, limitations may be imposed based on a lack of certain experience, equipment, or limited to certain types of aircraft.

4-4. Application Denial and Appeal Process.

a. Denial of ODA Applications. The appointing office will notify the applicant if the FAA denies its application. The appointing office must send the applicant the denial, in writing, via registered mail within 30 calendar days of the decision. The denial letter must explain the reasons for the denial. See Figure A-3 for an example of the ODA denial letter.

b. Appeals. If denied, an applicant may appeal the FAA decision, in writing, except that, denial decisions based on failure to attend required training, lack of benefit to the FAA, or the FAA's inability to manage the organization may not be appealed. An applicant must submit its

appeal within 60 calendar days of receiving notification of the denial. The appeal will be reviewed by an appeal panel.

(1) Appeal Panel. An appeal panel will consist of at least two managers with experience managing OMT personnel. It will also include engineers, inspectors, and/or flight test pilots as suitable for the application, with prior OMT experience. Appeal panel members must not have served on the EP. The appeal panel may interview the applicant, applicant's staff, and EP personnel. The appeal panel will reach a decision by consensus and all decisions are final.

> **Note:** The managing office shall notify the ODA Office (AVS-60) when an appeal is received. The ODA Office has the option to participate as a panel advisor. The role of the ODA Office is to share best practices, not to make decisions for the managing office. The ODA Office may consult with other standardization offices in AIR and AFX related to such panels and may delegate its participation to experienced staff in these offices.

(2) Functioning of the Appeal Panel. The appeal panel must determine if the FAA conducted the appointment process properly. If the appeal panel finds discrepancies, it must take appropriate actions to ensure the integrity of the appointment process. To determine whether the FAA conducted the appointment process properly, the appeal panel may interview members of the EP and review:

(a) The documentation in the applicant's file,

(b) The EP's written justification for the denial, and

(c) Other information it determines appropriate.

> **Note:** The appeal panel must complete its deliberations within 45 calendar days from the date of the appeal, and must document its decision. Each panel member must sign the decision before the panel sends it to the accountable AIR-division director or accountable FS division manager of the appointing office. The accountable AIR-division director or FS division manager will notify the appointing office of the appeal panel's decision and notify the applicant by registered mail within 15 calendar days of the appeal panel's decision.

(3) Appeal Panel Decisions. The appeal panel may:

(a) Uphold the previous decision;

(b) Override the previous decision with a new decision and provide appropriate justification; or

(c) Request that any part of the appointment process be repeated citing new information that the EP must review, or issue additional instructions and clarifications to the EP.

The appeal panel may direct that the previous EP review the application, or it may direct the appointing office to appoint a new EP.

4-5. Appointment. If an EP or appeal panel recommends to approve an application, the appointing office will coordinate with the appropriate offices to complete the following:

a. Establish the Managing Offices and OMT.

(1) Newly Appointed Organizations.

(a) The appointing office typically, but not always, becomes the lead managing office. Any additional involved coordinating offices from Table 4-1.1 now become the managing offices for that organization. The managers from these offices identify the personnel for the OMT, as needed, to oversee the ODA holder. These managers will determine the lead managing office and the OMT lead (see below) for the newly delegated organization and communicate this information to the organization.

> **Note:** The lead managing office just denotes the office that will provide the OMT lead and maintain the delegation records. All managing offices have equal responsibility for the oversight of the ODA holder.

(b) In order to ensure that adequate resources are available for the management and surveillance of the ODA holder, the lead managing office must obtain a written OMT Resource Agreement from all the offices needed to provide OMT personnel. Although the ODA holder's primary OMT offices may oversee activity at remote locations, it is recommended that the responsible offices where ODA holders regularly perform authorized functions are included on the OMT. The agreement should identify the ODA holder, the OMT lead, involved facilities, and general expectations for support (e.g., the number of personnel, technical specialties needed, annual number of visits required, identification of travel requirements, etc.). Agreements must be in a written form, provided to the lead managing office, and retained in the OMT's ODA records; email records are acceptable.

> **Note:** For AO ODA holders with function codes 15080 and 15090, geographic activity is limited to correspondence and coordination activity only to support the function of program approval recommendation. The managing OMT office remains responsible for all FAA involvement in a specific project, regardless of the location of the aircraft.

(2) Existing Organizations. For expansions to authorizations for existing ODA holders, the managing office(s) will need to determine any changes to the lead managing office for the newly defined authorization, and adjust staffing as needed to oversee the ODA holder. OMT Resource Agreements must be created and/or revised based on the addition of locations where functions will be performed or updated when surveillance planning identifies significant changes in the scope of support required. If the managing offices identify a new lead office, they will need to identify an OMT lead (see subparagraph 4-5(a)(3)) for that delegated organization.

(3) OMT Lead Determination. The OMT lead is an administrative role that coordinates the OMT's activity and serves as the focal point for communication with the ODA holder, and is responsible for maintaining the required records for the delegation. Some general considerations for this individual should include:

(a) Prior experience with the ODA holder and/or its programs;

(b) The capacity to absorb the required workload; and

(c) Experience with organization management or management of programs similar to what is being authorized.

b. Memorandum of Understanding (MOU). If the FAA approves an application, the FAA and ODA holder must prepare an MOU. At least one member of the applicant's senior-level management, typically the organization's CEO, must sign the MOU.

c. Letter of Designation. After completing the selection process (including getting the MOU signed) and notifying its AIR division director or FS division manager, the lead managing office will provide the applicant a Letter of Designation. The Letter of Designation must be signed by all of the managing office manager(s). The Letter of Designation must note the organization, main operating location, types of ODA, authorization number, and expiration date for the ODA. See Figure A-2, Sample ODA Letter of Designation, for a sample Letter of Designation. New ODAs will be granted for 2 years.

> **Note:** To determine the responsible Aircraft Evaluation Division branch for signature, refer to the AED Master ODA Listing.

d. DMS Status. If the FAA is issuing a designation letter, the DMS status must be updated to "Active," and the date of authorization updated. For an expansion of authority to existing organizations, the authorization information must be updated.

Section 2. Organization Management

In managing an ODA holder, the OMT guides and interacts with the ODA holder to ensure manual procedures are reviewed and approved, appropriate UMs are being proposed and added to the ODA unit, and that ODA programs are being managed effectively. The OMT also monitors incoming work activity reports, internal audit results, and corrective actions as part of their management of these organizations. When performing these tasks, the OMT may identify noncompliances, unsatisfactory performance of authorized functions, or other conditions requiring corrective action.

4-6. Oversight Personnel Roles and Responsibilities.

a. OMT Office Managers. The OMT office managers have a significant role to play. These individuals are responsible for assigning personnel to the OMT (see subparagraph 4-6b(2)), signing official communications to the organization, detailing work assignments, and resolving any issues regarding the delegation, work assignments, or resources.

(1) OMT Resource Agreements. The OMT office managers are responsible for maintaining the currency of their OMT Resource Agreements. The agreements should identify the ODA holder, the OMT lead, involved facilities, and general expectations for support (e.g., the number of personnel, technical specialties needed, identification of travel requirements). Agreements must be in a written form and provided to the lead managing office and retained in the OMT's ODA records.

(2) OMT Internal Dispute Resolution. When there is a dispute within the OMT regarding ODA holder management or surveillance issues, the respective office managers from AIR and FS are responsible for resolving the issue. The FAA will refer to the appropriate dispute resolution policies, which include FAA Order 8100.20; the AVS Consistency and Standardization Initiative process; or bargaining unit processes, as applicable.

(3) Signatures. The OMT office managers are responsible for signing the following documentation:

- Letter of designation.
- Initial Procedures Manual Issuance
- Any compliance and enforcement correspondence (as necessary).

b. OMT. The OMT oversees the ODA holder. As mentioned above, ODA oversight includes managing the organization, conducting surveillance, and reauthorizing, suspending, and/or terminating the organization. Participation will vary depending on the functions the ODA holder is authorized to perform. The OMT members must be knowledgeable and experienced in the functions the ODA unit performs. Managers of OMT members must work to resolve any OMT internal disputes.

(1) OMT Lead. The OMT lead coordinates the OMT's activity and serves as the focal point for communication with the ODA holder.

(a) OMT lead is an administrative role and not one that includes the authority to override an OMT member.

(b) As the focal point for communication with the ODA holder, the OMT lead is responsible for any correspondence or items involving the ODA holder that are not listed above in subparagraph 4-6a(3).

(c) The OMT lead must maintain a listing that identifies the ODA's OMT members and their functional discipline on the OMT. This listing should be provided to the OMT lead from the OMT office managers. All OMT members must have access to the listing.

(2) OMT Members. There are two different types of OMT members that collaboratively accomplish the FAA's oversight responsibilities:

(a) Core OMT Members. Core OMT members are the primary FAA personnel responsible for the management and surveillance of the delegated organization. Core OMT members are the only OMT members that must attend ODA-related training and any reference to the OMT in this order speaks to the core OMT. The core OMT members are identified on the

OMT listing, as required by subparagraph 4-6b(1)(c). For AC ODA, where FAA Order 8900.1 and/or FAA Order 8000.95 defines specific requirements for FAA managing specialists for equivalent individual designees, the core OMT members will meet the same requirements for qualification as defined in FAA Order 8900.1. For example, it is expected that the Principal Operations Inspector (POI) and Aircrew Program Managers (APMs) and assistants will be the core OMT members for an AC ODA with 14 CFR part 121 and 135 functions, and Training Center Program Managers (TCPMs) and assistants, Fleet Training Program Managers (FTPM) and Partial Program Managers (PPM) will be core OMT members for an AC ODA with 14 CFR part 142 functions.

1. Core OMT Member Responsibilities. A core OMT member is any individual identified by the OMT office managers that is responsible for:

i. Determining the Adequacy of ODA Procedures. Engineering OMT members oversee all design approval and type certification procedures as well as the procedures for major repair, alteration, and airworthiness (MRA) associated with engineering functions. Manufacturing OMT members oversee the authorized inspection and airworthiness procedures. FS OMT members oversee the procedures for MRA associated with airworthiness, airworthiness and AO certification, and airmen certification. AED OMT member(s) oversee ICA review and acceptance procedures, as well as the operational suitability procedures and any other processes involving the AED.

ii. Coordinating ODA surveillance risk assessments for a particular discipline.

iii. Coordinating on programs. Coordinating certification projects for a particular discipline, including determining the final level of project involvement or FAA participation decisions (these may be done by supporting OMT members for military commercial derivative projects). AED OMT members are responsible for ICA concurrence when not delegated, and for maintenance and operational issues on certification projects.

iv. Completing the assigned surveillance activities.

v. Making ODA holder performance-related decisions and managing ODA-related corrective actions for a particular discipline. The engineering OMT members oversee the engineering and flight test functions performed by the ODA unit. Manufacturing OMT members oversee the authorized inspection and airworthiness functions for aircraft certification. FS OMT members oversee the MRA airworthiness, AO certification, and airmen certification. AED OMT members are responsible for the ICA review and acceptance process and maintenance and operational processes on certification projects.

> **Note:** Core OMT members may utilize feedback and input from any supporting OMT member, as needed, to fulfill their core OMT member responsibilities.

vi. Reviewing the ODA holder's internal audit report and providing input back to the OMT lead.

Note: If multiple OMT members are responsible for assessment of like functions performed at different locations (e.g., manufacturing or FS inspectors responsible for surveillance at different facilities), then each of those OMT members must provide input back to the OMT lead.

vii. The FAA must assign advisors to engineering and flight test UMs at an ODA holder that is a manufacturer that holds both a type and a production certificate for:

1. Transport category airplanes with a maximum takeoff gross weight greater than 150,000 pounds; or

2. Airplanes produced and delivered to operators operating under 14 CFR part 121, for air carrier service under such part 121.

Note: The requirement for the FAA to assign advisors to ODA UMs also applies to an ODA holder that is a manufacturer of engines for an airplane described above.

2. Core OMT Staffing. Any discipline exercised as part of the ODA holder's authorization must have a core OMT member for that discipline assigned. OMT office managers may also identify personnel of other disciplines or skillsets, such as program managers or Continued Operational Safety (COS) support personnel, as core OMT members as they determine necessary. OMT office managers should consider the amount of ODA surveillance workload as well as the organization management workload needed for each discipline when determining the necessary core OMT members. To staff an OMT for an AC ODA, the ODA size, fleet makeup, and authorized functions should mirror personnel requirements for oversight of individual designees accomplishing similar airmen certification tasks. For example, the number of APMs or FTPMs needed for individual designees should equal the numbers of core OMT members. Those individuals who spend the majority of their time working on ODA-related tasks should be identified as core OMT members. The OMT office managers will select the core OMT, which must include, at a minimum, at least one person from each of the following FAA specialist roles and disciplines, as needed, based on the organization's authorized functions:

i. Engineering:

- Structures
- Power Plant Installations
- Mechanical Systems and Equipment
- Electrical Systems and Equipment
- Engines
- Propellers
- Flight Analyst
- Flight Test Pilot
- Acoustics

Note: Each OMT overseeing an ODA as described in subparagraph 4-6(b)(2)(a)(1)vii must assign a Core OMT member as an advisor for

each discipline listed above. Each advisor's name, technical discipline and/or area of responsibility, and contact information will be provided to the ODA administrator.

ii. Core OMT UM advisors have the following responsibilities;

1. Serve as an additional resource for technical and procedural questions that cannot be adequately addressed through the ODA administrator and address any specific concerns that the UM has with the technical or procedural direction provided by the ODA holder.

2. Communicate on an ongoing basis with assigned UMs in their discipline to ensure that the UMs are knowledgeable of relevant FAA policies and acceptable methods of compliance.

3. Monitor the performance of assigned UMs to ensure consistency with FAA policies and methods of compliance. Monitoring may be through any means appropriate for the complexity of the work performed and the particular advisor's visibility of that work (e.g., project participation, sampling of UM work, or by review of an ODA holder's self-audit records).

4. Document the need for ODA holder corrective action when UMs performance is not satisfactory.

iii. Manufacturing:

- Manufacturing Inspector

iv. Flight Standards (FS):

- Airworthiness Inspector - Maintenance
- Airworthiness Inspector - Avionics
- Operations Inspector (examples include APM, FTPM, etc.)

(b) Supporting OMT Members. Supporting OMT members are defined as other personnel who perform specific ODA project or surveillance tasks in support of the core OMT. As such, the supporting OMT members are not identified on the OMT listing. For example, specialists in areas such as flutter or damage tolerance might only interact with the ODA holder or its projects on a very limited basis, and are responsible for technical decision making in their specialized area of expertise. These individuals typically have no "system" oversight expertise or surveillance responsibilities and therefore are not identified as a core OMT member.

1. Organization Management Support. Supporting OMT members may perform any organization management responsibilities, including project-related tasks, if their input is provided through a core OMT member. For example, supporting OMT members may support the core OMT by reviewing PNL or certification plans and provide input on the acceptability of the certification plan or identify areas that might require FAA participation. However, a core OMT member is responsible for concurrence on the certification plan and

determining the need for project participation based on the supporting OMT member's input. Supporting OMT members may also interact with the ODA holder for any project, but must make the core OMT members aware of any issues that might require core OMT action.

2. Organization Surveillance Support. Similarly, a core OMT member may rely on a supporting OMT member's feedback in order to assess ODA holder compliance or performance during surveillance activities. However, in all cases, a core OMT member must evaluate the input and be responsible for the surveillance-related decision or action. Supporting OMT members may also interact with the ODA holder for any surveillance-related purposes but may not mandate corrective action by the ODA holder. Unless specifically identified as a core OMT member, Military Certification Branch personnel are considered supporting OMT members and are required to complete any surveillance record only to document surveillance visits or conditions they wish to recommend to the core OMT for corrective action.

(3) OMT Training. The OMT must attend the following training to ensure they have the appropriate knowledge to manage the organization:

(a) Engineering and manufacturing OMT members, OMT leads, and the managers of these offices must complete the training requirements contained in the Aircraft Certification Service (AIR) OMT training requirements found at:

https://my.faa.gov/org/linebusiness/avs/offices/air/air_training/curricula.html

(b) FS OMT members, OMT leads, and managers must complete the training requirements below as applicable:

1. Inspector Training for Designee Oversight Matrix can be found on the Flight Standards Workforce Development Division (AFB-500) website. The OMT for AC ODA holders must complete the same training required for FAA managing specialists responsible for oversight of individual designees accomplishing the same airmen certification tasks. For example, the same training is required for a TCPM whether or not the 14 CFR part 142 training center utilizes individual designees or an ODA. Initial training requirements for ASIs with OMT responsibilities are summarized in the training matrix.

4-7. Communications and Interaction—OMT/ODA Holder. The OMT members must remain cognizant that ODA oversight does not require the OMT to supervise or assess the performance of individual UMs, other than as a means of assessing the performance of the organization. The ODA holder, not the OMT, is responsible for administration of the UMs. Thus, the primary source of guidance for ODA UMs is their ODA administrator(s). An ODA holder's procedures manual may include the preferred procedures for UMs seeking guidance and clarification from within the organization. However, an ODA holder, through its procedures manual or otherwise, must not prohibit communication to be initiated by a UM, such as when a UM needs more detailed guidance from the OMT beyond that obtained from their ODA administrator(s) or other UMs, or seeks to communicate with or seek the advice of OMT advisors for any purpose. ODA administrators, especially at large organizations, need to be informed of communications and guidance provided by the OMT.

a. Oversight Communications. Official oversight communications between the OMT and the ODA holder must be coordinated through the OMT lead and the appropriate ODA administrator, or as otherwise agreed to by the ODA holder and OMT. Communication between the ODA holder, ODA administrators, UMs, and the OMT is essential for the success of the ODA program and thus, is in no way prohibited. Any guidance or instruction regarding corrective actions or issues that need to be communicated throughout the organization must be provided to the ODA administrator.

b. Communication Methods. The OMT and ODA holder should have established appropriate communication methods, including the appropriate communications roles of ODA holder personnel and OMT members. This information is included in the ODA holder's procedures manual section addressing communications. However, UMs may contact the FAA at any time for any reason. If instruction or guidance is provided to an individual UM that might be needed by other individuals on the ODA unit, the OMT member must notify the OMT lead of the issue. OMT members should only seek information from UMs when it is related to the delegated functions they are authorized to perform. OMT members should contact the ODA administrator (depending on the communication roles established) rather than individual UMs if they need information outside the authorized functions, e.g., the ODA holder's programs, schedules, continued operational safety issues, corrective actions, etc. The FAA expects the ODA administrator to be best positioned to provide such information however, the ODA holder may not prohibit either the OMT or other FAA staff from communicating with a UM.

c. AO ODA Communications. For AO ODA holders authorized function codes 15080 and 15090, the ODA holder and OMT lead may create procedures for direct communications with UMs and other FAA Flight Standards offices for the convenience of the both the ODA holder and OMT. Direct communications between Flight Standards offices and UMs may be necessary due to the type of delegated activity and the physical location of the aircraft.

d. AC ODA Communications. For AC ODA holders, the ODA holder and OMT lead may create procedures for direct communications with UMs and other FAA Flight Standards offices for the convenience of the both the ODA holder and OMT. Direct communications between Flight Standards offices and UMs may be necessary due to the type of delegated activity and the physical location of the authorized evaluation.

4-8. Defining and Understanding the Authority and Limitations of the Organization.

a. Authority and Limitations. The procedures manual defines an ODA holder's authority and limitations. The ODA holder's authority and limitations determine the functions it may perform. The OMT must ensure that the ODA holder's authority and limitations continue to be appropriate based on the organization's capability, experience, and history. It is the OMT's responsibility to reduce, limit, or remove authority, inclusive of a specific ODA type authorization, when an ODA holder's performance or lack of activity warrant. Reduction or removal of ODA authority, or the addition of limitations, are not considered suspensions or terminations per paragraph 4-22 and may be imposed at the OMT's discretion when ODA holder performance warrants.

b. Expansion of Authority. An ODA holder may request expansion of authority to include a new ODA type or expansion of authority within an existing ODA type.

(1) New ODA Type. Follow the process in paragraph 4-1 for expansion of authorization to include a new ODA type.

> **Note:** For the new AC ODA type, the OMT will notify AVS-60 that the ODA holder is interested in applying for expansion of authority for AC ODA.

(2) Expansion within Existing Authorization. If the request for expansion of authority is within the ODA holder's existing ODA type(s), the request must include the requirements of paragraph 3-23.

(a) The OMT, with any other applicable coordinating offices, will review the expansion request and evaluate if the ODA holder has demonstrated capability or the proposal to demonstrate capability is sufficient for the expansion requested. If applicable, a proposed demonstration may be necessary to provide the ODA holder with the opportunity to gain/demonstrate the required experience, enable the ODA holder to develop robust processes, and for the OMT to ensure the ODA holder's consistent proper application of policy, such as compliance methodology, issuance of a new classification, or category of airworthiness certificate, etc. The OMT should consider the complexity of any designs, products, aircraft models, tests, etc. requested for expansion. Any written plans or agreements used during the evaluation must clearly describe how the ODA holder, the FAA, or both will manage any activity beyond the current ODA authority used to demonstrate capability. This activity may be accomplished by the FAA delegating to qualified individual designees that are proposed to become unit members, or by existing unit members within their current unit member authority as determined acceptable by the OMT for the project. The OMT should enable the ODA holder to exercise the requested authority to the fullest extent possible during any proposed demonstration activity. This will allow the OMT to evaluate the ODA holder and prospective unit member performance that substantiates the expansion.

(b) The OMT may grant the expansion through approval of the revised Procedures Manual once the OMT determines the holder has sufficient, relevant experience for the requested expansion.

c. NAC Determinations. If the ODA holder's authority includes the capability to perform NAC determinations, OMTs should routinely review NAC determinations to ensure that determinations are proper and take corrective action, including the rescinding of authority, if needed.

4-9. Approving the Organization's Procedures and Procedures Manual Changes. By approving the procedures, the OMT ensures that the functions performed by the organization result in products and approvals or certificates that comply with FAA regulations and policies. The OMT must:

a. Approve Procedures Manual Changes. The types of changes requiring FAA approval include those which address the authority or limitations of the organization, the

organization's system model, or changes in the procedures for performing authorized functions. The OMT must approve these procedures manual changes before the ODA holder implements them.

(1) OMT Coordination and Review. The OMT lead will determine which OMT members must coordinate on each procedures manual change and expedite the review of revisions that address policy changes, corrective actions, or findings from self-audits or FAA oversight.

(2) Coordinating CPN Language. The OMT lead must coordinate any procedures manual language addressing CPN requirements with the Certification Engagement Branch (AIR-610) and the Aircraft Evaluation Division (AFS-100), as applicable.

(3) Approval. Approval by the OMT will be indicated by FAA signature on the log of revisions page or other means agreed to by the OMT.

(4) Requests to Add Procedures for NAC Determinations. ODA holders may request the NAC determination authority by contacting the OMT and submitting proposed procedures manual changes and information regarding the qualifications of individuals making NAC determinations. Upon submittal of this type of request:

(a) The OMT must coordinate with the Noise Certification Specialist (NCS) responsible for the types of ODA product concerned (e.g., transport category and jet airplanes, small propeller driven and commuter airplanes, and helicopters) with the request.

(b) The NCS must coordinate with AEE-100 regarding review and approval of the request and consider any conditions or limitations.

(c) Proposed changes to the ODA manual must be coordinated with the NCS to ensure that any conditions or limitations specified by AEE-100 are addressed in the ODA manual.

(d) AEE-100 will provide a memorandum to all the NCSs indicating its denial or approval and the reasoning for any conditions or limitations to be included.

(e) The responsible NCS will then provide that guidance, approval, or denial to the appropriate OMT lead to forward to the applicant.

b. Manual Access. The OMT lead must ensure that all OMT members have access to the current version of the manual.

4-10. Ensuring ODA Administrators and UMs Are Approved. The OMT must ensure that the ODA holder follows its procedures for proposing ODA administrators and selecting ODA UMs.

a. ODA Administrator Selection Process.

(1) Evaluation of the Administrator Request. The OMT must review the request by the ODA holder for a proposed ODA administrator to determine whether the individual qualifies for the authorization (refer to 3-3a). The OMT will thoroughly evaluate the proposed administrator's qualifications with reference to the organization's resources and structure. The OMT must verify the accuracy and authenticity of the information included in the request and ensures it complies with all applicable regulations and requirements in this order.

(2) Interviews. The OMT may interview the proposed ODA administrator, ODA UMs, or ODA holder's management to verify the information in the request and determine whether the proposed ODA administrator understands the requirements its organization must meet. While interviewing the proposed ODA administrator, the OMT may evaluate the individual's knowledge of the certification procedures and technical responsibilities for which the ODA holder will be responsible.

(3) Selection. The OMT will collectively decide on whether the proposed ODA administrator is qualified, capable, and acceptable for that specific ODA holder.

(a) Approvals. The lead managing office will notify the ODA holder in writing if the FAA approves the proposed ODA administrator and will process any associated manual changes in accordance with paragraph 4-9.

(b) Denials. The lead managing office will notify the ODA holder if the FAA denies its request. The lead managing office must send the ODA holder the denial, in writing, via registered mail within 30 calendar days of the decision. The denial letter must explain the reasons for the denial and detail, if appropriate, what steps the applicant must take before the FAA will reconsider the application.

b. ODA UM Selection Process.

(1) FAA Prescreening of Proposed UMs. The ODA UM selection process for any proposed UM (including existing designees or UMs at other ODA holders) includes a notification to the OMT identifying the individual. The OMT must investigate the individual to determine if the FAA is aware of any information indicating that the individual has demonstrated a lack of care or judgment, a lack of integrity, or is otherwise unsuitable to act as an ODA UM. This investigation must include at least a review of the DMS, the archival Designee Information System (DIN) database, and the Enforcement Information System (EIS) database. In addition, the FS OMT members must review National Program Tracking and Reporting Subsystem (NPTRS), Safety Assurance System (SAS), and Accident/Incident Data System (AIDS) records for historical information. The OMT must notify the ODA holder of the prospective UM's suitability for selection after the investigation is complete.

(a) Coordination of Proposed Noise UMs with AEE-100. The selection of UMs with authority to make approvals for part 36 must be coordinated with AEE-100. This coordination may be done by either the OMT or by the ODA holder as part of its selection process.

(b) Appointment of ODA UMs Outside the United States. The OMT must concur on the location and functions to be performed by the ODA UM if the ODA holder desires to appoint an ODA UM located outside the United States.

(2) FAA Review of ODA UM Selection Decisions.

(a) TC ODAs. The OMT must review and approve or reject by letter all UM selections for TC ODAs. All new UM selections made by a TC ODA holder must be reviewed, and either approved or rejected by the OMT no later than 30 days after the OMT receives notice of such a selection by an ODA holder. An ODA holder may only add a new UM to the ODA holder's UM listing if the UM selection is approved by the OMT. The OMT UM selection approval or rejection process also applies to ODA holder selections of individuals who are existing designees (e.g., Designated Engineering Representatives), or UMs at other ODAs. TC ODAs are not eligible for removal of this requirement after 2 years.

(b) All Other ODAs.

1. For a period of 2 years after the initial ODA appointment, selection decisions for proposed ODA UMs, who are not currently designees or ODA UMs at other delegated organizations, must be reviewed by the OMT prior to the ODA UM performing any authorized function for the ODA unit.

2. After 2 years, the FAA anticipates that the OMT will not need to review any ODA UM selection decisions unless the ODA holder has not had sufficient activity appointing ODA UMs or there are documented problems with the ODA holder's selection process or performance.

4-11. Managing ODA Activity. The following activities are the OMT's responsibilities during ODA programs. After any delegation decision(s), the OMT should focus on post-activity oversight to validate and ensure satisfactory ODA performance.

> **Note:** The OMT may identify noncompliances, unsatisfactory performance of authorized functions, or other conditions requiring correction while managing ODA activities. If identified, the OMT must document these findings on the ODA Oversight Finding Record (Figure A-19). The details of these finding types and how to fill out the record are discussed in subparagraph 4-18d. Other items which might result in improvements, but which do not require a correction, can be documented on the Opportunity for Improvement Record (OFIR) (Figure A-20).

a. TC Program and Operational Support Activities.

(1) PNL Review. The ODA holder must notify and apply to the managing office for each new TC or amended TC. The ODA holder must also notify and apply to the OMT for any major type design change other than those defined in the ODA procedures manual as not requiring a PNL. The OMT lead will coordinate the review of the following with the responsible OMT members:

(a) The Proposed Certification Plan.

1. FAA Recognition of Applicant Showings.

i. The OMT or the ODA holder may propose an applicant showing activity for recognition, provided that:

- The ODA holder has evidence of successfully obtaining FAA approval for that type of specific compliance data on past projects, including projects of comparable complexity;
- The ODA holder's compliance methodology is the same as on past FAA projects; and
- The ODA holder uses the same person(s) in making the showing, or an auditable documented company process for the compliance methodology is used to develop the specific substantiating data.

ii. When proposed, the OMT will use an FAA approved Risk-Based Decision Making (RBDM) method to determine the level of risk associated with the activity.

iii. Activities may be recognized for applicant showing when the RBDM method determines the risk for the areas associated with the activity is "low" or when the RBDM method determines the risk is "medium" and the OMT's office manager documents why the activity should be considered low risk.

iv. Any RBDM method results, including rationale for disagreement with the method output, upon which applicant showings are recognized, must be retained in the OMT's records.

(b) Conformity Plan. A conformity plan showing relevant information, such as that shown in Figure A-11, Sample Conformity Inspection Plan.

(c) FAA Project Participation. The OMT (including AED) must review each PNL and determine what FAA project participation is required. The PNL should contain the ODA holder's recommended areas for FAA project involvement. After reviewing and coordinating the proposed certification and conformity plans, the OMT must advise the ODA holder of any activities or areas in which the FAA will participate, including the making of specific findings of compliance.

1. Mandatory (Non-Discretionary) Participation. The FAA must perform any activity required prior to delegation, or that cannot be delegated and those for which the ODA holder is not authorized. This includes those items identified in paragraph 5-2 and other activities that require specific FAA participation, such as AED review of operational suitability, changes to the Master Minimum Equipment List (MMEL), changes to Certification Maintenance Requirements (CMR), Aircraft Flight Manuals (AFM), crew training, and emergency evacuation demonstrations, and validating any underlying assumptions related to human factors for a critical system design feature of transport category airplanes.

2. Discretionary Participation. The FAA may identify participation in activities or areas in which the ODA holder is authorized and could be delegated. This could include conducting or witnessing tests or inspections, reviewing the ICA for acceptability, or making specific findings of compliance. These activities must be performed by the FAA during completion of the project and the ODA holder must account for FAA participation within the project schedule. This type of participation is appropriate for the following:

i. Performance Issues. Those activities or areas in which the ODA holder needs to improve performance, including technical compliance areas or project management activities.

ii. Insufficient Demonstration of Ability. Those activities or areas in which the ODA holder has not demonstrated the ability to determine compliance. This is appropriate for the following:

- Regulation Changes. When regulation changes impact the ODA holder's ability to determine compliance.
- Policy and Procedure Changes. When FAA policy or procedure changes since the ODA holder's last type certification program impact the ODA holder's ability to determine compliance.
- New or Unique Design Features. New or unique design features with which the ODA holder does not have sufficient experience.
- New or Differing Methods of Compliance. Those areas involving methods of compliance or substantiation to regulations with which the ODA holder has not demonstrated experience.

iii. Service Difficulties. Activities or areas in which the ODA holder's previous approvals have resulted in service difficulties or safety-related problems.

iv. Areas Critical to Safety. Certain high-risk certification activities or design areas critical to safety, including testing of critical areas/characteristics, new and novel operations and their underlying assumptions, underlying assumptions related to human factors for transport category airplanes, especially those areas that are subjective or warrant independent review. This does not restrict the delegation of regulations identified by the RBDM tool as high risk. Regulations identified as high risk by a RBDM tool should be delegated to the ODA holder when possible.

3. Oversight Participation. The OMT may identify any delegated activities or areas of the project in which it wants to participate for the purposes of project-related knowledge or ODA oversight. This could include observing tests or inspections, requesting a copy of the ICA, or reviewing compliance findings made by the ODA unit. The ODA holder should keep the OMT informed of the schedule for these activities, but the ODA holder may proceed with the project if the OMT is not able to participate in these.

(d) An FAA Form 8110-12, Application for Type Certificate, Production Certificate, or Supplemental Type Certificate (as applicable).

Note: Where possible, the OMT should delegate by reviewing the information in PNL submittals, and only request additional data when necessary to make a delegation decision.

(2) FAA Coordination. The OMT lead is responsible for coordinating with other offices to ensure involved parties are aware of TC program activities as part of the PNL review.

(a) Certification Project Notification (CPN). All major changes in type design, even those which do not require a PNL, require notification to the Certification Engagement Branch (AIR-610) and the Aircraft Evaluation Division (AFS-100) using the CPN process established in FAA Order 8110.115, Certification Project Initiation and Certification Project Notification, unless the ODA holder has an approved process agreed to by AIR-600 and AFS-100 for the types of projects for which notification is no longer necessary.

1. No-PNL Projects.

2. Certification Engagement Branch. The determination of whether a change requires Certification Engagement Branch involvement or is significant per 14 CFR § 21.101(b) is pre-determined for No-PNL projects by the No-PNL authorization and project management procedures. Determinations by the Certification Engagement Branch are not required and No-PNL projects may proceed through completion without review and concurrence. TC ODA No-PNL projects must be identified as such in the project description field of the CPN database. When aware of No-PNL projects in the CPN database, the Certification Engagement Branch will note in the CPN response that Certification Engagement Branch response is not required for ODA No-PNL projects. However, the Certification Engagement Branch should routinely review the CPN information for No-PNL projects and notify the OMT to pursue corrective actions with the ODA holder if the determination of significance was improper.

3. AED. No-PNL projects should only be authorized for those projects for which the needed FAA participation can be established without review and consideration of the project details and certification plan. Therefore, use of the CPN for coordination with the AED is only intended to provide project and schedule information to allow AED planning for resources needed to support the project, not to provide for review and determination of a different level of project involvement than that established by the ODA holder's No-PNL project procedures.

(b) Undue Burden Determination. When required, the OMT will make an undue burden determination, as described in FAA Order 8100.11.

(c) ODA Projects Involving Foreign-Registered Aircraft. The Certification Branch OMT representative must notify the airworthiness authority of the State of Registry of the proposed alteration and invite its participation in the certification project, if the ODA holder does not provide evidence in the PNL of the foreign airworthiness authority's concurrence with the project. The Certification Branch OMT representative must have written authorization from the foreign authority prior to approval of the PNL. In the authorization, the foreign authority must state that it has no objections to the scope of the proposed project.

(d) Supplier Management. If applicable, a TC ODAholder's OMT lead must coordinate the supplier management plan with the supplier ODA holder's OMT lead. The

supplier ODA holder's OMT lead should advise the TC ODA holder's OMT lead on the supplier ODA holder's capability to perform the functions defined in the supplier management plan. Ultimately, the TC ODA holder's managing office decides whether to delegate the proposed functions to the supplier's ODA unit. The OMTs involved should also coordinate and agree to the specific findings of compliance that might be necessary with regard to the supplier's ODA unit. The TC ODA holder's OMT is responsible for making any specific findings of compliance, but may request the assistance of the supplier ODA holder's OMT. The supplier ODA holder's OMT may also choose to participate in some aspects of the project, not to make specific findings of compliance, but to supervise the supplier's ODA unit.

(e) Off-Site Project Coordination Within the FAA. If project notification is required, the OMT must review and approve each off-site project before any prototype installation starts. The OMT must also consider its own ability to participate in the project, including oversight, based on the facility's location. The OMT lead must coordinate with the off-site location's responsible FAA office if any participation or surveillance will be conducted at the facility. The OMT should ensure that:

1. The location does not hinder the OMT from reasonably conducting the necessary involvement and surveillance.

2. The ODA holder has satisfactory experience on similar projects on the same product and model type.

3. The ODA holder has enough experience and knowledge to manage the off-site project.

(3) Program Notification Response. The OMT lead will respond to the ODA administrator in writing. The response must include:

(a) The rationale for any project participation and provide the holder with sufficient detail regarding the reason for FAA retention. This will allow the ODA holder to take actions so the function can be delegated on future projects.

(b) Direction to the ODA unit to recommend approval on FAA Form 8100-9, Statement of Compliance with Airworthiness Standards, of those specific findings of compliance to be made by the FAA.

(c) The names and other contact information for FAA engineers, manufacturing inspectors, AED focal points, and administrative staff assigned to the project.

(d) The requirement that the ODA holder must notify/coordinate with the OMT in a timely manner if the project's scope and/or schedule is significantly revised. Significant changes that should be reported include:

1. A change in any of the parties involved, or the level of their involvement, in the design or installation.

2. A change in the location where the prototype installation will be performed.

3. Any change in the schedule of activities in which the FAA will participate.

4. Any change to the certification methodology.

5. Any other change deemed appropriate by the managing Certification Branch.

Note: The OMT should determine any other types of change that require notification based on the ODA holder's capability and project types. The OMT and the ODA administrator should ensure that they understand the types of schedule/project scope changes that must be reported. TC Board Meetings. Except where the OMT leader elects to chair the TC board, the ODA administrator will chair preliminary, interim, pre-flight, and final TC board meetings on major projects. The ODA administrator must coordinate scheduling of, and FAA participation in, the meetings with the FAA OMT lead. During the preliminary TC board meetings, the FAA will:

(e) Establish the applicable certification basis.

(f) Identify any areas requiring formulation of special conditions.

(g) Offer special attention, information, and guidance to address new design concepts, service difficulties, FAA policy, and current state-of-the-art considerations.

(h) Set those areas of the TC program where the FAA will participate, including making specific findings of compliance.

(i) Coordinate program scheduling necessary to accomplish the required FAA participation.

(j) Establish that areas requiring FAA participation have been satisfactorily completed.

(k) Review the certification and conformity inspection plans.

(l) Review the applicable noise and emission requirements and establish the nature and extent of tests and substantiation expected from the manufacturer.

(4) TC Issuance. After receiving the TC data package from the ODA holder, the OMT must:

(a) Review the submitted data package, which includes:

1. An FAA Form 8100-11, Organization Designation Authorization Statement of Completion, certifying that the design complies with the FAA regulations;

2. A proposed TCDS; and

3. The information necessary for safe operation of the product (for example, the flight manual, ICA, and so on).

(b) Verify the ODA holder completed the project in accordance with the PNL.

(c) Notify the ODA holder of the FAA's concurrence or nonconcurrence with the completed project.

(d) Issue the TC and TCDS.

(5) Approvals of AMOCs to ADs and AD-Mandated Repairs.

(a) Approval of AMOCs for Specific ADs with Structural Aspects. A TC ODA holder may be authorized to approve AMOCs for specific ADs with structural aspects (i.e., structural ADs or ADs involving other disciplines in which structure may be affected by repair, modification, or alteration). This authority may be granted only for aircraft on the ODA holder's TC when the OMT determines that the intent of the AD is to restore an aircraft to its type certification basis or other known defined and published standards. This authority is not applicable to engines and propellers. The ODA holder will work with the OMT to determine which ADs are appropriate for AMOC delegation.

(b) Approval of AMOCs Not Relevant to the Unsafe Condition. A transport category aircraft TC ODA holder may be authorized to approve AMOC requests for deviations, including areas other than structures, which are not relevant to the unsafe condition addressed by the AD. The deviation must not have an adverse impact on the prescribed corrective action intended to address the identified unsafe condition described in the AD.

(c) OMT Review. The OMT must monitor and review such approvals, ensuring that they continue to achieve the required level of safety imposed by the AD. The Certification Branch must revoke any AMOC granted by the ODA unit that no longer achieves an Acceptable Level of Safety (ALoS), and take appropriate corrective action, including revocation of the delegation if necessary.

(6) Military Commercial Derivative Aircraft (MCDA) Programs. Certification projects for MCDA are completed following the requirements of FAA Order 8110.101, Type Certification Procedures for Military Commercial Derivative Aircraft. Applications for new TCs must be coordinated with the MCDA project manager in the Compliance and Airworthiness Division (AIR-700).

(a) Project Initiation. The ODA holder must submit copies of the PNL to the OMT lead and the Military Certification Branch. The Military Certification Branch accepts applications for certification after obtaining notification and authorization from the sponsoring armed service.

1. The OMT lead will coordinate the PNL with the appropriate OMT members. The OMT must agree that the ODA holder is capable of performing the project and that the use of proposed UMs is appropriate according to the certification plan. The OMT may participate or oversee any aspects of the project they feel is necessary for oversight of the ODA holder. If the project is acceptable, the OMT lead will provide the Military Certification Branch with concurrence of the project within 30 calendar days or inform them of any issues or areas of OMT participation.

2. The Military Certification Branch is responsible for acceptance of the certification plan. This includes the certification basis and methods of compliance for the project. The Military Certification Branch will coordinate the project according to FAA Order 8110.101, including CPN and Certification Branch (that manages the TC) coordination, if required. The Military Certification Branch must also coordinate any special conditions, exemptions, etc., as necessary. The Military Certification Branch will respond to the PNL providing the project number, identifying any FAA-specific findings, areas of oversight, and FAA personnel involved with the project. The Military Certification Branch must copy the OMT lead on all project correspondence related to PNL coordination, delegation decisions, or any other correspondence related to oversight and surveillance of the ODA holder. The Military Certification Branch will oversee the project activity according to the response to the PNL, ensuring all specific findings are completed.

(b) Project Completion. After receiving the amended TC data package, the Military Certification Branch must:

1. Verify the ODA holder completed the project in accordance with the PNL.

2. Notify the ODA holder of the FAA's concurrence or nonconcurrence with the completed project.

3. Issue the amended TC and revise the TCDS, if required.

(c) Service Difficulties. 14 CFR § 183.63 data (unsafe conditions/noncompliances) must be sent to both the Military Certification Branch and the OMT lead. The Military Certification Branch has the primary responsibility to investigate. Requests for investigation under 14 CFR § 183.63, or any type of corrective action need to be coordinated through the OMT lead.

(7) Data Approvals Supporting Certification Projects. The ODA unit may approve data in support of a certification project when the ODA holder is the applicant for the project or in support of another applicant's project involving products manufactured by the ODA holder. A project applicant must discuss intentions to use ODA approvals as part of the certification project with the project Certification Branch. The project Certification Branch will coordinate with the OMT regarding the data approvals as necessary.

b. Production Certificate (PC) Program Activities.

(1) Production Limitation Record (PLR) Changes. The ODA unit will develop and approve an appropriate PLR certification and product audit plan to evaluate the quality system (refer to FAA Order 8120.22, Production Approval Procedures, and FAA Order 8120.23, Certificate Management of Production Approval Holders).

(a) The ODA unit must establish, in advance with the OMT, if any of the areas of the quality system will require FAA participation during the PLR audit.

(b) The ODA unit must record the results of any implemented corrective action on FAA Form 8100-12, ODA Production Limitation Record (PLR) Report, before the FAA will amend the PLR. The ODA administrator must submit the FAA Form 8100-12 to the OMT. The managing Certificate Management Section will sign the PLR and provide it to the ODA holder.

(2) Airworthiness Certificates.

(a) Special Airworthiness Certificates. Before issuing an experimental certificate, the ODA unit must get written Certificate Management Section approval of any limitations, conditions, and flight test areas the FAA considers necessary for safety. The ODA unit must issue the Special Airworthiness Certificate, FAA Form 8130-7, Special Airworthiness Certificate, then forward the completed package to the Certificate Management Section OMT member in accordance with FAA Order 8130.2. The Certificate Management Section will review records and forward to the Aircraft Registration Branch in accordance with FAA Order 8130.2.

(b) Special Flight Permits (SFP). Before issuing an SFP, the ODA unit must obtain from the Certificate Management Section OMT member, in writing, any limitations, conditions, and areas of operation the FAA considers necessary for safety. The ODA unit must issue the SFP, FAA Form 8130-7, Special Airworthiness Certificate, then forward the completed package to the Certificate Management Section OMT member in accordance with FAA Order 8130.2. The Certificate Management Section will review records and forward to the Aircraft Registration Branch in accordance with FAA Order 8130.2.

Note: The ODA holder must follow the process in the AWC tool.

c. Supplemental Type Certificate (STC) Program Activities.

(1) PNL Review. The OMT lead will coordinate with the appropriate OMT members (including AED) for review and concurrence with the original PNL, and any later supplements or changes. As part of the OMT review of the PNL and the associated certification and conformity plans, the OMT will consider whether the ODA holder has, or can obtain, the appropriate knowledge and understanding of the product manufacturer's design philosophy, principles, operational assumptions, and actual operator procedures. The OMT will nonconcur with projects that it determines the ODA holder is not qualified to perform. The OMT lead will coordinate the review of the following with the responsible OMT members:

(a) The proposed Certification Plan.

1. FAA Recognition of Applicant Showings.

i. The OMT or the ODA holder may propose an applicant showing activity for recognition provided that:

- The ODA holder has evidence of successfully obtaining FAA approval for that type of specific compliance data on past projects, including projects of comparable complexity;
- The ODA holder's compliance methodology is the same as on past FAA projects; and
- The ODA holder uses the same person(s) in making the showing, or an auditable documented company process for the compliance methodology is used to develop the specific substantiating data.

ii. When proposed, the OMT will use an approved RBDM method to determine the level of risk associated with the activity.

iii. Activities may be recognized for applicant showing when the RBDM method determines the risk for the areas associated with the activity is "low" or when the RBDM method determines the risk is "medium" and the OMT's office manager documents why the activity should be considered low risk.

iv. Any RBDM method results, including rationale for disagreement with the method output, upon which applicant showings are recognized, must be retained in the OMT's records.

(b) Conformity Plan. The conformity plan showing relevant information such as that shown in Figure A-11.

(c) FAA Project Participation. The OMT (including the AED) must review each PNL and determine what FAA project participation is required. The PNL should contain the ODA holder's recommended areas for FAA project involvement. After reviewing and coordinating the proposed certification and conformity plans, the OMT must advise the ODA holder of any activities or areas in which the FAA will participate, including the making of specific findings of compliance.

1. Mandatory (Non-Discretionary) Participation. The FAA must perform any activity that cannot be delegated and those for which the ODA holder is not authorized. This includes those items identified in paragraph 5-21 and other activities that require specific FAA participation, such as AED review of operational suitability, changes to the MMEL, changes to CMRs, AFM, crew training, emergency evacuation demonstrations, and validating any underlying assumptions related to human factors for a critical system design feature of transport category airplanes.

2. Discretionary Participation. The FAA may identify participation in activities or areas in which the ODA holder is authorized and could be delegated. This could include conducting or witnessing tests or inspections, reviewing the ICA for acceptability, or

making specific findings of compliance. These activities must be performed by the FAA during completion of the project and the ODA holder must account for FAA participation within the project schedule. This type of participation is appropriate for the following:

i. Performance Issues. Those activities or areas in which the ODA holder needs to improve performance, including technical compliance areas or project management activities.

ii. Insufficient Demonstration of Ability. Those activities or areas in which the ODA holder has not demonstrated the ability to determine compliance. This is appropriate for the following:

iii. Regulation Changes. When regulation changes impact the ODA holder's ability to determine compliance.

iv. Policy and Procedure Changes. When FAA policy or procedure changes since the ODA holder's last type certification program impact the ODA holder's ability to determine compliance.

v. New or Unique Design Features. New or unique design features with which the ODA holder does not have sufficient experience.

vi. New or Differing Methods of Compliance. Those areas involving methods of compliance or substantiation to regulations with which the ODA holder has not demonstrated experience.

vii. Service Difficulties. Activities or areas in which the ODA holder's previous approvals have resulted in service difficulties or safety related problems.

viii. Areas Critical to Safety. Certain high-risk certification activities or design areas critical to safety, including testing of critical areas/characteristics, especially those areas that are subjective or warrant independent review. This does not restrict the delegation of regulations identified by the RBDM method as high risk. Areas identified as high risk by the RBDM method should be authorized to the ODA holder when possible.

3. Oversight Participation. The OMT may identify any delegated activities or areas of the project in which it wants to participate for the purposes of project-related knowledge or ODA oversight. This could include observing tests or inspections, requesting a copy of the ICA, or reviewing compliance findings made by the ODA unit. The ODA holder should keep the OMT informed of the schedule for these activities, but the ODA holder may proceed with the project if the OMT is not able to participate in these activities.

(d) An FAA Form 8110-12 (as applicable).

Note: Where possible, the OMT should delegate by reviewing the information in PNL submittals, and only request additional data when necessary to make a delegation decision.

(2) FAA Coordination. The managing offices will coordinate with any FAA office, including the TC managing office, as appropriate.

(a) Certification Project Notification (CPN). All major changes in type design, even those which do not require a PNL, require notification to the Certification Engagement Branch (AIR-610) and the Aircraft Evaluation Division (AFS-100) using the CPN process established in Order 8110.115, unless the ODA holder has an approved process agreed to by AIR-600 and AFS-100 that notification is no longer necessary.

1. No-PNL Projects.

2. Certification Engagement Branch. The determination of whether a change requires Certification Engagement Branch involvement or is significant per 14 CFR § 21.101(b) is pre-determined for No-PNL projects by the No-PNL authorization and project management procedures. Determinations by the Certification Engagement Branch are not required and NoPNL projects may proceed through completion without review and concurrence. TC ODA No-PNL projects must be identified as such in the project description field of the CPN database. When aware of No-PNL projects in the CPN database, the Certification Engagement Branch will note in the CPN response that Certification Engagement Branch response is not required for ODA No-PNL projects. However, the Certification Engagement Branch should routinely review the CPN information for No-PNL projects and notify the OMT to pursue corrective actions with the ODA holder if the determination of significance was improper.

3. AED. No-PNL projects should only be authorized for those projects which the needed FAA participation can be established without review and consideration of the project details and certification plan. Therefore, use of the CPN for coordination with the AED is only intended to provide project and schedule information to allow AED planning for resources needed to support the project, not to provide for review and determination of a different level of project involvement than that established by the ODA holder's No-PNL project procedures.

(b) Undue Burden Determination. When required, the OMT will make an undue burden determination, as described in FAA Order 8100.11.

(c) ODA Projects Involving Foreign-Registered Aircraft. If the ODA holder does not provide evidence of CAA concurrence with the project, the OMT must notify the CAA of the State of Registry of the proposed alteration and invite its participation in the certification project. The Certification Branch OMT representative must have written authorization from the CAA prior to concurring with the PNL. In the authorization, the CAA must state that it has no objections to the alteration. The OMT may provide a preliminary response to the PNL that authorizes the ODA holder to proceed pending CAA concurrence with the project. The OMT should include in the preliminary PNL response that the CAA has yet to concur with the project, and should be aware that the CAA may choose to participate in the certification project. The OMT is not required to follow up with another response unless the CAA has concerns with the alteration.

(d) Off-Site Project Coordination Within the FAA. If a project is to be performed at an off-site location, the OMT will coordinate with the off-site facility's Principal Maintenance

Inspector (PMI) if there is any question regarding the facility's experience performing the types of alterations on the specific product(s) (make and model) that the project involves. The OMT will also consider its own ability to participate in the project, including oversight based on the facility's location. The OMT may authorize a project only if:

1. The location does not hinder the OMT from reasonably conducting the necessary project participation.

2. The ODA holder has enough experience and knowledge to manage the off-site project.

3. The off-site facility is authorized to approve the altered product for return to service.

(3) PNL Response. The OMT lead will respond to the ODA holder, in writing, after receiving a PNL. The use of stamps, etc. for response to the ODA holder is not permitted. The method used to convey the response must ensure the response is controlled and not revised by anyone other than the OMT lead. The response must include:

(a) The OMT's concurrence or nonconcurrence with the proposed certification and conformity plans.

(b) Acknowledgement that the certification basis is acceptable, including any limitations, conditions, or objections.

(c) The names and other contact information for FAA engineers, manufacturing inspectors, AED focal points, and administrative staff assigned to the project.

(d) Identification of any FAA participation, including the making of specific findings of compliance, and provide sufficient detail regarding the reason for FAA retention. This will allow the ODA holder to take actions so the function can be delegated on future projects.

1. The PNL response must include instruction to the ODA holder to provide adequate notice to the FAA of activities in which the FAA will participate.

2. The FAA response should include direction to the ODA UMs for approval or recommend approval on FAA Form 8100-9.

(e) The requirement that the ODA holder must notify/coordinate with the OMT in a timely manner if the project's scope and/or schedule is significantly revised. Significant changes that should be reported include:

1. A change in any of the parties involved, or the level of their involvement, in the design or installation of the alteration.

2. A change in the location where the prototype installation will be performed.

3. Any change in the schedule of activities in which the FAA will participate.

4. Any change to the certification methodology.

5. Any other change deemed appropriate by the managing Certification Branch.

Note: The OMT should determine any other types of change that require notification based on the ODA holder's capability and project types. The OMT and the ODA administrator should ensure that they understand the types of schedule/project scope changes that must be reported.

(4) STC Board Meetings. The ODA holder must coordinate scheduling of the meetings with the FAA. During the meetings, the FAA will:

(a) Establish the applicable certification basis. Identify any areas requiring formulation of special conditions.

(b) Offer special attention, information, and guidance to address new design concepts, service difficulties, FAA policy, and the current state-of-the-art considerations.

(c) Establish those areas of the STC program for which the FAA will participate, including the making of specific findings of compliance.

(d) Coordinate program scheduling necessary to accomplish the required FAA participation.

(e) Establish that areas requiring FAA participation have been satisfactorily completed by the FAA.

(f) Review the certification plan and conformity inspection plan.

(g) Review the applicable noise requirements and establish the nature and extent of tests and substantiation expected from the ODA holder.

(5) MCDA Programs. Certification projects for MCDA are completed following the requirements of Order 8110.101.

(a) Project Initiation. The ODA holder must submit copies of the PNL to the OMT lead and the Military Certification Branch. The Military Certification Branch accepts applications for certification after obtaining notification and authorization from the sponsoring armed service.

1. The OMT lead will coordinate the PNL with the appropriate OMT members (including AED). The OMT must agree that the ODA holder is capable of performing the project and that the use of proposed UMs is appropriate according to the certification plan.

The OMT may participate in any aspects of the project they feel is necessary for oversight of the ODA holder. If the project is acceptable, the OMT lead will provide the Military Certification Branch with concurrence on the project within 30 calendar days or inform them of any issues or areas of OMT participation.

2. The Military Certification Branch is responsible for approval of the certification plan. This includes the certification basis and methods of compliance for the project. The Military Certification Branch will coordinate the project according to FAA Order 8110.101, including CPN and Certification Branch (that manages the STC) coordination, if required. The Military Certification Branch must also process any special conditions, exemptions, etc., as necessary. The Military Certification Branch will respond to the PNL providing the project number, identifying any FAA participation, and FAA personnel involved with the project. The Military Certification Branch must copy the OMT lead on all project correspondence related to PNL coordination, delegation decisions or any other correspondence related to oversight and surveillance of the ODA holder. The Military Certification Branch will oversee the project activity according to the response to the PNL, ensuring all specific findings of compliance are completed.

(b) Project Completion. Upon project completion, the ODA holder must submit the data required by Section 4, "Supplemental Type Certification ODA (STC ODA)" of Chapter 5, "ODA Types, Authorized Functions, and Program Requirements," to both the Military Certification Branch and the OMT lead.

(c) Service Difficulties. 14 CFR § 183.63, data (unsafe conditions/noncompliances) must be sent to both the Military Certification Branch and the managing office. The Military Certification Branch has the primary responsibility to investigate. Requests for investigation under14 CFR § 183.63, or any type of corrective action need to be coordinated through the OMT lead.

(6) Data Submittal. The OMT Lead will ensure that an unsigned electronic copy of the STC to is uploaded to DRS.

d. MRA Program Activities.

(1) Approving Major Alteration or Major Repair Data. A MRA ODA unit must evaluate each proposed alteration to determine whether it requires an STC. If the ODA unit has any question whether the alteration requires an STC, the ODA unit must consult with its OMT.

(2) Airworthiness Certification. Any airworthiness certification must be accomplished in accordance with FAA Order 8130.2 and FAA Order 8900.1, as appropriate.

> **Note:** The ODA holder must follow the process in the AWC. The FS OMT representative will send the original airworthiness certification package (including the application, supporting documentation, and the certificate) to the Aircraft Registration Branch.

(a) Special Flight Permits (SFP). The ODA unit must send all certification packages for SFPs to the FS OMT representative who will process the package as described in

FAA Order 8130.2. The ODA unit will coordinate with the OMT on the content and scope of any operating limitations issued with an SFP, including overseas flights.

(b) Off-Site Activity.

1. Off-Site Activity Authorization. The MRA ODA holder may perform authorized functions as off-site activities (including other countries) on a case-by-case basis when the requisite procedures for Appendix C, ODA Facilities, of the procedures manual have been approved by the OMT.

2. International Off-Site Activity. For IFO coordination, the MRA ODA holder/unit will provide the information required for an undue burden determination and any CAA information required to accomplish the function to the FS OMT member for coordination with the IFO, per subparagraph 3-6e(2)(b). The IFO may contact the UM involved directly for required information and surveillance, if required. In all cases, the authorization should not exceed 30 calendar days unless a written justification is provided and both offices agree to the justification in writing. The responsible IFO (where the function is being performed) should address any concerns about the proposed airworthiness activity with the FS OMT member. The responsible IFO office may deny the activity if there are known concerns with the aircraft in relation to the proposed activity or if the FAA office wishes to accomplish the work themselves. In either case, the IFO is responsible for providing the written authorization or denial to the ODA holder.

Note: For organizations that hold multiple ODA types, the notification requirements above only apply to airworthiness certificate and approval functions performed under their MRA ODA, unless additional notification requirements are included in their procedures manual.

e. PMA Program Activities.

(1) PMA Test and Computation Programs.

(a) PNL Review. The OMT (including the AED) must review each PNL and determine what FAA project participation is required. The OMT must determine whether the proposed project is within the ODA unit's authority and capability and will assess the following:

1. Acceptability of the certification plan.

i. FAA Recognition of Applicant Showings.

- The OMT or the ODA holder may propose an applicant showing activity for recognition, provided that:

1. The ODA holder has evidence of successfully obtaining FAA approval for that type of specific compliance data on past projects, including projects of comparable complexity;

2. The ODA holder's compliance methodology is the same as on past FAA projects; and

3. The ODA holder uses the same person(s) in making the showing, or an auditable documented company process for the compliance methodology is used to develop the specific substantiating data.

- When proposed, the OMT will use an approved RBDM method to determine the level of risk associated with the activity.
- Activities may be recognized for applicant showing when the RBDM method determines the risk for the areas associated with the activity is "low" or when the RBDM method determines the risk is "medium" and the OMT's office manager documents why the activity should be considered low risk.
- Any RBDM method results, including rationale for disagreement with the method output, upon which applicant showings are recognized, must be retained in the OMT's records.

2. FAA Project Participation. The OMT (including the AED) must review each PNL and determine what FAA project participation is required. The PNL should contain the ODA holder's recommended areas for FAA project involvement. After reviewing and coordinating the proposed certification and conformity plans, the OMT must advise the ODA holder of any activities or areas in which the FAA will participate, including the making of specific findings of compliance.

i. Mandatory (Non-Discretionary) Participation. The FAA must perform any activity that cannot be delegated and those for which the ODA holder is not authorized.

ii. Discretionary Participation. The FAA may identify participation in activities or areas in which the ODA holder is authorized and could be delegated. This could include conducting or witnessing tests or inspections, reviewing the ICA for acceptability, or making specific findings of compliance. These activities must be performed by the FAA during completion of the project and the ODA holder must account for FAA participation within the project schedule. This type of participation is appropriate for the following:

- Performance Issues. Those activities or areas in which the ODA holder needs to improve performance, including technical compliance areas or project management activities.
- Insufficient Demonstration of Ability. Those activities or areas in which the ODA holder has not demonstrated the ability to determine compliance. This is appropriate for the following:
- Regulation Changes. When regulation changes impact the ODA holder's ability to determine compliance.
- Policy and Procedure Changes. When FAA policy or procedure changes since the ODA holder's last type certification program impact the ODA holder's ability to determine compliance.

- New or Unique Design Features. New or unique design features with which the ODA holder does not have sufficient experience.
- Service Difficulties. Activities or areas in which the ODA holder's previous approvals have resulted in service difficulties or safety-related problems.
- Areas Critical to Safety. Certain high-risk certification activities or design areas critical to safety, including testing of critical areas/characteristics, especially those areas that are subjective or warrant independent review. This does not restrict the delegation of areas identified by the RBDM method as high risk. Areas identified as high risk by the RBDM method should be authorized to the ODA holder when possible.
- Changes to the Quality System. The FAA may review significant changes to the quality system.

iii. Oversight Participation. The OMT may identify any delegated activities or areas of the project in which it wants to participate for the purposes of project-related knowledge or ODA oversight. This could include observing tests or inspections, requesting a copy of the ICA, or reviewing compliance findings made by the ODA unit. The ODA holder should keep the OMT informed of the schedule for these activities, but the ODA holder may proceed with the project if the OMT is not able to participate in these activities.

Note: Where possible, the OMT should delegate by reviewing the information in PNL submittals, and only request additional data when necessary to make a delegation decision.

(b) FAA Coordination. The OMT lead will also coordinate with the following, as appropriate.

1. Certification Branch. Coordination with the Certification Branch that manages the applicable TC or STC is required for PMA projects involving critical, life-limited, and influencing articles.

2. Certification Project Notification (CPN). Projects for PMA critical articles must be coordinated with the Certification Engagement Branch (AIR-610) and the Aircraft Evaluation Division (AFS-100) by CPN, as described in FAA Order 8110.42.

3. No-PNL Projects.

1. Certification Engagement Branch. The determination of whether a change requires Certification Engagement Branch involvement or is significant per 14 CFR § 21.101(b) is pre-determined for No-PNL projects by the No-PNL authorization and project management procedures. Determinations by the Certification Engagement Branch are not required and No-PNL projects may proceed through completion without review and concurrence. TC ODA No-PNL projects must be identified as such in the project description field of the CPN database. When aware of No-PNL projects in the CPN database, the Certification Engagement Branch will note in the CPN response that Certification Engagement Branch response is not

required for ODA No-PNL projects. However, the Certification Engagement Branch should routinely review the CPN information for No-PNL projects and notify the OMT to pursue corrective actions with the ODA holder if the determination of significance was improper.

2. AED. No-PNL projects should only be authorized for those projects which the needed FAA participation can be established without review and consideration of the project details and certification plan. Therefore, use of the CPN for coordination with the AED is only intended to provide project and schedule information to allow AED planning for resources needed to support the project, not to provide for review and determination of a different level of project involvement than that established by the ODA holder's No-PNL project procedures.

4. Undue Burden Determination. When required, the OMT will make an undue burden determination, as described in FAA Order 8100.11.

(c) PNL Response. If the OMT determines the ODA unit is capable of performing the project, the OMT lead will authorize the project, in writing, and notify the ODA unit of any project participation with sufficient detail regarding the reason for FAA retention. This will allow the ODA holder to take actions so the function can be delegated on future projects. The response must include:

1. The rationale for any project participation and provide the holder with sufficient detail regarding the reason for FAA retention. This will allow the ODA holder to take actions so the function can be delegated on future projects.

2. Direction to the ODA unit to recommend approval on FAA Form 8100-9, Statement of Compliance with Airworthiness Standards, of those specific findings of compliance to be made by the FAA.

3. The names and other contact information for FAA engineers, manufacturing inspectors, AED focal points, and administrative staff assigned to the project.

4. The requirement that the ODA holder must notify/coordinate with the OMT in a timely manner if the project's scope and/or schedule is significantly revised. Significant changes that should be reported include:

i. A change in any of the parties involved, or the level of their involvement.

ii. Any change in the schedule of activities in which the FAA will participate.

iii. Any change to the certification methodology.

iv. Any other change deemed appropriate by the managing Certification Branch.

Note: The OMT should determine any other types of change that require notification based on the ODA holder's capability and project types. The OMT and the ODA

administrator should ensure that they understand the types of schedule/project scope changes that must be reported.

(d) Data Submittal.

1. The ODA unit must submit a copy of the PMA application, conformity inspection report, the PMA supplement (including an electronic copy), and the PMA supplement data (in a format acceptable to the Administrator) to the responsible Certificate Management Section within 14 calendar days of the date of issuance of the PMA supplement.

2. The ODA unit must submit a copy of FAA Form 8100-11 to the OMT lead within 14 calendar days of the date of issuance of the PMA supplement.

3. The Certificate Management Section will upload the PMA supplement data to DRS.

(2) PMA Approvals Based on Licensing Agreement or STC.

(a) PNL Review. The manufacturing OMT member will review the PNL and determine whether the proposed project is within the ODA unit's authority and capability, and then determine any FAA project participation.

1. FAA Project Participation. The manufacturing OMT member must review each PNL and determine what FAA project participation is required. After reviewing and coordinating the PNL, the OMT lead must advise the ODA holder of any activities or areas in which the FAA will participate, including the making of specific findings of compliance.

i. Mandatory (Non-Discretionary) Participation. The FAA must perform any activity that cannot be delegated and those for which the ODA holder is not authorized.

ii. Discretionary Participation. The FAA may identify participation in activities or areas in which the ODA holder is authorized and could be delegated. This could include conducting or witnessing tests or inspections, or making specific findings of compliance. These activities must be performed by the FAA during completion of the project and the ODA holder must account for FAA participation within the project schedule. This type of participation is appropriate for the following:

- Performance Issues. Those activities or areas in which the ODA holder needs to improve performance, including technical compliance areas or project management.
- Service Difficulties. Activities or areas in which the ODA holder's previous approvals have resulted in service difficulties or safety-related problems.
- Changes to the Quality System. The FAA may review significant changes to the quality system.

iii. Oversight Participation. The OMT may identify any delegated activities or areas of the project in which it wants to participate for the purposes of project-

related knowledge or ODA oversight. This could include observing tests or inspections, or reviewing compliance findings made by the ODA unit. The ODA holder should keep the OMT informed of the schedule for these activities, but the ODA holder may proceed with the project if the OMT is not able to participate.

> **Note:** Where possible, the OMT should delegate by reviewing the information in PNL submittals, and only request additional data when necessary to make a delegation decision. FAA Coordination. The OMT lead will also coordinate with the following, as appropriate.

2. Certification Branch. Coordination with the Certification Branch that manages the applicable TC or STC is required for PMA projects involving critical, life-limited, and influencing articles.

3. Undue Burden Determination. When required, the OMT will make an undue burden determination, as described in FAA Order 8100.11.

(b) PNL Response. If the OMT determines the ODA unit is capable of performing the project, the OMT will authorize the project, in writing, and notify the ODA unit of any specific findings or areas of FAA involvement with sufficient detail regarding the reason for FAA retention. This will allow the ODA holder to take actions so the function can be delegated on future projects.

(c) Data Submittal.

1. The ODA unit must submit a copy of the PMA application, conformity inspection report, the PMA supplement (including an electronic copy), and the PMA supplement data (in a format acceptable to the Administrator) to the responsible Certificate Management Section within 14 calendar days of the date of issuance of the PMA supplement.

2. The ODA unit must submit a copy of FAA Form 8100-11 to the OMT lead within 14 calendar days of the date of issuance of the PMA supplement.

3. The Certificate Management Section will upload the PMA supplement to DRS.

(3) Data Review and Service Experience. If the OMT finds that a supplement was issued for an article not eligible for a PMA, the OMT will immediately notify the ODA holder. The ODA holder must submit a corrective action proposal to the FAA within 24 hours. The corrective action proposal must address how the ineligible articles will be removed from service and how the ODA holder will prevent a reoccurrence.

f. AO Program Activities.

(1) Rotorcraft External-Load Operator Certification.

(a) The responsible Safety Assurance division and Flight Standards District Office (FSDO) must authorize each certification project, in writing, before the ODA may begin the project.

(b) Upon completion of the applicable functions, the ODA unit must send the completed certification package to the responsible FSDO. The FSDO will complete the applicable steps listed in the certification phase of FAA Order 8900.1 and issue the appropriate documents to the operator. This process must be outlined in the ODA holder's procedures manual.

(2) AIP Approvals.

(a) For AO ODA types, the OMT members must coordinate with any FS office responsible for aircraft to which the ODA holder has performed function codes 15080 and 15090. The coordination in investigations, safety concerns, coordination between other lines of business (LOB) within the FAA, and § 91.415 findings determinations must be provided in such a manner as not hinder or impede these actions or investigations.

(b) The OMT must ensure the ODA holder is maintaining currency with the OEM-published instructions in all actions related to inspection program approval or task escalation.

(c) The OMT may be required to coordinate with other LOBs within the FAA (Certificate Management Section/AED/Certification Branch) on behalf of the ODA holder to accomplish certain functions.

g. AC ODA Program Activities.

(1) 14 CFR Part 121 Airmen Certification, 14 CFR Part 135 Airmen Certification, 14 CFR Part 141 Airmen Certification, and 14 CFR Part 142 Airmen Certification.

(a) The ODA holder will authorize each certification activity in accordance with the approved ODA procedures manual.

(b) Upon completion of functions that result in the issuance of an airman certificate, if not utilizing IACRA, the ODA unit must send the completed certification package to the responsible OMT member. This process must be outlined in the ODA holder's procedures manual and should include an internal review process to ensure there are no errors on completed forms. The OMT member must follow the applicable section of FAA Order 8900.1, Volume 5, when reviewing the completed certification package.

(c) The FAA OMT has the authority to notify the ODA that an appropriately qualified FAA inspector will accomplish an activity in lieu of an UM. The FAA inspector will accomplish appropriate documentation.

(d) The FAA OMT does not have to notify the ODA of planned oversight activities. It may be appropriate to coordinate oversight activities to ensure sufficient

accommodations in the event observation seating is limited, or the ODA is planning internal oversight.

(e) For functions that do not result in airmen certification the ODA will have a process to ensure the appropriate certificate holder records are completed and will provide the appropriate FAA managing office with all records or reports required by the appropriate 14 CFR parts, FAA Order 8900.1, and FAA Order 8000.95.

(2) 14 CFR Part 145 Airmen Certification and 14 CFR Part 147 Airmen Certification

(a) The ODA holder will authorize each certification activity in accordance with the approved ODA procedures manual.

(b) Upon completion of functions that result in the issuance of an airman certificate, the ODA unit must send the completed certification package to the responsible OMT member. This process must be outlined in the ODA holder's procedures manual and should include an internal review process to ensure there are no errors on completed forms.

4-12. Providing Guidance. The OMT will help the ODA holder get required directive and policy material. FAA regulations, directives, and ACs of interest to ODA holders are available online. The OMT must ensure the ODA holder has the information and instruction necessary for it to perform its authorized functions.

4-13. Continuous Improvement Monitoring.

a. Continuing Requirements.

(1) Products, Parts, or Appliances. Upon receiving notification from the ODA holder regarding an ODA unit approval or certificate that could result in a finding of unsafe condition by the FAA, or a product, part, or appliance not meeting the airworthiness standards, the OMT must assess how the condition affects safety to determine whether the FAA will issue an AD to correct the condition on products in service and pursue AD action if necessary. See subparagraph 4-19a.

(2) Operational Approvals. Upon receiving notification from the ODA holder regarding any errors while issuing operational authorizations, airman certificates, or air operator certificates by the ODA, or any authorization or certificate issued to an applicant not meeting the applicable requirements, the OMT must assess how the condition affects safety to determine whether certificate action needs to be taken. See subparagraph 4-19b and 4-19d.

b. ODA Internal Audits.

(1) OMT Lead. Upon receipt of an ODA internal audit report or other internal audit information, the OMT lead must share it with all OMT members, including AED, and request review by at least one OMT member in each of the different technical disciplines represented on the OMT and those responsible for the internal audit program. If multiple OMT members are responsible for assessment of like functions performed at different locations, for example,

manufacturing or FS inspectors responsible for surveillance at different facilities, then each of those OMT members must review the audit report and provide input back to the OMT lead.

(2) OMT Members. Upon the OMT lead's request for review of the internal audit report, each responsible OMT member will review the report focusing on the identification of trends in their technical area and procedural compliance in their area of responsibility and provide the OMT lead with a written response addressing the following considerations:

(a) Procedural Effectiveness. Indicate whether the internal audit findings and observations regarding procedural requirements and compliance are consistent with those normally encountered during your interactions/assessments of the ODA holder.

(b) ODA Unit Performance. Indicate whether the internal audit findings and observations are consistent with those normally encountered during your interactions/assessments of the ODA UMs.

(c) Items Requiring Corrective Action. During the review of the internal audit report, the OMT members should consider results from previous years. While inconsequential findings might not warrant FAA action individually, multiple similar instances may indicate a deficiency in the system. Identify any potential trends that may require corrective actions based on the review of the internal audit report.

c. Interference Reports. The OMT must respond appropriately to all reports and investigations of interference from the ODA holder, the ODA administrator, ODA UMs, or others as described in these subparagraphs.

(1) Reports of Alleged Interference to the FAA. The ODA holder must give its ODA UMs sufficient authority to perform the authorized functions and ensure that no conflicting non-ODA unit duties or other interference affects the performance of authorized functions by ODA UMs. UMs, ODA administrator, or others may report alleged interference directly to the OMT or to the FAA Hotline.

(a) ODA Holder Initial Reports of Alleged Interference. ODA holders must provide an initial report of alleged interference to the OMT within two business-days of them receiving the report. The initial report from the ODA holder must contain the following information:

1. Date the ODA holder first learned of the incident;

2. Summary of the alleged interference (see subparagraph 3-5v(5)(b) for content requirements);

3. Documentation of available evidence;

4. Initial action(s) taken, if any, to address the report of interference; and

5. Summary of actions(s) taken to launch an investigation.

(b) Reports of Alleged Interference Made Directly to the OMT. If the OMT receives a direct report of alleged interference from any source, the OMT must ensure that it is investigated. The OMT should refer most reports of alleged interference to the ODA holder for investigation through their procedures. The ODA holder would then have 30 calendar days to complete the investigation from the time of notification. However, the OMT may, at their discretion, elect to conduct the investigation. If the OMT conducts the investigation, the OMT will follow FAA Order 2150.3 and their service's compliance and enforcement guidance and should conclude the investigation within 30 calendar days and produce an investigation report. Investigations that confirm interference must be processed in accordance with subparagraph 4-13(c)(3) and, if warranted, corrected by ODA holders.

(c) Reports of Alleged Interference Made to the FAA Hotline. Reports of alleged interference made to the FAA Hotline will be investigated per FAA Order 1070.1, FAA Hotline Program, as amended.

(2) Review ODA Holder Final Reports of Investigation of Interference. Final investigation reports of alleged interference from the ODA holder must be reviewed by the OMT and a notification of acceptance or rejection must be provided to the ODA holder within 60 calendar-days of receipt. In reviewing the report for acceptance, the OMT will consider the evidence documented by the ODA holder and its rationale for making the determination. Notifications of rejection must contain the FAA's rationale for the rejection and describe the expected follow up action, or request that a meeting between the OMT lead and the ODA administrator must be held within 15 calendar-days to seek resolution.

(3) FAA OMT Response to Confirmed Reports of Interference. Ensuring an environment free of interference is foundational to the confidence the FAA places in each ODA holder. OMTs must ensure that reports of alleged interference are fully investigated and, if warranted, corrected by ODA holders. Reports determined to be interference are considered noncompliant with 14 CFR § 183.57(c), and OMTs must follow FAA Order 2150.3, as amended, to prevent reoccurrence. To determine whether compliance or enforcement actions are appropriate, OMT personnel should refer to FAA Order 2150.3 and their service's compliance and enforcement guidance.

(a) Documenting the Report. The OMT must document the report of interference on the ODA Oversight Finding Record (Figure A-19) per the following instructions:

1. Appendix Item No. Leave the "Appendix Item No." field blank, as this finding type is related to organization management and not organization surveillance.

2. Oversight Activity. Mark the "Oversight Activity" as "Organization Management Task," as this form is used by the OMT to document other identified issues, such as unacceptable individual or organizational behavior.

3. Finding Type. The finding type will be "Noncompliance." The identified regulation will be 14 CFR § 183.57(c).

4. Required Condition. For the required condition, the information should include the FAA's performance or quality expectation from 14 CFR part 183.

5. Encountered Condition. The OMT must document any information from the report to identify where the interference was placed on the ODA unit and how it impacted the unit's capability to perform authorized functions. The OMT may also gather additional information by interviewing the ODA administrator, ODA UMs, or the ODA holder; reviewing any additional documents; or conducting any additional ad-hoc surveillance activities.

6. Frequency. The OMT must determine if the interference is a systemic or non-systemic occurrence for this organization. The OMT may gather information by interviewing the ODA administrator, ODA UMs, or the ODA holder; reviewing any additional documents; or conducting any additional ad-hoc surveillance activities, including those in separate system elements.

7. Potential Unsafe Condition. "Potential Unsafe Condition" is not applicable for this type of finding and should be left blank.

8. List of Attachments. The objective evidence to document the encountered condition should be listed in the attachment box or a statement should be made to see any attached documents.

(b) Require Corrective Actions. The ODA holder must correct these findings as directed by the FAA. The OMT lead must coordinate any required FAA actions in accordance with paragraph 4-19.

(c) Individual Civil Penalty for Supervisory Employees of ODA Holders That Manufacture Transport Category Airplanes. Title 49 U.S.C. § 44742(b) makes it unlawful for any individual who is a supervisory employee of an ODA holder that manufactures a transport category airplane to commit an act of interference with an UM's performance of authorized functions. Violators are subject to a civil penalty under 49 U.S.C. § 46301(a)(1). OMTs must follow FAA Order 2150.3.

(d) Suspension and Termination of ODA authority. An FAA delegation is a privilege and not a right. Suspension or termination of all of an ODA holder's authorization can be taken at any time by the OMT, if necessary. Suspension and termination of ODA authority is accomplished in accordance with this order, which may or may not include compliance and enforcement action(s) in accordance with FAA Order 2150.3. The Administrator will take suspension or termination actions when warranted to ensure the FAA's continued confidence in the independent decision making of the ODA holder's UMs and in the ODA holder as a designee of the Administrator. Refer to section 4-22 for suspension and termination procedures.

> **Note:** OMTs may need to exercise their discretion when deciding on the appropriate action(s) to take in situations in which repeated violations are reported and confirmed. Consideration of factors such as the nature and frequency of violations, specific personnel involved, etc. may be appropriate (e.g., 2 violations within 6 months by the same person versus 2 violations within 6 years by different individuals).

(4) Annual Oversight. The OMT must conduct oversight of the ODA holder's compliance with the statutory and regulatory requirements discussed in this order. OMT

oversight must include an annual evaluation of the effectiveness of the ODA holder's processes in addressing interference and related issues, including a review of results of the annual solicitation of feedback from UMs required in 3-5l(1)(c). The OMT oversight must consider all reports of alleged interference, including those determined by the ODA holder not to be interference as a result of the ODA holder's investigation, and any indicators, patterns of actual or potential interference, and the effectiveness of system improvements made by the ODA holder. This annual oversight action must be documented using a surveillance record.

(5) OMT Reports of Interference to the ODA Office (AVS-60). On a quarterly basis, all OMT leads will use the AVS-60 OMT Data Portal to provide AVS-60 with the total count of reports of alleged interference (including zero if applicable) and all reports of ODA holder investigation of alleged interference received by the FAA pursuant to the process under subparagraph 3-5v or 4-13c(1)(b). OMTs will also use the AVS-60 OMT Data Portal to submit the ODA holder's annual review and report(s) to the OMT received in accordance with subparagraph 3-5l(1)(d), within 30 calendar days of receipt.

d. Corrective Action by the ODA Holder. The ODA holder must correct any issues related to the use of the ODA that are identified through service monitoring and data review, the internal audit program, FAA surveillance and/or management activities, or as otherwise directed by the FAA. The ODA holder is responsible for tracking corrective actions and reporting the status and results to the ODA administrator and the FAA. It is the OMT's responsibility to review the corrective action reports and identify if there are possible trends and determine if there are items requiring the FAA to take action (e.g., issuing an AD or suspending any operational approvals). The OMT lead must distribute the report to the appropriate OMT members and coordinate any required FAA actions in accordance with paragraph 4-19 and any service specific guidance or processes. If the OMT determines the ODA holder's corrective action process is deficient in correcting identified issues, then the OMT may temporarily or permanently remove functions associated with the identified issues.

4-14. Designee Management System . The DMS is the FAA system for managing individual designees and delegated organizations. Each OMT must maintain current data in the DMS for each ODA holder it manages. FS OMT members are also responsible for data entry in other systems, such as the enhanced Vital Information Subsystem (eVID) and SAS.

a. Status Definitions. The following terms are used within the DMS to define the status of an ODA holder:

(1) Active. An appointed ODA holder using delegated authority.

(2) Applicant. The organization has submitted an application, which is under review by the FAA.

(3) Denied. An ODA applicant that the FAA has determined does not meet the qualifications to be granted an ODA.

(4) Suspended. The delegated authority of the ODA holder has been suspended temporarily.

(5) Terminated. The delegated authority of the ODA holder has been removed for one of the following reasons:

(a) By Request. At the ODA holder's request.

(b) Misconduct. The ODA holder or unit has failed to properly perform the duties of the authorization.

(c) Lack of FAA Need or Ability to Manage. The managing office no longer needs the ODA unit's services or does not have adequate resources to adequately oversee its activity.

(d) Insufficient Activity. The ODA holder does not have sufficient work to warrant continuing the ODA.

(e) Lapse in Qualifications. The ODA holder's qualifications no longer meet the qualification requirements for the ODA.

(f) Certificate Suspension, Revocation, or Surrender. When the ODA holder no longer holds a certificate required for the authorization.

(g) Any Other Reason. Any other reason the FAA finds necessary. The specific reasons for termination should be noted in DMS.

(6) Withdrawn. The ODA applicant has voluntarily withdrawn its application before appointment or denial.

(7) Expired. The ODA authorization was not renewed resulting in the ODA placed in an expired status. In an expired status, the ODA cannot perform any functions on behalf of the FAA.

4-15. Maintaining Designation Documentation. Proper documentation provides the OMT with the information it needs to oversee the organization properly. Documentation also provides a history of the organization's performance, in case OMT members change or the ODA holder seeks additional authority. OMT leads must follow any additional records requirements established by their service or office.

a. Records in the DMS. The OMT lead is responsible for ensuring the appropriate files are uploaded to the DMS for each authorization managed. The OMT members will supply any of the required records they generate to the OMT lead. The OMT lead must ensure each OMT member has access to the records in DMS. Records for upload in the DMS must include the following records, as applicable:

(1) Approved ODA application package.

(2) Evaluation panel documentation and rationale.

(3) Copy of the Letter of Designation and MOU.

(4) General correspondence (non-project-specific) between the ODA holder and the OMT.

(5) Copy of the current procedures manual.

(6) Oversight Finding Records, OFIRs, and any surveillance records.

(7) Copy of summary activity reports (if applicable).

(8) Compliance action and enforcement action history.

Note: The EIS database is accessible by FAA personnel at https://eisqb.faa.gov/ for the ODA holder's enforcement history. AIR OMT leads must have access to the Compliance and Enforcement Action (CEA) database, if applicable to their office, for the ODA holder's compliance action history.

(9) Copies of internal audit reports for the previous 3 calendar years.

(10) Copies of the organization's operations specification (OpSpec) A003 showing the status of ratings, limitations, and capabilities list (repair stations and operators).

(11) ODA holder annual summary reports of investigation of interference.

b. ODA Oversight Records. The other OMT members must have records they can access which document their specific activity in support of the OMT. These records include:

(1) Oversight Finding Records, OFIRs, and any surveillance records.

(2) Documentation of their input regarding projects performed by the organization.

c. Type Certification Records. Rather than the Certification Branch or Certificate Management Section retaining all of the FAA project records, as required by FAA Order 8110.4, the OMT will maintain limited records for approvals issued by the ODA holder. These records include:

(1) Copy of all project-related correspondence or data submitted by the ODA holder.

(2) Responses to PNL, records of specific findings, etc., provided by the OMT.

(3) A copy of certificates issued or records of design change approvals.

d. Digital Signatures. The OMT may accept digitally signed forms and records if the digital signature meets the requirements stated in subparagraph 3-5s(5). For further information, utilize your service's guidance on electronic signatures (i.e., AC 120-78) and FAA Order 1370.121.

Section 3. Organization Surveillance

The FAA's surveillance program for delegated organizations is based on a systems approach centered on compliance with approved procedures and processes, as well as evaluating the organization's performance when carrying out authorized functions. Minimum organization surveillance activities are determined by a risk-based process that considers both the ODA holder's past performance as well as their complexity and the safety impact of their parts, articles, products, approvals, and/or certificates. These minimums are supplemented with additional activities based on risk determined by the OMT on an ongoing and annual basis to ensure effective management and efficient oversight of ODA holding organizations. Following these requirements will result in an FAA audit of the ODA holder over the surveillance window prescribed by the risk-based oversight process.

> **Note:** Although this section describes the minimum FAA surveillance required for delegated organizations, the FAA's statutory and regulatory oversight authority allows inspection of an ODA holder at any time and for any reason per 14 CFR § 183.59.

4-16. Systems Approach. The purpose of a systems approach to oversight is to define elements of the ODA holder's system as a means to categorize the requirements that an ODA holder has to meet to be in compliance with the regulatory requirements for their authorization. These system elements listed below are subject to surveillance and, on occasion, management by the OMT.

a. Procedures Manual. The ODA holder is required to maintain configuration control of their procedures manual and provide access to the procedures manual to all ODA UMs. In addition, all procedures manual changes requiring FAA approval must be approved by the OMT before the ODA holder implements them.

(1) Surveillance. Surveillance of this element will include a verification that the ODA holder is following revision, distribution, and access procedures.

(2) Management. As outlined in paragraph 4-9, the OMT is also responsible for reviewing and approving changes to procedures submitted by the ODA holder.

b. Records. The ODA holder is required to retain the records listed in Chapter 3, Section 4, ODA Holder Responsibilities and Continued Eligibility, make them available to the FAA without undue delay, and have them organized in a manner that is compatible with the FAA records control system described in FAA Orders 1350.14 and 1370.121.

(1) Surveillance. Surveillance of this element will determine whether the ODA holder is following the organization and maintenance processes for the required records, and can make the records available for examination without undue delay, per the OMT's request.

c. Unit Members (UM). The ODA holder's compliance to their processes should ensure that they select qualified ODA UMs, and maintain an accurate listing of active ODA UMs.

(1) Surveillance. Surveillance of this system element will investigate whether the ODA holder is following the processes for application, prescreening, selecting, and appointing appropriate, qualified personnel to its ODA unit.

(2) Management. The OMT is responsible for participating in the prescreening and selection processes, as outlined in paragraph 4-10.

d. Training. An ODA holder's compliance with training procedures should ensure that training is provided to its ODA administrator and UMs.

(1) Surveillance. Surveillance of this element will include verification that the ODA holder is following procedures for providing training to its ODA administrator and UMs to ensure continued compliance with the procedures manual, the regulations, and applicable FAA policies.

(2) Management. The ODA holder must allow the OMT to review the training material, attend any training session, and incorporate any changes to the training required by the FAA.

e. Internal Audit Program. The ODA holder's compliance with internal audit program procedures includes documentation of applicable system compliance and designation audit criteria, a formal audit plan and schedule, selection of the appropriate audit staff, documentation of evaluation outcomes, and reporting information.

(1) Surveillance. Surveillance of this element will include an evaluation that the ODA holder is following procedures for conducting their internal audits, including criteria determinations, audit planning, audit staffing, documentation, and reporting.

(2) Management. The OMT must review the self-audit reports generated by the ODA holder for possible trends and items requiring FAA corrective action in accordance with paragraph 4-13.

f. Corrective Action. The ODA holder's corrective action processes must determine the root cause of the issue, validate the frequency of the issue, develop a corrective action plan (CAP) (if required), ensure implementation of corrective actions, validate the corrective action is complete and effective, and generate the corrective action report.

(1) Surveillance. The OMT must ensure the ODA holder takes corrective action to address noncompliances and problems with the organization's procedures or performance. Surveillance of this element will include an evaluation by the OMT that the ODA holder is following procedures for completing corrective actions.

(2) Management. The OMT must review the corrective action reports generated by the ODA holder for possible trends and items requiring FAA corrective action in accordance with paragraph 4-13.

g. Service Monitoring. The ODA holder is required to perform continued airworthiness functions, including investigation and notification to the FAA of ODA system issues that contributed to service difficulties and potentially unsafe or noncompliant conditions.

(1) Surveillance. The OMT must ensure the ODA holder monitors service problems related to certificates or approvals the organization holds, and notifies the FAA within specified time frames. Surveillance of this element will include an evaluation by the OMT that the ODA holder is following procedures for service monitoring.

(2) Management. The OMT must investigate any report from the ODA that may require FAA corrective action in accordance with paragraph 4-13.

h. Authorized Functions. The ODA holder is responsible for following its procedures used to exercise the authorized functions depending on the type of ODA program. These procedures should follow any applicable FAA regulations, directives, policies, and guidance as applicable to the authorized functions.

(1) Surveillance. The OMT must ensure the ODA holder performs their authorized functions in accordance with established procedures in the approved manual.

(2) Management. The OMT manages program activity in accordance with paragraph 4-11.

4-17. Surveillance and Risk Considerations. The OMT must determine the surveillance window and minimum number of surveillance activities using the AVS Quality Management System (QMS) Document, AVS-060-001-W1, Risk Based Decision Making Process for Minimum Organization Designation Authorization (ODA) Holder Surveillance Activities.

a. Organization Impact Decision. The FAA must determine what impact level that organization poses to the National Airspace System (NAS) using the process in the AVS QMS Document, AVS-060-001-W1, Section 2, Organization Impact Decision. The objective of this first assessment is to determine the appropriate minimum oversight requirements to apply to that organization based on the complexity of the authorization and the tasks for which they seek delegation. The OMT lead will document the results of this decision and include this in the organization's records.

b. Surveillance Window.

(1) Established Organizations. The AVS QMS document will define an appropriate surveillance window for each organization based on the ODA holder's products, parts, and approvals impact level and their organization performance assessment. If the FAA finds that the ODA is having performance or compliance issues during the surveillance window, the OMT may increase involvement in programs and/or increase surveillance activities to assist the ODA towards improvement, but does not redo the assessment.

(2) Newly Appointed Organizations. For newly appointed ODAs, the initial surveillance window will be 2 calendar years from the appointment date. After that initial window is completed, the OMT will transition the ODA holder's surveillance window to a fiscal

year (FY) cycle. The OMT lead must get concurrence from the OMT office managers on whether the second surveillance window will be slightly longer or shorter to transition to the FY cycle.

(3) Low Performing Organizations. If the risk model determines that an organization results in a one FY surveillance window, that ODA must demonstrate improvement to the FAA within that window. If the ODA fails to demonstrate improvement within that year, which results in another one FY surveillance window, the OMT lead must get direction from all of the OMT office managers on whether to allow the organization that year to improve or begin suspension and/or termination of the authorization. If the ODA fails once again to demonstrate improvement within the second one FY window, and the risk model returns another one FY surveillance window, the OMT office managers must get a decision from the appropriate division managers on whether to allow the organization to continue as an ODA holder.

c. Minimum Surveillance Activities.

(1) System Compliance Audit Activities.

(a) This is an evaluation of the ODA holder's compliance to manual procedures and processes using the criteria in Appendix C, Delegated Organization Surveillance, Section 2.0. System Compliance Audit, of this order may require site visits, direct observation of processes, or record reviews.

(b) The risk model determines the system impact of each system element in order to define the minimum number of System Compliance Audit activities that are required to be completed.

(2) Authorized Function Performance Assessments.

(a) This is an assessment of the ODA holder's performance of its authorized functions using the criteria in Appendix C, Section 3.0, Authorized Function Performance Assessment, of this order may require desk audits, site visits, or direct observation of authorized functions.

(b) The OMT must perform at least one activity for each authorized function per discipline per year. If the risk model requires activity above the annual minimum, the OMT lead must add those activities to the surveillance plan.

> **Note:** Not all of the criteria listed in Appendix C of this order are applicable to each ODA. It is the OMT's responsibility to determine and document which criteria are applicable to the organization based on the ODA holder's authorization and functions. The surveillance indexes (Figure A-14, System Compliance Surveillance Index, and Figure A-15, Authorized Function Performance Surveillance Index) from Appendix A, Sample Forms and Letters, of this order may be used by the OMT to document the applicable items.

d. Surveillance Activity Above the Minimum Requirement. The OMT shall conduct more than the minimum required surveillance during the surveillance window whenever they determine it is necessary based on, but not limited to, the factors identified below. The OMT must consider these factors during their annual review of the surveillance plan and document their rationale with the plan.

(1) Additional Surveillance During Surveillance Window. This type of surveillance is any activity above the minimum required that is planned either during the initial surveillance plan development for each window or during subsequent annual surveillance plan reviews, as applicable.

(2) Ad-Hoc Surveillance During Surveillance Window. This type of surveillance is defined as any unplanned activity that an OMT lead, OMT member, or surveillance team member chooses to do in excess of the minimum required from the risk model for that surveillance window.

(3) Factors for Additional and Ad-Hoc Surveillance. These are some factors that might indicate the need for additional and ad-hoc surveillance:

(a) Request by the ODA holder.

(b) Significant changes in the membership of the ODA unit.

(c) Significant changes in the ODA holder's abilities or facilities.

(d) Accidents or incidents resulting from approvals issued by the ODA unit.

(e) Accidents or incidents involving operators or airmen certified by an ODA unit.

(f) Significant or repetitive service difficulties or operator complaints about an approval the ODA unit issued.

(g) Significant or repetitive performance issues or noncompliances.

(h) Significant changes in the activity level of the ODA holder.

(i) Any ADs involving approvals issued by the ODA unit.

(j) Complaints by the ODA holder's employees.

(k) Complaints of interference by ODA UMs or the ODA administrator.

(l) Significant activity at locations other than the ODA holder's facilities.

(m) Instances where the engineer creating the data as a showing of compliance and then makes any finding associated with the same data as an engineering UM.

(n) Airmen certificated by the ODA holder that require reexamination under 49 USC 44709.

(o) ODA holders that are not responsive to continuing changes, standardization, and best practices.

(p) Any negative findings as a result of a Certificate Holder Evaluation Process (CHEP) inspection that may impact ODA authorization(s).

(q) Increase or trends in number of Pilot Deviation reports received by the Certificate Management Team and communicated to the OMT Lead.

(r) Complaints from Airman students/applicants received by the Certificate Management Team or CMO.

(s) Trending increase/decrease in Operating Experience (OE) times.

(t) Significant change to Airman failure rates.

(u) Any finding that may indicate negative results relating to adherence to Flight and/or Operations Manual Procedures.

e. Procedures Manual Content Audit. The OMT may audit the content of the ODA holder's procedures manual on an on-condition basis. The OMT will use the criteria in Appendix C, Section 1.0, Procedures Manual Evaluation, of this order in conjunction with the requirements outlined in Chapter 3, Section 2 for this audit activity.

4-18. Conducting Surveillance Activities.

a. Planning and Scheduling. The AVS QMS document will define the surveillance window assigned to an organization, as well as the minimum number of surveillance activities required. This information should be used to develop the surveillance plan for the surveillance team. It is the OMT's responsibility to determine how to accomplish these minimum activities but they must be distributed evenly across the surveillance window and should not be compressed at the beginning or at the end of the window. The OMT lead will coordinate surveillance activity with the surveillance team and their appropriate management as needed. The type of coordination will vary depending on the size and complexity of the ODA holder and OMT, but will result in each participant having a clear understanding of which evaluation items they are responsible for completing and its associated due date. This planning must ensure the surveillance team completes all minimum activities and each team member participates in the surveillance. If the surveillance team determines additional surveillance activity is required based on the holder's performance or changes in the organization and/or procedures it should be added to the surveillance plan during initial development at the beginning of the surveillance window. Additional activity may also be added to the plan during annual reviews.

> **Note 1:** All members of the surveillance team must either be on the OMT for the ODA holder or be a core OMT member for another ODA.

Note 2: The OMT may use remote technology for conducting surveillance activities, when deemed appropriate. The use of remote technology should be identified in the surveillance plan.

(1) System Compliance Audit Activities. The QMS Risk Process will provide the OMT with the minimum number of activities required for each system element within the surveillance window. The OMT lead must document which surveillance team member(s) is responsible for evaluating the items in each system element during each surveillance activity as part of the planning.

Note: Several processes are applicable to multiple roles and disciplines and would benefit from having more than one auditor assess the process for compliance. For example, it would be difficult for an engineering auditor to determine if an ODA holder is selecting qualified inspectors responsible for airworthiness certification.

(2) Authorized Function Performance Assessments. The QMS Risk Process will provide the OMT with the minimum number of activities required for each authorized function per discipline within the surveillance window. All technical disciplines, but not every OMT member in those disciplines, must complete Authorized Function Performance Assessments. The OMT lead must document which surveillance team members are responsible for completing the activities for each authorized function per discipline as part of the planning.

(3) Surveillance Coordination. The OMT lead coordinates surveillance activities with the appropriate surveillance team members to complete within an agreed-upon schedule that spans the surveillance window (surveillance plan). If a surveillance team member determines their surveillance activities require a site visit, the member should notify the OMT lead. The OMT lead should then notify the ODA administrator of the planned visit. If determined necessary, the FAA may make unannounced visits.

Note 1: If a surveillance team member has issues with any approvals issued by the organization or other performance issues during the site visit, the surveillance team member should coordinate them with the ODA administrator while on site.

Note 2: If the ODA holder is also scheduled for a Quality System Audit (QSA) for PC management, the OMT should schedule any site visits consecutively or concurrently. This minimizes the impact on the ODA holder and more efficiently uses FAA resources to support both programs.

(4) Management Approval. Once the OMT has developed the necessary surveillance plan for the upcoming surveillance window, the OMT lead must obtain approval from each of the managing offices. Once approved, the OMT lead is responsible for maintaining the currency of the surveillance plan and reporting progress to each OMT office manager at the beginning of each FY. Flight Standards offices have unique requirements for tracking work assignments

including ODA oversight. Refer to Order 8900.1 FSIMS, Volume 13, Chapter 10, Section 2 for additional SAS recording requirements.

(5) Annual Surveillance Plan Review. The OMT and any additional surveillance team members must review the surveillance plan annually for any window greater than one year. The review must ensure assigned resources are completing the surveillance activities as planned. The team should review the previous year's activity, determine if any additional surveillance activity is necessary for the upcoming year, and adjust the plan accordingly.

(6) Adjusting the Surveillance Plan. It may be necessary to adjust the surveillance plan within the existing surveillance window. The OMT and surveillance team should determine when to apply surveillance plan adjustments based on the reason for the adjustment (changes in authorization, addition of unit members, addition or removal of ODA holder facilities, addition of OMT members, etc.) and the timing of annual reviews or the end of a surveillance window. Adjust the surveillance plan appropriately to incorporate additional activities associated with authorized functions, removed limitations, etc. For reduction of authority, complete the required minimum activity until there is no more ODA holder activity to evaluate.

b. Surveillance Sampling. As mentioned above, the surveillance team must collectively complete all required surveillance activities. It is up to the discretion of each surveillance team member to determine the depth of review required to make a compliance determination or a performance assessment. When determining the depth of review or level of sampling required, each surveillance team member should consider the following:

(1) Internal Audit Program. The level of sampling may be adjusted based on the ODA holder's self-audit performance. If the ODA holder has demonstrated an effective self-audit process, then less direct FAA surveillance is required.

(2) System Compliance. The system areas where the ODA holder has demonstrated consistent compliance may require minimal examination to determine whether the ODA holder is in compliance with procedures.

(3) Authorized Function Performance. Those technical areas or functions which the ODA holder has demonstrated proficiency may require minimal sampling, while those in which the ODA has performed poorly in the past may require additional sampling.

(4) Safety Impact of Function. Each surveillance team member should focus review on the most safety-critical areas in their technical discipline. High-risk or safety-critical certification functions require a higher level of sampling than lower risk functions. Surveillance team members should follow any service specific risk management guidance and processes for assessing safety risk of products or operations, as applicable.

(5) Complexity of Function. Each surveillance team member should focus review on more complex functions as compared to noncomplex, well-understood functions. A higher level of sampling would be required in those areas for which the FAA has not documented specific, comprehensive guidance. For example, projects substantiated by methods of compliance provided for by ACs should require a lower level of sampling than new or novel methods of compliance.

(6) Location and Number of ODA UMs Performing the Function. In the ODA system, the ODA holder is responsible for an annual assessment of every ODA UM. There is no set level of FAA sampling based on the number of ODA UMs performing a function. However, the level of FAA sampling, as a percentage, will likely decrease when a larger number of UMs perform a particular function. Additionally, the surveillance team member should consider whether the location where functions are performed might impact the ability to properly perform the function and require a higher level of sampling.

> **Note:** If a finding is discovered within a sample, the level of sampling should be increased as appropriate, to determine if the finding is non-systemic or systemic.

c. Documenting Surveillance. Proper documentation is required for the OMT to oversee the organization properly and meet the surveillance requirements. The OMT and surveillance team may use electronic tools or digital forms to capture and manage ODA surveillance records. Any electronic tool or digital form must identify the information as an ODA surveillance record and be able to clearly capture all the information required by this order. Additional information fields may be added to the electronic record or digital form, as desired.

(1) System Compliance Audits. To document a System Compliance Audit activity, the surveillance team members must use the System Compliance Audit Form (Figure A-17) found in Appendix A of this order to document whether or not the ODA holder is in compliance with their manual processes. In this form, the auditor must identify the manual process(s) being audited, select the result as compliant, noncompliant, not applicable to the organization, or not exercised by the organization, and then indicate if there are any Opportunities for Improvement (OFI), list any associated records in the attachment box, and finally, identify if the activity was performed using remote technology. The records that may be associated with the System Compliance Audit are any ODA Oversight Finding Records (Figure A-19) and any OFIRs (Figure A-20), which are discussed in subparagraphs 4-18d and e below.

(2) Authorized Function Performance Assessments. To document an Authorized Function Performance Assessment, the evaluator must use the Authorized Function Performance Assessment Form (Figure A-18) found in Appendix A of this order to document their assessment of the technical performance of the ODA holder. On this form, the evaluator must select the result as satisfactory, unsatisfactory, not applicable to the organization, or not exercised by the organization, and then indicate if there are any OFIs, list any associated records in the attachment box, and finally, identify if the activity was performed using remote technology. The records that may be associated with the Authorized Function Performance Assessment are any ODA Oversight Finding Records (Figure A-19) and any OFIRs (Figure A-20), which are discussed in subparagraphs 4-18d and e below.

(3) Procedures Manual Content Audit. If the OMT or the surveillance team chooses to audit the content of the ODA holder's procedures manual, the team must use the Procedures Manual Content Audit Form (Figure A-16) found in Appendix A of this order. In this form, the auditor must identify the manual process(s) being audited, select the result as compliant or noncompliant, indicate if there are any OFIs, and finally, list any associated records in the attachment box. Records that may be associated with the Procedures Manual Content Audit are

the ODA Oversight Finding Records (Figure A-19) and any OFIRs (Figure A-20), which are discussed in subparagraphs 4-18d and e below.

d. ODA Oversight Findings. ODA oversight findings can be made during surveillance activities and during organization management tasks.

(1) Oversight Finding Types. There are three separate types of oversight findings that may be discovered during ODA oversight, which includes organization management tasks as well as surveillance activities. All of these finding types require corrective action by the ODA holder.

(a) Noncompliance. This finding type is to document ODA holder noncompliances to 14 CFR part 183 regulations. For example, if the FAA determines that the ODA holder or ODA unit failed to follow procedures, then this finding would be used to document the noncompliance to 14 CFR § 183.57(a). Another example would be if the FAA was reviewing the manual and came across a procedure that does not meet the requirements or is missing required information, then this finding type would be used to document the noncompliance to 14 CFR § 183.53.

1. This finding type is NOT for documenting findings of noncompliance on designs certified under the Airworthiness Standards (14 CFR parts 23, 25, 27, 29, 33, 34, 35, and 36). See paragraph 4-19.

2. This finding type is NOT for documenting findings of noncompliance to other regulations (e.g., 14 CFR parts 21, 91, 121, 135, 145, etc.) that might apply to any other certificates that the ODA holder may hold. See subparagraph 4-18f.

(b) Unsatisfactory Performance of Authorized Function. This finding type is if unsatisfactory performance is identified during the Authorized Function Performance Assessments or if unsatisfactory performance of authorized functions is identified during organization management tasks (i.e., managing ODA programs).

(c) Other Conditions. This finding type is to document any other conditions identified by the OMT or surveillance team that requires corrective action by the ODA holder. This type of finding should be used to correct those conditions the FAA identifies as leading to unsatisfactory performance of their delegation. Examples may include unacceptable organizational behavior, poor quality of work submitted to the FAA which does not involve the performance of an authorized function (e.g., certification plans, etc.), or required procedural improvements to preclude a future noncompliance or unsatisfactory performance.

(2) Documenting Oversight Findings. Once the OMT or surveillance team identifies a finding, they document that finding on the ODA Oversight Finding Record (Figure A-19), per the instructions provided below. The OMT and surveillance team may use electronic tools or digital forms to capture and manage Oversight Finding Records. Any electronic tool or digital form must be able to clearly capture all the information required by this order. Additional information fields may be added to the electronic record or digital form, as desired.

(a) Oversight Activity. Identify which oversight activity was being performed when the finding was identified. Select from "System Compliance Audit," "Authorized Function Performance Assessment," "Organization Management Task," or "Procedures Manual Content Audit" by placing an "X" in the appropriate box.

(b) Finding Type. Identify the type of finding, as described above.

(c) Required Condition. The required condition varies between the different types of findings, as detailed below.

1. Noncompliance. The required condition depends on the regulations the FAA determines the ODA holder is noncomplying with. If the OMT discovers the ODA holder not complying with manual processes, the required condition for this finding type would be to identify the process from the ODA holder's procedures manual. It is not necessary to copy down the entire process, only the steps necessary to establish the required condition. If the FAA observed a noncompliance to another regulation in 14 CFR part 183, the OMT will need to determine the appropriate required condition. For System Compliance Audits, do not include the language from the audit item in Appendix C, Section 2.0, of this order.

2. Unsatisfactory Performance of an Authorized Function. Identify the performance expectation for that function from Appendix C, Section 3.0, of this order.

3. Other Conditions. Identify the FAA's performance or quality expectation. For findings that are generated to prevent an unsatisfactory event or condition, the required condition should identify what unsatisfactory event or condition the FAA is trying to avoid.

(d) Encountered Condition. Just like the required condition, the encountered condition varies between the different types of findings, as detailed below.

1. Noncompliance. This depends on the regulations the FAA determines the ODA holder is noncomplying with. If the OMT discovered that the ODA holder was not complying with manual processes, the encountered condition should include a description of how the ODA holder was not in compliance with the approved procedures. If the FAA observed a noncompliance to another regulation in 14 CFR part 183, the OMT or surveillance team will need to document what they determined the ODA holder was doing that substantiates the noncompliance.

2. Unsatisfactory Performance of an Authorized Function. Describe how the ODA holder failed to meet the performance expectation for that function from Appendix C, Section 3.0, of this order.

3. Other Conditions. Describe how the ODA holder is failing to meet the FAA's identified performance or quality expectation. For the findings that are generated to prevent an unsatisfactory event or condition, the description of the encountered condition should identify the likely result in the event of an unsatisfactory event or condition.

(e) Frequency. The OMT or surveillance team would identify the finding as either non-systemic or systemic. Systemic is defined as similar, interconnected problems seen in a

system/organization and/or similar problems that occur frequently. For Procedures Manual Content Audits, this field should be blank.

(f) Potential Unsafe Condition. Identify if the finding could result in a potential unsafe condition. If the finding results in a potential unsafe condition, identify an appropriate regulation (if applicable) in the box provided. If an ODA unit approval or certificate results in a potentially unsafe condition, the OMT lead must immediately notify the ODA holder of the potential unsafe condition.

1. Airworthiness Standards. If the potential unsafe condition is a noncompliance to an airworthiness standard, the FAA must follow the process in paragraph 4-19 to address the finding.

2. Certificate Regulation. If the potential unsafe condition ties to a certificate regulation (i.e., parts 21, 91, 121, 135, 145), the FAA should use the appropriate compliance or enforcement procedures for that certificated entity.

(g) Suspected Noncompliance to Airworthiness Standards. The OMT lead must notify the ODA holder of the suspected noncompliance and follow the process in paragraph 4-19 to address a noncompliance to an airworthiness standard.

e. OFI. An OFI is the FAA's way of communicating observations and improvement recommendations to the ODA holder. These improvement recommendations do not require corrective action by the ODA holder. When the OMT or surveillance team identifies an OFI, the OFIR (Figure A-20) should be filled out as follows:

(1) Observation. The OMT or Surveillance team documents observations in this block. An observation could be comments, reflections, or thoughts regarding the ODA holder's processes, compliance, or performance.

(2) Improvement Recommendation(s). The OMT or surveillance team documents improvement recommendation(s) in this block. This may include recommendations to processes, compliance behaviors, performance attributes, attitudes, etc.

(3) List of Attachments. List any attached evidence supporting the observation or improvement recommendation or a statement should be made to see any attached documents.

f. Communicating and Processing Oversight Results.

(1) Gathering Records. The OMT and/or surveillance team must provide the OMT lead any surveillance record, Oversight Finding Records, and/or OFIRs within a timeframe established by the OMT office managers. For any oversight findings that are classified as "Other Conditions," the OMT lead will forward that finding to the appropriate OMT office manager(s) for concurrence prior to processing that finding in accordance with subparagraph 4-18f(2).

(2) Processing Surveillance Results and Oversight Findings. The OMT lead must process ODA oversight findings in accordance with paragraph 4-19 and in accordance with the applicable compliance and enforcement procedures for their service (i.e., AIR-002-035 Aircraft

Certification Service (AIR) Compliance and Enforcement Process, AIR-002-035-JA1 AIR Compliance and Enforcement Process Job Aid, FAA Order 8900.1, Volume 14, Compliance and Enforcement, FAA Order 2150.3). Service compliance and enforcement procedures dictate the level of FAA involvement in corrective action. Each finding does not require an individual communication; the OMT lead may collect and batch the findings as necessary, provided the finding is not a potential unsafe condition. All OFIRs generated will be included with this communication, but are not required to be input into the ODA holder's corrective action system.

> **Note 1:** The OMT should not processes findings to regulations outside the scope of 14 CFR part 183 subpart D (e.g., 14 CFR parts 21, 91, 121, 135, 145, etc.) that might apply to any other certificates or approvals that the ODA holder may hold. These potential findings should be communicated or reported to the appropriate FAA service office that has oversight responsibilities for the certificate or approval held.
>
> **Note 2:** The compliance and enforcement tracking requirements for OMT having both FS and AIR members are still required to be maintained. The OMT lead must ensure reporting is accurate for their organization.

4-19. Required FAA Involvement in Corrective Action. The ODA holder is always responsible for correcting system noncompliances and performance deficiencies. The OMT will process oversight findings in accordance with subparagraph 4-18f(2). In addition, the FAA is required to complete the following:

a. Noncompliances with the Airworthiness Standards and Potentially Unsafe Conditions. The OMT must assess how the condition affects safety to determine whether the FAA will issue an AD to correct the condition on products in service. The OMT must investigate using FAA Order 8110.107, Monitor Safety/Analyze Data, and pursue AD action if necessary. If the noncompliance does not warrant AD action, follow the AIR process for airworthiness standards noncompliances.

b. Noncompliance with Operational Approvals and Potentially Unsafe Air Operators. If an ODA unit approval or certificate issuance results in a potentially unsafe operator or an operator not meeting operational standards, the OMT lead must immediately notify the ODA holder of the unsafe condition and/or noncompliance and assess how the condition affects safety to determine whether certificate action needs to be taken. The OMT must take certificate action in accordance with FAA Order 2150.3.

c. Suspected Unapproved Parts. If the ODA holder notifies the OMT of a suspected unapproved part, the OMT must follow the guidance contained in FAA Order 8120.16, Suspected Unapproved Parts Program.

d. Noncompliance with Airmen Certification and Potential for Unqualified Airmen. If the OMT becomes aware that there is sufficient reason to believe that an airman may not be qualified to exercise the privileges of a particular certificate, the OMT lead must immediately notify the ODA holder of the specific circumstances, the qualifications that may not be met, the

name of the airman, and how the condition affects safety. The OMT must take certificate action in accordance with FAA Order 2150.3 as warranted and must follow Order 8900.1 Volume 5, Chapter 7, for reexamination of an airman.

4-20. ODA UM Performance Problems. If the surveillance team identifies performance issues with a specific ODA UM, the OMT must document the deficiency on the ODA Oversight Finding Record (Figure A-19) and require the ODA holder take corrective action.

a. Performance Improvement. UMs whose performance the OMT expects will improve with additional review or oversight may continue to act as ODA UMs with additional review or oversight by the ODA holder, as warranted by the performance problem. The ODA holder will be provided the opportunity to improve the UM's performance.

b. UM Immediate Removal. If the OMT determines that the UM needs to be removed immediately due to continued poor performance, misconduct, lack of care or judgment, or lack of integrity, the OMT lead must obtain the applicable OMT office manager's concurrence that removal of a UM is warranted, and immediately notify the ODA holder, in writing. If the ODA holder desires to appeal the removal decision, it may submit any information or proposed corrective action supporting reinstatement for the OMT's consideration. The individual may not perform any functions and may not remain on the UM listing during the appeal process. The OMT will consider any submitted information and may authorize reinstatement of the individual, as necessary.

Section 4. Organization Reauthorizations, Suspensions, and Terminations

4-21. ODA Renewal.

a. Renewal Intervals. The FAA will appoint a new ODA holder for 2 years. At renewal, the OMT must determine whether the ODA holder continues to comply with the requirements for delegation and whether the FAA's need for or ability to manage the authorization continues. The OMT may reappoint for a period of 2 to 5 years. The OMT will select the duration based on its experience with the ODA holder and the complexity of approvals.

> **Note:** The OMT should not wait for the renewal period to decide on performance-related suspension or termination action.

b. Request for Renewal. An ODA holder must submit a letter requesting renewal of its ODA at least 60 calendar days prior to expiration. If the ODA holder does not request renewal, the OMT should initiate termination action per paragraph 4-22. If the ODA holder seeks additional functions or a different type of ODA, they must apply for the changes in accordance with Chapter 3, Section 3, Application, Selection, and Appointment.

c. OMT Renewal Responsibilities. When they receive a request for renewal, the OMT must evaluate the performance of the ODA holder to confirm that it is performing satisfactorily. The OMT must consider the following for renewal:

(1) Review of ODA Holder's Performance.

(a) Through its management and surveillance of the ODA holder, the OMT will be aware of any performance issues. The ODA holder must be technically proficient in all authorized areas and require a level of surveillance commensurate with the value the ODA holder provides to the FAA.

(b) The OMT must ensure the ODA holder is completing corrective action for each identified deficiency. The ODA holder must have a history of implementing timely corrective action for any issues identified by the OMT or through its internal audit program. The ODA holder must show a willingness to do this and be proactive in incorporating improvements into its ODA system.

(2) Determine Need and Ability to Manage.

(a) The OMT will consider the amount of activity by the ODA unit to confirm that continued delegation to the organization is of benefit to the FAA.

(b) The OMT must also consider the level of oversight required by the ODA holder. If the ODA holder requires a level of oversight greater than the benefit provided to the FAA, or the managing offices lack the resources to manage the ODA holder, then the OMT should initiate steps to terminate the authorization.

(c) For AO ODA holders with function codes 15080 and 15090, the need and ability determination is directly related to the number of program approval activities. If the OMT decides that the number of activities decreases to a level that produces a burden on the OMT (i.e., fewer projects than OMT members), the ODA may be terminated or suspended based on projected activities and the fleet numbers known. OMTs must use Flight Standard's RBDM tool when determining the makes and models authorized or for continued authorization.

(d) For AC ODA holders, the need and ability determination is directly related to the number of airmen certification activities. If the OMT decides that the number of activities decreases to a level that produces a burden on the OMT (i.e., fewer certifications than OMT members), the ODA may be terminated or suspended based on projected activities. OMTs must use Flight Standard's RBDM when determining the functions authorized for continued authorization. In addition to removing functions, if appropriate additional restrictions or limitations may be placed on the ODA's activity.

d. Reissuance of Authorization. If the OMT determines that an ODA holder is functioning satisfactorily, and there is a continuing need and ability to manage, the OMT will issue a new Letter of Designation after completing a new MOU with the organization. If the performance or activity level does not warrant renewal, the OMT will initiate suspension or termination procedures in accordance with paragraph 4-22.

4-22. Suspension and Termination of an ODA.

a. General. This paragraph outlines the procedures for suspending or terminating an ODA. Suspension is the temporary removal of the ODA holder's authority and is appropriate when specific actions can be taken within a specified time frame to correct any deficiencies in performance or address administrative issues. For example, suspension would be appropriate

when the ODA holder inadvertently did not request renewal, or when an ODA administrator unexpectedly leaves the organization.

(1) Like other designations, the FAA may suspend or terminate an ODA at any time. However, in some cases, the FAA provides terminated ODA holders the opportunity to appeal the termination. The FAA does not allow appeal of suspensions.

(2) An ODA holder may not appeal if the termination is based on:

(a) An ODA holder's request for the suspension or termination;

(b) Failure of an ODA administrator or an ODA UM to complete required training;

(c) Lack of FAA need or ability to manage; or

(d) Loss of an FAA certificate that is a prerequisite for an ODA.

(3) ODAs are not "certificates" within the meaning of 49 U.S.C. § 44709. The procedures for appealing actions for those certificates are not available to ODA holders.

(4) In addition to suspension or termination, an ODA holder may be subject to civil penalty actions if it violates the regulations in 14 CFR part 183. This chapter does not address processing of regulatory violations; that subject is addressed in FAA Order 2150.3.

b. Cause for Suspension or Termination of ODA. The following are the primary reasons for the FAA to suspend or terminate an ODA. This list is not exhaustive, and the FAA may find other reasons to suspend or terminate an ODA.

(1) By Request. At the ODA holder's written request.

(2) Failure to Request Renewal. When the ODA holder did not request renewal as required by this order.

(3) Improper Performance. When the ODA holder fails to properly perform the functions granted in the authorization, or fails to perform the administrative responsibilities associated with the authorization. This includes, but is not limited to:

(a) Lack of Care or Judgment. When the ODA holder does not exercise the care or judgment required to properly exercise the ODA, resulting in authorized functions being performed unsatisfactorily.

(b) Misconduct. Evidence of misconduct, including wrongful intent, falsification, collusion, conflict of interest, compromise, or other negligent acts that might jeopardize the proper performance of the authorized functions.

(c) Failure to Implement Needed Corrective Action. When the ODA holder does not take corrective action as required by the FAA.

(d) Failure to Attend Required Training. When an ODA administrator or an ODA UM does not complete required FAA training.

(4) Lack of FAA Need or Ability to Manage. When the FAA managing office no longer needs the ODA holder or no longer has adequate resources to manage the ODA holder, including when the ODA holder does not have sufficient work to warrant continuing the ODA.

(5) Lapse of Qualifications. When the ODA holder's qualifications for a specific activity no longer meet the qualification requirements for the ODA. This includes, but is not limited to:

(a) Certificate Suspension, Revocation, or Surrender. When the ODA holder no longer holds a certificate that is required to be eligible for the ODA.

(b) Loss of Required Personnel. When the ODA holder no longer has a suitable administrator identified or ODA UM needed to perform the functions authorized.

c. Documentation of Suspension or Termination Decisions. The OMT must document why the ODA was suspended or terminated, including the specific reasons and rationale, as well as identification of the OMT members involved in the suspension or termination decision. Along with this documentation, the OMT should assemble any supporting records, such as surveillance records, requests for corrective actions, etc., that might be needed for an appeal panel review of the termination decision. This information, along with any information submitted by the former ODA holder, will be considered in case of appeal.

d. Coordination of Suspension or Termination Decisions. When the FAA suspends or terminates ODA authority, it suspends or terminates all of the authority associated with that holder's Letter of Designation. This is different from the FAA temporarily or permanently removing part of the authority which is accomplished through oversight and corrective action. Before the managing office notifies the ODA holder of any termination action, they will coordinate the planned action with AVS-60 and the appropriate AIR and/or FS divisions. AGC-200 will be notified before termination is initiated and will collaborate on any notices sent to an ODA holder.

e. Notice of Suspension or Termination.

(1) Notice of Suspension or Termination. The FAA managing office will provide written notice by certified mail (return receipt requested) to the former ODA holder. See Figure A-12, Sample ODA Termination Letter, and Figure A-13, Sample ODA Suspension Letter, for sample termination and suspension letters. In the notice, the managing office must state the reasons for the suspension or termination of the ODA.

(2) Content of the Notice. At a minimum, the notice must include the following:

(a) Reason(s) for Action. Specific reasons for the proposed action, including examples, when applicable. Attachments of additional information, such as records of correspondence or surveillance records, may be included. The notice must include any information that might be needed to assess the termination decision by an appeal panel.

(b) Effective Date of Action. A statement that the authorization is suspended or terminated upon receipt of the notice.

(c) Appeal Rights. When allowed for termination actions, a statement informing the former ODA holder of the opportunity to appeal the action with the office manager who sent the notice. A former ODA holder has 14 calendar days after receipt of the notice to file an appeal.

(d) Record of Appeal. When allowed for termination actions, a statement that the FAA will prepare and maintain a record of any appeal, any evidence submitted, and any meetings held. The notice must also inform the former ODA holder that it may choose to have legal counsel present at any meeting with the FAA.

(e) Required Actions for Reinstatement. For suspension actions, a description of the corrective actions required for reinstatement.

f. Appeal Procedures.

(1) Availability of Appeal. An appeal may be made for any termination, except those identified in subparagraph 4-22a.

(2) Timeliness of Appeal. A former ODA holder must submit the basis for the appeal, in writing, to the terminating office manager within 14 calendar days after receiving the termination notice.

(3) Submittal of Information for the Appeal Panel. The former ODA holder may submit written material with the appeal, or at any time not later than 20 calendar days after submitting the notice of appeal. The ODA holder may also request a meeting with the appeal panel to present written or oral information supporting the appeal (see subparagraph 4-22f(5)). If the former ODA holder does not request a meeting with the appeal panel, the FAA will base its decision solely on the written material submitted.

(4) Appeal Panel. An appeal panel chosen by the AIR- division director or FS division manager, whichever is responsible for the managing office, will consider the appeal. The appeal panel must consist of at least two branch or section managers and one technical specialist who were not involved in the termination decision.

> **Note:** The managing office shall notify AVS-60 when an appeal is received. AVS-60 has the option to participate as a panel advisor. The role of AVS-60 is to share best practices, not to make decisions for the managing office. AVS-60 may consult with other standardization offices in AIR and AFX related to such panels and may delegate its participation to experienced staff in these offices.

(5) Meeting with the Former ODA Holder. If requested, a meeting will be held where the former ODA holder may present a written or oral response to the reasons for termination.

(a) Scheduling. The appeal panel must schedule any requested meeting with the appellant within 20 calendar days of receipt of the notice of appeal.

(b) Participants. The ODA holder's representatives and the appeal panel may attend the meeting. If the former ODA holder chooses to have legal counsel attend the meeting, the appeal panel will arrange to have an FAA attorney attend.

(c) Record. The appeal panel will keep a record of the meeting and send a copy of the meeting record to the former ODA holder within 15 calendar days of the meeting. Unless the meeting is recorded verbatim by some means, the former ODA holder may send comments or proposed corrections.

(6) Appeal Panel Decision. The appeal panel will consider the evidence provided by the former ODA holder and the agency's records on the decision to terminate the ODA. The appeal panel will either uphold or override the termination decision. The appeal panel will document its deliberations and rationale for its decision within 45 calendar days of the date of appeal. The AIR division director or FS division manager will notify the appointing office and former ODA holder (by certified mail) of the appeal panel's decision within 15 calendar days after the appeal panel makes its decision. The notice must contain the following:

(a) Reasons for Decision. The notice must state the decision and justification for it, including a response to the arguments presented by the former ODA holder. If the termination decision is reversed, the notice will state the effective date of the reinstatement, and any actions required on the ODA holder's part to resume the performance of authorized functions.

(b) No Further Appeal. If the termination decision is upheld, the notice must state that no further FAA review is available and the matter is closed.

(c) FAA Records. If the termination decision is upheld, the notice must direct the organization to submit the records required by 14 CFR § 183.61.

g. Surrender of Records. If terminated or not renewed, the former ODA holder must send the OMT lead all records required by 14 CFR § 183.61, to be submitted.

h. DMS Status. If the managing office suspends, terminates, or does not renew an ODA, the OMT must ensure that the DMS is updated to reflect the terminated or suspended status.

Chapter 5. ODA Types, Authorized Functions, and Program Requirements

Section 1. Type Certification ODA (TC ODA)

This section outlines the requirements and functions for TC ODA holders. Primarily, a TC ODA holder finds if a product or a change to a product complies with the airworthiness standards. A TC ODA holder is not authorized to issue a TC. Only the FAA will issue a TC or amended TC. A TC ODA holder may issue airworthiness certificates supporting its certification programs.

5-1. Functions. Table 5-1.1 lists the available TC ODA function codes. The TC ODA holder's procedures manual must identify the ODA holder's specific authorized functions and any limitations required by the OMT.

Table 5-1.1. TC ODA Functions

TC Authorized Functions	Function Code (FC)	FC Owner
Approve Technical Data and Find Compliance to Airworthiness Standards	8010	EN
Approve Operational or Repair Information	8040	EN
Approve Airworthiness Limitations Information	8050	EN
Issue/Amend Standard Airworthiness Certificates	8061	MF
Issue/Amend Special Airworthiness Certificates	8062	MF
Issue Special Flight Permits	8066	MF
Establish Conformity Inspection Requirements	8070	EN
Determine Conformity of Articles Including Test Articles	8080	MF
Determine Conformity of Test Set-Up	8090	MF
Determine Conformity of Installations of Articles Including TIA Inspections on a Product	8100	MF
Perform Compliance Inspections	8110	EN
Approve Data for Major Alterations or Major Repairs	8130	EN
Perform Approvals in support of TC ODA Holder Projects	8160	EN
Perform Approvals in support of TC ODA Holder Projects	8160	MF
Issue FAA Form 8130-31, Statement of Conformity - Military Aircraft	8170	MF
Perform Review and Acceptance of ICA	8180	AE
Approve EWIS ICA	8190	EN

EN = AIR Engineering
MF = AIR Manufacturing
AE = Flight Standards Aircraft Evaluation Division

a. Approve Technical Data and Find Compliance to Airworthiness Standards (8010).

(1) A TC ODA unit may approve type design and substantiation data for new TCs, TC amendments, and design changes. The authority may include, but is not limited to, finding

compliance with the FAA regulations of parts 23, 25, 27, 29, 31, 33, 34, 35, or 36. This approval may involve:

- Approving technical data, such as drawings, test plans, test data, specifications, or analyses.
- Witnessing tests.
- Approving test article deviations.
- Reviewing test data to ensure that the test followed the test plan.
- For analytical data, ensuring that appropriate and validated analytical models or systems are used.

(2) When applicable, issuing Type Inspection Authorizations (TIA) and Type Inspection Reports (TIR) (Part II).

b. Approve Operational or Repair Information (8040). A TC ODA unit may approve operational or repair information, as required or allowed by the regulations. The specific authority must be defined in the procedures manual. Under this function code, the ODA unit may approve those portions of the following manuals (including revisions) that require FAA approval:

(1) Aircraft Flight Manual (AFM) and associated manuals, such as cargo loading manual, Weight and Balance Manual (WBM), etc.

(2) Aircraft Flight Manual Supplements (AFMS).

(3) Structural Repair Manual (SRM).

Note: Subject to the limitation in paragraph 5-2.

c. Approve Airworthiness Limitations Information (8050). A TC ODA unit may approve changes to the airworthiness limitations (AL) information. Initial ALs must be approved by the FAA, except for turbine engine ALs, which may be specifically authorized to the ODA holder by the OMT.

Note: Subject to the limitation in paragraph 5-2.

d. Issue Airworthiness Certificates (8061, 8062, 8066). A TC ODA unit may perform the following functions. The ODA unit must comply with FAA Order 8130.2, Airworthiness Certification of Aircraft, and this order.

Note: The ODA holder must follow the process in the AWC. Issue/Amend Standard Airworthiness Certificates (8061). The ODA holder may issue/amend Standard Airworthiness Certificates for U.S.-registered aircraft.

(1) Issue/Amend Special Airworthiness Certificates (8062). The ODA holder may issue/amend Special Airworthiness Certificates in the experimental category for the purpose of

research and development (R&D), showing compliance with regulations, crew training, exhibition, or market surveys.

(2) Issue Special Flight Permits (8066). The ODA holder may issue special flight permits (SFP) to fly the aircraft to a base where repairs, alterations, or maintenance are to be performed, or to a point of storage; to deliver or export an aircraft; to conduct production flight tests; to evacuate the aircraft from areas of impending danger; to conduct overweight operations; or to conduct customer demonstration flights.

e. Establish Conformity Inspection Requirements (8070). A TC ODA unit may set requirements for the extent and kind of conformity inspections required, and may issue a request for conformity or TIA, as applicable.

f. Determine Conformity of Articles Including Test Articles (8080). A TC ODA unit may determine whether articles or test articles conform to the design data.

g. Determine Conformity of Test Set-Up (8090). A TC ODA unit may determine whether a test setup conforms to its design data.

h. Determine Conformity of Installations of Articles Including TIA Inspections on a Product (8100). A TC ODA unit may determine whether installations of articles on a product conform to the design data and perform TIA inspections.

i. Perform Compliance Inspections (8110). A TC ODA unit may perform compliance inspections to determine whether products comply with 14 CFR.

j. Approve Data for Major Alterations or Major Repairs (8130). A TC ODA unit may approve data for specific major alterations or major repairs involving the ODA holder's TC'd products.

k. Perform Approvals in Support of TC ODA Holder Projects (8160). A TC ODA unit may supply data approvals and conformity determinations that are used within another TC ODA holder's system. These approvals are limited to the types of approvals authorized as part of the ODA holder's TC authority. The procedures manual must define the types of airworthiness standards and products for which this authority applies.

l. Issue FAA Form 8130-31, Statement of Conformity – Military Aircraft (8170). A TC ODA unit member (UM) may prepare and sign FAA Form 8130-31 on behalf of the FAA.

m. Perform Review and Acceptance of ICA (8180). The ODA administrator may determine that ICA are acceptable when they have been developed following the approved process in the ODA procedures manual.

n. Approve EWIS Instructions for Continued Airworthiness (8190). A TC ODA UM may approve the EWIS section of the ICA. EWIS is defined as including any wire, wiring device, or combination of these, including termination devices, installed in any area of the airplane for the purpose of transmitting electrical energy, including data and signals, between two or more intended termination points.

Note: ODA holders may perform function codes 8010, 8040, 8050, 8070, and 8110 in support of certification projects for which the ODA holder is the applicant, or in support of another applicant's project involving products manufactured by the ODA holder.

5-2. Limitations.

a. Imposing Limitations. The OMT may impose any limitations on an ODA holder's authority, as warranted by the ODA holder's staffing and experience, that the OMT determines appropriate. The OMT may, for example, retain authority for the approval of test plans, requiring them to be submitted for approval by the Certification Branch. The OMT should carefully evaluate an ODA holder's capability and experience prior to delegating approval of test plans.

b. Areas Reserved for the FAA. No ODA holder may be delegated authority in any area reserved for the FAA. An ODA holder may not perform regulatory activity. For example:

(1) Interpretations of the airworthiness standards.

(2) Equivalent level of safety (ELOS) provisions applied under part 21.

(3) Initial and any changes to the Master Minimum Equipment List (MMEL).

(4) Reduction of life limits on life-limited components, except as coordinated with the FAA for a particular major repair, major alteration, or design change project.

(5) The elimination or revision of AFM limitations that were incorporated as a result of an AD (refer to FAA-IR-M-8040.1, Airworthiness Directives Manual, and FAA Order 8040.1, Airworthiness Directives).

(6) Reduction of life limits or new or different inspection requirements to address an unsafe condition, except as coordinated with the FAA for an AMOC (refer to FAA-IR-M-8040.1).

(7) Certification issues documentation (e.g., issue papers, certification position papers, ELOS memos) (refer to FAA Order 8110.112).

c. Airworthiness Certificates and SFPs. An ODA unit may issue airworthiness certificates and SFPs only as required as part of a certification project performed by the ODA holder.

d. ICA Acceptance. No ODA holder may accept ICA for:

(1) Changes associated with ADs, including AMOCs.

(2) Projects using the MRB or MTB process.

Note: The OMT may limit delegated ICA review and acceptance by project/product types. The OMT may also reduce or remove these

limitations once the ODA holder has proven to the OMT that its process results in acceptable ICA.

5-3. TC Programs. An ODA holder must follow the same process the FAA uses for standard certification programs (refer to FAA Order 8110.4, Type Certification). During these programs, the ODA holder occupies the roles of applicant and project manager, as well as representative of the FAA.

a. Showing of Compliance and FAA Recognition of Applicant Showings.

(1) Showing of Compliance. In addition to finding compliance through the ODA unit procedures, the ODA holder is responsible as the project applicant to show compliance to the airworthiness standards and provide a statement per 14 CFR §§ 21.20 or 21.97, certifying that it has complied with the applicable requirements prior to completion of the FAA Form 8100-11, Organization Designation Authorization Statement of Completion, by the ODA unit.

(2) FAA Recognition of Applicant Showings. OMTs may authorize ODA holders to base an approval on the applicant's showing of compliance rather than a specific approval by the ODA unit. The OMT must recognize any specific applicant showing activity prior to its use on any specific project. To propose using applicant showings on projects, the ODA holder must:

(a) Have evidence of successfully obtaining FAA approval for that type of specific compliance data on past projects, including projects of comparable complexity.

(b) Propose the same compliance methodology as was used on past FAA projects.

(c) Use the same person(s) in making the showing, or use an auditable documented company process for the compliance methodology to develop the specific substantiating data.

b. Off-Site Program Requirements. An ODA holder may conduct off-site prototype installations at any location by any entity determined by the ODA holder's evaluation, per subparagraph 5-3b(1). The inspection ensures the facility and entity have the appropriate skills and equipment needed to ensure the conformity of the prototype installation. This may include repair stations operating under the authority of § 145.203.

Note 1: If the prototype aircraft is being approved for return to service, the ODA holder must ensure that the prototype installation is conducted in accordance with the applicable regulations or requirements of the airworthiness authority of the State of Registry or other entity responsible for the airworthiness of the product.

Note 2: Any prototype installation which requires on-site FAA participation as part of the project is subject to the availability of FAA funding and resources.

Note 3: Prototype installations for projects classified as significant in accordance with § 21.101 must be accomplished at FAA-certificated

facilities authorized to approve the type of altered product for return to service.

(1) Off-Site Facility Inspection and Management. An on-site physical inspection is required as part of the assessment for facilities that are not FAA certificated. The ODA holder must inspect the facility in accordance with the procedures defined in the manual (see Section 2, "Procedures Manual Content," of Chapter 3, "ODA Applicant and ODA Holder Responsibilities." If the ODA holder evaluates the facility and finds it acceptable, the ODA unit must verify the findings. The ODA holder must document the findings and make them available to the FAA.

(2) Off-Site Personnel and Processes.

(a) Inspection ODA UMs must follow the project-specific conformity plan. The inspection procedures must describe how to track the status of required conformity inspections. Conformity inspections must satisfy FAA Order 8110.4 and the ODA procedures manual.

(b) An inspection ODA UM must be present at the off-site facility during the installation portion of the project, as needed, to perform in-process and final installation conformity inspections. The ODA UM must be present if any repair or alteration activity could affect any previously conformed articles or installations whose conformity could not be subsequently re-established. The ODA holder must have sufficient control over the activity to ensure that UMs complete any required conformity inspections on encased or otherwise not readily visible installations.

(c) Engineering ODA UMs must review and document acceptance on FAA Form 8100-1, Conformity Inspection Record, for each deviation in the prototype article.

(d) ODA UMs must be able to provide advisory and technical assistance to support off-site locations.

(e) Only the off-site facility (not ODA UMs) installs the alteration and returns it to service. The FAA does not authorize ODA UMs to document installations.

(f) The ODA UMs and the OMT must have access to any off-site location to perform any inspection they deem necessary.

(3) Off-Site Manufacturing. The processes, tooling, and equipment used at the off-site facility must be:

(a) Equivalent to those at the ODA holder's authorized facility (if applicable),

(b) Appropriate for the alteration, and

(c) Able to produce articles and products conforming to the type design.

(4) Off-Site Purchasing and Receiving. To prevent the use of nonconforming or unsafe articles obtained from outside sources, the ODA holder must keep an effective purchasing and receiving inspection system that ensures:

(a) Purchase orders and contracts contain sufficiently detailed specifications (such as control drawings), design data, inspections, tests, and FAA requirements to ensure articles or services purchased meet the requirements of the type design data.

(b) Conformity of processes and raw materials to design data is independently verified by inspections or tests. For raw materials, conformance starts by reviewing the suppliers' Certificate of Conformance, but an ODA UM may not accept materials solely upon review of a Certificate of Conformance from the supplier.

(c) The ODA holder maintains configuration control and final design change approvals for all items, including supplier-designed articles. The ODA holder may not delegate these responsibilities to off-site facilities or suppliers.

(d) All purchase documents given to suppliers specify all applicable FAA and technical requirements, including inspections and tests necessary to show that the supplied items conform.

(e) Drawings must clearly identify which method or process to use when industry or military process specifications offer alternate methods of operation or special processes. When the specifications call for written procedures or procedure qualification, the ODA UM must evaluate these procedures to determine if they are easy to understand and if they are adequately described.

(f) The off-site facility receives prototype articles only from ODA holder-approved suppliers.

(g) Incoming articles and material conform to the type design data before acceptance and installation.

(h) The ODA holder formally advises suppliers to the off-site facility of FAA requirements and quality assurance procedures.

(i) Articles obtained from sub-tier suppliers are subject to the same degree of control by the ODA holder.

(5) FAA Notification of Off-Site Projects. If the project requires notification, the ODA holder should notify the OMT lead early in the project of any plans to perform an installation at an off-site facility. Also, for projects at non-FAA-certificated facilities, the ODA holder must submit preliminary information to the OMT identifying the facility, description of alteration, planned installation dates, and any other information requested by its OMT at least 60 calendar days prior to any installation activity or planned assessment site visit. The ODA holder may want to get FAA concurrence on the project's location before spending significant effort on the project. The ODA holder must submit additional information with the PNL, including:

(a) Location, ratings, and limitations of the off-site facility, including the off-site facility's certificate number and the name of the facility's Flight Standards District Office (FSDO) principal inspector (PI) or responsible CAA personnel.

(b) Documentation of the evaluation of the off-site facility (if the facility is not identified in the procedures manual as an authorized off-site location).

(c) A list of ODA UMs who will perform functions at the off-site facility. If the ODA holder cannot identify the particular ODA UMs, it must estimate the number of ODA UMs it expects to participate, including their disciplines. The ODA holder must inform the OMT when the number and disciplines of additional ODA UMs are confirmed.

(d) Pertinent details of the project, including the off-site facility's involvement in engineering data development, conformity inspections, and any certification testing, including ground and flight testing.

(6) Off-Site Prototype Installations on Military Commercial Derivative Aircraft (MCDA). Prototype installations on MCDA may be performed at any location and by any entity agreed to by the military service responsible for the airworthiness of the product. The ODA holder's evaluation must determine that the appropriate skills and equipment needed to ensure the conformity of the prototype installation will be utilized.

c. Supplier Working Arrangements. The TC ODA holder responsible for the certification project is ultimately responsible for the compliance findings and conformity approvals on the project and the integration of the approvals into its ODA system. Two methods of using supplier resources for a certification project are available to the ODA holder:

(1) Addition of ODA UMs. The ODA holder may add employees of suppliers to its ODA unit to participate in certification projects. In this case, the ODA holder is responsible for managing the activity of the ODA UMs within its ODA system. The ODA UMs at the supplier are subject to all requirements in this order.

(a) Experienced Designees. If a supplier has existing designees with experience in certification projects of similar types and complexity of products, those designees may be added as ODA UMs (see paragraph 3-16). If these are to be one-time or limited-use ODA UMs, they may only require abbreviated training by the ODA holder commensurate with the types of functions they will perform as part of the ODA unit.

(b) Other Qualified Personnel. Qualified personnel at suppliers may be appointed as ODA UMs if they are qualified in accordance with paragraph 3-16. However, in many instances, a supplier's employee may not qualify as an ODA UM due to lack of previous experience working with the FAA or the ODA holder. In this case, the ODA holder will have to establish this experience working with the supplier's personnel before adding them to its ODA unit. Thus, it may not be possible to use a supplier's employee as an ODA UM until the ODA holder has some project experience with the supplier.

(c) Training. The ODA UMs located at suppliers must be trained in accordance with paragraph 3-15.

(2) Use Other ODA Holder's Approvals. Another ODA holder may, within its limitations, provide approvals for a project.

(a) If the supplier to the ODA holder is also a TC ODA, STC ODA, or PMA ODA holder, the supplier's ODA unit may provide approvals to be used as part of the approvals in a type certification project. Any project expected to use supplier ODA approvals needs to be brought to the OMT's attention early in the project. These arrangements will be allowed only when:

1. The supplier's ODA unit is specifically authorized to make approvals for TC projects on the type and complexity of product involved.

2. The supplier is manufacturing the articles being supplied and providing both engineering design approvals and conformity determinations.

(b) Supplier Management Plan. If supplier ODA holders are participating in a project, the TC ODA holder managing the project must develop a supplier management plan with each supplier ODA holder participating in the project, unless supplier support is recurring as described in subparagraph 5-3c(2)(c). The plan must be reviewed and agreed to by the administrators of both ODA holders and submitted with the PNL for the project. The plan must address:

1. The design and manufacturing responsibilities of the supplier.

2. The limitations of the supplier's ODA unit.

3. Definition of the methods of compliance and approvals required for the parts or assemblies being supplied.

4. Definition of the methods of compliance and approvals required for integration of the articles into the product.

5. Definition of approvals to be performed by both the supplier ODA unit and the project ODA unit.

6. Definition of required supplier ODA unit participation in the project. For example, if the supplier ODA unit needs to attend type certification board meetings, the extent of its involvement should be addressed.

7. Differences between the approved procedures for each ODA holder that could affect the project.

8. Responsibilities for tracking completion of all activities performed by the supplier.

9. Identification of data retention responsibilities.

10. Procedures to address problems identified with supplier approvals.

(c) Recurring Supplier Support. If a supplier ODA unit performs continuing activity in support of the TC ODA holder, the TC ODA holder should identify the supplier in its procedures manual, describing the supplier's participation and procedures for integration of the supplier's approvals within the ODA system.

d. Determination for PNL.

(1) PNL Required. A PNL is required for any project:

(a) Involving items on the applicable product type FAA issues list, unless the issue has been dispositioned on that ODA holder's previous project through a completed stage 4 issue paper, or other documentation (e.g., applicant specific policy memo), the issue paper is marked for reuse, and all reuse conditions are met or in another manner acceptable to the AIR-610 Certification Engagement Branch as documented in the ODA procedures manual. Such an issue paper or other documentation must be referenced in the certification plan and noted in the CPN.

(b) Requiring issuance of an equivalent safety finding, exemption, or special condition (that is, one that does not already exist as part of the product's certification basis).

(c) Requiring a determination of compliance to a requirement for which the ODA holder has not previously demonstrated experience.

(d) Involving a novel or unusual design feature not previously introduced or a method of compliance not previously accepted by the OMT for use on the ODA holder's projects.

(e) Involving a change that is the subject of a planned AD or affects compliance with an existing AD (for example, an AMOC is required).

(f) Involving approval of any Automatic Dependent Surveillance-Broadcast (ADS-B) and position source pairings not previously qualified in accordance with AC 20-165, Airworthiness Approval of Automatic Dependent Surveillance-Broadcast OUT Systems, Appendix B, Identifying and Qualifying ADS-B Position Sources. When in doubt, the ODA holder should contact the ADS-B equipment manufacturer or the OMT for pairing information.

(g) Involving changes to safety critical information as defined by 49 U.S.C. 44704(e) for transport category airplanes covered under part 25. For further information, reference Policy Statement PS-AIR-21-2023-01, Classification of Type Design Changes That Would Materially Alter Safety Critical Information as Major Design Changes and Notice 8110.118, Submittal and Disclosure of Safety Critical Information by Applicants for Transport Category Airplane Type Certificates.

(h) For which the required FAA project participation cannot be established in advance. The types of FAA project participation include:

1. Mandatory (Non-Discretionary) Participation. The FAA must perform any activity that cannot be delegated and those for which the ODA holder is not authorized.

These activities must be performed by the FAA during completion of the project and the ODA holder must account for FAA participation within the project schedule.

2. Discretionary Participation. These activities must be performed by the FAA during completion of the project and the ODA holder must account for FAA participation within the project schedule.

3. Oversight Participation. The ODA holder should keep the OMT informed of the schedule for these activities, but the ODA holder may proceed with the project if the OMT is not able to participate in these activities.

(i) No-PNL Programs. At the OMT's discretion, ODA holders may be authorized to approve a major change to type design without submittal of a PNL.

(j) Scope and Limitations. The scope and limitations of any type of activity not requiring a PNL must be defined in the ODA procedures manual and may only be authorized for major changes to type design for which the OMT can establish beforehand that previous projects with the same scope and limitations have been conducted satisfactorily by the ODA holder.

(k) OMT Notification. The ODA administrator must notify the OMT of any planned certification project if there is any question regarding the ODA holder's authority to complete the project without submittal of the PNL.

(l) Documentation. Although a PNL need not be submitted under these provisions, the ODA holder must still prepare and maintain all of the documentation normally included with a PNL.

(m) Coordination. Procedural coordination requirements for CPN, off-site installations, and the use of foreign-registered aircraft must still be complied with for any major change to type design. ODA procedures manuals must specify the procedures for submitting information for that coordination. Also, CPN information must highlight the project as a "No-PNL ODA Project" in the project description field of the CPN database. The ODA procedures must ensure any FAA participation required as part of the project is completed, such as coordination with the AED for ICA or operational suitability aspects, or the Certification Branch for any needed approvals.

(n) Reporting. If required by the OMT, the ODA holder must submit activity reports including information about any projects completed without submittal of a PNL.

e. Program Notification Letter (PNL). The ODA holder must notify and apply to the OMT for each new TC or amended TC. The ODA holder must also notify and apply to the OMT for any major type design change other than those defined in the ODA procedures manual as not requiring a PNL.

(1) Projects that alter foreign-registered aircraft in support of TC amendments have special requirements. To minimize delays in the project, the ODA holder should notify its OMT lead as soon as possible when considering such projects. The ODA holder should provide

evidence of the foreign airworthiness authority's concurrence with the project. In the authorization, the foreign authority must state that it has no objections to the alteration.

(2) The ODA administrator must report any planned certification programs to the OMT if there is any question regarding the ODA authority.

(3) An ODA unit may conduct certification activities only after coordination with the AIR-610 Certification Engagement Branch, as necessary.

(4) The ODA administrator must submit the following to the OMT with each PNL:

(a) A proposed certification plan including any proposed recognition of applicant showings, as defined above in subparagraph 5-3a.

(b) A conformity plan showing relevant information, such as that shown in Figure A-11, Sample Conformity Inspection Plan.

(c) The ODA holder's recommended areas for FAA project involvement. The types of FAA project involvement include:

1. Mandatory (Non-Discretionary) Participation. The FAA must perform any activity that cannot be delegated and those for which the ODA holder is not authorized. These activities must be performed by the FAA during completion of the project and the ODA holder must account for FAA participation within the project schedule.

2. Discretionary Participation. These activities must be performed by the FAA during completion of the project and the ODA holder must account for FAA participation within the project schedule.

3. Oversight Participation. The ODA holder should keep the OMT informed of the schedule for these activities, but the ODA holder may proceed with the project if the OMT is not able to participate in these activities.

(d) An FAA Form 8110-12, Application for Type Certificate, Production Certificate, or Supplemental Type Certificate (as applicable).

f. Project Coordination and PNL Response.

(1) OMT Coordination. Written concurrence must be obtained from the OMT prior to UMs performing authorized functions in support of the project, unless the ODA holder's procedures manual has defined authorized functions that may be performed prior to written OMT concurrence. Written concurrence is usually accomplished within the PNL response. However, written concurrence may be requested prior to PNL response. The OMT must review each PNL and determine what FAA project participation is required. The OMT may delegate all aspects of the program, or choose to participate.

(2) Other FAA Coordination.

(a) Certification Project Notification (CPN). The CPN process is a separate and distinct process from the one used to coordinate the PNL. All major changes in type design, even those which do not require a PNL, require notification to the Certification Engagement Branch (AIR-610) and Aircraft Evaluation Division (AFS-100) by the OMT using the CPN process established in FAA Order 8110.115, Certification Project Initiation and Certification Project Notification, unless the ODA holder has an approved process agreed to by AIR-600 and AFS-100 for the types of projects for which CPN notification is no longer necessary. The ODA holder must work through the OMT to obtain AIR-600 concurrence for the types of projects for which it proposes AIR-600 notification is no longer necessary.

(b) Undue Burden Determination. When required, the OMT will make an undue burden determination, as described in FAA Order 8100.11.

(c) Supplier Management. A TC ODA holder's OMT will coordinate the supplier management plan with the supplier ODA holder's OMT.

(3) PNL Response. The OMT will acknowledge the program, in writing, and identify any activities or areas for FAA participation. The PNL response must include any associated rationale for any project participation.

g. TC Board Meetings. As applicable, the ODA holder will hold TC board meetings in accordance with FAA Order 8110.4. Except where the OMT leader elects to chair the TC board, the ODA administrator will chair preliminary, interim, preflight, and final TC board meetings on major projects. The ODA administrator will also chair any other meetings to meet the objectives in these procedures. The ODA holder must document the minutes of all board meetings. The ODA administrator must coordinate scheduling of, and FAA participation in, the meetings with the FAA OMT lead. During the meetings, the FAA will:

(1) Establish the applicable certification basis.

(2) Identify any areas requiring formulation of special conditions.

(3) Offer special attention, information, and guidance to address new design concepts, service difficulties, FAA policy, and current state-of-the-art considerations.

(4) Set those areas of the TC program where the FAA will participate, including making findings or making specific findings of compliance.

(5) Coordinate program scheduling necessary to accomplish the required FAA participation.

(6) Establish that areas requiring FAA participation have been satisfactorily completed.

(7) Review the certification and conformity inspection plans.

(8) Review the applicable noise and emission requirements and establish the nature and extent of tests and substantiation expected from the manufacturer.

h. Compliance with Regulatory Requirements. Engineering and flight test ODA UMs determine compliance with the FAA regulations and specific foreign regulations delegated to the FAA by foreign airworthiness authorities. The ODA unit must use the proper FAA forms.

(1) Compliance Documentation. Engineering or flight test representatives must approve or complete the following, as applicable, to document compliance:

(a) FAA Form 8100-9. Statement of Compliance with Airworthiness Standards. FAA Form 8100-9 must note that the data approval supports an ODA certification project.

(b) FAA Form 8110-1, Type Inspection Authorization.

(c) FAA Form 8110-31, Type Inspection Report (Part II), as applicable.

(d) FAA Form 8120-10, Request for Conformity.

(e) Flight manuals and supplements, as required.

(2) Findings to Foreign Regulations. The OMT may authorize a TC ODA unit to find compliance to specific foreign regulations delegated to the FAA by a foreign airworthiness authority. This may only be done when allowed by the Bilateral Aviation Safety Agreement (BASA) Implementation Procedures for Airworthiness (IPA), Technical Implementation Procedures (TIP) or written FAA-approved arrangement with that country (after consultation with the International Office (AIR-040). The ODA unit must also submit FAA Form 8100-9 and the substantiating data to the OMT if the "Recommend Approval" block is checked for the data, or make it available if the "Approval" block is checked. The OMT will send FAA approval to the foreign authority.

(3) Compliance Findings for ELOS Provisions. After the FAA defines any ELOS provisions, engineering and flight test ODA UMs may determine whether the product complies with them. If identified as a specific finding, the ODA unit must submit equivalent safety finding results, in writing, to the OMT for approval.

i. Conformity. Inspection personnel in the ODA unit conduct and document conformity inspections and establish the airworthiness of the product. Conformity inspections must be accomplished, as required, in accordance with the guidance in FAA Order 8110.4.

(1) Prior to any FAA conformity inspection, the product or article must be inspected in accordance with § 21.33 and an FAA Form 8130-9, Statement of Conformity, must be completed to satisfy § 21.53.

(2) If a foreign-registered aircraft is used as a test article to substantiate an alteration, the ODA holder must verify that the aircraft conforms to its approved type design, as needed, to substantiate the alteration.

(a) If a foreign airworthiness authority does not allow ODA UMs to perform functions within its country, the FAA will issue conformity inspection requests to the foreign authority.

(3) If conformity inspection is required prior to a compliance inspection or test, the ODA UMs must complete the following (as applicable) to document conformity with the type design of the end product, in-process product, or test articles:

(a) FAA Form 8100-1, Conformity Inspection Record.

(b) FAA Form 8110-31, Type Inspection Report (Part I).

(c) FAA Form 8130-3, Authorized Release Certificate, Airworthiness Approval Tag.

j. Aircraft Evaluation Division (AED) Functions.

(1) Instructions for Continued Airworthiness (ICA).

(a) ICA Function Code Not Authorized. The ODA holder must develop and submit ICA, or an impact assessment showing no ICA impact, for any new or changed type design. The ICA must be coordinated with the AED OMT member(s) early in the program to ensure that ICA development and acceptance does not delay the program. The AED OMT representative will determine the level of the AED's involvement during the program notification review. The ODA holder must ensure the ICA is accepted upon delivery of the product or prior to issuance of the first standard or restricted airworthiness certificate for an affected aircraft, whichever occurs later.

(b) ICA Function Code Authorized. If the ODA holder is authorized to accept ICA on behalf of the FAA, the ODA holder must comply with the ICA processes before completing FAA Form 8100-11.

(2) Other AED Functions. AED determinations of operational suitability, MMEL revisions, crew training, etc., may not be delegated to an ODA holder. The OMT lead must coordinate with the appropriate AED OMT members to ensure that all program requirements are satisfied.

k. TC Issuance.

(1) Data Submittal. After determining that the product complies with FAA regulations and obtaining FAA approval of all specific findings, the ODA holder must submit the following:

(a) An FAA Form 8100-11, Organization Designation Authorization Statement of Completion, certifying that the design complies with the FAA regulations;

(b) A proposed Type Certificate Data Sheet (TCDS); and

(c) The information necessary for safe operation of the product (for example, the flight manual, ICA, and so on).

(2) TC. The OMT will issue the TC and TCDS.

5-4. Approval of Major Alteration or Major Repair Data.

a. Limitations of Approvals. An ODA unit may approve major repair and major alteration data for specific products manufactured by the ODA holder and identified by serial number on the FAA Form 8100-9. The ODA unit may approve multiple-use repair data applicable to the holder's products, as identified on FAA Form 8100-9. The ODA unit may also approve multiple-use repair data as repair specifications, which can serve as an alternative to using manufacturer's service documents to convey approval. Repairs specification approvals must be managed by an administrator performing the repair specification Designated Engineering Representative (DER) function.

b. Critical, Life-Limited, and Influencing Articles. Repair or alteration data approval that affects critical, life-limited, or influencing articles must be coordinated with the OMT.

c. Major Repairs and Major Alterations. The ODA unit must document these data approvals on FAA Form 8100-9. This data is considered "approved data" for the purpose of returning the repaired or altered product to service. See Figure A-7, Sample FAA Form 8100-9 Used for TC ODA Repair Data Approval, for a sample data approval form. FAA Form 8100-9 must clearly identify:

(1) The make and model of the specific products addressed by the approval, including serial numbers for all approvals other than repair specifications;

(2) Whether all aspects of the repair or alteration are addressed;

(3) Those aspects of the repair or alteration that the form approves; and

(4) That other data approvals may be required (if necessary).

d. Statement of Completion. In cases when the repair or alteration data approvals address all aspects of a particular repair or alteration, an FAA Form 8100-11 may be completed to indicate approval of all aspects of the following, as necessary:

(1) Type design and compliance substantiation data.

(2) Repair procedures or installation instructions.

(3) Required manuals or supplements.

e. ICA and/or Airworthiness Limitations Information. If ICA are developed as a result of a major repair or alteration, they must be prepared in a manner acceptable to the FAA.

> **Note:** The ICA for repairs and alterations do not have to be accepted by the FAA or ODA unit, but the applicant is required to develop ICA that meet the requirements of FAA Order 8110.54.

5-5. Approval of AMOCs to ADs and AD-Mandated Repairs.

a. Approval of AMOCs for Specific ADs with Structural Aspects. A TC ODA holder may be authorized to approve AMOCs for specific ADs with structural aspects (i.e., structural ADs or ADs involving other disciplines in which structure may be affected by repair, modification, or alteration). This authority may be granted only for aircraft on the ODA holder's TC when the OMT determines that the intent of the AD is to restore an aircraft to its type certification basis or other known, defined, and published standards. This authority is not applicable to engines and propellers.

(1) Authorizing the ODA Holder. The ODA holder will work with the OMT to determine which ADs are appropriate for delegation. The ODA holder must identify the specific AMOC authority of each ODA UM in the ODA UM listing. The ODA UM's authority must be defined for each applicable AD and include the applicable airworthiness standards and acceptable deviations to the AD requirements, such as short edge margins, fastener or material substitutions, or finish differences.

(2) Limitations. The ODA holder may approve AMOCs defining deviations for repairs and/or alterations to a single aircraft. However, the same AMOC may be approved repeatedly on separate FAA Form 8100-9s for multiple aircraft that are determined eligible. In rare circumstances, when the ODA holder has documented a pattern of identical approvals, and in coordination with the OMT, the ODA holder may be authorized to approve a global AMOC or an AMOC applicable to a number of products operated by a single operator. Also, FAA Form 8100-9 must state whether the AMOC is transferrable and must contain the following statement, "Before using this AMOC, notify your appropriate principal inspector (PI), or lacking a PI, the manager of the local Flight Standards (FS) office." The following may not be authorized:

(a) Adjustments to the compliance times.

(b) Changes to operational limitations specified in ADs.

(c) Discretionary judgments of acceptability.

(d) Continued operation with unrepaired damage, such as corrosion or cracks.

(e) Any area other than aircraft structures, except as provided for in subparagraph 5-5.b.

(3) Temporary Repair AMOC Requirements. A temporary repair may be approved as an AMOC only when:

(a) The temporary repair meets all of the airworthiness requirements applicable to the aircraft.

(b) The durability of the temporary repair must be at least twice the structural maintenance period, but not less than 18 months (based on projected aircraft utilization).

(c) The temporary repair must be replaced by a permanent repair (or terminating action in the case of an AMOC) by the next structural maintenance check, but not later than 24 months.

(d) The temporary repair must not require inspection while it is installed.

b. Approval of AMOCs not Relevant to the Unsafe Condition. A transport category aircraft TC ODA holder may be authorized to approve AMOC requests for deviations, including areas other than structures that are not relevant to the unsafe condition addressed by the AD. The deviation must not have an adverse impact on the prescribed corrective action intended to address the identified unsafe condition described in the AD. For example, if the location of a bracket is a part of, or the cause of, the unsafe condition described in the AD, it is not appropriate for an AMOC under these provisions to allow a deviation from the bracket relocation requirement specified in the AD. The ODA procedures manual and ODA UM listing must clearly define the boundaries and limitations of AMOC approval authority provided for under these provisions. The activities that may be authorized include:

(1) Modifications Not Associated with the Unsafe Condition;

(a) Trimming of nonairframe brackets or clamps for systems hardware;

(b) Relocation of brackets, clamps, or wire bundles for systems hardware;

(c) Drilling or mounting location deviations for systems hardware brackets, clamps, or panels;

(d) Instructions for drilling holes required for installing systems parts;

(e) Splicing wire (allowed on non-fuel quantity indicating system (FQIS) electrical systems only);

(f) Alternate wire caps, grommets, terminal blocks, ground blocks, and lugs;

(g) Alternate relay positions;

(h) Alternate wire routing instructions (2-inch minimum wire separation required from FQIS wiring);

(i) Movement of wires to alternate connector pins;

(j) Movement of wires to alternate terminal blocks (2-inch separation required from FQIS wiring);

(k) Movement of wires to alternate splices;

(l) Approval to retain wire that is long enough to meet rerouting requirement where instructions say to discard;

(m) Replacing existing wire with longer wire where instructions specify use of existing wire;

(n) Retaining replaced wires as spares instead of discarding;

(o) Wire bundle wrapping differences;

(p) Alternate means to relabel electrical panels;

(q) Deviations from cleaning instructions;

(r) Errors in sealant part number/alternate sealant; and

(s) Replacing removed bolts/nuts/washers with new hardware instead of reinstalling old ones.

(2) Alternate Service Instructions Not Affecting the Unsafe Condition:

(a) Request to remove more or fewer parts/components than the instructions require to gain required access to service area;

(b) Alternate method of removing components than instructions specify;

(c) Allow flight controls to be deactivated in other positions than what instructions specify;

(d) Allow for servicing over two maintenance periods instead of one within required compliance time;

(e) Allow maintenance actions to be completed with aircraft electrical power removed;

(f) Allow for modifications of components at bench level instead of on airplane;

(g) Allow for alternate inspection methods to verify part or component manufacturer, if available; and

(h) Correction of spelling errors and isolated instances of part number errors. This does not include part number changes throughout the service instructions.

c. Documentation. Delegated AMOCs must be distributed in accordance with FAA Order 8110.103. The ODA UM must specify the following on FAA Form 8100-9:

(1) The affected aircraft model, serial number, and owner/operator of the product. For a global or multiple product AMOC, identify the applicable aircraft for which the AMOC is approved. This can be accomplished through a listing of applicable operators, serial numbers, or other limiting criteria, or if the global AMOC applies to all serial numbers, so state;

(2) The AD number and paragraph(s) to which the AMOC applies;

(3) A complete and detailed description of the AMOC, including part names, numbers, and serial numbers (if applicable). A description of damage, modifications, alterations, and repairs, and any inspections, inspection thresholds/intervals, and other necessary descriptive information;

(4) Any restrictions on the AMOC, such as special processes or time limitations;

(5) A statement as to whether or not the AMOC is transferrable;

(6) Reference(s) to substantiating data;

(7) A reference to the ODA procedures manual granting AMOC approval authority to the ODA holder;

(8) A statement that the approval meets the applicable sections of the aircraft type certification basis or other defined airworthiness standards. For example, an alternate inspection method requires an approved damage tolerance assessment. Specific 14 CFR paragraphs must be listed;

(9) The following statement: "Before using this AMOC, notify your appropriate principal inspector (PI), or lacking a PI, the manager of the local Flight Standards (FS) office;" and

(10) The ODA UM's signature and date.

d. ODA Holder Responsibilities. The ODA holder must:

(1) Notify the operator of the terms of any life-limited, ODA unit-approved temporary repair for a particular AD. The notification must include a copy of FAA Form 8100-9, indicating approval and stating that the approval is time limited and must be removed on or before a specific date (or flight cycle limit, time limit, etc.).

(2) Notify the OMT of such an approval within 72 hours, or as agreed to by the OMT.

(3) Keep all records (telexes, stress and life analyses, letters, etc.) for a period of time consistent with normal continuing airworthiness recordkeeping requirements, but not less than 1 year after the removal of said temporary repair from the aircraft.

(4) Have available the necessary paperwork to support any audits that the responsible OMT deems necessary to oversee the system.

5-6. Global AMOCs for Revisions to Service Bulletins (SB). The ODA holder may be authorized to approve global AMOCs for administrative (non-technical) corrections to an SB referenced in an AD. The ODA holder must have a procedure in place with the AD-issuing office for such approvals. These AMOCs must be distributed in accordance with FAA Order 8110.103.

5-7. Airworthiness Certification.

a. Airworthiness Certificate Issuance. Before issuing a Standard or Special Airworthiness Certificate, or an SFP, ODA UMs must inspect the aircraft and document the results of the inspection, as described in FAA Order 8130.2. Before issuing an experimental certificate or SFP, the ODA unit must get written approval from the responsible Certificate Management Section where the aircraft is located of any limitations, conditions, and flight test areas the FAA considers necessary for safety. The ODA unit should recommend limitations, conditions, and flight test areas, as stated in the applicant's program letter to the FAA. The method for airworthiness application and processing is through the AWC. The ODA holder must coordinate with the Certificate Management Section for use of AWC. This process must be identified in the ODA holder's procedures manual. The ODA UMs must review and complete the following, as applicable:

(1) FAA Form 8100-1, Conformity Inspection Record;

(2) FAA Form 8100-2, Standard Airworthiness Certificate;

(3) FAA Form 8130-6, Application for U.S. Airworthiness Certificate; or

(4) FAA Form 8130-7, Special Airworthiness Certificate.

b. Experimental Category Special Airworthiness Certificates. The ODA unit must provide specific operating limitations before issuing a Special Airworthiness Certificate in the experimental category. The ODA unit must issue all airworthiness certificates in accordance with FAA Order 8130.2. The ODA unit must send the certification package to the Certificate Management Section. The Certificate Management Section will send the original airworthiness certification package (including the application, supporting documentation, and the certificate) to the Aircraft Registration Branch.

c. Foreign-Registered Aircraft. An ODA unit may not issue an airworthiness certificate or special flight authorization for a foreign-registered aircraft. Only the FAA may issue special flight authorizations for foreign-registered aircraft. The FAA requires special flight authorizations to operate the aircraft if the aircraft does not have a Standard Airworthiness Certificate from an International Civil Aviation Organization (ICAO) Member State.

d. Special Flight Permits (SFP). Before issuing an SFP, the ODA unit must obtain from the Certificate Management Section, in writing, any limitations, conditions, and areas of operation the FAA considers necessary for safety. The ODA unit must issue the SFP, FAA Form 8130-7, in accordance with FAA Order 8130.2. The Certificate Management Section will send the original airworthiness certification package (including the application, supporting documentation, and the certificate) to the Aircraft Registration Branch when required by FAA Order 8130.2.

> **Note:** Temporary operation of overweight aircraft must be authorized on a caseby-case basis by the OMT. Overweight operation is not allowed for rotorcraft.

5-8. Special Considerations—MCDA. Certification projects for MCDA are completed following the requirements of FAA Order 8110.101, Type Certification Procedures for Military Commercial Derivative Aircraft. Applications for new TCs must be coordinated with the MCDA project manager in the Compliance and Airworthiness Division (AIR-700) and approved by AIR-700. ODA holders that commonly perform MCDA amended TC projects must address these unique requirements in their ODA procedures manual.

a. Project Initiation. The ODA holder must submit copies of the PNL to both the OMT lead and the Military Certification Branch. The applicant's PNL must specify the sponsoring armed service and the applicant's contact at the sponsoring armed service and any additional information, as required by FAA Order 8110.101. The Military Certification Branch accepts applications for certification after obtaining notification and authorization from the sponsoring armed service. The Military Certification Branch will endeavor to respond to the PNL within 30 calendar days. However, due to the special considerations of MCDA projects, it may sometimes be impossible to provide a response in this period. The Military Certification Branch will respond to the PNL providing the project number, identifying any FAA-specific findings, areas of oversight, and FAA personnel involved with the project.

b. Project Completion. The Military Certification Branch will oversee the project activity according to the response to the PNL, ensuring all specific findings of compliance are completed. Upon completion of the project, the ODA holder must submit the data required by subparagraph 5-3j(1) to both the Military Certification Branch and the OMT lead.

c. Service Difficulties. 14 CFR §183.63 data (unsafe conditions/noncompliances) must be sent to both the Military Certification Branch and the Certification Branch OMT.

5-9. Data Approvals Supporting Other Certification Programs. The ODA unit may approve data in support of a certification project when the ODA holder is the applicant for the project or in support of another applicant's project involving products manufactured by the ODA holder. If providing approvals to another applicant, the ODA administrator must provide a letter to both the project applicant and the OMT. The letter must identify the approvals to be performed by the ODA unit and state that the ODA unit is authorized to make those specific approvals. The ODA administrator must ensure that the ODA UMs making the approval are qualified and authorized with the appropriate delegated functions and authorized areas. The ODA holder must keep copies of FAA Form 8100-9 and all data approved.

Section 2. Production Certification ODA (PC ODA)

This section outlines the requirements and functions for PC ODA holders. Primarily, a PC ODA holder determines that a product conforms to its type design and is in a condition for safe operation. A PC ODA holder may also issue airworthiness certificates and export airworthiness approvals. In addition, a PC ODA holder may perform an evaluation leading to amendment of a production limitation record (PLR) and approve a minor change to its quality manual. A PC ODA holder is not authorized to issue the PC or amend the PLR. Only the FAA may perform these functions.

5-10. Functions. Table 5-2.1 lists the available PC ODA function codes. The PC ODA holder's procedures manual must identify the ODA holder's specific authorized functions and any limitations required by the OMT. The available PC ODA functions are:

Table 5-2.1. PC ODA Functions

PC Authorized Functions	Function Code	FC Owner
Issue/Amend Standard Airworthiness Certificates	9061	MF
Issue/Amend Special Airworthiness Certificates	9062	MF
Issue Domestic Airworthiness Approvals	9063	MF
Issue Export Airworthiness Approvals - Articles	9064	MF
Issue Export Airworthiness Approvals - Products	9065	MF
Issue Special Flight Permits	9066	MF
Issue/Amend Special Airworthiness Certificates - Primary Category Aircraft	9067	MF
Issue/Amend Special Airworthiness Certificates - Restricted Category Aircraft	9068	MF
Issue Provisional Airworthiness Certificates	9069	MF
Establish Conformity Inspection Requirements	9070	MF
Determine Conformity of Articles Including Test Articles	9080	MF
Determine Conformity of Test Set-Up	9090	MF
Determine Conformity of Installations of Articles Including TIA Inspections on a Product	9100	MF
Evaluate Production Limitations Record, PC, and Process Changes	9120	MF
Approve Minor Changes to Quality Control Manual/Procedures	9150	MF
Issue FAA Form 8130-31, Statement of Conformity - Military Aircraft	9170	MF
MF = AIR Manufacturing		

a. Issue Airworthiness Certificates. The PC ODA unit must comply with part 21 subparts H and L; FAA Order 8130.2; FAA Order 8130.21, Procedures for Completion and Use of the Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag; and this order. A PC ODA unit may perform the following functions:

(1) Issue/Amend Standard Airworthiness Certificates (9061). The ODA holder may issue/amend Standard Airworthiness Certificates for U.S.-registered aircraft.

(2) Issue/Amend Special Airworthiness Certificates (9062). The ODA holder may issue/amend Special Airworthiness Certificates in the experimental category for the purpose of R&D, showing compliance with regulations, crew training, exhibition, or market surveys.

(3) Issue Domestic Airworthiness Approvals (9063). The ODA holder may issue domestic airworthiness approvals for shipments to identify the airworthiness approval status of products and articles produced and located in the United States.

Note: Pursuant to 14 CFR § 43.3(j)(1), a manufacturer (ODA holder) may rebuild or alter any aircraft, aircraft engine, propeller, or appliance manufactured by it under a TC or PC. Issuing approval for return-to-service documents for rebuild and alteration activities is not an ODA function.

(4) Issue Export Airworthiness Approvals (9064). The ODA holder may issue export airworthiness approvals for articles (as defined by part 21).

(5) Issue Export Airworthiness Approvals (9065). The ODA holder may issue export airworthiness approvals for products (as defined by part 21).

(6) Issue Special Flight Permits (9066). The ODA holder may issue SFPs for U.S.-registered aircraft for the purposes outlined in § 21.197(a)(1), (a)(2), (a)(3), (a)(4), (a)(5), and (b).

(7) Issue/Amend Special Airworthiness Certificates (9067). The ODA holder may issue/amend Special Airworthiness Certificates for primary category aircraft.

(8) Issue/Amend Special Airworthiness Certificates (9068). The ODA holder may issue/amend Special Airworthiness Certificates for restricted category aircraft.

(9) Issue Provisional Airworthiness Certificates (9069). Original product (as defined by part 21) provisional airworthiness certificates may be issued under this function.

b. Establish Conformity Inspection Requirements (9070). A PC ODA unit may set requirements for the extent and kind of conformity inspections required, such as airworthiness inspection, change of supplier, or change of manufacturing location. An ODA unit may issue a request for conformity.

c. Determine Conformity of Articles Including Test Articles (9080). A PC ODA unit may determine whether engines, propellers, articles, or test articles conform to the design data. This function may include witnessing tests, as specifically identified by the ODA procedures manual, and is authorized on a case-by-case basis by the project-managing Certification Branch.

d. Determine Conformity of Test Set-Up (9090). A PC ODA unit may determine whether a test setup conforms to the design data, as required by approved test plans. This function may include witnessing tests, as specifically identified by the ODA procedures manual, and is authorized on a case-by-case basis by the project Certification Branch.

e. Determine Conformity of Installations of Articles Including TIA Inspections on a Product (9100). A PC ODA unit may determine whether installations of articles on a product conform to the design data and perform TIA inspections.

f. Evaluate Production Limitations Record, PC, and Process Changes (9120). A PC ODA unit may perform an evaluation of the ODA holder's quality control (QC) system to address new or amended TC models, Supplemental Type Certificate (STC) designs, or process changes. The PC or PLR may be amended by the FAA if the ODA unit finds the QC system and

associated production processes comply with 14 CFR §§ 21.137, 21.138, 21.139, 21.140, 21.147, and 21.150 (i.e., part 21).

g. Approve Minor Changes to Quality Control Manual/Procedures (9150). A PC ODA unit may approve minor changes to the quality system required by § 21.137. A minor QC change is one that is not substantive, such as correction of a typographical error, organizational name, form number, or format change. In accordance with § 21.150, a PC ODA must notify the FAA, in writing, of any change that may affect the inspection, conformity, or airworthiness of the product.

h. Issue FAA Form 8130-31, Statement of Conformity - Military Aircraft (9170). An ODA UM may prepare and sign FAA Form 8130-31 on behalf of the FAA.

5-11. Limitations. Per 14 CFR § 183.55(c), the OMT may impose any limitation on an ODA holder's authority, as warranted by the ODA holder's staffing and experience that the OMT determines appropriate. The OMT must limit the authority based upon the qualifications and capabilities of the ODA UMs. No ODA unit may:

a. Perform any function on any aircraft, engine, propeller, or article not originally manufactured by the PC ODA holder or that is not in support of the ODA holder's TC or STC projects.

b. Deviate from the FAA policy and guidance applicable to the ODA unit's authorized functions.

5-12. PC Programs and PLR Changes.

a. Production Approval Process. An ODA holder must use the same process the FAA uses for standard certification programs (refer to FAA Order 8120.22, Production Approval Procedures and FAA Order 8120.23).

b. Production Approval Programs. Inspection personnel in the ODA unit must determine that the requirements of § 21.147 are met before a new TC model, STC design, or process may be added to the PLR. The procedures manual must contain the specific forms and procedures used to determine and document compliance to part 21. The procedures manual must identify the methods and procedures leading to amendment of the PLR (refer to FAA Orders 8120.22 and 8120.23).

(1) The ODA holder must complete FAA Form 8110-12 to add a new TC model, STC design, or a process to its PC or PLR.

(2) The ODA unit must review FAA Form 8110-12 for completeness. The ODA unit will advise the ODA holder of the actions necessary to revise the PLR. The ODA unit will develop and approve an appropriate PLR certification and product audit plan to evaluate the quality system (refer to FAA Orders 8120.22 and 8120.23).

(3) The ODA unit must establish, in advance, with the OMT if any of the areas of the quality system will require FAA participation during the PLR audit.

(4) The ODA unit must schedule and conduct the audit utilizing its approved auditing plan. At minimum, the audit will address the systems elements presented on FAA Form 8100-12, ODA Production Limitation Record (PLR) Report, and will include a product audit of at least one product/article. The systems and product audit must also include supplier(s). The results of this audit will be documented on FAA Form 8100-12. The ODA unit must notify the ODA holder, in writing, of the results of the PLR audit.

(5) The ODA unit must perform any conformity inspections identified in the comprehensive conformity inspection plan, in accordance with FAA Order 8110.4. If a conformity inspection is required to substantiate the ODA holder's capability to produce articles that conform to the design, the ODA unit must complete FAA Form 8100-1. The ODA unit must verify that all production conformity inspections have been completed and are satisfactory before the FAA will amend the PLR.

(6) The ODA unit will notify the ODA holder of the results of the PLR audit and will request corrective actions for the findings made during the PLR audit. The ODA holder must develop corrective action for any noncompliance identified during the PLR audit. The ODA unit must verify that the ODA holder implements corrective action for any noncompliance identified during the PLR audit. The ODA unit must record the results of any implemented corrective action on FAA Form 8100-12 before the FAA will amend the PLR.

(7) Before a new TC model, new STC design, or process is added to the PLR, the ODA unit must ensure that all design paperwork is complete and the design has been approved. The ODA unit must use applicable FAA forms. Inspection personnel in the ODA unit must approve the following forms, as applicable, to document compliance:

(a) FAA Form 8100-1, Conformity Inspection Record, documenting that the ODA unit completed all FAA conformity inspections and that any unsatisfactory conditions have been corrected.

(b) FAA Form 8100-12, ODA Production Limitation Record (PLR) Report.

(8) The ODA administrator must submit FAA Form 8100-12 to the OMT. The managing Certificate Management Section will sign the PLR and provide it to the ODA holder.

5-13. TC/STC Conformity Inspections. Inspection personnel in the ODA unit may conduct conformity inspections in support of FAA and/or CAA-managed certification programs. Conformity inspections must be accomplished in accordance with the guidance in FAA Order 8110.4.

a. Applicant Conformity Inspections. Prior to any FAA conformity inspection, the product or article must be inspected in accordance with § 21.33, and FAA Form 8130-9 must be completed to satisfy § 21.53.

b. ODA Unit Conformity Inspections. Prior to any compliance inspection or test, an ODA UM must determine that the end product, in-process articles, or test articles conform to the type design. The ODA UM must document conformity on the following (as applicable):

(1) FAA Form 8100-1, Conformity Inspection Record.

(2) FAA Form 8110-31, Type Inspection Report (Part I).

(3) FAA Form 8130-3, Authorized Release Certificate, Airworthiness Approval Tag.

5-14. Airworthiness Certification.

a. Airworthiness Certificate Issuance. Before issuing a Standard or Special Airworthiness Certificate, ODA UMs must inspect the aircraft and document the results of the inspection. Before issuing an experimental certificate, the ODA unit must get written Certificate Management Section approval of any limitations, conditions, and flight test areas the FAA considers necessary for safety. Refer to FAA Order 8130.2 for information about limitations, conditions, and flight test areas the FAA considers necessary for safety. The ODA unit should recommend limitations, conditions, and flight test areas, as stated in the applicant's program letter to the FAA. The method for airworthiness application and processing is through the AWC. The ODA holder must coordinate with the Certificate Management Section for use of AWC. This process must be identified in the ODA holder's procedures manual. The ODA UMs must review and complete the following, as applicable:

(1) FAA Form 8100-1, Conformity Inspection Record;

(2) FAA Form 8100-2, Standard Airworthiness Certificate;

(3) FAA Form 8130-6, Application for U.S. Airworthiness Certificate; or

(4) FAA Form 8130-7, Special Airworthiness Certificate.

b. Experimental Category Special Airworthiness Certificate. The ODA unit must provide specific operating limitations before issuing a Special Airworthiness Certificate in the experimental category. The ODA unit must issue all airworthiness certificates in accordance with FAA Order 8130.2. The ODA unit must send the certification package to the Certificate Management Section. The Certificate Management Section will send the original airworthiness certification package (including the application, supporting documentation, and the certificate) to the Aircraft Registration Branch. For the purpose of operating limitations, the FAA recommends the use of FAA letterhead in accordance with FAA Order 8130.2.

c. Special Flight Permits (SFP). Before issuing an SFP, the ODA unit must obtain from the Certificate Management Section, in writing, any limitations, conditions, and areas of operation the FAA considers necessary for safety. The ODA unit must issue the SFP, FAA Form 8130-7, in accordance with FAA Order 8130.2. The Certificate Management Section will send the original airworthiness certification package (including the application, supporting documentation, and the certificate) to the Aircraft Registration Branch, when required by FAA Order 8130.2. The ODA holder should establish procedures for an SFP for production flight testing for each aircraft that needs to be covered.

Note: Temporary operation of overweight aircraft must be authorized on a caseby-case basis by the OMT. Overweight operation is not allowed for rotorcraft.

5-15. Airworthiness Approvals.

a. Export Airworthiness Approvals. The ODA unit may issue airworthiness approvals for products and articles produced by the ODA holder. When exporting products or articles (as defined by part 21), the ODA unit must determine that the requirements of part 21 subpart L are met.

(1) Products. If required, the ODA holder must complete FAA Form 8130-1, Application for Export Certificate of Airworthiness, in accordance with § 21.327 and Advisory Circular (AC) 21-2, Complying with the Requirements of Importing Countries or Jurisdictions When Exporting U.S. Products, Articles, or Parts. FAA Form 8130-4, Export Certificate of Airworthiness, will only be issued for a complete aircraft. Aeronautical Center Form 8050-72, Export Certificate Number Assignment Card, must also be completed with FAA Form 8130-4. Instructions are found in FAA Order 8130.2; FAA Order 8000.95; and AC 21-2.

(2) Aircraft Engines, Propellers, or Articles. Export airworthiness approvals for aircraft engines, propellers, and articles are issued using FAA Form 8130-3. The ODA unit must ensure the requirements in AC 21-2, and the special requirements of importing countries are met before issuing export airworthiness approvals. The ODA unit must issue FAA Form 8130-3 in accordance with FAA Order 8130.21

b. Domestic Airworthiness Approvals. The ODA unit may issue airworthiness approvals (FAA Form 8130-3) for products and articles produced by the ODA holder. FAA Form 8130-3 must be issued in accordance with FAA Order 8130.21.

Section 3. Technical Standard Order Authorization Holder ODA (TSOA ODA)

This section outlines the requirements and functions for TSOA ODA holders. A TSOA ODA holder may determine conformity of its articles and test setups and issue airworthiness and export approvals.

5-16. Functions. Table 5-3.1 lists the available TSOA ODA function codes. The TSOA ODA holder's procedures manual must identify the ODA holder's specific authorized functions and any limitations required by the OMT.

Table 5-3.1. TSOA ODA Functions

TSOA Authorized Functions	Function Code	FC Owner
Issue Domestic Airworthiness Approvals	10063	MF
Issue Export Airworthiness Approvals - Articles	10064	MF
Determine Conformity of Articles Including Test Articles	10080	MF
Determine Conformity of Test Set-Up	10090	MF
MF = AIR Manufacturing		

a. Issue Airworthiness Approvals. The ODA unit must comply with part 21, FAA Orders 8130.2, 8130.21, and this order. A TSOA ODA unit may perform the following functions:

(1) Issue Domestic Airworthiness Approvals (10063). The ODA holder may issue Domestic Airworthiness Approvals for articles.

> **Note:** Pursuant to 14 CFR § 43.3(j)(2), a manufacturer (ODA holder) may rebuild or alter any aircraft, aircraft engine, propeller, or appliance manufactured by it under a TSOA. Issuing approval for return-to-service documents for rebuild and alteration activities is not an ODA function.

(2) Issue Export Airworthiness Approvals (10064). The ODA holder may issue Export Airworthiness Approvals for articles, as defined by part 21.

b. Determine Conformity of Articles Including Test Articles (10080). A TSOA ODA unit may determine whether articles or test articles conform to the design data.

c. Determine Conformity of Test Set-Up (10090). A TSOA ODA unit may determine whether a test setup conforms to the design data, as required by approved test plans.

5-17. Limitations.

a. Imposing Limitations. The OMT may impose any limitation on an ODA holder's authority, as warranted by the ODA holder's staffing and experience, that the OMT determines appropriate. The OMT must limit the authority based upon the qualifications and capabilities of the ODA UMs.

b. Issuing Airworthiness Approvals. An ODA unit may issue airworthiness approvals only for those articles produced under the ODA holder's TSOA. The procedures manual must specify the articles covered by the authorization. The ODA unit may determine conformity in support of FAA-managed certification projects for installation approvals, such as TC or STC, only for those articles produced under the ODA holder's TSOA.

5-18. Conformity Inspections. Inspection personnel in the ODA unit may conduct conformity inspections in support of FAA and/or CAA-managed certification programs. Conformity inspections must be accomplished in accordance with the guidance in FAA Order 8110.4.

a. Applicant Conformity Inspections. Prior to any FAA conformity inspection, the product or article must be inspected in accordance with § 21.33, and FAA Form 8130-9 must be completed to satisfy § 21.53.

b. Forms and Procedures for Documentation. The ODA holder's procedures manual must identify the specific forms and procedures used to identify and document inspection results. Refer to FAA Order 8110.4 for where to find forms and instructions on how to complete them. The procedures manual must identify the procedures used to develop and approve the conformity inspection plan.

c. ODA Unit Conformity Inspections. Prior to any compliance inspection or test, an ODA UM must determine that the end product, in-process articles, or test articles conform to the type design. The ODA UM must document conformity on the following (as applicable):

(1) FAA Form 8100-1, Conformity Inspection Record.

(2) FAA Form 8110-31, Type Inspection Report (Part I).

(3) FAA Form 8130-3, Authorized Release Certificate, Airworthiness Approval Tag.

5-19. Airworthiness Approvals.

a. Export Airworthiness Approvals. The ODA unit may issue airworthiness approvals (FAA Form 8130-3) for articles produced by the ODA holder. When exporting articles (as defined by part 21), the ODA unit must determine that the requirements of part 21 subpart L are met. The ODA unit must ensure the requirements in AC 21-2, and the special requirements of importing countries are met before issuing export airworthiness approvals. FAA Form 8130-3 must be issued in accordance with FAA Order 8130.21.

b. Domestic Airworthiness Approvals. The ODA unit may issue airworthiness approvals (FAA Form 8130-3) for articles produced by the ODA holder. FAA Form 8130-3 must be issued in accordance with FAA Order 8130.21.

Section 4. Supplemental Type Certification ODA (STC ODA)

This section outlines the requirements and functions for STC ODA holders. An STC ODA holder may issue STCs and related airworthiness certificates, approve data in support of FAA-managed projects, and approve repair and alteration data in support of STCs it has issued.

5-20. Functions. Table 5-4.1 below lists the available STC ODA function codes. An STC ODA holder must be able to perform all of the functions required for the alterations for which it may issue an STC. The STC ODA holder's procedures manual must identify the ODA holder's specific authorized functions and limitations required by the OMT.

Table 5-4.1. STC ODA Functions

STC Authorized Functions	Function Code	FC Owner
Approve Technical Data and Find Compliance to Airworthiness Standards	11010	EN
Issue/Amend STCs	11020	EN
Approve Operational or Repair Information	11040	EN
Approve Airworthiness Limitations Information	11050	EN
Issue/Amend Standard Airworthiness Certificates	11061	MF
Issue/Amend Special Airworthiness Certificates	11062	MF
Issue Special Flight Permits	11066	MF
Issue/Amend Special Airworthiness Certificates - Primary Category Aircraft	11067	MF
Issue/Amend Special Airworthiness Certificates - Restricted Category Aircraft	11068	MF
Issue Replacement Airworthiness Certificates	110610	MF
Establish Conformity Inspection Requirements	11070	EN
Determine Conformity of Articles Including Test Articles	11080	MF
Determine Conformity of Test Set-Up	11090	MF
Determine Conformity of Installations of Articles Including TIA Inspections on a Product	11100	MF
Perform Compliance Inspections	11110	EN
Approve Data for Major Alterations or Major Repairs	11130	EN
Perform Approvals in support of TC ODA Holder Projects	11160	EN
Perform Approvals in support of TC ODA Holder Projects	11160	MF
Issue FAA Form 8130-31, Statement of Conformity - Military Aircraft	11170	MF
Perform Review and Acceptance of ICA	11180	AE
Approve EWIS ICA	11190	EN

EN = AIR Engineering
MF = AIR Manufacturing
AE = Flight Standards Aircraft Evaluation Division

a. Approve Technical Data and Find Compliance to Airworthiness Standards (11010). An STC ODA unit may approve type design and substantiation data, including changes to the data. This includes:

(1) Approving technical data, such as drawings, test plans, test data, specifications, or analyses.

(2) Witnessing tests.

(3) Reviewing test data to ensure that the test followed the test plan.

(4) For analytical data, ensuring that appropriate and validated analytical models or systems are used.

b. Issue/Amend STCs (11020). An STC ODA unit may issue an STC if it finds that the requirements of 14 CFR §§ 21.20, 21.113, and 21.115, for issuance of an STC are met.

c. Approve Operational or Repair Information (11040). An STC ODA unit may approve operational information. The specific authority must be defined in the procedures manual. Under this function code, the ODA unit may approve an AFMS and any associated information, such as cargo loading or W&B (including revisions) for an STC it issues.

d. Approve Airworthiness Limitations Information (11050). An STC ODA unit may approve new ALs, or changes to ALs associated with an STC it issues.

e. Issue Airworthiness Certificates and Approvals. The ODA unit must comply with part 21, FAA Orders 8130.2 and 8130.21, and this order. An STC ODA unit may perform the following functions:

(1) Issue/Amend Standard Airworthiness Certificate (11061). The ODA holder may issue/amend Standard Airworthiness Certificates, which includes amending a standard airworthiness certificate for a U.S.-registered aircraft.

(2) Issue/Amend Special Airworthiness Certificates (11062). The ODA holder may issue/amend Special Airworthiness Certificates in the experimental category for the purpose of R&D, showing compliance with regulations, crew training, exhibition, or conducting market surveys.

(3) Issue Special Flight Permits (11066). The ODA holder may issue SFPs for U.S.-registered aircraft for a purpose outlined in § 21.197(a)(1), (a)(4), or (b).

(4) Issue/Amend Special Airworthiness Certificates (11067). The ODA holder may issue/amend Special Airworthiness Certificates for primary category aircraft.

(5) Issue/Amend Special Airworthiness Certificates (11068). The ODA holder may issue/amend Special Airworthiness Certificates for restricted category aircraft.

(6) Issue Replacement Airworthiness Certificates (110610). The ODA holder may issue a replacement airworthiness certificate when a certificate is declared lost, has been mutilated, is no longer legible, or contains inaccurate and/or erroneous information following the policy contained in FAA Order 8130.2.

> **Note:** This function is limited to an aircraft being modified under an STC project. This function includes the replacement of a certificate when the aircraft registration number changes.

f. Establish Conformity Inspection Requirements (11070). An STC ODA unit may set requirements for the extent and kind of conformity inspections required, and may issue a request for conformity or TIA, as applicable.

g. Determine Conformity of Articles Including Test Articles (11080). An STC ODA unit may determine whether engines, propellers, articles, or test articles conform to the design data.

h. Determine Conformity of Test Set-Up (11090). An STC ODA unit may determine whether a test setup conforms to its design data.

i. Determine Conformity of Installations of Articles Including TIA Inspections on a Product (11100). An STC ODA unit may determine whether installations of articles on a product conform to the design data and perform TIA inspections.

j. Perform Compliance Inspections (11110). An STC ODA unit may perform compliance inspections to determine whether products comply with 14 CFR.

k. Approve Data for Major Alterations or Major Repairs (11130). An STC ODA unit may approve major alteration and or major repair data in support of STCs it has issued, and for articles the ODA holder manufactures as a production approval holder (PAH), as described in paragraph 5-25.

l. Perform Approvals in Support of TC ODA Holder Projects (11160). An STC ODA unit may supply data approvals and conformity determinations that are used within a TC ODA holder's system. These approvals are limited to the types of approvals included in the ODA holder's STC authority. The procedures manual must specify the types of airworthiness standards and products for which this authority applies.

m. Issue FAA Form 8130-31, Statement of Conformity – Military Aircraft (11170). An STC ODA UM may prepare and sign FAA Form 8130-31 on behalf of the FAA.

n. Perform Review and Acceptance of ICA (11180). The ODA administrator may determine that ICA are acceptable when they have been developed following the approved process in the ODA procedures manual.

o. Approve EWIS Instructions for Continued Airworthiness (11190). An STC ODA UM may approve the EWIS section of the ICA. EWIS is defined as including any wire, wiring device, or combination of these, including termination devices, installed in any area of the airplane for the purpose of transmitting electrical energy, including data and signals, between two or more intended termination points.

> **Note:** ODA holders may perform function codes 11010, 11040, 11050, 11070, 11080, 11090, 11100, and 11110 in support of FAA-managed projects for which the ODA holder is the applicant, or in support of another applicant's FAA-managed project involving articles manufactured by the ODA holder. See paragraph 5-24.

5-21. Limitations.

a. Imposing Limitations. Per 14 CFR § 183.55(c), the OMT may impose any limitations on an ODA holder's authority, as warranted by the ODA holder's staffing and

experience, that the OMT determines appropriate. The OMT may, for example, retain authority for the approval of test plans, requiring them to be submitted for approval by the Certification Branch. The OMT should carefully evaluate an ODA holder's capability and experience prior to delegating approval of test plans.

b. ODA Holder Authority. The OMT must limit the ODA holder's authority based upon the experience and capability the ODA holder has demonstrated. The ODA holder's procedures manual must specify the makes and models of products covered by the authorization, and the types of alterations the ODA holder is authorized to approve. The makes and models listing may be in a separately controlled reference document.

c. Areas Reserved for the FAA. No ODA holder may be delegated authority in any area reserved for the FAA. An ODA holder may not perform regulatory activity. For example:

(1) Interpretations of the airworthiness standards.

(2) ELOS provisions applied under part 21.

(3) Initial and any changes to the MMEL.

(4) Reduction of life limits on life-limited components, except as coordinated with the FAA for a particular major repair, major alteration, or design change project.

(5) The elimination or revision of AFM limitations that were incorporated as a result of an AD (refer to FAA-IR-M-8040.1 and FAA Order 8040.1).

(6) Reduction of life limits or new or different inspection requirements to address an unsafe condition, except as coordinated with the FAA for an AMOC (refer to FAA-IR-M-8040.1).

(7) Certification issues documentation (e.g. issue papers, certification position papers, ELOS memos) (refer to FAA Order 8110.112).

d. ICA Acceptance. No ODA holder may accept ICA for:

(1) Changes associated with ADs, including AMOCs.

(2) Projects using the MRB or MTB process.

> **Note:** The OMT may limit delegated ICA review and acceptance by project/product types. The OMT may also reduce or remove these limitations once the ODA holder has proven to the OMT that its process results in acceptable ICA.

5-22. Alteration Locations. All prototype alterations must be performed at the ODA holder's facilities or other locations determined to be appropriate by the ODA holder. The facilities must be identified as authorized locations in the STC ODA procedures manual or qualified and approved per subparagraph 5-22b(1) before the product is altered.

a. Authorized Locations. The STC ODA procedures manual may identify the authorized facilities where prototype alterations may be performed. The facilities may be the ODA holder's certificated facilities, or other certificated off-site facilities qualified by the ODA holder and agreed to by the OMT. An STC ODA holder may identify off-site facilities in the procedures manual (with OMT concurrence) after evaluating them in accordance with approved manual processes. Every 2 years, an ODA holder must re-evaluate those off-site facilities identified in its ODA procedures manual. A prototype installation in support of an STC ODA project may be performed at an off-site facility not identified in the ODA holder's procedures manual only after the ODA holder determines the facility is qualified in accordance with approved manual processes and coordinates with the OMT.

b. Off-Site Project Requirements. An ODA holder may conduct off-site prototype installations at any location by any entity determined by the ODA holder's evaluation per subparagraph 5-22b(1). The inspection ensures the facility and entity have the appropriate skills and equipment needed to ensure the conformity of the prototype installation. This may include repair stations operating under the authority of § 145.203.

> **Note 1:** If the prototype aircraft is being approved for return to service, the ODA holder must ensure that the prototype installation is conducted in accordance with the applicable regulations or requirements of the airworthiness authority of the state of registry or other entity responsible for the airworthiness of the product.
>
> **Note 2:** Any prototype installation which requires on-site FAA participation as part of the project is subject to the availability of FAA funding and resources.
>
> **Note 3:** Prototype installations on projects classified as significant in accordance with § 21.101 must be accomplished at FAA-certificated facilities, or, for MCDA, at facilities agreed to by the military service responsible for the product.

(1) Off-Site Facility Inspection and Management. An on-site assessment is required for each project at facilities that are not FAA certificated, unless the ODA holder has previously conducted an on-site assessment of the facility for the type of project being performed and identified the facility in its procedures manual. The ODA holder must inspect the facility in accordance with the procedures defined in the manual (see Chapter 3, Section 2). If the ODA holder evaluates the facility and finds it acceptable, then the ODA unit must verify the finding.

(2) Off-Site Personnel and Processes.

(a) Inspection ODA UMs must follow the project-specific conformity plan. The inspection procedures must describe how to track the status of required conformity inspections. Conformity inspections must satisfy FAA Order 8110.4 and the ODA procedures manual.

(b) An inspection ODA UM must be present at the off-site facility during the installation portion of the project, as needed, to perform in-process and final installation conformity inspections. The ODA UM must be present if any repair or alteration activity could

affect any previously conformed articles or installations whose conformity could not be subsequently re-established. The ODA holder must have sufficient control over the activity to ensure that UMs complete any required conformity inspections on encased or otherwise not readily visible installations.

(c) Engineering ODA UMs must review and document acceptance on FAA Form 8100-1 for each deviation in the prototype articles.

(d) ODA UMs must be able to provide advisory and technical assistance to support a project at an off-site location.

(e) Only the off-site facility (not ODA UMs) installs the alteration and returns it to service. The FAA does not authorize ODA UMs to document installations.

(f) The ODA UMs and the OMT must have access to any off-site location to perform any inspection they deem necessary.

(3) Off-Site Manufacturing. The processes, tooling, and equipment used at the off-site facility must be:

(a) Equivalent to those at the ODA holder's authorized facility (if applicable);

(b) Appropriate for the alteration; and

(c) Able to produce articles and products conforming to the type design.

(4) Off-Site Purchasing and Receiving. To prevent the use of nonconforming or unsafe articles obtained from outside sources, the ODA holder must keep an effective purchasing and receiving inspection system that ensures:

(a) Purchase orders and contracts contain sufficiently detailed specifications (such as control drawings), design data, inspection, tests, and FAA requirements to ensure purchased articles or services meet the requirements of the type design data.

(b) Conformity of processes and raw materials to design data is independently verified by inspections or tests. For raw materials, the conformity determination begins with a review of a supplier's Certificate of Conformance. An ODA UM may not accept materials solely upon review of a Certificate of Conformance from the supplier.

(c) The ODA holder maintains configuration control and final design change approvals for all items, including supplier-designed articles. The ODA holder may not delegate these responsibilities to off-site facilities or suppliers.

(d) All purchase documents given to suppliers specify all applicable FAA and technical requirements, including inspections and tests necessary to show that the supplied items conform to the applicable data.

(e) Drawings must clearly identify which method or process is to be used when industry or military process specifications offer alternate methods of operation or special processes. When the specifications call for written procedures or procedure qualification, the ODA UM must evaluate these procedures to determine if they are easy to understand and adequately described.

(f) The off-site facility receives prototype articles only from ODA holder-approved suppliers.

(g) Incoming articles and materials conform to the type design data before acceptance and installation.

(h) The ODA holder formally advised suppliers to the off-site facility of FAA requirements and quality assurance procedures.

(i) Articles obtained from sub-tier suppliers are subject to the same degree of control by the ODA holder.

(5) FAA Notification of Off-Site Projects. The ODA holder should notify the OMT lead early in the project of any plans for a prototype installation to be installed at an off-site facility. Also, for projects at non-FAA-certificated facilities, the ODA holder must submit preliminary information to the OMT identifying the facility, description of alteration, planned installation dates, and any other information requested by its OMT at least 60 calendar days prior to any installation activity or planned assessment site visit. The ODA holder may want to obtain FAA concurrence on the project's location before spending significant effort on the project. The ODA holder must submit additional information with the PNL, including:

(a) Location, ratings, and limitations of the off-site facility, including the off-site facility's certificate number and the name of the facility's FSDO PI.

(b) Documentation of the evaluation of the off-site facility (if the facility is not identified in the procedures manual as an authorized off-site location).

(c) A list of ODA UMs who will perform functions at the off-site facility, including their disciplines. If the ODA holder cannot identify the particular ODA UMs, it must estimate the number of ODA UMs, by discipline, it expects to participate. The ODA holder must inform the OMT when the number or disciplines of additional ODA UMs are confirmed or change.

(d) Pertinent details of the project, including the off-site facility's involvement in engineering data development, conformity inspections, and any certification testing, including ground and flight testing.

(6) Off-Site Prototype Installations on MCDA. Prototype installations on MCDA may be performed at any location and by any entity agreed to by the military service responsible for the airworthiness of the product. The ODA holder's evaluation must determine that the appropriate skills and equipment needed to ensure the conformity of the prototype installation will be utilized.

5-23. STC Programs. An ODA holder must follow the same process the FAA uses for standard certification programs (refer to FAA Order 8110.4). During these programs, the ODA holder occupies the roles of applicant and project manager, as well as representative of the FAA.

a. STC Program Considerations. The ODA is based upon the ODA unit's demonstrated experience and capability to determine that alteration designs comply with the airworthiness standards and are in a condition for safe operation.

(1) STC Program Data Approval Requirements. All data approvals and conformity inspections necessary for the STC program must be accomplished by the STC ODA holder's UMs, unless retained by the FAA or data approvals are provided by the product's TC ODA holder.

(2) Working with Other STC Applicants. An STC ODA unit may issue an STC to an applicant other than the ODA holder. When issuing the STC to another applicant, the ODA holder must act as an agent for the applicant. The ODA holder's PNL must include a letter from the STC applicant noting that the ODA holder is acting on the applicant's behalf and that the applicant understands the responsibilities of an STC holder. The ODA holder will maintain the project file as required by subparagraph 5-23j and will ensure that the STC holder has a copy of the descriptive and substantiating data.

(3) Data Development Responsibilities. An STC applicant must provide substantiating data to show compliance with the applicable airworthiness requirements.

(a) An ODA unit may approve a design only when the ODA unit has a complete understanding of the design and takes full responsibility for the integrity and completeness of compliance findings for the design and installation of the alteration. An ODA holder, as the STC applicant or its agent, is responsible for overall alteration development, including design integration, development of design and substantiation data, prototype installation, and certification. An ODA holder must substantiate compliance with all airworthiness requirements for the design and installation of the systems and all components (including items previously approved and used in other applications) involved in the STC.

(b) Lower-level design/substantiation data developed by suppliers is acceptable, if the ODA holder is involved in all aspects of showing compliance for the integration of the design and substantiation data.

(c) An ODA holder must review and validate that all data developed by other parties apply to the alteration and provide necessary substantiation of compliance with airworthiness standards. Proper compliance with the airworthiness standards can be established only when type certification requirements are considered early in the design development process. This mandates early involvement by an ODA holder in any program leading to issuance of an STC. This responsibility is in addition to the ODA unit's responsibility when making the findings of compliance for the project.

(4) Additional Party Involvement. Projects that involve numerous parties in the design or manufacture of articles require additional scrutiny on the part of both the ODA unit and the OMT. The OMT must evaluate the capability of an ODA holder to perform such projects,

considering the experience and competence of the other parties involved, during the review of the PNL.

(5) Product Knowledge. An ODA holder must consider the product manufacturer's type design, design philosophy, principles, and operational assumptions when showing and finding compliance to the airworthiness standards. Such information may be obtained by reviewing available data, such as: original type design data, TCDS, flight manuals, flightcrew operations manuals, or past experience of the ODA unit. An ODA holder must also consider the procedures employed by the operator of the product and the impact of any alterations previously made to the product. The OMT should assess the ODA unit's experience and knowledge of these considerations when reviewing PNLs and determining the level of FAA involvement in a project.

(6) Adherence to Policy Requirements. As a representative of the FAA, an ODA holder is expected to comply with any certification guidance and policy applicable to the project in the same manner as would an FAA employee. Each ODA holder must stay informed of the latest policies applicable to the projects it performs and propose certification plans that conform to these policies. Certification policies can be reviewed on the Internet at https://drs.faa.gov.

b. Determination for PNL.

(1) PNL Required. A PNL is required for any project:

(a) That is a significant change pursuant to § 21.101.

(b) Involving items on the applicable product type FAA issues list, unless the issue has been dispositioned on that ODA holder's previous project through a completed stage 4 issue paper, or other documentation (e.g., applicant specific policy memo), the issue paper is marked for reuse, and all reuse conditions are met or in another manner acceptable to the AIR-610 Certification Engagement Branch as documented in the ODA procedures manual. Such an issue paper or other documentation must be referenced in the certification plan and noted in the CPN.

(c) Requiring issuance of an equivalent safety finding, exemption, or special condition (that is, one that does not already exist as part of the product's certification basis).

(d) Requiring a determination of compliance to a requirement for which the ODA holder has not previously demonstrated experience.

(e) Involving a novel or unusual design feature not previously introduced or a method of compliance not previously accepted by the OMT for use on the ODA holder's projects.

(f) Involving issuance of a new approved model list STC.

(g) Involving a change that is the subject of a planned AD or affects compliance with an existing AD (for example, an AMOC is required).

(h) Involving approval of any Automatic Dependent Surveillance-Broadcast (ADS-B) and position source pairings not previously qualified in accordance with AC 20-165, Airworthiness Approval of Automatic Dependent Surveillance-Broadcast OUT Systems, Appendix B, Identifying and Qualifying ADS-B Position Sources. When in doubt, the ODA holder should contact the ADS-B equipment manufacturer or the OMT for pairing information.

(i) Involving changes to safety critical information as defined by 49 U.S.C. 44704(e) for transport category airplanes covered under part 25. For further information, reference Policy Statement PS-AIR-21-2023-01, Classification of Type Design Changes That Would Materially Alter Safety Critical Information as Major Design Changes and Notice 8110.118, Submittal and Disclosure of Safety Critical Information by Applicants for Transport Category Airplane Type Certificates.

(j) For which the required FAA project participation cannot be established in advance. The types of FAA project participation include:

1. Mandatory (Non-Discretionary) Participation. The FAA must perform any activity that cannot be delegated and those for which the ODA holder is not authorized. These activities must be performed by the FAA during completion of the project and the ODA holder must account for FAA participation within the project schedule.

2. Discretionary Participation. These activities must be performed by the FAA during completion of the project and the ODA holder must account for FAA participation within the project schedule.

3. Oversight Participation. The ODA holder should keep the OMT informed of the schedule for these activities, but the ODA holder may proceed with the project if the OMT is not able to participate in these activities.

(2) No-PNL Programs. At the OMT's discretion, ODA holders may be authorized to issue, amend, or reissue STCs without submittal of a PNL.

(a) Scope and Limitations. The scope and limitations of any type of activity not requiring a PNL must be defined in the ODA procedures manual and may only be authorized for STCs or major changes for which the OMT can establish beforehand that:

1. Previous projects with the same scope and limitations have been conducted satisfactorily by the ODA holder, and

2. The ODA holder and unit have the appropriate knowledge and understanding of the product manufacturer's design philosophy, principles, operational assumptions, and operator procedures.

(b) OMT Notification. The ODA administrator must notify the OMT of any planned certification project if there is any question regarding the ODA holder's authority to complete the project without submittal of the PNL.

(c) Documentation. Although a PNL need not be submitted under these provisions, the ODA holder must still prepare and maintain all of the documentation normally included with a PNL.

(d) Coordination. Procedural coordination requirements for CPN, off-site installations, and the use of foreign-registered aircraft must still be complied with for all STCs and any major change to type design. ODA procedures manuals must specify the procedures for submitting information for that coordination. Also, CPN information must highlight the project as a "No-PNL ODA Project" in the project description field of the CPN database. The ODA procedures must ensure any FAA participation required as part of the project is completed, such as coordination with the AED for ICA or operational suitability aspects, or the Certification Branch for any needed approvals.

(e) Reporting. If required by the OMT, the ODA holder must submit activity reports including information about any projects completed without submittal of a PNL.

c. Showing of Compliance and FAA Recognition of Applicant Showings.

(1) Showing of Compliance. In addition to finding compliance through the ODA unit procedures, the ODA holder is responsible as the project applicant to show compliance to the airworthiness standards and provide a statement per § 21.20, certifying that it has complied with the applicable requirements prior to completion of the FAA Form 8100-11 by the ODA unit. For ODA holders acting as an agent for an applicant, the STC applicant is responsible for showing compliance to the airworthiness standards and must provide a statement per § 21.20, certifying that it has complied with the applicable requirements prior to completion of the FAA Form 8100-11 by the ODA unit.

(2) FAA Recognition of Applicant Showings. OMTs may authorize ODA holders to base an approval on the applicant's showing of compliance rather than a specific approval by the ODA unit. The OMT must recognize any specific applicant showing activity prior to its use on any specific project. Any reliance on applicant showings for projects in which the ODA holder is not the applicant is limited to show-compliance activities performed by the ODA holder on behalf of the applicant, as agreed to by the OMT. To propose using applicant showings on projects, the ODA holder must:

(a) Have evidence of successfully obtaining FAA approval for that type of specific compliance data on past projects, including projects of comparable complexity.

(b) Propose the same compliance methodology as was used on past FAA projects.

(c) Use the same person(s) in making the showing, or an auditable documented company process for the compliance methodology used to develop the specific substantiating data.

d. Program Notification Letter (PNL). Unless not required by subparagraph 5-23b above, the ODA administrator must submit a PNL to the OMT lead prior to performing any delegated functions in support of the project.

(1) By submitting a PNL, the ODA unit is attesting that it has, or can obtain, the appropriate knowledge and understanding of the product manufacturer's design philosophy, principles, and operational assumptions required to determine compliance with the airworthiness standards and that no unsafe feature or characteristic exists in the altered product.

(2) STC Projects Involving Foreign-Registered Aircraft or Foreign State of Design Products.

(a) The OMT may authorize an ODA unit to alter a foreign-registered aircraft in order to substantiate an STC. An ODA holder should notify the OMT as soon as possible when considering such projects in order to minimize delays.

(b) Proposed STCs for Foreign State of Design products may require consultation with the foreign CAA. The OMT will determine if the proposed STC's complexity requires consultation and advise the ODA holder. The OMT will coordinate the project through the AIR-610 Certification Engagement Branch or Certification Branch.

(3) The PNL must contain the following information:

(a) If applicable, a letter from the product's TC holder's ODA administrator identifying data approvals that will be provided by its TC ODA unit.

(b) Completed FAA Form 8110-12 (as applicable).

(c) A certification plan, including any FAA recognition of applicant showings, as defined above in subparagraph 5-23.c(2).

(d) A conformity inspection plan, as obtained from the OMT.

(e) Identification of any novel or unusual aspects of the program, including any international aspects, or foreign airworthiness authorities involved.

(f) Identification of any design meeting the criteria for AIR-610 Certification Engagement Branch involvement according to FAA Order 8110.115.

(g) Recommended areas for FAA project involvement, as outlined in subparagraph 5-23b(1)(e).

(h) Identification and description of any related major change incorporated or being incorporated without submittal of a PNL.

(i) Identification of who will perform the design (excluding certification activities), if other than the ODA holder, the scope of any other party's involvement in the design, and a description of how the ODA holder will manage the other parties' activities. The ODA holder must ensure that all certification requirements are met and managed (e.g., periodic contact/meetings with the company performing the design work to monitor design progress, issues of concern, and proposed modifications to the design and/or schedule).

(4) If the project scope or schedule is significantly revised, the ODA administrator must notify the FAA and obtain concurrence with the changes from the OMT before implementing the changes.

e. Project Coordination and PNL Response.

(1) Performing Authorized Functions Prior to PNL Response. The ODA holder may perform certification functions before receiving FAA response to the PNL only as defined in its ODA procedures manual or as authorized in writing by the OMT. The certification activity must be in support of an established certification project with make, model, and scope of alteration defined. The procedures manual must define the types of activities which are authorized without specific written authorization. If the certification activity is not authorized by the procedures manual, the ODA holder must request authorization to conduct the activity either in the PNL or by other written request. If acceptable, the OMT will provide written authorization to conduct the activity. Any authorization to conduct certification activity should describe the scope of activity authorized.

(2) OMT Coordination. Written concurrence must be obtained from the OMT prior to UMs performing authorized functions in support of the project, except for those allowed from subparagraph 5-23e(1) above. Written concurrence is usually accomplished within the PNL response. However, written concurrence may be requested prior to PNL response. The OMT must review each PNL and determine what FAA project participation is required. The OMT may delegate all aspects of the program, or choose to participate.

(3) Other FAA Coordination.

(a) Certification Project Notification (CPN).

1. The CPN process is a separate and distinct process from the one used to coordinate the PNL. The managing Certification Branch for the OMT must notify the Certification Engagement Branch (AIR-610) and Aircraft Evaluation Division (AFS-100), per the CPN process established in Order 8110.115, unless the ODA holder has an approved process agreed to by AIR-600 and AFS-100 for the types of projects for which CPN notification is no longer necessary. The ODA holder must work through the OMT to obtain AIR-600 concurrence for the types of projects for which it proposes AIR-600 notification is no longer necessary.

2. Certification Branch (that manages the STC) coordination is required and must be selected as "YES" in the CPN for any amendment to an STC that the ODA holder had no prior involvement in the STC issuance.

(b) Undue Burden Determination. When required, the OMT will make an undue burden determination, as described in FAA Order 8100.11.

(4) PNL Response. The OMT lead will respond to the ODA holder, in writing, after receiving a PNL. The response will include:

(a) The OMT's concurrence or nonconcurrence with the proposed certification and conformity plans.

(b) Acknowledgement that the certification basis is acceptable, including any limitations, conditions, or objections.

(c) The names and other contact information for FAA engineers, manufacturing inspectors, AED focal points, and administrative staff assigned to the project.

(d) Identification of any FAA participation and the rationale for participating. The PNL response will include instruction to the ODA holder to provide adequate notice to the FAA of activities in which the FAA will participate.

(e) The FAA response should include direction to the ODA UMs for approval or recommend approval on FAA Form 8100-9.

(f) The requirement that the ODA holder must notify/coordinate with the OMT in a timely manner if the project's scope and/or schedule is significantly revised. Significant changes that should be reported include:

1. A change in any of the parties involved, or the level of their involvement, in the design or installation of the alteration.

2. A change in the location where the prototype installation will be performed.

3. Any change in the schedule of activities in which the FAA will participate.

4. Any change to the certification methodology.

5. Any other change deemed appropriate by the managing Certification Branch.

f. STC Board Meetings. As applicable, the ODA holder will hold STC board meetings in accordance with FAA Order 8110.4. The ODA administrator will chair preliminary, interim, preflight, and final STC board meetings on major projects. The ODA administrator will also chair any other meetings necessary to meet the objectives in these procedures. The ODA holder must coordinate scheduling of the meetings with the FAA. During the meetings, the FAA will:

(1) Establish the applicable certification basis.

(2) Identify any areas requiring formulation of special conditions.

(3) Offer special attention, information, and guidance to address new design concepts, service difficulties, FAA policy, and the current state-of-the-art considerations.

(4) Establish those areas of the STC program for which the FAA will participate, including the making of specific findings of compliance.

(5) Coordinate program scheduling necessary to accomplish the required FAA participation.

(6) Establish that areas requiring FAA participation have been satisfactorily completed by the FAA.

(7) Review the certification plan and conformity inspection plan.

(8) Review the applicable noise requirements and establish the nature and extent of tests and substantiation expected from the ODA holder.

g. Compliance with Regulatory Requirements.

(1) Engineering Approvals. Engineering or flight test ODA UMs determine compliance with the FAA regulations. All compliance data approvals must be completed by the STC ODA UMs or the product's TC ODA holder UMs. The ODA unit must use the proper FAA forms. Engineering or flight test ODA UMs must approve the following records, as applicable, to document compliance:

(a) FAA Form 8100-9, Statement of Compliance with Airworthiness Standards

(b) FAA Form 8110-1, Type Inspection Authorization

(c) FAA Form 8110-31, Type Inspection Report (Part II), as applicable

(d) FAA Form 8120-10, Request for Conformity

(e) AFM and AFMS, as required

(2) Findings to Foreign Regulations. The OMT may authorize an STC ODA unit to find compliance to specific foreign regulations delegated to the FAA by a foreign airworthiness authority. Each ODA UM authorized to make findings to foreign requirements must thoroughly understand the foreign requirements and be knowledgeable of their application. This knowledge typically will be evidenced by participation on previous validation programs with the foreign authority and the FAA.

(a) This may only be done when allowed by the BASA IPA, or written FAA-approved arrangement with that country (after consultation with AIR-040).

(b) The ODA unit must also submit FAA Form 8100-9 and the substantiating data to the OMT if the "Recommend Approval" block is checked for the data, or make it available if the "Approval" block is checked. The OMT will send FAA approval to the foreign authority.

(3) Compliance Findings for ELOS Provisions. After the FAA defines any ELOS provisions, engineering and flight test ODA UMs may determine whether the product complies with them. If identified as a specific finding, the ODA unit must submit equivalent safety finding results, in writing, to the OMT for approval.

h. Conformity. Inspection ODA UMs conduct necessary conformity inspections to determine whether they conform to type design, document results of the inspections, and establish if the product is airworthy.

(1) Prior to any FAA conformity inspection, the product or article must be inspected in accordance with § 21.33, and an FAA Form 8130-9 must be completed to satisfy § 21.53. Complex subassemblies may require issuance of additional FAA Form 8130-9.

(2) If a foreign-registered aircraft is used as a test article to substantiate an alteration, the ODA holder must verify that the aircraft conforms to its approved type design, as needed, to substantiate the alteration. If a foreign airworthiness authority does not allow ODA UMs to perform functions within its country, the FAA will issue conformity inspection requests to the foreign authority.

(3) If conformity inspection is required prior to a compliance inspection or test, the ODA UMs must complete the following (as applicable) to document conformity with the type design of the end product, in-process product, or test articles:

(a) FAA Form 8100-1, Conformity Inspection Record

(b) FAA Form 8110-26, Supplemental Type Inspection Report (STIR) (Part 1.0), as applicable

(c) FAA Form 8130-3, Authorized Release Certificate, Airworthiness Approval Tag

i. AED Functions.

(1) Instructions for Continued Airworthiness (ICA).

(a) ICA Functions Not Authorized. The ODA holder must develop and submit ICA, or an impact assessment showing no ICA impact, for any new or changed type design. The ICA must be coordinated with the AED OMT member(s) early in the program to ensure that ICA development and acceptance does not delay the program. The AED OMT representative will determine the level of the AED's involvement during the program notification review. The ODA holder must ensure the ICA is accepted upon delivery of the product or prior to issuance of the first standard or restricted airworthiness certificate for an affected aircraft, whichever occurs later.

(b) ICA Functions Authorized. If the ODA holder is authorized to accept the ICA on behalf of the FAA, the ODA holder must comply with the ICA procedures in the manual.

(2) Other AED Functions. AED determinations of operational suitability, MMEL revisions, crew training, etc., may not be delegated to an ODA holder. The OMT lead must coordinate with the appropriate AED OMT members to ensure that all program requirements are satisfied.

j. Issuing STCs.

(1) Certifying Statement. The ODA unit must ensure that the applicant has documented a certifying statement, as required by 14 CFR §§ 21.20 or 21.97, prior to completion of FAA Form 8100-11. The statement must be attested to by a designated agent of the applicant.

(2) FAA Form 8100-11. The ODA administrator must complete FAA Form 8100-11, certifying that the STC design complies with FAA regulations prior to issuing the STC. The ODA holder must prepare the STC in accordance with the form instructions.

> **Note:** The Certification Branch will provide the ODA holder STC numbers on either a project-by-project basis or as a block of numbers for the ODA unit's use. The numbers will be issued in accordance with FAA Order 8110.4.

(3) Data Submittal. The ODA holder must submit the following data to its managing Certification Branch within a timeframe acceptable to the OMT. This data and appropriate project-related correspondence must be retained by the Certification Branch.

(a) A statement of completion certifying that the design article satisfies the FAA regulations.

(b) A copy of the signed STC and an unsigned electronic copy.

(c) A copy of the AFMS.

(d) A completed FAA Form 8110-12, if not provided with the PNL.

(e) Any other data identified in the OMT's response to the PNL or required by the procedures manual.

(4) Issuing STCs to Other Entities.

(a) The ODA holder must ensure the certificate holder is aware of its responsibilities as a certificate holder.

(b) If the certificate holder is located in a different Certification Branch's area of responsibility, the ODA holder must submit a cover letter to the certificate managing Certification Branch within 30 calendar days informing them of the issuance of the STC along with the project records required by FAA Order 8110.4, Appendix 10, Data Retention. The ODA holder must submit the type design and substantiating data required by FAA Order 8110.4 upon the request of that Certification Branch if a data retention agreement is not established between the Certification Branch and the certificate holder.

(c) The ODA holder must retain a copy of all data per 14 CFR § 183.61.

(5) Transfer of STCs. Only the FAA may transfer an STC. An ODA unit may not transfer an STC by reissuing it in another party's name. An ODA holder that wishes to transfer

an STC to another party must follow the standard procedures for transfer of a TC (refer to § 21.47 and Order FAA 8110.4).

(6) Amendment or Reissuance of an Existing STC. Any STC amendment issued by an ODA holder requires submittal of a PNL, except as provided for in subparagraph 5-23b(2). Any amendment to an STC must be coordinated with the Certification Branch prior to its issuance. The ODA holder may reissue STCs to correct administrative errors or detail, incorporate name changes for the existing holder, replace a lost or destroyed certificate, or for other purposes as allowed by its OMT.

> **Note:** The ODA holder may amend an STC they did not originally issue or currently hold provided the ODA holder has access to all of the STC type design data.

5-24. Data Approvals and Conformity Inspections Supporting Other Programs.

a. FAA-Managed Projects. The ODA unit may approve data and perform conformity inspections in support of FAA-managed (non-ODA) certification projects when the ODA holder is the applicant for the project or in support of another applicant's project involving articles manufactured by the ODA holder. If providing approvals and performing conformity inspections to another applicant, the ODA administrator must provide a letter to both the project applicant and the OMT that identifies the approvals and/or conformity determinations to be performed by the ODA unit and states that the ODA unit is authorized. The ODA administrator must ensure that the ODA UMs are qualified and authorized with the appropriate delegated functions and authorized areas. The ODA holder must keep copies of the FAA forms in support of FAA-managed project applicants. A project applicant must discuss intentions to use ODA approvals as part of the certification project with the project Certification Branch. The project Certification Branch will coordinate with the OMT, as necessary.

b. TC ODA Projects. The ODA unit can approve data and conduct conformity inspections in support of TC ODA projects if the STC ODA holder designs and manufactures the articles and conducts all of the conformity inspections necessary. See Section 1, Type Certification ODA (TC ODA), of Chapter 5.

5-25. Approval of Major Alteration or Major Repair Data. The ODA unit can approve major alteration or repair data in support of the STCs issued by the ODA unit. Major repair data may only be provided for repairs related to the STCs held or issued by the ODA holder, and alteration data to approve installation deviations necessary for aircraft listed on the STC applicability.

a. Critical, Life-Limited, and Influencing Articles. Repair or alteration data approval that affects critical, life-limited, or influencing articles must be coordinated with the OMT.

b. Data Approval Documentation. The ODA unit must document these data approvals on FAA Form 8100-9. FAA Form 8100-9 must clearly identify:

(1) The specific articles addressed by the approval, including serial number;

(2) Whether all aspects of the repair or alteration are addressed;

(3) Those aspects of the repair or alteration that the form approves; and

(4) That other data approvals may be required (if necessary).

c. ICA and/or Airworthiness Limitations Information. If ICA are developed as a result of a major repair or alteration, they must be prepared in a manner acceptable to the FAA.

> **Note:** The ICA for repairs and alterations do not have to be accepted by the FAA or ODA unit, but the applicant is required to develop ICA that meet the requirements of FAA Order 8110.54.

5-26. Airworthiness Certification.

a. Airworthiness Certificate Issuance. Before issuing a Standard or Special Airworthiness Certificate, ODA UMs must inspect the aircraft and document the results of the inspection. Before issuing an experimental certificate, the ODA unit must get written approval from the responsible Certificate Management Section for the area in which the product is located of any limitations, conditions, and flight test areas the FAA considers necessary for safety. The ODA unit should recommend limitations, conditions, and flight test areas, if necessary, in the applicant's program letter to the FAA. The method for airworthiness application and processing is through the AWC. The ODA holder must coordinate with the Certificate Management Section for use of AWC. This process must be identified in the ODA holder's procedures manual. The ODA UMs must review and complete the following, as applicable:

(1) FAA Form 8100-1, Conformity Inspection Record;

(2) FAA Form 8100-2, Standard Airworthiness Certificate;

(3) FAA Form 8130-6, Application for U.S. Airworthiness Certificate; or

(4) FAA Form 8130-7, Special Airworthiness Certificate.

b. Experimental Category Special Airworthiness Certificates. The ODA unit must provide specific operating limitations before issuing a Special Airworthiness Certificate in the experimental category. The ODA unit must issue all airworthiness certificates in accordance with FAA Order 8130.2. The ODA unit must send the certification package to the Certificate Management Section. The Certificate Management Section will send the original airworthiness certification package (including the application, supporting documentation, and the certificate) to the Aircraft Registration Branch.

c. Foreign-Registered Aircraft. An ODA unit may not issue an airworthiness certificate or special flight authorization for a foreign-registered aircraft. Only the FAA may issue special flight authorizations for foreign-registered aircraft. A special flight authorization is required to operate an aircraft if the aircraft does not have a Standard Airworthiness Certificate from an ICAO Member State.

d. Special Flight Permits (SFP). Before issuing an SFP, the ODA unit must obtain from the Certificate Management Section, in writing, any limitations, conditions, and areas of operation the FAA considers necessary for safety. The ODA unit must issue the SFP, FAA Form 8130-7, in accordance with FAA Order 8130.2. The Certificate Management Section will send the original airworthiness certification package (including the application, supporting documentation, and the certificate) to the Aircraft Registration Branch when required by FAA Order 8130.2.

> **Note:** Temporary operation of overweight aircraft must be authorized on a caseby-case basis by the OMT. Overweight operation is not allowed for rotorcraft.

5-27. Special Considerations—MCDA. Certification projects for MCDA are completed following the requirements of Order 8110.101. ODA holders that commonly perform these types of projects must address these unique requirements in their ODA procedures manual.

a. Project Initiation. The Military Certification Branch accepts applications for certification after obtaining notification and authorization from the sponsoring armed service. The applicant's PNL must specify the sponsoring armed service and the applicant's contact at the sponsoring armed service. The ODA holder must submit a copy of the PNL to both the OMT lead and the Military Certification Branch. The PNL must include any additional information as required by Order 8110.101. The Military Certification Branch will endeavor to respond to the PNL within 30 calendar days. However, due to the special considerations of MCDA projects, it may sometimes be impossible to provide a response in this time frame. The Military Certification Branch will respond to the PNL providing the project number, identifying any FAA-specific findings, areas of oversight, and FAA personnel involved with the project.

b. Project Completion. The Military Certification Branch will oversee the project activity according to response to the PNL, ensuring all specific findings are completed. Upon completion of project, the ODA holder must submit the data required by subparagraph 5-23j to both the Military Certification Branch and the OMT lead.

c. Service Difficulties. 14 CFR § 183.63, data (unsafe conditions/noncompliances) must be sent to both the Military Certification Branch and the Certification Branch OMT.

Section 5. Major Repair, Alteration, and Airworthiness ODA (MRA ODA)

This section outlines the requirements and functions for MRA ODA holders. The MRA ODA provides for qualified organizations to approve data supporting major repairs and major alterations and/or issue airworthiness approvals. An MRA ODA may involve both AIR and FS as the MRA ODA holder may obtain both engineering and airworthiness function authority. The administration of an MRA ODA may require both AIR and FS working in coordination with one another.

5-28. Functions. Table 5-5.1 below lists the available MRA ODA function codes. The MRA ODA holder's procedures manual must identify the ODA holder's specific authorized functions and limitations required by the OMT.

Table 5-5.1. MRA ODA Functions

MRA Authorized Functions	Function Code	FC Owner
Approve Operational or Repair Information	12040	EN
Approve Airworthiness Limitations Information	12050	EN
Issue/Amend Standard Airworthiness Certificates	12061	FS
Issue/Amend Special Airworthiness Certificates	12062	FS
Issue Domestic Airworthiness Approvals	12063	FS
Issue Export Airworthiness Approvals - Articles	12064	FS
Issue Export Airworthiness Approvals - Products	12065	FS
Issue Special Flight Permits	12066	FS
Issue/Amend Special Airworthiness Certificates - Restricted Category Aircraft	12068	FS
Issue Replacement Airworthiness Certificates	120610	FS
Approve Data for Major Alterations or Major Repairs	12130	EN
Perform Aging Aircraft Inspections and Records Reviews	12140	FS

EN = AIR Engineering
FS = Flight Standards Airworthiness

a. Approve Operational or Repair Information (12040). An MRA ODA unit may approve operational information. Under this function code, an MRA ODA unit may approve AFMS (including revisions) for major alterations for which they approve data.

b. Approve Airworthiness Limitations Information (12050). An MRA ODA unit may approve changes to ALs associated with major repairs or major alterations for which they approve data.

c. Issue Airworthiness Certificates and Approvals. An MRA ODA unit may perform the following functions. The ODA unit must comply with part 21, FAA Orders 8130.2 and 8130.21, and this order:

(1) Issue/Amend Standard Airworthiness Certificates (12061). The ODA holder may issue/amend Standard Airworthiness Certificates for U.S.-registered aircraft to include:

(a) U.S.-manufactured aircraft.

(b) Non-U.S.-manufactured aircraft imported to the United States from the country of manufacture with whom the United States has a bilateral agreement(s) that have an Export Certificate of Airworthiness or certifying statement from the CAA indicating the aircraft meets the U.S. type design and is in a condition for safe operation.

(c) Non-U.S.-manufactured aircraft imported from countries other than the country of manufacture when the United States has a bilateral agreement(s) with the CAA of the

exporting country with third party provisions that have been issued an Export Certificate of Airworthiness or certifying statement documenting that the aircraft conforms to its U.S. TC and is in a condition for safe operation. Review the current version of the respective country's jurisdiction's bilateral agreement to determine if that CAA has appropriate third party provisions.

(2) Issue/Amend Special Airworthiness Certificates (12062). The ODA holder may issue/amend Special Airworthiness Certificates in the experimental category for the purposes found in § 21.190 or § 21.191(a), (c), (d), (e), (f), (g), (h), or (i).

(3) Issue Domestic Airworthiness Approvals (12063). The ODA holder may issue original/recurrent domestic airworthiness approvals for new engines, propellers, and/or articles manufactured in accordance with part 21.

(4) Issue Export Airworthiness Approvals – Articles (12064). The ODA holder may issue export airworthiness approvals in accordance with part 21 subpart L.

(5) Issue Export Airworthiness Approvals – Products (12065). The ODA holder may issue export airworthiness approvals in accordance with part 21 subpart L.

(6) Issue Special Flight Permits (12066). The ODA holder may issue SFPs for the purposes found in § 21.197(a)(1), (a)(2), (a)(4), or (b). ODA units may provide SFPs by telegraph, facsimile, or other electronic means.

(7) Issue/Amend Special Airworthiness Certificates – Restricted Category Aircraft (12068). The ODA holder may issue/amend Special Airworthiness Certificates for primary category aircraft under § 21.184, restricted category aircraft under § 21.185, multiple airworthiness certificates under § 21.187, limited category aircraft under § 21.189, and light-sport category aircraft under § 21.190.

Note: Restricted category is limited to recurrent certification only.

(8) Issue Replacement Airworthiness Certificates (120610). The ODA holder may issue replacement airworthiness certificates when a certificate is declared lost, has been mutilated, is no longer legible, or contains inaccurate and/or erroneous information, following the policy contained in FAA Order 8130.2.

Note: This includes the replacement of certificates when the aircraft registration number changes.

d. Approve Data for Major Alterations or Major Repairs (12130). An MRA ODA unit may approve technical data for major repairs (including repair specifications) and major alterations. This includes:

(1) Approving technical data, such as drawings, test plans, test data, specifications, or analyses.

(2) Witnessing tests or performing compliance inspections to determine compliance with the applicable certification regulations.

(3) Reviewing test data to ensure the test was conducted in accordance with the test plan.

(4) For analytical data, ensuring that an appropriate and validated analytical model or system was used.

e. Perform Aging Aircraft Inspections and Records Reviews (12140). An MRA ODA unit may issue notification of completion to air carriers after conducting records reviews and aircraft inspections required by § 121.1105, § 129.105, or § 135.422.

5-29. Limitations.

a. Imposing Limitations. The OMT may impose any limitations on an MRA ODA holder's authority, as warranted by the ODA holder's staffing and experience, that the OMT determines appropriate. The OMT should carefully evaluate an ODA holder's capability and experience prior to delegating approval of repair and alteration data.

b. ODA Holder Authority. The procedures manual must specify the makes and models and types of repair or alteration data the ODA holder is authorized to approve. It must also specify any limitations on airworthiness approvals.

c. Areas Reserved for FAA Approval. No ODA unit may:

(1) Change the engine–airframe combination.

(2) Approve data for alterations which must be approved by STC, as prescribed in FAA Order 8900.1; FAA Order 8300.16, Major Repair and Alteration Data Approval; or other FAA policy.

5-30. Approval of Major Alteration or Major Repair Data.

a. Critical, Life-Limited, and Influencing Articles. Repair or alteration data approvals that affect critical, life-limited, or influencing articles must be coordinated with the OMT.

b. Approving Major Alteration or Major Repair Data for TC'd Products. An MRA ODA unit may only approve data for major alteration or major repair of specific serial-numbered products, or for multiple-use major repairs without serial number effectivity as a repair specification. Each approval, except those supporting repair specifications, must identify the applicable products by make, model, and specific serial number(s).

c. Approving Major Alteration or Repair Data for Articles. An MRA ODA unit may approve major alteration or major repair data for articles. Any multiple-use repair data must be in the form of a repair specification and the data must address all possible damage conditions and define the repairable limits addressed by the repair.

d. Determining Type of Design Change. An MRA ODA unit must evaluate each proposed alteration to determine whether it requires an STC. The guidance in Order 8300.16 identifies the types of alterations which require an STC. An ODA unit may approve data for such

alterations only if authorized to issue STCs as an STC ODA. If the ODA unit has any question whether the alteration requires an STC, the ODA unit must consult with its OMT.

e. Determining Applicable Regulations. The MRA ODA unit must determine and document the applicable regulations that apply to the alteration or repair. Typically, these will be the original certification basis of the product. However, the ODA holder may elect to apply later amendments of the regulations.

f. ICA and/or Airworthiness Limitations Information. If ICA are developed as a result of a major repair or alteration, they must be prepared in a manner acceptable to the FAA.

> **Note:** The ICA for repairs and alterations do not have to be accepted by the FAA or ODA unit, but the applicant is required to develop ICA that meet the requirements of FAA Order 8110.54.

g. Determining Capability. An MRA ODA unit must be able to approve all of the data required to complete a repair or alteration. However, the ODA unit may use data approvals provided by the product manufacturer's designee or ODA unit as part of its approved data package. The ODA unit may not approve data if the alteration or repair requires other approval(s) in areas in which the ODA holder is not authorized.

h. Documentation. An MRA ODA unit must determine and document that the alteration or repair complies with all applicable airworthiness standards.

(1) The documentation must include a completed compliance checklist and all applicable FAA Form 8100-9 approving type design data and compliance substantiation data. FAA Form 8100-9 must clearly identify:

(a) The specific articles addressed by the approval, including serial number;

(b) Whether all aspects of the repair or alteration are addressed;

(c) Those aspects of the repair or alteration that the form approves; and

(d) That other data approvals may be required (if necessary).

(2) In order for the data to be considered valid and used for return to service, the ODA administrator must sign FAA Form 8100-11, which indicates approval of all aspects of the following, as necessary:

(a) Type design and compliance substantiation data.

(b) Repair procedures or installation instructions.

(c) Required manuals or supplements.

(d) For repair specifications, the ODA administrator and applicant will indicate approval by signing the cover page of the repair specification. Copies of the signed cover page must be sent to the OMT lead and the PI of the repair station.

5-31. Airworthiness Certification.

a. Airworthiness Certificate Issuance. Any airworthiness certification must be accomplished in accordance with FAA Order 8130.2. When an ODA holder issues an airworthiness certificate on an aircraft at an off-site facility, the ODA unit must comply with the policy prescribed in paragraph 5-32. The method for airworthiness application and processing is through the AWC. The ODA holder must coordinate with the Certificate Management Section for use of AWC. This process must be identified in the ODA holder's procedures manual. The ODA UMs must review and complete the following, as applicable:

(1) FAA Form 8100-1, Conformity Inspection Record;

(2) FAA Form 8100-2, Standard Airworthiness Certificate;

(3) FAA Form 8130-6, Application for U.S. Airworthiness Certificate; or

(4) FAA Form 8130-7, Special Airworthiness Certificate.

b. Airworthiness Certification Package. The ODA unit must send the airworthiness certification package to an FS OMT representative who will send the original airworthiness certification package (including the application, supporting documentation, and the certificate) to the Aircraft Registration Branch.

c. Special Flight Permits (SFP). An ODA unit must issue an SFP, Form 8130-7, in accordance with FAA Order 8130.2. The ODA unit must send all certification packages for SFPs to the FS OMT representative, who will process the package as described in FAA Order 8130.2. The ODA unit will coordinate with the OMT on the content and scope of any operating limitations issued with an SFP, including overseas flights.

> **Note:** Temporary operation of overweight aircraft must be authorized on a caseby-case basis by the OMT. Overweight operation is not allowed for rotorcraft.

5-32. Off-Site ODA Activities.

a. MRA ODA Holder Authorization. MRA ODA holders are authorized to perform airworthiness certificate and approval functions at any location using the off-site procedures. When an MRA ODA utilizes these procedures frequently or on a repetitive basis at a specific location, the OMT may require the ODA to add these locations to Appendix C, ODA Facilities, of the ODA procedures manual.

b. International Coordination for MRA ODA Activities.

(1) MRA ODA holders must coordinate any international activity through the FS OMT member(s) using the process approved in the procedures manual.

> **Note:** For organizations that hold multiple ODA types, the notification requirements above only apply to airworthiness certificate and approval functions performed under their MRA ODA, unless additional notification requirements are included in their procedures manual.

(2) For IFO coordination, the MRA ODA holder will provide the information required for an undue burden determination and any CAA information required to accomplish the function.

(3) The FS OMT member must notify the IFO by providing the information from the ODA holder.

(4) The IFO may contact the UM involved directly for required information and surveillance, if required.

(5) The IFO may deny the activity if there are known concerns with the aircraft in relation to the proposed activity or if the FAA office wishes to accomplish the work themselves (to not delegate the work). In either case, the OMT is responsible for providing the written authorization or denial to the ODA holder.

5-33. Perform Aging Aircraft Inspections and Records Reviews. An MRA ODA unit may issue a notification of completion to an air carrier after conducting the records reviews and aircraft inspections required by § 121.1105, § 129.105, or § 135.422 in accordance with the procedures in its manual. If the air carrier is not the MRA ODA holder, the OMT must first get OMT approval and coordinate with the appropriate certificate management office (CMO) of that air carrier before conducting the inspection.

Section 6. Parts Manufacturer Approval ODA (PMA ODA)

This section outlines the requirements and functions for PMA ODA holders. Three general types of authority are available to a PMA ODA holder: 1) design and production approval authority that allows the ODA unit to approve test and computation decisions and issue PMA supplements to the ODA holder; 2) production approval authority that allows the ODA unit to issue PMA supplements to the ODA holder based on STCs or licensing agreements; and 3) airworthiness and conformity authority allow the ODA unit to issue airworthiness approvals or perform conformity inspections on articles produced by the ODA holder.

5-34. Functions. Table 5-6.1 lists the available PMA ODA function codes. A PMA ODA holder must perform PMA approval functions in accordance with part 21 and FAA Order 8110.42, Parts Manufacturer Approval Procedures. The PMA ODA holder's procedures manual must identify the ODA holder's specific authorized functions and limitations.

Table 5-6.1. PMA ODA Functions

PMA Authorized Functions	Function Code	FC Owner
Approve Technical Data and Find Compliance to Airworthiness Standards	13010	EN
Issue PMA Supplements - Test and Computation	13031	MF
Issue PMA Supplements - Licensing Agreement or STC	13032	MF
Approve Operational or Repair Information	13040	EN
Approve Airworthiness Limitations Information	13050	EN
Issue Domestic Airworthiness Approvals	13063	MF
Issue Export Airworthiness Approvals - Articles	13064	MF
Establish Conformity Inspection Requirements	13070	EN
Establish Conformity Inspection Requirements	13070	MF
Determine Conformity of Articles Including Test Articles	13080	MF
Determine Conformity of Test Set-Up	13090	MF
Determine Conformity of Installations of Articles Including TIA Inspections on a Product	13100	MF
Perform Compliance Inspections	13110	EN
Approve Data for Major Alterations or Major Repairs	13130	EN
Perform Approvals in support of TC ODA Holder Projects	13160	EN
Perform Approvals in support of TC ODA Holder Projects	13160	MF
Perform Review and Acceptance of Instructions For Continued Airworthiness (ICA)	13180	AE

EN = AIR Engineering
MF = AIR Manufacturing
AE = Flight Standards Aircraft Evaluation Division

a. Approve Technical Data and Find Compliance to Airworthiness Standards (13010). A PMA ODA unit may approve technical data. This includes:

(1) Approving technical data, such as drawings, test plans, test data, specifications, or analyses.

(2) Witnessing tests.

(3) Reviewing test data to ensure the test followed the test plan.

(4) For analytical data, ensuring that an appropriate and validated analytical model or system was used.

b. Issue and Revise PMA Supplements. A PMA ODA unit may issue the following after determining that the PMA holder's ability to produce duplicate articles complies with the requirements of § 21.307. The PMA ODA unit must comply with the guidance in FAA Orders 8120.22 and 8120.23.

(1) Issue PMA Supplements – Test and Computation (13031).

(2) Issue PMA Supplements – Licensing Agreement or STC (13032).

c. Approve Operational or Repair Information (13040). A PMA ODA unit may approve repair information as required or allowed by the regulations. The specific authority must be defined in the procedures manual. Under this function code, an ODA unit may approve repair or overhaul manuals (including revisions) for PMA supplements it issues using test and computation procedures.

d. Approve Airworthiness Limitations Information (13050). A PMA ODA unit may approve ALs information associated with PMAs it issues using test and computation procedures.

e. Issue Airworthiness Approvals. A PMA ODA unit may perform the following functions. The ODA unit must comply with part 21, FAA Order 8130.21, and this order.

(1) Issue Domestic Airworthiness Approvals (13063). The ODA holder may issue domestic airworthiness approvals for articles.

> **Note:** Pursuant to § 43.3(j)(2), a manufacturer (ODA holder) may rebuild or alter any appliance or part of aircraft, aircraft engines, propellers, or appliances manufactured by it under an FAA PMA. Issuing approval for return-to-service documents for rebuild and alteration activities is not an ODA function.

(2) Issue Export Airworthiness Approvals (13064). The ODA holder may issue export airworthiness approvals for articles (as defined by part 21).

f. Establish Conformity Inspection Requirements (13070). A PMA ODA unit may set requirements for the extent and kind of conformity inspections required, and may issue a request for conformity.

g. Determine Conformity of Articles Including Test Articles (13080). A PMA ODA unit may determine if articles conform to the design data.

h. Determine Conformity of Test Set-Up (13090). A PMA ODA unit may determine whether a test setup conforms to its design data.

i. Determine Conformity of Installations of Articles Including TIA Inspections on a Product (13100). A PMA ODA unit may determine whether installations of articles on a product conform to the design data and perform TIA inspections.

j. Perform Compliance Inspections (13110). A PMA ODA unit may perform compliance inspections to determine whether products comply with 14 CFR.

k. Approve Data for Major Alterations or Major Repairs (13130). A PMA ODA unit may approve major repair data as described in subparagraph 5-37c.

l. Perform Approvals in Support of TC ODA Holder Projects (13160). A PMA ODA unit may supply data approvals and conformity determinations that are used within a TC ODA holder's system. These approvals are limited to the types of approvals included in the ODA holder's PMA test and computation authority. The procedures manual must specify the types of airworthiness standards and products for which this authority applies.

> **Note:** ODA holders may perform function codes 13010, 13040, 13050, 13070, and 13110 in support of FAA-managed projects for which the ODA holder is the applicant or in support of another applicant's FAA-managed project involving articles manufactured by the ODA holder. See subparagraph 5-37a.

m. Perform Review and Acceptance of Instructions for Continued Airworthiness (ICA) (13180). The ODA administrator may determine that ICA are acceptable when they have been developed following the approved process in the ODA procedures manual.

5-35. Limitations.

a. Imposing Limitations. The OMT may impose any limitations on an ODA holder's authority, as warranted by the ODA holder's staffing and experience, that the OMT determines appropriate. The OMT must limit the authority based upon the qualifications and capabilities of the ODA UMs. The OMT may, for example, retain authority for the approval of test plans, requiring them to be submitted for approval by the Certification Branch. The OMT should carefully evaluate an ODA holder's capability and experience prior to delegating approval of test plans.

b. Design Approval by Test and Computation. PMA ODA holders may grant test and computation design approval only for the types of articles for which they have demonstrated design and manufacturing experience. The ODA holder's procedures manual limitations must specify the types of articles authorized under the ODA.

c. Limitation on Individual Functions. The OMT may establish restrictions or limitations on individual functions approved for a PMA ODA holder. If applicable, such restrictions will be listed in the limitations section of the procedures manual.

d. Critical, Life-Limited, and Influencing Articles. Any PMA design approval involving critical, life-limited, or influencing articles requires the PNL to be coordinated with the responsible Certification Branch that manages the applicable TC or STC prior to OMT concurrence.

e. ICA Acceptance. No ODA holder may accept ICA for:

(1) Changes associated with ADs, including AMOCs.

(2) Projects using the MRB or MTB process.

> **Note:** The OMT may limit delegated ICA acceptance by project/product types. The OMT may also reduce or remove these

limitations once the ODA holder has proven to the OMT that its process results in acceptable ICA.

5-36. PMA Procedures. A PMA ODA holder must use the same general process the FAA uses for standard certification programs (refer to FAA Orders 8110.4, 8110.42, 8120.22, and 8120.23). The ODA holder's procedures manual must contain the specific forms and procedures used to determine and document compliance to the applicable airworthiness standards and § 21.307. The ODA holder must use FAA forms that apply.

a. PMA Test and Computation Programs.

(1) Determination for PNL.

(a) PNL Required. A PNL is required for any project:

1. That is a significant change pursuant to § 21.101.

2. Involving items on the applicable product type FAA issues list, unless the issue has been dispositioned on that ODA holder's previous project through a completed stage 4 issue paper, or other documentation (e.g., applicant specific policy memo), the issue paper is marked for reuse, and all reuse conditions are met. Such an issue paper must be referenced in the certification plan and noted in the CPN.

3. Requiring issuance of an equivalent safety finding, exemption, or special condition (that is, one that does not already exist as part of the product's certification basis).

4. Requiring a determination of compliance to a requirement for which the ODA holder has not previously demonstrated experience.

5. Involving a novel or unusual design feature not previously introduced or a method of compliance not previously accepted by the OMT for use on the ODA holder's projects.

6. Involving a change that is the subject of a planned AD or affects compliance with an existing AD (for example, an AMOC is required).

7. For which the required FAA project participation cannot be established in advance. The types of FAA project involvement include:

i. Mandatory (Non-Discretionary) Participation. The FAA must perform any activity that cannot be delegated and those for which the ODA holder is not authorized. These activities must be performed by the FAA during completion of the project and the ODA holder must account for FAA participation within the project schedule.

ii. Discretionary Participation. These activities must be performed by the FAA during completion of the project and the ODA holder must account for FAA participation within the project schedule.

iii. Oversight Participation. The ODA holder should keep the OMT informed of the schedule for these activities, but the ODA holder may proceed with the project if the OMT is not able to participate in these activities.

(b) That involves the manufacture of a PMA part different in type or nature from those already authorized under the PMA.

1. No-PNL Programs. At the OMT's discretion, ODA holders may be authorized to issue PMAs based on test and computation without submittal of a PNL.

2. Scope and Limitations. The scope and limitations of any type of activity not requiring a PNL must be defined in the ODA procedures manual and may only be authorized for the types of PMA activity for which the OMT can establish beforehand that previous PMA projects of a similar nature have been conducted satisfactorily by the ODA holder.

3. OMT Notification. The ODA administrator must notify the OMT of any planned certification project if there is any question regarding the ODA holder's authority to complete the project without submittal of the PNL.

4. Documentation. Although a PNL need not be submitted under these provisions, the ODA holder must still prepare and maintain all of the documentation normally included with a PNL.

5. Reporting. If required by the OMT, the ODA holder must submit activity reports including information about any projects completed without submittal of a PNL.

(2) Showing of Compliance and FAA Recognition of Applicant Showings.

(a) Showing of Compliance. In addition to finding compliance through the ODA unit procedures, the ODA holder is responsible as the project applicant to show compliance to the airworthiness standards and provide the statement required by § 21.303(a)(5) certifying that it has complied with the applicable requirements prior to completion of FAA Form 8100-11 by the ODA unit.

(b) FAA Recognition of Applicant Showings. OMTs may authorize ODA holders to base an approval on the applicant's showing of compliance rather than a specific approval by the ODA unit. The OMT must recognize any specific applicant showing activity prior to its use on any specific project. The ODA holder may propose an applicant showing activity for recognition if the following criteria is met:

1. The ODA holder has evidence of successfully obtaining FAA approval for that type of specific compliance data on past projects, including projects of comparable complexity:

2. The ODA holder's compliance methodology is the same as on past FAA projects; and

3. The ODA holder uses the same person(s) in making the showing, or an auditable documented company process for the compliance methodology is used to develop the specific substantiating data.

(3) Program Notification Letter (PNL). If required to submit a PNL, the ODA holder must submit the PNL to the OMT lead and include:

(a) PMA letter of application, as described in FAA Order 8110.42.

(b) Certification plan that includes:

1. Certification basis.

2. Compliance checklist with applicable airworthiness standards and methods of compliance, including any proposed applicant showings.

3. Recommended areas for FAA specific findings.

4. Conformity plan or requirements for production aspects.

5. Assessment of the criticality of the article.

6. Service history considerations.

7. Identification of the products the article may be installed on.

8. Location of manufacturing operations.

9. Quality system changes required for production of the article.

10. Method of marking articles.

(4) Project Coordination and PNL Response.

(a) OMT Coordination. The OMT will review the PNL and determine whether the proposed project is within the ODA unit's authority and capability as well as determine its participation in the project.

(b) Other FAA Coordination.

1. Certification Branch. Coordination with the Certification Branch that manages the applicable TC or STC is required for PMA projects involving critical, life-limited, and influencing articles.

2. Certification Project Notification (CPN). Projects for critical articles PMA must be coordinated with the AIR-610 Certification Engagement Branch by CPN, as described in FAA Order 8110.42.

3. Undue Burden Determination. If the manufacturing location is outside the United States, the OMT must determine that the location does not create an undue burden on the FAA before authorizing the project. Refer to FAA Order 8100.11 for information on undue burden determination.

(c) PNL Response. If the OMT determines the ODA unit is capable of performing the project, the OMT will authorize the project, in writing, and notify the ODA unit of any specific findings or areas of FAA involvement. The response will include:

1. Acceptability of the certification plan.

2. Identification of any FAA participation, including the making of specific findings of compliance and the rationale for participating. The PNL response must include instruction to the ODA holder to provide adequate notice to the FAA of activities in which the FAA will participate. The FAA response should include direction to the ODA UMs for approval or recommend approval on FAA Form 8100-9. The OMT will identify the following participation and any associated rationale.

(5) Compliance with Regulatory Requirements. Engineering ODA UMs determine compliance with the FAA regulations, when required. Engineering or flight test representatives must approve or complete the following, as applicable, to document compliance:

(a) FAA Form 8100-9, Statement of Compliance with Airworthiness Standards. FAA Form 8100-9 must note that the data approval supports an ODA PMA project.

(b) FAA Form 8120-10, Request for Conformity.

(6) Conformity. Inspection personnel in the ODA unit conduct and document conformity inspections, and determine the producibility of the article. The conformity determinations of producibility must be recorded on FAA Form 8100-1.

(a) Prior to any FAA conformity inspection, the product or article must be inspected in accordance with § 21.33, and FAA Form 8130-9 must be completed to satisfy § 21.53.

Note: Complex subassemblies may require completion of more than one FAA Form 8130-9.

(b) The ODA holder's procedures manual must identify and document inspection results. The procedures manual must identify the procedures used to develop and approve the conformity inspection plan.

(c) Prior to any compliance inspection or test, an ODA UM must determine that the end product, in-process articles, or test articles conform to the type design. The ODA UM must document conformity on the following (as applicable):

1. FAA Form 8100-1, Conformity Inspection Record.

2. FAA Form 8130-3, Authorized Release Certificate, Airworthiness Approval Tag.

(7) Instructions for Continued Airworthiness (ICA). The ODA holder must develop ICA for test and computation approvals (if applicable).

(a) ICA Functions Not Authorized. The ODA holder must develop and submit ICA, or an impact assessment showing no ICA impact, for any new or changed type design. The ICA must be coordinated with the AED OMT member(s) early in the program to ensure that ICA development and acceptance does not delay the program. The AED OMT representative will determine the level of the AED's involvement during the program notification review. The ODA holder must ensure the ICA is accepted upon delivery of the product or prior to issuance of the first standard or restricted airworthiness certificate for an affected aircraft, whichever occurs later.

(b) ICA Functions Authorized. If the ODA holder is to accept ICA on behalf of the FAA, the ODA holder must comply with the ICA processes before completing FAA Form 8100-11.

(8) Quality System. After the ODA unit has evaluated the PMA data package in accordance with FAA Order 8110.42, subparagraph 2-9c, Drawing Notes, and finds that the design data complies with all of the applicable airworthiness requirements and part 21, the ODA unit must:

(a) Verify design approval is complete.

(b) Verify that all conformity inspection reports have been completed.

(c) Verify that the manufacture of the article does not require significant changes in the manufacturer's operations or capabilities. Any PMA supplement that requires significant changes in the manufacturer's operations or capabilities must be coordinated with the OMT before the supplement is issued. Significant changes to the manufacturer's operations or abilities include, but are not limited to:

1. Special processes performed by the manufacturer for the first time (e.g., heat treating, shot peening, and friction welding).

2. Articles produced using new tooling, jigs, equipment, etc.

3. Articles that can only be inspected by using the tool that produced them.

4. Articles produced at a new production facility.

(d) Verify that the ODA holder has completed a statement certifying that the quality system required by § 21.307 has been established.

(e) Determine and document that the quality system satisfies the requirements of § 21.307. When applicable, conduct an article conformity inspection in accordance with FAA Orders 8120.22 and 8120.23.

(f) Verify that processes are in place to ensure the articles will be marked as required by § 45.15.

(9) Issuing PMA Supplements. To issue a PMA supplement, the ODA administrator must:

(a) Ensure that the ODA holder has documented an applicant's certifying statement, as required by § 21.303(a)(5), prior to completion of FAA Form 8100-11. The statement must be attested to by a designated agent of the ODA holder.

(b) Complete FAA Form 8100-11, indicating all engineering, manufacturing, and production activities, including specific findings, of the program are complete.

(c) Issue the PMA supplement in the format obtained from the OMT.

(10) Data Submittal.

(a) The ODA unit must submit a copy of the PMA application, conformity inspection report, the PMA supplement (including an electronic copy), and the PMA supplement data (in a format acceptable to the Administrator) to the responsible Certificate Management Section within 14 calendar days of the date of issuance of the PMA supplement. The PMA Supplement information will be uploaded into DRS by the Certificate Management Section.

(b) The data package, which must include (as applicable):

1. Certification plan,

2. Conformity plan,

3. Top/master drawing list and other drawings,

4. Specifications,

5. Technical reports,

6. Electrical load analysis,

7. Stress analysis,

8. Test plans and reports,

9. Equipment qualification plans and reports, and

10. ICA.

(c) The ODA unit must submit a copy of FAA Form 8100-11 to the OMT lead within 14 calendar days of the date of issuance of the PMA supplement.

b. Parts Manufacturer Approvals Based on Licensing Agreement or STC. A PMA ODA unit may issue PMA supplements based upon a licensing agreement or STC only for the same types of articles the PMA holder is authorized to produce at its approved location. A licensing agreement may only be used if received directly from the holder of an FAA-approved TC, STC, or TSOA and the agreement is between the TC, STC, or TSOA holder and the PMA ODA holder. The ODA holder's procedures manual must contain the specific forms, checklists and procedures used to determine and document compliance to parts 21 and 45, including the processes in FAA Order 8110.42.

(1) Determination for PNL.

(a) PNL Required. A PNL is required for any project that involves the manufacture of a PMA part different in type or nature from those already authorized under the PMA.

(b) No-PNL Programs. At the OMT's discretion, ODA holders may be authorized to issue PMAs based on licensing agreements or STCs without submittal of a PNL.

1. Scope and Limitations. The scope and limitations of any type of activity not requiring a PNL must be defined in the ODA procedures manual and may only be authorized for the types of PMA activity for which the OMT can establish beforehand that previous PMA projects of a similar nature have been conducted satisfactorily by the ODA holder.

2. OMT Notification. The ODA administrator must notify the OMT of any planned certification project if there is any question regarding the ODA holder's authority to complete the project without submittal of the PNL.

3. Documentation. Although a PNL need not be submitted under these provisions, the ODA holder must still prepare and maintain all of the documentation normally included with a PNL.

4. Reporting. The ODA holder must submit activity reports including information about any projects completed without submittal of a PNL.

(2) Program Notification Letter (PNL). If required to submit a PNL, the ODA holder must submit the PNL to the OMT lead and include:

(a) PMA letter of application, as described in FAA Order 8110.42.

(b) Service history considerations (not applicable for STC based PMA).

(c) Quality system changes required for production of the article.

(d) Method of marking articles.

(e) Conformity plan or requirements for production of the article.

(f) List of articles being approved for PMA.

(3) Project Coordination and PNL Response.

(a) OMT Coordination. The manufacturing OMT member will review the PNL and determine whether the proposed project is within the ODA unit's authority and capability, as well as determine its participation in the project.

(b) Other FAA Coordination.

1. Certification Branch. Coordination with the Certification Branch that manages the applicable TC or STC is required for PMA projects involving critical, life-limited, and influencing articles.

2. Certification Project Notification (CPN). Projects for critical articles PMA must be coordinated with the AIR-610 Certification Engagement Branch by CPN, as described in FAA Order 8110.42.

3. Undue Burden Determination. If the manufacturing location is outside the United States, the OMT must determine that the location does not create an undue burden on the FAA before authorizing the project. Refer to FAA Order 8100.11 for information on undue burden determination.

(c) PNL Response.

1. If the OMT determines the ODA unit is capable of performing the project, the OMT will authorize the project, in writing, and notify the ODA unit of any specific findings or areas of FAA involvement.

2. The response will include identification of any FAA participation, including the making of specific findings of compliance, and the rationale for participating. The PNL response must also include instruction to the ODA holder to provide adequate notice to the FAA of activities in which the FAA will participate. The types of participation are:

i. Mandatory (Non-Discretionary) Participation. The FAA must perform any activity that cannot be delegated and those for which the ODA holder is not authorized. These activities must be performed by the FAA during completion of the project and the ODA holder must account for FAA participation within the project schedule.

ii. Discretionary Participation. These activities must be performed by the FAA during completion of the project and the ODA holder must account for FAA participation within the project schedule.

iii. Oversight Participation. The ODA holder should keep the OMT informed of the schedule for these activities, but the ODA holder may proceed with the project if the OMT is not able to participate in these activities.

(4) Quality System. Before issuing a PMA supplement based on licensing agreement or STC, the ODA unit must:

(a) Determine all of the necessary data is available according to a current licensing agreement and assist letter or by STC.

(b) Verify that the manufacture of the article does not require significant changes in the manufacturer's operations or capabilities. PMA supplements that require significant changes in the manufacturer's operations or capabilities must be coordinated with the OMT before the supplement is issued. Significant changes to the manufacturer's operations or abilities include, but are not limited to:

1. Special processes performed by the manufacturer for the first time (e.g., heat treating, shot peening, and friction welding).

2. Articles produced using new tooling, jigs, equipment, etc.

3. Articles that can only be inspected by using the tool that produced them.

4. Articles produced at a new production facility.

(c) Verify that the ODA holder has completed a statement certifying that the quality system required by § 21.307 has been established.

(d) Verify the ODA holder has an agreement in place for approval of minor changes with the TC, STC, or TSOA holder.

(e) Determine and document that the quality system satisfies the requirements of § 21.307. When applicable, conduct an article conformity inspection in accordance with FAA Orders 8120.22 and 8120.23.

(f) Verify that all conformity inspection reports have been completed.

(g) Verify that processes are in place to ensure the articles will be marked as required by § 45.15.

(5) Issuing PMA Supplements. To issue a PMA supplement, the ODA administrator must:

(a) If the basis for design approval is identicality by licensing agreement, verify that documentation from the TC, STC, or TSOA holder (PMA assist letter) exists authorizing use of its data package.

(b) If the basis for design approval is STC, verify reference to the STC number.

(c) Complete FAA Form 8100-11, indicating that all manufacturing and production activities, including specific findings, of the program are complete.

(d) Issue the PMA supplement in the format obtained from the OMT.

(6) Data Submittal.

(a) The ODA unit must submit a copy of the PMA application, conformity inspection report, the PMA supplement (including an electronic copy), and the PMA supplement data (in a format acceptable to the Administrator) to the responsible Certificate Management Section within 14 calendar days of the date of issuance of the PMA supplement. The PMA Supplement information will be uploaded into DRS by the Certificate Management Section.

(b) The ODA unit must submit a copy of FAA Form 8100-11 to the OMT lead within 14 calendar days of the date of issuance of the PMA supplement.

5-37. Other Approval Functions.

a. Data Approvals Supporting FAA-Managed Projects. The ODA unit may perform function codes 13010, 13040, 13050, 13070, and 13110 in support of FAA-managed (non-ODA) certification projects involving articles manufactured by the ODA holder. If providing approvals in support of another applicant, the ODA administrator must provide a letter to both the project applicant and the OMT that identifies the approvals to be performed by the ODA unit and states that the ODA unit is authorized to make those specific approvals. The ODA administrator must ensure that the ODA UMs making the approval are qualified and authorized with the appropriate delegated functions and authorized areas. The ODA holder must keep copies of FAA Form 8100-9 and all data approved in support of FAA-managed project applicants. A project applicant must discuss intentions to use ODA approvals as part of the certification project with the project Certification Branch. The project Certification Branch will coordinate with the OMT regarding the data approvals as it believes necessary.

b. Data Approvals/Conformity Inspections Supporting TC ODA Projects. If authorized function code 13160, the ODA unit may approve data and conduct conformity inspections in support of TC ODA projects if the ODA holder designs and manufactures the articles and conducts all of the conformity inspections necessary.

c. Major Repair Data. The ODA unit may approve major repair data for articles manufactured by the ODA holder.

(1) Critical, Life-Limited, and Influencing Articles. Repair or alteration data approvals that affect critical, life-limited, or influencing articles must be coordinated with the OMT.

(2) The ODA unit must document these data approvals on FAA Form 8100-9. FAA Form 8100-9 must clearly identify:

(a) The specific articles addressed by the approval,

(b) Whether all aspects of the repair are addressed,

(c) Those aspects of the repair that the form approves, and

(d) That other data approvals may be required (if necessary).

Note: A PMA ODA may be authorized to issue multiple-use repair data approvals in the form of service documents, FAA Form 8100-9 approvals, or repair specifications.

5-38. Airworthiness Approvals.

a. Export Airworthiness Approvals. The ODA unit may issue airworthiness approvals (FAA Form 8130-3) for articles produced by the ODA holder. When exporting articles (as defined by part 21), the ODA unit must determine that the requirements of part 21 subpart L are met. The ODA unit must ensure the requirements in AC 21-2, and the special requirements of importing countries are met before issuing export airworthiness approvals. FAA Form 8130-3 must be issued in accordance with FAA Order 8130.21.

b. Domestic Airworthiness Approvals. The ODA unit may issue airworthiness approvals (FAA Form 8130-3) for articles produced by the ODA holder. FAA Form 8130-3 must be issued in accordance with FAA Order 8130.21.

5-39. Conformity Determinations. Inspection personnel in the ODA unit may conduct conformity inspections in support of FAA and/or CAA-managed certification programs. Conformity inspections must be accomplished in accordance with the guidance in FAA Order 8110.4.

a. Applicant Conformity Inspections. Prior to any FAA conformity inspection, the product or article must be inspected in accordance with § 21.33 and FAA Form 8130-9 must be completed to satisfy § 21.53. The ODA unit must also receive FAA Form 8120-10 from a designee or the FAA prior to performing any FAA conformity inspection.

b. Forms and Procedures for Documentation. The ODA holder's procedures manual must identify the specific forms and procedures used to identify and document inspection results. Refer to FAA Order 8110.4 for where to find forms and instructions on how to complete them.

c. ODA Unit Conformity Inspections. An ODA UM must complete the following (as applicable) to document conformity of the end product, in-process articles, or test articles with the type design:

(1) FAA Form 8100-1, Conformity Inspection Record.

(2) FAA Form 8110-31, Type Inspection Report, or FAA Form 8110-26, Supplemental Type Inspection Report (Part 1.0), as applicable.

(3) FAA Form 8120-10, Request for Conformity.

(4) FAA Form 8130-3, Authorized Release Certificate, Airworthiness Approval Tag.

Section 7. Air Operator ODA (AO ODA)

This section establishes the requirements and functions for AO ODA holders. An AO ODA holder can conduct certification or portions of the certification process towards issuance of a

Rotorcraft External-Load Operator Certificate in compliance with 14 CFR part 133. An AO ODA can also perform functions associated with AIP approval in accordance with part 91. ODA for operational certifications may be expanded in future revisions of this order to include additional air operator (AO), airmen, air carrier, or air agency certification functions.

5-40. Functions. Table 5-7.1 lists the ODA function codes for Rotorcraft External-Load Operator Certification and AIP approvals. The ODA holder's procedures manual must identify the authorized functions and limitations. Additional coordination with the OMT may be required depending on limitations listed in the procedures manual. The available AO ODA functions are:

Table 5-7.1. AO ODA Functions

AO Authorized Functions		Function Code	FC Owner
Rotorcraft External-Load Operator	Review Application for Operator Eligibility	15010	FS
	Evaluate Rotorcraft Load Combination Flight Manual	15020	FS
	Administer Chief Pilot Knowledge and Skill Test	15030	FS
	Administer Operational Flight Checks	15040	FS
	Conduct Rotorcraft and Equipment Airworthiness Inspections	15050	FS
	Conduct Base Inspection	15060	FS
	Issue Operating Certificate and Authorizations	15070	FS
AIP Approvals	AIP Evaluation and Approval	15080	FS
	Determine Eligibility of Previously Approved Intervals Greater than the Manufacturer's Inspection Intervals	15090	FS
FS = Flight Standards Airworthiness and/or Operations			

a. Rotorcraft External-Load Operator Certification Functions.

(1) Review Application for Operator Eligibility (15010). The ODA holder will be authorized to review an applicant's eligibility to hold a certificate in accordance with 14 CFR part 133 and FAA Order 8900.1, including, but not limited to, review and evaluation of the application package, review of background and experience, and other qualifications required for certification.

(2) Evaluate Rotorcraft Load Combination Flight Manual (15020). The ODA holder will be authorized to evaluate the Rotorcraft-Load Combination Flight Manual (RLCFM) in accordance with § 133.47 and FAA Order 8900.1.

(3) Administer Chief Pilot Knowledge and Skill Test (15030). The ODA holder will be authorized to administer Chief Pilot Knowledge and Skill Test in accordance with § 133.23 and FAA Order 8900.1.

(4) Administer Operational Flight Checks (15040). The ODA holder will be authorized to administer operational flight checks, in accordance with 14 CFR §§ 133.33 and 133.41, and FAA Order 8900.1.

(5) Conduct Rotorcraft and Equipment Airworthiness Inspections (15050). The ODA holder will be authorized to conduct rotorcraft and equipment airworthiness inspections in accordance with 14 CFR §§ 133.43 and 133.51, and FAA Order 8900.1.

(6) Conduct Base Inspection (15060). The ODA holder will be authorized to conduct base inspections, in accordance with FAA Order 8900.1.

(7) Issue Operating Certificate and Authorizations (15070). The ODA holder will be allowed to issue operating certificate and authorizations. This function will only be authorized by the OMT after the ODA holder has demonstrated a consistently satisfactory record of compliance completing other authorized functions.

b. AIP Approvals.

(1) AIP Evaluation and Approval (15080). AO ODA holders and UMs are responsible performing AIP Evaluations and Approvals in accordance with § 91.409(f)(4); FAA Order 8900.1; AC 91-90, Part 91 Approved Inspection Programs; and this order.

(2) Determine Eligibility of Previously Approved Intervals Greater than the Manufacturer's Inspection Intervals (15090). AO ODA holders and UMs are responsible for performing these determinations in accordance with FAA Order 8900.1, AC 91-90, and this order.

5-41. Limitations. The OMT may impose any limitation determined appropriate on an ODA holder's authority, as warranted by the ODA holder's staffing and experience. The OMT must limit the authority based upon the qualifications and capabilities of the ODA Ums. An AO ODA unit may not:

a. Perform any functions not authorized by the ODA holder's managing FAA office.

b. Issue authorization for Class D external-loads or instrument flight rules (IFR) operations unless the OMT has reviewed and approved the authorization.

c. Renew or amend a Rotorcraft External-Load Operator Certificate.

d. Deviate from FAA regulations, policy, or guidance.

e. Be appointed, or perform functions outside the United States, except function code 15080 only may be performed on a U.S.-registered aircraft located outside the United States with prior approval of the OMT and coordination/concurrence with the appropriate IFO. The ODA may be required to supply undue burden documentation to the IFO in order to exercise this option.

f. Perform function codes 15080 or 15090 on aircraft makes and models not listed in the ODA procedures manual.

g. For function code 15080 and 15090, the ODA unit may not use outside contractors or services in the performance of analysis and aircraft inspections or data research. All function activity must be performed in-house by the ODA unit for each aircraft project.

h. Perform function codes 15080 and 15090 on any aircraft without the prior approval of the FS office with responsibility for that aircraft.

i. No AO ODA holder may perform function code 15090 on a particular inspection task unless that task interval extension increment (expressed in hours, days, months, as appropriate) has been previously approved by the FAA. After initial FAA approval of a task extension increment, the ODA holder may exercise function code 15090 for the same increment on any identical task if no deviations or exceptions to the procedures used to make the initial FAA approval are involved.

j. No AO ODA holder may perform function code 15090 on any inspection task unless the existing FAA approval was performed in accordance with AC-91-90 and FAA Order 8900.1, Volume 4, Chapter 14, Section 3, Evaluate/Approve an Inspection Program Under Part 91, § 91.409(f)(4), by an FS office or been approved by an AED/Certification Branch in accordance with AC 121-22, MRBs, MTBs, and OEM/TCH Recommended Maintenance Procedures, or optimized by the OEM in accordance with § 21.50.

5-42. AO Certification Programs.

a. Rotorcraft External-Load Operator Certification Programs.

(1) Before an ODA holder may accept an application for certification, it must coordinate with the responsible FS office where the operator will be based. The responsible FS office must authorize each certification project, in writing, before the ODA may begin the project.

(2) Upon completion of the applicable functions, the ODA unit must send the completed certification package to the responsible FS office where the operator is based. The FS office will complete the applicable steps listed in the certification phase of FAA Order 8900.1 and issue the appropriate documents to the operator. This process must be outlined in the ODA holder's procedures manual.

b. AIP Approvals.

(1) AIP Evaluation and Approval.

(a) Before an ODA holder may begin a program, the ODA holder must acquire and receive approval to perform an inspection program activity from the FS office responsible for the aircraft.

(b) The ODA holder is responsible to ensure that the submitted program contains all of the required documentation.

(c) The ODA holder must assess the AIP against the constraints identified in the ODA procedures manual.

(d) The ODA unit must perform the evaluation and approval of the AIP and forward the program package to the ODA administrator for final review and approval.

(e) The AO ODA administrator will submit the package of information to the FS office for each AIP approved or denied. The submittal of the package must be in an electronic format acceptable to the OMT/FS office.

(2) Determine Eligibility of Previously Approved Intervals Greater than the Manufacturer's Inspection Intervals.

(a) The ODA holder must accept a task escalation request from an aircraft owner/operator. The ODA holder is not responsible for generating this request.

(b) The ODA unit must determine that the requested escalation is greater than the manufacturer's recommended task interval.

(c) The ODA unit must identify and collect documentation from the operator that the task escalation has been previously approved by the FAA. The documentation must include the actual approvals from the FAA.

(d) The ODA unit may apply the previously approved task escalation to the new AIP and validating the next due increment from the previous compliance date, cycle count, or hourly time from the aircraft's records.

Section 8. Airmen Certification ODA (AC ODA)

This section establishes the requirements and functions for AC ODA holders. An AC ODA holder can conduct airmen certification, portions of the airmen certification process, or functions associated with the airmen certification process.

5-43. Functions. Table 5-8.1, AC ODA Functions, lists the ODA function codes available for airmen certification within an AC ODA for holders of 14 CFR parts 121, 135, 141, 142, 145, and 147 certificates. The ODA holder's procedures manual must identify the authorized functions and limitations. Additional coordination with the OMT may be required depending on limitations listed in the procedures manual. The available AC ODA functions are:

Table 5-8.1. AC ODA Functions

AC Authorized Functions		Function Code	FC Owner
Part 121	Conduct Pilot Airmen Certification Tests	16101	FS
	Conduct Air Carrier Check Pilot Evaluation*	16106	FS
	Conduct AQP Initial Qualification Checks*	16107	FS
	Conduct Airman Certificate Qualification Review (Administrative)	16109	FS
Part 135	Conduct Pilot Airmen Certification Tests	16201	FS
	Conduct Air Carrier Check Pilot or Evaluation*	16206	FS
	Conduct AQP Initial Qualification Checks*	16207	FS
	Conduct Airman Certificate Qualification Review (Administrative)	16209	FS
Part 141	Conduct Pilot Airmen Certification Tests	16301	FS
	Conduct Airman Certificate Qualification Review (Administrative)	16309	FS
	Conduct Annual Proficiency Checks*	16311	FS
Part 142	Conduct Pilot Airmen Certification Tests	16401	FS
	Conduct Category II Practical Tests	16403	FS
	Conduct Category III Practical Tests	16404	FS
	Conduct Airman Certificate Qualification Review (Administrative)	16409	FS
	Conduct Annual Proficiency Checks*	16411	FS
	Conduct Instructor Observations*	16412	FS
	Conduct Instructor Annual Proficiency Checks*	16413	FS
	Conduct Evaluator Annual Proficiency Checks*	16414	FS
Part 145	Conduct Airmen Certification Tests for Airframe Rating	16505	FS
	Conduct Airmen Certification Tests for Powerplant Rating	16506	FS
	Conduct Airmen Certification Tests for Airframe and Powerplant Ratings	16507	FS
Part 147	Conduct Airmen Certification Tests for Airframe Rating	16605	FS
	Conduct Airmen Certification Tests for Powerplant Rating	16606	FS
	Conduct Airmen Certification Tests for Airframe and Powerplant Ratings	16607	FS
FS = Flight Standards Operations or Airworthiness			

*These evaluations do not result in the issuance of an airman certificate and are not activity covered by Title 49 of the United States Code (49 U.S.C.) § 44702(d)(1). However, the FAA has determined it will manage these functions within the AC ODA program.

a. 14 CFR Part 121 AC ODA Functions.

> **Note:** The ODA holder must also have function 16101 authorized in order to be authorized function code(s) 16106 and/or 16109.

(1) Conduct Pilot Airmen Certification Tests (16101). This function authorizes the ODA holder to conduct certification tests for graduates of the 14 CFR part 121 certificate holder's approved training programs.

(2) Conduct Air Carrier Check Pilot Evaluation (16106). This function conducts the check pilot observation required by 14 CFR § 121.413. This function can include either initial or recurrent check pilot observations; however, limitations may be applied to restrict a unit member to only initial or recurrent observations.

(3) Conduct AQP Initial Qualification Checks (16107). This function allows the ODA holder to complete initial qualification testing in support of an approved AQP training curriculum.

(4) Conduct Airman Certificate Qualification Review (16109). This function authorizes the ODA holder to review and validate the required documentation and determine the eligibility for the issuance of a certificate.

b. 14 CFR Part 135 AC ODA Functions.

Note: The ODA holder must also have function 16201 authorized in order to be authorized function code(s) 16206 and/or 16209.

(1) Conduct Pilot Airmen Certification Tests (16201). This function authorizes the ODA holder to conduct certification tests for graduates of the 14 CFR part 135 certificate holder's approved training programs.

(2) Conduct Air Carrier Check Pilot Evaluation (16206). This function conducts the check pilot observation required by 14 CFR § 135.339. This function can include either initial or recurrent check pilot observations; however, limitations may be applied to restrict a unit member to only initial or recurrent observations.

(3) Conduct AQP Initial Qualification Checks (16207). This function allows the ODA holder to complete initial qualification testing support of an approved AQP training curriculum.

(4) Conduct Airman Certificate Qualification Review (16209). This function authorizes the ODA holder to review and validate the required documentation and determine the eligibility for the issuance of a certificate.

c. 14 CFR Part 141 AC ODA Functions.

Note: The ODA holder must have function 16301 authorized in order to be authorized function code(s) 16308 and/or 16309.

(1) Conduct Pilot Airmen Certification Tests (16301). This function authorizes the ODA holder to conduct certification tests in accordance with part 61. This function is limited to testing applicants that either complete the part 141 certificate holder's approved training course without examining authority or meet the experience requirements under part 61.

(2) Conduct Airman Certificate Qualification Review (16309). This function authorizes the ODA holder to review and validate the required documentation and determine the eligibility for the issuance of a certificate.

(3) Conduct Annual Proficiency Checks (16311). This function authorizes the ODA holder to conduct annual 14 CFR § 61.58 pilot proficiency evaluations.

d. 14 CFR Part 142 AC ODA Functions.

> **Note:** The ODA holder must also have either function 16401 or 16402 authorized in order to be authorized function codes 16408, 16409, 16412, 16413, 16414.

(1) Conduct Pilot Airmen Certification Tests (16401). This function authorizes the ODA holder to conduct certification tests in accordance with 14 CFR part 61. This function is limited to testing applicants that complete the 14 CFR Part 142 certificate holder's approved training programs.

(2) Conduct CAT II Practical Tests (16403). The ODA holder is authorized to conduct CAT II practical tests in accordance with 14 CFR § 61.67.

(3) Conduct CAT III Practical Tests (16404). The ODA holder is authorized to conduct CAT III practical tests in accordance with 14 CFR § 61.68.

(4) Conduct Airman Certificate Qualification Review (16409). This function authorizes the ODA holder to review and validate the required documentation and determine the eligibility for the issuance of a certificate.

(5) Conduct Annual Proficiency Checks (16411). This function authorizes the ODA holder to conduct annual 14 CFR § 61.58 pilot proficiency evaluations.

(6) Conduct Instructor Observations (16412). This function authorizes the ODA holder to conduct the observation requirement of 14 CFR § 142.53 (a)(1).

(7) Conduct Instructor Annual Proficiency Checks (16413). This function authorizes the ODA holder to conduct the observation requirement of 14 CFR § 142.53 (a)(7).

(8) Conduct Evaluator Annual Proficiency Checks (16414). This function authorizes the ODA holder to conduct the observation requirement of 14 CFR § 142.55 (a)(4).

e. 14 CFR Part 145 AC ODA Functions.

(1) Conduct Airmen Certification Tests for Airframe rating (16505). This function allows unit members to accomplish airmen certification tests for airmen who meet the requirements to test for an airframe rating per part 65.

(2) Conduct Airmen Certification Tests for Powerplant rating (16506). This function allows unit members to accomplish airmen certification tests for airmen who meet the requirements to test for a powerplant rating per part 65.

(3) Conduct Airmen Certification Tests for Airframe and Powerplant ratings (16507). This function allows unit members to accomplish airmen certification tests for airmen who meet the requirements to test for an airframe and powerplant ratings per part 65.

f. 14 CFR Part 147 AC ODA Functions.

(1) Conduct Airmen Certification Tests for Airframe rating (16605). This function allows unit members to accomplish airmen certification tests for airmen who meet the requirements to test for an airframe rating per part 65.

(2) Conduct Airmen Certification Tests for Powerplant rating (16606). This function allows unit members to accomplish airmen certification tests for airmen who meet the requirements to test for a powerplant rating per part 65.

(3) Conduct Airmen Certification Tests for Airframe and Powerplant ratings (16607). This function allows unit members to accomplish airmen certification tests for airmen who meet the requirements to test for an airframe and powerplant ratings per part 65.

5-44. Limitations. The OMT may impose any limitation determined appropriate on an ODA holder's authority, as warranted by the ODA holder's staffing and experience. The OMT must limit the authority based upon the qualifications and capabilities of the ODA UMs. An AC ODA holder may not:

a. Perform any functions not authorized by the ODA holder's managing FAA office.

b. Deviate from FAA regulations, policy, or guidance.

c. Be appointed, or perform functions associated with 14 CFR parts 145 and 147 outside the United States.

d. Be authorized function codes 16505, 16506, 16507/16605, 16606, 16607 and for mechanic applicants under 14 CFR § 65.77.

5-45. Airmen Certification

a. 14 CFR Part 121.

(1) Pilot Airmen Certification (16101). For the certification of applicants completing 14 CFR part 121 training curriculum, the ODA holder will complete the following:

(a) Accept and Process Pilot Airmen Applications. The ODA holder will accept, review, and complete Airmen certification applications and application packages. Applications will be processed via IACRA, when available. As part of this process, the ODA holder will process the application, determine the applicant's eligibility, and match the applicant with the appropriate evaluation equipment and qualified APD UM. The ODA holder will make the evaluation event schedule available to the OMT.

(b) Conduct Pilot Airmen Certification Tests. The ODA holder will conduct the practical test and administrative requirements in accordance with its procedures manual. The unit member is responsible for validating the evaluation equipment (simulators, aircraft, facilities, etc.) and ensuring it is all functioning in accordance with applicable regulations and policy to accomplish the evaluation. For Air Carriers with an approved AQP, the AQP qualification evaluation must be in accordance with the air carrier's approved AQP manual.

(c) Prepare and Issue Pilot Airman Certificates. The ODA holder will ensure documentation is processed to completion and the appropriate airman certificate, rating, or denial, is issued to the applicant. The ODA holder will submit the appropriate certification records and documentation to AFB-720 electronically through IACRA, when available. Additional documentation may also be required if directed by the OMT and/or the appropriate FAA managing office.

(2) Conduct Air Carrier Check Pilot Evaluation (16106). The ODA holder will conduct check pilot evaluations and document them as the 24-month observation required by § 121.413. These evaluations may include both initial and recurrent observations. This is for the observation only; final approval of the check pilot is accomplished by the FAA managing office. The ODA holder is responsible for communication, schedule availability, and documentation requirements to provide the FAA managing office the ability to accomplish the observation in lieu of an ODA APD UM if desired. The ODA holder must provide the FAA managing office with the appropriate records to maintain the FAA check pilot file per FAA Order 8900.1.

(3) Conduct AQP Initial Qualification Checks (16107). The ODA holder is responsible for scheduling, conducting, and documenting AQP Initial Qualification Checks in accordance with an approved AQP.

(4) Conduct Airman Certificate Qualification Review (Administrative) (16109). These actions are administrative and do not require a certification test. The ODA holder can perform the following provided the ODA holder has the ability to accept, review, and process airmen certification administrative requests. Requests will be processed via IACRA when available. The ODA holder must be able to process the request, review and verify the applicant's documentation, and issue a revised certificate. The ODA holder is responsible for submitting the appropriate certification records and documentation to AFB-720 electronically through IACRA, when available. Any additional documentation will be provided if directed by the OMT and/or the appropriate FAA managing office.

(a) Conduct Airman Certificate Qualification Review:

- Issue a 14 CFR part 61 Pilot Certificate Based on Military Pilot Qualifications.
- Issue a 14 CFR part 61 Pilot Certificate Based on Foreign Pilot Qualifications.
- Issue a 14 CFR part 61 Ground Instructor Certificate.
- Renew a Current, Unexpired 14 CFR part 61 Flight Instructor Certificate.
- Issue a 14 CFR part 107 Remote Pilot Certificate Based on a Qualifications Review.
- Remove Second in Command (SIC) Limitations.

- Remove the § 61.64(f)(2) Supervised Operating Experience (SOE) limitation from an aircraft type rating on a pilot certificate.
- Provide Night Vision Goggles (NVG) endorsement described in 61.195(k)(7).

b. 14 CFR Part 135.

(1) Pilot Airmen Certification (16201). For the certification of applicants completing CFR Part 135 training curriculum, the ODA holder will complete the following:

(a) Accept and Process Pilot Airmen Applications. The ODA holder will accept, review, and complete Airmen certification applications and application packages. Applications will be processed via IACRA, when available. As part of this process, the ODA holder will process the application, determine the applicant's eligibility, and match the applicant with the appropriate evaluation equipment and qualified APM UM. The ODA holder will make the evaluation event schedule available to the OMT.

(b) Conduct Pilot Airmen Certification Tests. The ODA holder will conduct the practical test and any administrative requirements in accordance with its procedures manual. The unit member is responsible for validating the evaluation equipment (simulators, aircraft, facilities, etc.) and ensuring it is all functioning in accordance with applicable regulations and policy to accomplish the evaluation. For air carriers with an approved AQP, the AQP qualification evaluation must be in accordance with the air carrier's approved AQP manual.

(c) Prepare and Issue Pilot Airman Certificates. The ODA holder will ensure documentation is processed to completion and the appropriate airman certificate, rating, or denial, is issued to the applicant. The ODA holder will submit the appropriate certification records and documentation to AFB-720 electronically through IACRA, when available. Additional documentation may also be required if directed by the OMT and/or the appropriate FAA managing office.

(2) Conduct Air Carrier Check Pilot Evaluation (16206). The ODA holder will conduct check pilot evaluations and document them as the 24-month observation required by § 121.413. These evaluations may include both initial and recurrent observations. This is for the observation only; final approval of the check pilot is accomplished by the FAA managing office. The ODA holder is responsible for communication, schedule availability, and documentation requirements to provide the FAA managing office the ability to accomplish the observation in lieu of an ODA APD UM if desired. The ODA holder must provide the FAA managing office with the appropriate records to maintain the FAA check pilot file per FAA Order 8900.1.

(3) Conduct AQP Initial Qualification Checks (16207). The ODA holder is responsible for scheduling, conducting, and documenting AQP Initial Qualification Checks in accordance with an approved AQP.

(4) Conduct Airman Certificate Qualification Review. (Administrative) (16209). These actions are administrative and do not require a certification test. The ODA holder can perform the following provided the ODA holder has the ability to accept, review, and process airmen certification administrative requests. Requests will be processed via IACRA when

available. The ODA holder must be able to process the request, review and verify the applicant's documentation, and issue a revised certificate. The ODA holder is responsible for submitting the appropriate certification records and documentation to AFB-720 electronically through IACRA, when available. Any additional documentation will be provided if directed by the OMT and/or the appropriate FAA managing office.

(a) Conduct Airman Certificate Qualification Review:

- Issue a 14 CFR part 61 Pilot Certificate Based on Military Pilot Qualifications.
- Issue a 14 CFR part 61 Pilot Certificate Based on Foreign Pilot Qualifications.
- Issue a 14 CFR part 61 Ground Instructor Certificate.
- Renew a Current, Unexpired 14 CFR part 61 Flight Instructor Certificate.
- Issue a 14 CFR part 107 Remote Pilot Certificate Based on a Qualifications Review.
- Remove Second in Command (SIC) Limitations.
- Remove the § 61.64(f)(2) Supervised Operating Experience (SOE) limitation from an aircraft type rating on a pilot certificate.
- Provide Night Vision Goggles (NVG) endorsement described in 61.195(k)(7).

c. 14 CFR Part 141.

(1) Pilot Airmen Certification (16301). For the certification of applicants who qualify through completion of a part 141 approved course without examining authority, or for applicants who meet the airman qualification requirements of part 61, the ODA holder will complete the following:

(a) Accept and Process Pilot Airmen Applications. The ODA holder will accept, review, and complete airmen certification applications and application packages. Applications will be processed via IACRA, when available. As part of this process, the ODA holder will process the application, determine the applicant's eligibility, and match the applicant with the appropriate evaluation equipment and qualified UM. The ODA holder will make the evaluation event schedule available to the OMT.

(b) Conduct Pilot Airmen Certification Tests. The ODA holder will conduct the practical test and any administrative requirements in accordance with its procedures manual. The unit member is responsible for validating the evaluation equipment (simulators, aircraft, facilities, etc.) and ensuring it is all functioning in accordance with applicable regulations and policy to accomplish the evaluation.

(c) Prepare and Issue Pilot Airman Certificates. The ODA holder will ensure documentation is processed to completion and the appropriate airman certificate, rating, or denial, is issued to the applicant. The ODA holder will submit the appropriate certification records and documentation to Airmen Records electronically through IACRA, when available. Additional documentation may also be required if directed by the OMT and/or the appropriate FAA managing office.

(2) Conduct Airman Certificate Qualification Review. (Administrative) (16309). These actions are administrative and do not require a certification test. The ODA holder can perform the following, provided that the ODA holder has the ability to accept, review, and process airmen certification administrative requests. Requests will be processed via IACRA, when available. The ODA holder must be able to process the request, review and verify the applicant's documentation, and issue a revised certificate. The ODA holder is responsible for submitting the appropriate certification records and documentation to Airmen Records electronically through IACRA. Any additional documentation will be provided if directed by the OMT and/or the appropriate FAA managing office.

(a) Conduct Airman Certificate Qualification Review:

- Issue a 14 CFR part 61 Pilot Certificate Based on Military Pilot Qualifications.
- Issue a 14 CFR part 61 Pilot Certificate Based on Foreign Pilot Qualifications.
- Issue a 14 CFR part 61 Ground Instructor Certificate.
- Renew a Current, Unexpired 14 CFR part 61 Flight Instructor Certificate.
- Issue a 14 CFR part 107 Remote Pilot Certificate Based on a Qualifications Review.
- Remove Second in Command (SIC) Limitations.
- Remove the § 61.64(f)(2) Supervised Operating Experience (SOE) limitation from an aircraft type rating on a pilot certificate.
- Provide Night Vision Goggles (NVG) endorsement described in 61.195(k)(7).

d. 14 CFR Part 142.

(1) Pilot Airmen Certification (16401). For the certification of applicants completing CFR part 142 training curriculum, the ODA holder will complete the following:

(a) Accept and Process Pilot Airmen Applications. The ODA holder will accept, review, and complete Airmen certification applications and application packages. Applications will be processed via IACRA, when available. As part of this process, the ODA holder will process the application, determine the applicant's eligibility, and match the applicant with the appropriate evaluation equipment and qualified TCE UM. The ODA holder will make the evaluation event schedule available to the OMT.

(b) Conduct Pilot Airmen Certification Tests. The ODA holder will conduct the practical test and any administrative requirements in accordance with its procedures manual. The unit member is responsible for validating the evaluation equipment (simulators, aircraft, facilities, etc.) and ensuring it is all functioning in accordance with applicable regulations and policy to accomplish the evaluation.

(c) Prepare and Issue Pilot Airman Certificates. The ODA holder will ensure documentation is processed to completion and the appropriate airman certificate, rating, or denial, is issued to the applicant. The ODA holder will submit the appropriate certification records and documentation to AFB-720 electronically through IACRA, when available.

Additional documentation may also be required if directed by the OMT and/or the appropriate FAA managing office.

(2) Conduct Category II Practical Tests (16403). The ODA holder will evaluate the skill and proficiency of a pilot requesting authority to conduct Category II operations using the processes in the procedures manual. Completion will result in issuance or denial of a CAT II pilot authorization.

(3) Conduct Category III Practical Tests (16404). The ODA holder will evaluate the skill and proficiency of a pilot requesting authority to conduct Category III operations using the processes in the procedures manual. Completion will result in issuance or denial of a CAT III pilot authorization.

(4) Conduct Airman Certificate Qualification Review. (Administrative) (16409). These actions are administrative and do not require a certification test. The ODA holder can perform the following provided the ODA holder has the ability to accept, review, and process airmen certification administrative requests. Requests will be processed via IACRA when available. The ODA holder must be able to process the request, review and verify the applicant's documentation, and issue a revised certificate. The ODA holder is responsible for submitting the appropriate certification records and documentation to AFB-720 electronically through IACRA, when available. Any additional documentation will be provided if directed by the OMT and/or the appropriate FAA managing office.

(a) Conduct Airman Certificate Qualification Review:

- Issue a 14 CFR part 61 Pilot Certificate Based on Military Pilot Qualifications.
- Issue a 14 CFR part 61 Pilot Certificate Based on Foreign Pilot Qualifications.
- Issue a 14 CFR part 61 Ground Instructor Certificate.
- Renew a Current, Unexpired 14 CFR part 61 Flight Instructor Certificate.
- Issue a 14 CFR part 107 Remote Pilot Certificate Based on a Qualifications Review.
- Remove Second in Command (SIC) Limitations.
- Remove the § 61.64(f)(2) Supervised Operating Experience (SOE) limitation from an aircraft type rating on a pilot certificate.
- Provide Night Vision Goggles (NVG) endorsement described in 61.195(k)(7).

(5) Conduct Annual Proficiency Checks (16411). The ODA holder will administer the annual 14 CFR § 61.58 pilot proficiency evaluation in accordance with its procedures manual.

(6) Conduct Instructor Observations (16412). The ODA holder will observe instructors demonstrating knowledge of, and proficiency in, instructing in a representative segment of each curriculum for which that instructor is designated to instruct under 14 CFR part 142.

(7) Conduct Instructor Annual Proficiency Checks (16413). The ODA holder will administer a 14 CFR part 142 instructor annual proficiency check in accordance with its procedures manual.

(8) Conduct Evaluator Annual Proficiency Checks (16414). The ODA holder will administer an evaluator annual proficiency check required by 14 CFR § 142.55 in accordance with its procedures manual.

e. 14 CFR Part 145. Conduct Airmen Certification Tests for Airframe and/or Powerplant Ratings (16505, 16506, 16507)

(1) Accepting FAA Form 8610-2, Airman Certificate and/or Rating Application. The ODA holder may accept FAA Form 8610-2, Airman Certificate and/or Rating Application in accordance with its procedures manual. The ODA holder must coordinate with the OMT for any applications under 14 CFR § 65.77.

(2) Conduct Airmen Certification Test for Mechanics. The ODA holder will conduct aviation mechanic oral and practical tests in accordance with its procedures manual.

(a) Test Generator. The ODA holder must ensure that the ODA unit members are properly utilizing the FAA test generator for all testing.

(b) Facilities. The ODA holder must ensure that the MTEL and testing site inspection is approved by the OMT. It is the ODA holder's responsibility to identify requirements for testing equipment (aircraft, facilities, etc.) and ensure all testing equipment is functioning to the level required to accomplish the test.

(3) Prepare and Issue Airman Certificates for Mechanics in Accordance with 14 CFR part 65. The ODA holder will ensure documentation is processed to completion and the Temporary Airman Certificate (FAA Form 8060-4) or denial is issued to the applicant.

f. 14 CFR Part 147. Conduct Airmen Certification Tests for Airframe and/or Powerplant Ratings (16605, 16606, 16607)

(1) Accepting FAA Form 8610-2, Airman Certificate and/or Rating Application. The ODA holder may accept FAA Form 8610-2, Airman Certificate and/or Rating Application in accordance with its procedures manual. The ODA holder must coordinate with the OMT for any applications under 14 CFR § 65.77.

(2) Conduct Airmen Certification Test for Mechanics. The ODA holder will conduct aviation mechanic oral and practical tests in accordance with its procedures manual.

(a) Test Generator. The ODA holder must ensure that the ODA unit members are properly utilizing the FAA test generator for all testing.

(b) Facilities. The ODA holder must ensure that the MTEL and testing site inspection is approved by the OMT. It is the ODA holder's responsibility to identify

requirements for testing equipment (aircraft, facilities, etc.) and ensure all testing equipment is functioning to the level required to accomplish the test.

(3) Prepare and Issue Airman Certificates for Mechanics in Accordance with 14 CFR part 65. The ODA holder will ensure documentation is processed to completion and the Temporary Airman Certificate or denial is issued to the applicant.

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Appendix A. Sample Forms and Letters

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Figure A-1. Sample ODA Application Checklist

ODA Application Checklist

_____ Have communicated ODA plans with the FAA

_____ FAA Form 8100-13, Statement of Qualifications

_____ Cover letter with requested authority and limitations and statement of eligibility under §183.47

_____ Description of proposed ODA system structure

_____ Proposed ODA administrator resume

_____ Listing of proposed ODA unit members qualifications and proposed authority

_____ Proposed location(s) of ODA unit members, if other than home facility

_____ Draft procedures manual

Figure A-2. Sample ODA Letter of Designation

U.S. Department
of Transportation
Federal Aviation
Administration

Letter of [Insert ODA Type] ODA Designation

Under Title 14 of the Code of Federal Regulations, part 183, subpart D, the Federal Aviation Administration (FAA) authorizes UITAir Aircraft, Inc. (1 Airport Drive, Kansas City, MO 12345) as ODA-000001-CE. Your organization has been found qualified and capable to perform as a Representative of the Administrator for the purposes of performing [Insert design, production airworthiness, air operator, air agency, airman, air carrier etc] certification procedures. You may use ODA procedures in accordance with 14 CFR part 183, subpart D and your FAA-approved procedures manual. This authorization expires on [insert expiration date].

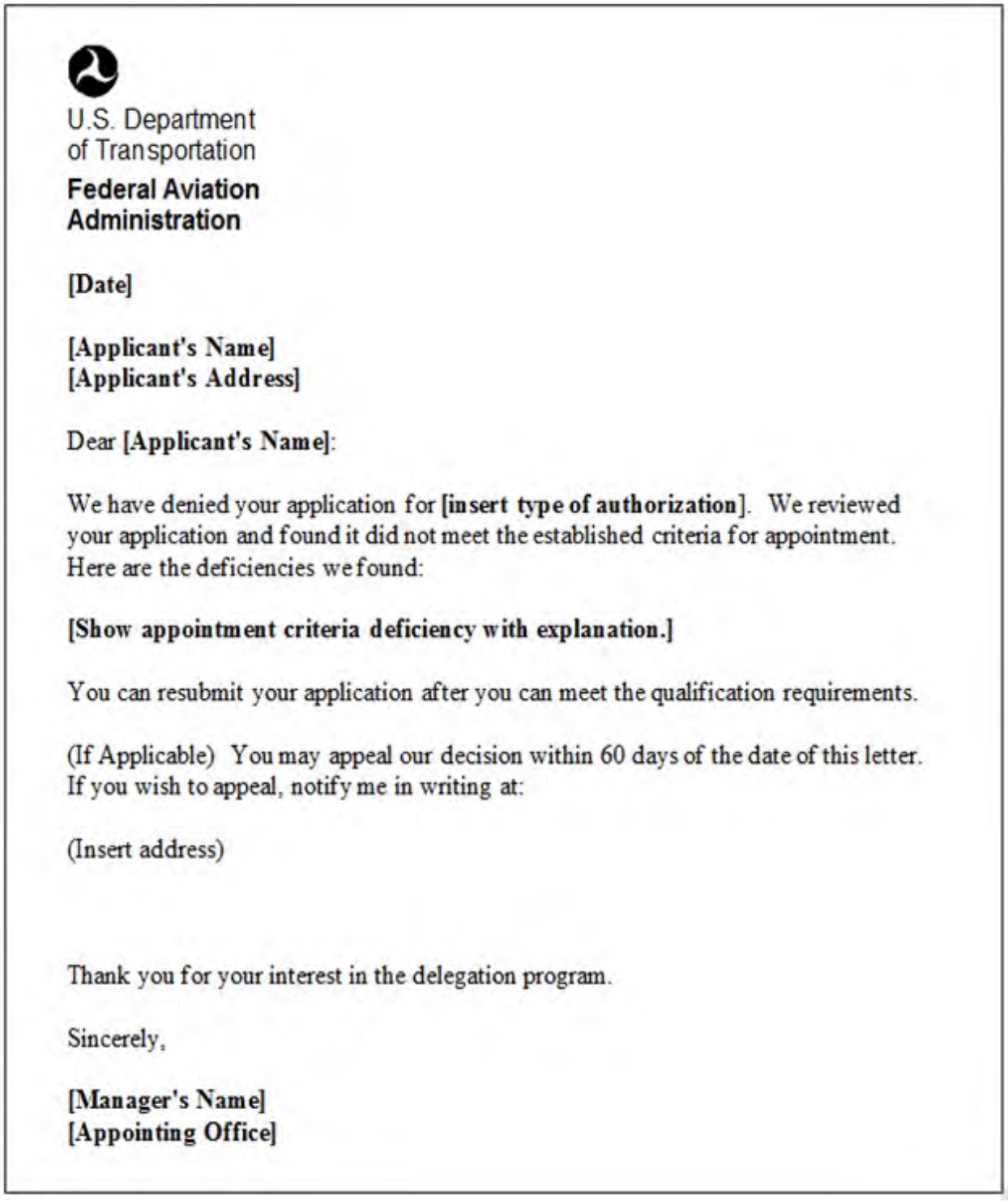
Congratulations! This is a significant milestone in your organization's relationship with the FAA. Your demonstrated performance and responsive attitude in working with us contributed to this approval.

Approved: January 1, 2005

Haedyn Woods
Manager, [Appointing Office]

Jeff Capel
Manager, [Managing Office(s)]

Figure A-3. Sample ODA Denial Letter



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

[Date]

[Applicant's Name]
[Applicant's Address]

Dear **[Applicant's Name]**:

We have denied your application for **[insert type of authorization]**. We reviewed your application and found it did not meet the established criteria for appointment. Here are the deficiencies we found:

[Show appointment criteria deficiency with explanation.]

You can resubmit your application after you can meet the qualification requirements.

(If Applicable) You may appeal our decision within 60 days of the date of this letter. If you wish to appeal, notify me in writing at:

(Insert address)

Thank you for your interest in the delegation program.

Sincerely,

[Manager's Name]
[Appointing Office]

Figure A-4. Sample FAA Form 8100-9 Used for STC ODA Data Approval

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

STATEMENT OF COMPLIANCE WITH AIRWORTHINESS STANDARDS

FAA Project No.
ST40115DE-T

AIRCRAFT OR AIRCRAFT COMPONENT IDENTIFICATION

MAKE	MODEL NO	TYPE (Aircraft, Engine, Propeller, etc.)	NAME OF APPLICANT/AUTHORIZATION NO
ABC-2	1121B	Airplane	Stoops Airlines ODA-843132-NM

LIST OF DATA

IDENTIFICATION	TITLE
	NOTE: This Data approval is in support of an ODA STC Project No. _____ and is not valid for any other purpose or application.
	This approves systems details only. This approval is only for the engineering design data and is not installation approval. Other approvals required. Flight/ground testing required.
	NOTE: This approval covers electrical details only.
ABC Manual 1234 10/20/05	Converter Regulatory Installation Manual
1000047 Revision A	Drawing - Converter Regulator Cooling Mod.
1000048 Revision C	Drawing - Scoop Assy. - Converter Regulator Cooling
	(Detail list of data - drawings, reports, etc., including revision level and dates)

PURPOSE OF DATA
ODA Project No. XXXXXXX - This installation data provides additional cooling to the electrical system converter-regulator.

APPLICABLE REQUIREMENTS (List specific sections)
14 CFR 25.1301, 25.1309(a), 25.1359(d)(3)
(Identify discrete paragraph/subparagraph that "Approval" or "Recommend Approval" addresses)

CERTIFICATION - As directed by the Administrator and in accordance with the conditions and limitations of authorization under 14 CFR, data listed above and on attached sheets numbered have been examined in accordance with established procedures and found to comply with applicable requirements of the Airworthiness Standards listed.

I/We Therefore
☐ Recommend approval of these data
☒ Approve these data

SIGNATURE(S) OF UNIT MEMBER(S)	NAME	CLASSIFICATION	Date
Samantha Marie Lentz	Samantha Marie Lentz	Systems	12.20.05

(Note: If signed by more than 1 ODA unit member, it must be clearly denoted which data each unit member is approving)

FAA Form 8100-9 (2-02)

SAMPLE

Figure A-5. Sample FAA Form 8100-9 Used for TC ODA Data Approval

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

STATEMENT OF COMPLIANCE WITH AIRWORTHINESS STANDARDS

FAA Project No.
AT64321AT-A

AIRCRAFT OR AIRCRAFT COMPONENT IDENTIFICATION

MAKE	MODEL NO.	TYPE (Aircraft, Engine, Propeller, etc.)	NAME OF APPLICANT/AUTHORIZATION NO.
Butterfly	B104	Airplane	Sampson Aircraft ODA-893993-CE

LIST OF DATA

IDENTIFICATION	TITLE
	NOTE: This Data approval is in support of ODA Project No. _____ and is not valid for any other purpose or application.
BAC 1234 Dated 10/20/05	Fuel Flow Test Report
BAC1000047 Revision A 10/28/05	Fuel Tank Test Report
BAC1000048 Revision C 9/15/05	Fuel Systems Analysis
BAC1000049	Drawing-Fuel System Installation
	(Detail list of data - drawings, reports, etc., including revision level and dates.)

PURPOSE OF DATA
Support of ODA Project No. XXXXXXX - Type Certification of the fuel system of the Butterfly B104 aircraft..

APPLICABLE REQUIREMENTS (List specific sections)
14 CFR 23.951(a), (b)(1)(2), 23.955(a),(b), 23.963(a)(b)(c)(d)(e), 23.967(a)(c)

CERTIFICATION - As directed by the Administrator and in accordance with the conditions and limitations of authorization under 14 CFR, data listed above and on attached sheets numbered have been examined in accordance with established procedures and found to comply with applicable requirements of the Airworthiness Standards listed.

I (We) Therefore
☐ Recommend approval of these data
☒ Approve these data

SIGNATURE(S) OF UNIT MEMBER(S)	NAME	CLASSIFICATION	Date
Kevin Bookout	Kevin Bookout	Powerplant	12/20/05

(Note: If signed by more than 1 ODA Unit Member, it must be clearly denoted which data each Unit Member is approving)

FAA Form 8100-9 (2-02)

SAMPLE

Figure A-6. Sample FAA Form 8100-9 Used for TC ODA Approval in Support of STC

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

STATEMENT OF COMPLIANCE WITH AIRWORTHINESS STANDARDS

FAA Project No.
N/A

AIRCRAFT OR AIRCRAFT COMPONENT IDENTIFICATION

MAKE	MODEL NO.	TYPE (Aircraft, Engine, Propeller, etc.)	NAME OF APPLICANT/AUTHORIZATION NO.
Butterfly	B104	Airplane	STC Applicant's Name

LIST OF DATA

IDENTIFICATION	TITLE
	The Mangino Aircraft Organization Designation Authorization approves this data. This constitutes FAA approval of the data listed. Note: This approval covers electrical details only.
ABC Manual Rev. A 10/20/05	Converter Regulatory Installation Manual
100047 Rev A	Drawing-Converter Regulator Cooling Mod
100048 Rev C	Drawing-Scoop Assy. - Converter Regulator Cooling
	(Detail list of data - drawings, reports, etc., including revision level and dates)

PURPOSE OF DATA
Support of STC. This installation provides additional cooling to the electrical system converter-regulator.

APPLICABLE REQUIREMENTS (List specific sections)
14 CFR 23.1301, 23.1309(a), 23.1359(d)(3)

CERTIFICATION - As directed by the Administrator and in accordance with the conditions and limitations of authorization under 14 CFR, data listed above and on attached sheets numbered have been examined in accordance with established procedures and found to comply with applicable requirements of the Airworthiness Standards listed.

I (We) Therefore ☐ Recommend approval of these data
☒ Approve these data

SIGNATURE(S) OF UMT MEMBER(S)	NAME	CLASSIFICATION(S)	Date
Adrian Peterson	Adrian Peterson	Elect Systems	12/20/05
Mangino Aircraft ODA-893993-CE			

FAA Form 8100-9 (2-02)

SAMPLE

Figure A-7. Sample FAA Form 8100-9 Used for TC ODA Repair Data Approval

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

STATEMENT OF COMPLIANCE WITH AIRWORTHINESS STANDARDS

FAA Project No.: N/A

AIRCRAFT OR AIRCRAFT COMPONENT IDENTIFICATION

MAKE	MODEL NO.	TYPE (Aircraft, Engine, Propeller, etc.)	NAME OF APPLICANT/AUTHORIZATION NO.
Butterfly	B104	Airplane	Customer/Repairer's Name

LIST OF DATA

IDENTIFICATION	TITLE
	The Mangino Aircraft Organization Designation Authorization approves this data. This constitutes FAA approval of the major repair data listed. The systems and equipment aspects are not included. Valid only for Butterfly B104, SN 19838
Report No. DD 99-34 Rev. A 10/20/05	Stress Report, "Fuselage Repair, C.E.C."
Drawing DD 99100032 Revision A 10/15/99	Installation Drawing, Pages 1,2,3,4,5-Fuselage Repair (Detail list of data - drawings, reports, etc., including revision level and dates)

PURPOSE OF DATA
Support of Major Repair S/N 19838.

APPLICABLE REQUIREMENTS (List specific sections)
CAR 3.200; .201; .202(a)(b); .260; .300; .301; .302; .303; .304(a),(b); .305; .306;, .307(c); .730(a),(b)

CERTIFICATION - As directed by the Administrator and in accordance with the conditions and limitations of authorization under 14 CFR, data listed above and on attached sheets numbered _____ have been examined in accordance with established procedures and found to comply with applicable requirements of the Airworthiness Standards listed.

I (We) Therefore
☐ Recommend approval of these data
☒ Approve these data

SIGNATURE(S) OF UNIT MEMBER(S)	NAME	CLASSIFICATION(S)	Date
Blake Griffin	Blake Griffin	Structures	12/20/05
Mangino Aircraft -893993-CE			

FAA Form 8100-9 (2-02)

SAMPLE

Figure A-8. Sample FAA Form 8100-9 Used for MRA ODA Compliance Finding

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

STATEMENT OF COMPLIANCE WITH AIRWORTHINESS STANDARDS

FAA Project No.
N/A

AIRCRAFT OR AIRCRAFT COMPONENT IDENTIFICATION

MAKE	MODEL NO	TYPE (Aircraft, Engine, Propeller, etc.)	NAME OF APPLICANT/AUTHORIZATION NO
Condor	B104	Airplane	Venables Industries ODA-893993-SW

LIST OF DATA

IDENTIFICATION	TITLE
	NOTE: This Data approval is in support of Venables Ind. ODA approved repair and is not valid for any other purpose or application.
	Valid only for Condor B104, SN 19838
Report No. DD 99-34 Rev. A 10/20/05	Stress Report, "Fuselage Repair, C.E.C."
Drawing DD 99100032 Revision A 10/15/05	Installation Drawing, Pages 1,2,3,4,5-Fuselage Repair
	(Detail list of data - drawings, reports, etc., including revision level and dates)

PURPOSE OF DATA
Support of Major Repair S/N 19838.

APPLICABLE REQUIREMENTS (List specific sections)
CAR 4.200; .201; .202(a)(b); .260; .300; .301; .302; .303; .304(a),(b); .305; .306;, .307(c); .730(a),(b)

CERTIFICATION - As directed by the Administrator and in accordance with the conditions and limitations of authorization under 14 CFR, data listed above and on attached sheets numbered _____ have been examined in accordance with established procedures and found to comply with applicable requirements of the Airworthiness Standards listed.

I (We) Therefore
☐ Recommend approval of these data
☒ Approve these data

SIGNATURE(S) OF UNIT MEMBER(S)	NAME	CLASSIFICATION(S)	Date
Kelsey Kendall	Kelsey Kendall	Structures	12/20/05

(Note: If signed by more than 1 ODA Unit Member, it must be clearly denoted which data each Unit Member is approving)

FAA Form 8100-9 (2-02)

SAMPLE

Figure A-9. Sample Manufacturing Work Activity Report

Manufacturing Work Activity Report

(To be used by ODAs with Manufacturing / Airworthiness Functions)

ODA Holder: _____ ODA Number: _____

Number of Unit Members Performing Functions on this Report: _____ Report Start Date: _____

End Date: _____

Functions	TC		PC		TSO	STC		PMA
	Quantity	*Purpose(s)*	*Quantity*	*Purpose(s)*	*Quantity*	*Quantity*	*Purpose(s)*	*Quantity*
Airworthiness Certification								
Standard A/W Certificate (No. of 8100-2 Certificates Issued)								
Special A/W Certificate (No. of 8130-7 Certificates Issued)								
Issue Special Flight Permits (No. of 8130-7 Certificates Issued)								
Special A/W Certificate: Primary Category (No. of 8130-7 Certificates Issued)								
Special A/W Certificate: Restricted Category (No. of 8130-7 Certificates Issued)								
Provisional Airworthiness Certificates (No. of 8130-7 Certificates Issued)								
Replacement Airworthiness Certificates (No. of Certificates Issued)								
Issue Domestic Airworthiness Approvals (No. of 8130-3 tags Issued)								
Export Approvals								
Issue Export Airworthiness Certificate of Approvals (Complete Aircraft) (No. of 8130-4 Forms Issued)								
Issue Export Airworthiness Approvals (Aircraft Engines, Propellers, and Articles) (No. of 8130-3 Forms Issued)								
Conformity								
Establish Conformity Inspection Rqmts. (No. of 8120-10 Forms Issued)								
Determine Conformity of Parts & Test Articles (No. of 8120-10s Completed)								
Determine Conformity of Test Setup (No. of 8120-10s Completed)								
Determine Conformity of Installations, Including TIA on a Product (No. 8120-10s, 8110-1s Completed)								
Perform Approvals in Support of Other TC ODA Holder Projects (No. of 8120-10s Completed								
Production								
Evaluate Production Limitation Record Changes (No. of PLR Audits conducted)								
Approve Minor Changes to Quality Control Manual / Procedures (No. of procedures changes approved)								
Issue and Revise PMA Supplements based on Licensing Agreement or STC (No. of PMA Supplements Issued)								
Other								
Other Activity Requested by OMT: _____								

Figure A-10. Memorandum of Understanding (MOU)

Memorandum of Understanding

Between

Federal Aviation Administration

And

Earl's Airplane Services, Inc.
Organization Designation Authorization (ODA383838-NM)
Seattle, Washington

This Memorandum of Understanding (MOU) is effective upon the parties whose signatures are below. The Federal Aviation Administration (FAA) will not institute changes without giving prior notification to Earl's Airplane Services, Inc. Earl's Airplane Services, Inc. will not deviate from this MOU without prior coordination and approval from the [*Insert FAA Lead Managing Office*]. Whenever the authorization holder's signatories change, this memorandum must be reissued and signed by all parties.

**Continued through page A-13*

DRAFT

Basis and Requirements for Designation of Authority.

Title 49 of the United States Code (49 U.S.C.) is the legislative instrument governing U.S. aviation.

Section 44701(a), Promoting Safety, establishes the FAA Administrator's responsibility to prescribe minimum standards and regulations governing the design, manufacture, maintenance, and operation of aviation products.

To fulfill these responsibilities, the FAA Administrator has various resources to do this, including the authority to delegate to others. Section 44702(d), Delegation, describes this authority:

"(1) Subject to regulations, supervision, and review the Administrator may prescribe, the Administrator may delegate to a qualified private person, or to an employee under the supervision of that person, a matter related to—

(A) the examination, testing, and inspection necessary to issue a certificate under this chapter; and

(B) Issuing the certificate.

(2) The Administrator may rescind a delegation under this subsection at any time for any reason the Administrator considers appropriate."

Section 44736(c), Definitions, defines the key stakeholders as follows:

"(1) FAA.—The term "FAA" means the Federal Aviation Administration.

(2) ODA holder.—The term "ODA holder" means an entity authorized to perform functions pursuant to a delegation made by the Administrator of the FAA under section 44702(d).

(3) ODA unit.—The term "ODA unit" means a group of 2 or more individuals who perform, under the supervision of an ODA holder, authorized functions under an ODA.

(4) Organization.—The term "organization" means a firm, partnership, corporation, company, association, joint-stock association, or governmental entity.

(5) Organization designation authorization; ODA.—The term "Organization Designation Authorization" or "ODA" means an authorization by the FAA under section 44702(d) for an organization composed of 1 or more ODA units to perform approved functions on behalf of the FAA."

Authorization and Role of an FAA Designation.

FAA Order 8100.15, Organization Designation Authorization Procedures, sets out policy, procedures, and conditions under which an organization is granted an ODA.

The ODA holder and ODA unit must comply with the same standards, procedures, and interpretations applicable to FAA employees accomplishing similar tasks. The ODA holder is also required to observe all conditions and limitations imposed by the Administrator on the authority delegated.

We understand that the ODA is a privilege, not a right, and that our authorization may be terminated at any time, for any reason, at the discretion of the FAA Administrator.

Statement of Acceptance of Responsibilities and Obligations.

Earl Jones and Hunter Woods understand and accept on behalf of Earl's Airplane Services, Inc. the responsibilities and obligations, as detailed in our Letter of Designation and FAA Orders [8100.15, 8110.4, 8110.42, (specify all that apply)] associated with those functions authorized by the Administrator.

As an authorized Supplemental Type Certification ODA (STC ODA) and Parts Manufacturer Approval ODA (PMA ODA) [specify all that apply] ODA holder, we will:

(a) Function in accordance with the responsibilities, privileges, and limitations in the relevant regulations and orders;

(b) Comply with the requirements of our procedures manual;

(c) Dedicate the required resources for the effective performance of the authorized functions;

(d) Remain knowledgeable in STC and PMA [specify additional areas] standards, policies, and procedures and the applicable airworthiness standards;

(e) Consider the product's type design as well as the aircraft manufacturer's type design philosophy, principles, and operational assumptions when making findings of compliance (Type Certification ODA (TC ODA)/PMA ODA/Major Repair, Alteration, and Airworthiness ODA (MRA ODA)/STC ODA Only);

(f) Consider the actual operator procedures employed by the operator of the product and the impact of any alterations previously made to the product (TC/PMA/MRA/STC Only);

(g) Ensure personnel attend FAA-sponsored and in-house training, as required;

(h) Cooperate with the FAA during oversight activities and while exercising this authority;

(i) Allow FAA review or participation on any projects, as requested by the Organization Management Team (OMT);

(j) Provide the ODA administrator(s) the authority to manage the ODA's functions without influence from others;

(k) Ensure the ODA unit members (UM) are free from any conflicting restraints while performing the delegated functions and have sufficient authority and independence to enable the ODA unit to administer the pertinent regulation(s) effectively.

(l) Understand the ODA holder and ODA unit will act in accordance with the public interest in aviation safety when carrying out authorized functions.

(m) As senior management of the ODA holder, I (we) will protect ODA UMs from actions that constitute interference, including reprisal for reporting suspected interference. I (we) understand that changing the employment status, pay, duties, work location, or retention status may be investigated by the FAA.

(n) Notify the FAA if we violate the terms of this memorandum.

_____ _____

(Required) Earl Jones, Senior Management Official Date

Earl's Airplane Services

_____ _____

(Optional) Hunter Woods, Senior Management Official Date

Earl's Airplane Services

Figure A-11. Sample Conformity Inspection Plan

PART I - General Information			
A. Project number:	**B. Date & Revision level:**		
C. Applicant name:	**D. Aircraft model(s) /Engine(s)/Propeller(s)/ to be modified:**		
E. General Description of project (not required if CIP is attached to PSCP):			
F. Are other design changes and/or modifications being accomplished concurrently with this project?		**YES**	**NO**
G. If yes, provide a brief overview (include FAA project #, SB #, etc) of the concurrent design changes / modifications being accomplished and how it affects your modification and the airworthiness certificate.			
H. Concurrent design–changes - Explain if a conformity inspection is going to being accomplished on the concurrent design changes / modifications prior to this project installation conformity.			

PART II List The Names, Titles, Phone numbers, Email of each Project Focal Point:	
A. Applicant Quality Assurance:	
B. Applicant Engineering:	
C. MIDO - PI:	
D. ACO - PM:	
E. DMIRs, DARs, or ODAs	**FAA Part conformity:** *DMIR's and DAR's must have necessary conformity function codes per Order 8000.95, Table 8-2. ODA's must have necessary conformity function codes per Order 8100.15, Figure 2-1.*
	FAA Installation conformity: *DMIR's and DAR's must have necessary conformity function codes per Order 8000.95, Table 8-2. ODA's must have necessary conformity function codes per Order 8100.15, Figure 2-1*
	FAA TIA/STIR: *DMIR's and DAR's must have necessary conformity function codes per Order 8000.95, Table 8-2. ODA's must have necessary conformity function codes per Order 8100.15, Figure 2-1*
F. DERs involved with:	**FAA TIA:** **FAA Test witnessing:**

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PART III Aircraft, Maintenance and Modifier Information			
A. Is an FAA Approved Repair Station doing the modification? (Repair station must have appropriate airframe rating and classification approval to do the modification.) **If not, who and where will the modification be done?**		**YES**	**NO**
B. What is the FAA Repair Station number, the ratings and limitations? (*FAA Form 8000-4, Air Agency Certificate, is the authority granted by the FAA for a repair station to conduct business.*)	**Number:**		
C. What is the location where the modification and installation will occur?	**Address:**		
D. List the repair station's Principal Inspector (FSDO, CMO, IFO) and their contact phone number:	**Name:** **Phone Number: Email:**		
E. Describe the maintenance and inspection requirements required for maintaining the aircraft during R&D / Show Compliance flight testing: (***Reference § 91.409 (a), (e), (f), (g), and (h). Large Aircraft, turbojet multiengine airplanes, turbopropeller-powered multiengine airplanes, and turbine powered rotorcraft must not be operated unless the owner/operator has select, establish, identify, and use an inspection program as set forth in § 91.409(e), (f), (g), and (h).)***			
F. Aircraft Information ***Reference: FAA Order 8110.4 paragraph 4-10***	**Is Aircraft U.S. Registered**	**YES**	**NO**
	List Aircraft Registration Number:		
	Has the CAA of the country of registry agreed in writing to the proposed STC modification? If "No" what is the status of the request? ***Attach a copy the CAA agreement with this plan.***	**Yes**	**No**

DRAFT

Part IV Applicant's Inspection Planning, Special Processes, Suppliers

A. Describe the inspection planning / work instructions the applicant or its authorized agent (this is *not the DMIR, DAR, ODA)* will use to perform their conformity inspection of the Parts, Modification, Installation before an 8130-9 is submitted to the FAA. (Planning data sometimes is referred to travelers, AOs, Job Cards, etc.)

Planning / work instructions - Parts/assembly at manufacturer:

Planning / work instructions - Installation and or modification at manufacturer or Repair Station:

B. If the planning or work instructions are not used - explain how inspection points will be accomplished at points in the manufacturing/installation process that ensure conformity to FAA-approved design.

DRAFT

C. SPECIAL PROCESSES - List below each special process (i.e heat treatment, welding, chemical etching, composites, etc) used in this project. If the process is FAA approved, list the TC/STC number and holders name that approved the special process. "Previously FAA approved processes may not require a specification evaluation."

Special process name:	Specification number:	TC/STC # and Holder's name:

SUPPLIERS

D. Are suppliers going to be used for the project?	YES	NO

E. If yes, list below the major parts supplier(s), name, location, products and involvement in the design:
Note: Conformity is assumed to take place at the supplier location. (ie: Point of Manufacture)

Name of suppliers:	Locations:	Product - applicant design or supplier design:

F. Is the applicant going to delegate their FAI inspection to their suppliers?	YES	NO

G. If YES, explain how the applicant will flow down their inspection and or design requirements to their supplier so that each prototype article will be inspected in accordance with 14 CFR parts § 21.33. Ref: 14 CFR parts § 21.33 and § 21.53

DRAFT

Part V Applicant's Inspection procedures

A. PARTS / ASSEMBLIES - Identify or describe the inspection procedures to be used by the applicant or its authorized agent to perform the applicant's first article inspection of the parts / assemblies. (This is not the responsibility of the DAR/DMIR/ODA)

B. INSTALLATION / MODIFICATION - Identify or describe the inspection procedures to be used by the applicant or its authorized agent to perform inspection of the installations and modification on the aircraft, engine or propeller at the repair station. (This is not the responsibility of the DAR/DMIR/ODA)

C. Are the applicant's first article inspection procedures equivalent to conducting all (100 percent) of the inspections and tests necessary to determine whether the article/product conforms to the proposed type design data as described in FAA Order 8110.4, paragraph 5-1?	**YES**	**NO**

D. If not equivalent, what alternative procedures will be used by the applicant and or it's agent to ensure their inspections are to the same degree as the inspection performed by the FAA per 8110.4?

E. 8130-9 STATEMENT OF CONFORMITY - List the name of person(s), company and organization who will be responsible to sign the 8130-9 in accordance with §§ 21.53 and 21.33:

If delegated to applicant's supplier applicant must submit a letter of delegation in accordance with 8110.4 chapter 5, para. 5-3. The statement of conformity must be signed by the party responsible for the fabrication/assembly of the article, not the designee making the conformity determination

Part conformity	**Name**	**Company & Organization**
Installation conformity	**Name**	**Company & Organization**
Test set up conformity	**Name**	**Company & Organization**

Part VI FAA Conformity Inspection Identification and Tracking

A. Name the person(s) (FAA, DER, Drafter or Support staff) responsible to generate the FAA 8120-10 for this project using the National Automated Conformity Inspection Process (NACIP) system. (http://www.faa.gov/aircraft/air_cert/design_approvals/nacip/)

B. Explain how the applicant will ensure all conformity inspection requests will be initiated as required by this CIP, and how they will track the completion of all conformity reports before the TC/STC is issued:

C. Name the person(s) responsible for tracking the initiation and completion of all the applicant's inspections and FAA's conformity inspections / TIA inspections including the FAA conformity inspections reports.

Note: This person is to ensure all Conformity Inspection Reports are completed and closed in NACIP before requesting the STC to be issued by the ACO.

Part VII FAA Conformity Description	
A. FAA Part conformity	**Provide a description of parts and assemblies that will require FAA conformity inspection:** ***If excluding TSO/PMA products from FAA conformity inspection, a list all TSO project numbers and PMA authorization and supplement numbers must be provided. Describe how MRB actions on the TSO/PMA part that require DER / FAA approval before testing will be accomplished. Reference FAA Order 8110.4 paragraph 2-5.***
B. FAA Installation conformity	**Provide a description of parts, assemblies, equipment, electrical, engines, etc requiring FAA installation conformity inspection:** **Note FAA requires installation conformity for all electrical wiring installations!**
C. FAA Test Setup conformity	**Provide a description of test equipment being used requiring FAA conformity inspection prior to certification testing:**
	Provide a description of test set up(s) and what is being tested that requires FAA conformity inspection:
D. FAA Flammability and Fire-blocking Test coupon conformity	**Provide a description of material requiring conformity:**
E. FAA Post Conformity Modifications and/or Replacements	**Provide a description of how the applicant will ensure modifications or replacement of FAA conformed parts will be re-conformed by the FAA:**
	List the name and phone number of the person responsible for tracking modifications or replacements:
F. FAA Flight Testing	**Location(s) of R&D / TIA flight tests:**
	Estimated date of flight testing:
G. Conformity Inspection Deviations ***Ref. 8110.4 Chapter 2 and 5***	**Name and designee number of DER(s) responsible to approve deviations and unsatisfactory conditions listed on FAA Form 8130-9 and FAA Form 8100-1:**

Part VIII Airworthiness Certification and Return to Service at Completion of Program	
A. Who is the owner or authorized agent that will make application (FAA Form 8130-6) for: Reference: AC 21-12B Application for U.S. Airworthiness Certificate, FAA Form 8130-6	**Experimental certificate?:** **Standard airworthiness certificate?:**
B. Describe how the applicant will ensure that the modified aircraft conforms to the final configuration of the STC approved design prior to MAKING APPLICATION for a Standard Airworthiness Certificate or prior to applying for a 337 return to service form. (if applicable): **Reference FAA Order 8110.4, paragraph 5-17**	
C. Name of company applying for PMA after issuance of STC (if applicable): ***Note: The FAA does not issue PMA approvals outside the United States.***	

The form look of this plan is not intended to limit the information provided by applicant. Add space or additional pages as needed to address all the applicable items above. ***Not Applicable (N/A) may be used when sections do not apply. To Be Determined (TBD) may be used in some sections with MIDO/ACO concurrence.***

This Conformity Inspection Plan describes the actions regarding the modification and type design activities necessary to ensure all required Conformity Inspections and related activities are accomplished in support of the FAA TC, STC, PMA project. The plan establishes guidelines and policies for identification and tracking of FAA required conformity Inspections performed by at the applicant's facility and its approved suppliers.

For a successful inspection, the applicant should address details of conformity delegation early in the certification project. The ACO project manager should notify the applicant as soon as possible of the need for upfront planning and development of the conformity plan, ideally before the initial TC board meeting. ***The applicant must draft the plan and the ACO and MIDO representatives must accept it before issuing the first conformity request****.*

The Conformity Inspection Plan will be reviewed and accepted by the FAA prior to its implementation. FAA Conformity Inspections will be identified, coordinated and tracked for completion in accordance with procedures described above.

Changes to this plan requires a revision number/letter*. Implementation of this plan will be to established procedures written or referenced in the plan.*

CIP acceptance signatures

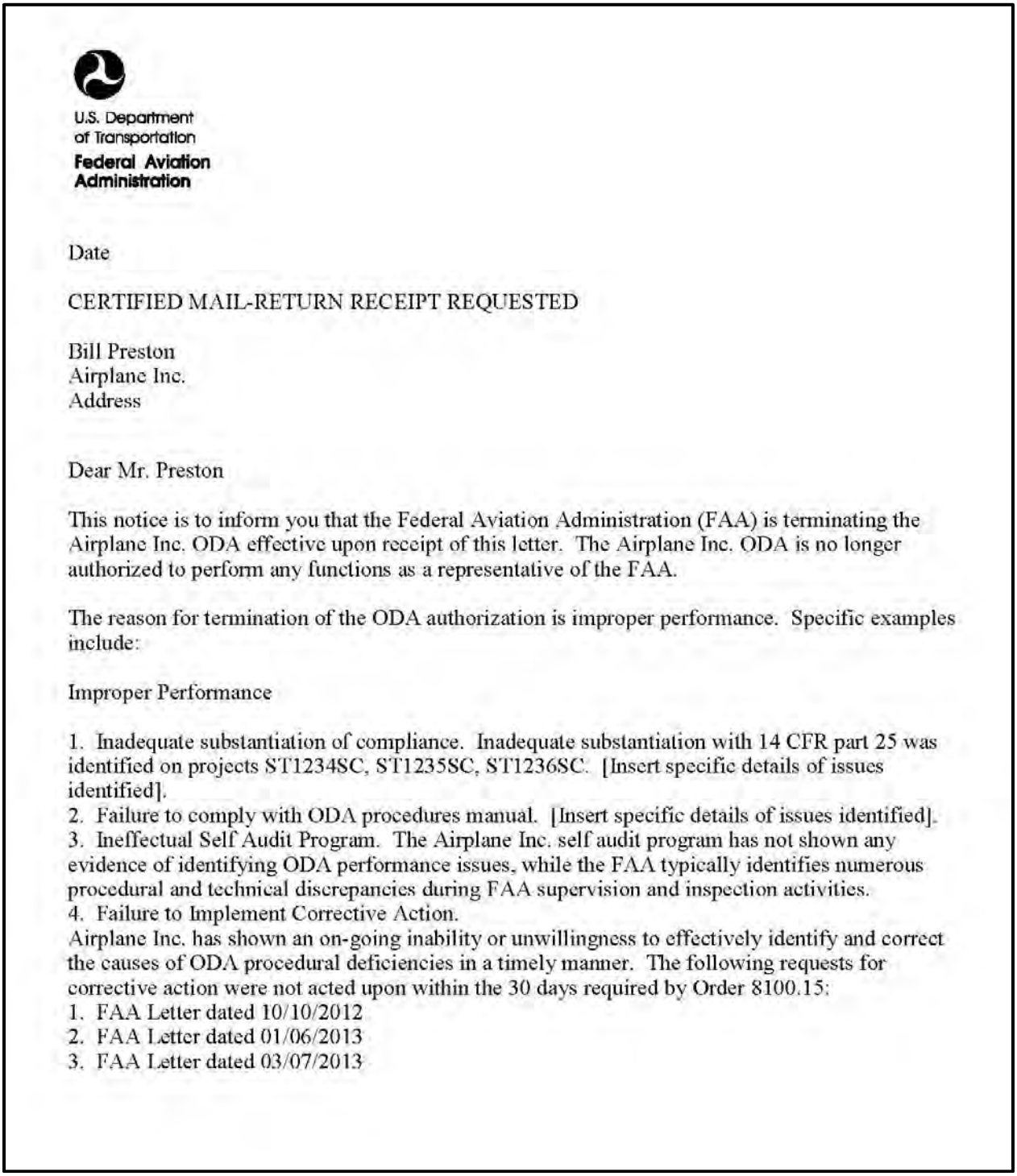
Applicant Quality Manager: _____ **Date:** _____

Applicant Certification Engineer: _____ **Date:** _____

ACO Project Manager: _____ **Date:** _____

MIDO Project ASI: _____ **Date:** _____

Figure A-12. Sample ODA Termination Letter



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

Date

CERTIFIED MAIL-RETURN RECEIPT REQUESTED

Bill Preston
Airplane Inc.
Address

Dear Mr. Preston

This notice is to inform you that the Federal Aviation Administration (FAA) is terminating the Airplane Inc. ODA effective upon receipt of this letter. The Airplane Inc. ODA is no longer authorized to perform any functions as a representative of the FAA.

The reason for termination of the ODA authorization is improper performance. Specific examples include:

Improper Performance

1. Inadequate substantiation of compliance. Inadequate substantiation with 14 CFR part 25 was identified on projects ST1234SC, ST1235SC, ST1236SC. [Insert specific details of issues identified].
2. Failure to comply with ODA procedures manual. [Insert specific details of issues identified].
3. Ineffectual Self Audit Program. The Airplane Inc. self audit program has not shown any evidence of identifying ODA performance issues, while the FAA typically identifies numerous procedural and technical discrepancies during FAA supervision and inspection activities.
4. Failure to Implement Corrective Action.

Airplane Inc. has shown an on-going inability or unwillingness to effectively identify and correct the causes of ODA procedural deficiencies in a timely manner. The following requests for corrective action were not acted upon within the 30 days required by Order 8100.15:

1. FAA Letter dated 10/10/2012
2. FAA Letter dated 01/06/2013
3. FAA Letter dated 03/07/2013

If Airplane Inc. desires to appeal this action and provide additional information for consideration by an independent appeal panel, you must notify me within 14 days of receipt of this notice. If you wish to meet in person with the appeal panel, a meeting will be scheduled to take place within 20 days of the date we receive your appeal where you may submit information to the appeal panel directly. The FAA will prepare and maintain a record of any appeal, information, submitted, and any meetings held. You may choose to have legal counsel present at any meeting with the FAA. If you do not wish to meet in person with the appeal panel, you may submit to me within 20 days after we receive your request for appeal any information you wish for the appeal panel's consideration. The directorate manager will notify you of the appeal panel's decision within 45 days of your request for appeal.

Within 60 days, please submit to the Aircraft Certification Office all records Airplane Inc. maintained under its ODA authorization in accordance with 14 CFR 183.61(d)(2).

If you have any further questions, you may contact me by email at .....

Sincerely,

Manager, Aircraft Certification Office

Figure A-13. Sample ODA Suspension Letter

U.S. Department
of Transportation
Federal Aviation
Administration

June 13, 2014

CERTIFIED MAIL-RETURN RECEIPT REQUESTED

Jane Mata
Helicopter Inc.
Address

Dear Ms. Mata:

This notice is to inform you that the Federal Aviation Administration (FAA) is suspending the Helicopter Inc. ODA effective upon receipt of this letter. The Helicopter Inc. ODA is no longer authorized to perform any functions as a representative of the FAA.

The reason for suspension of the ODA authorization is lapse in qualifications and improper performance. Specific examples include:

Lapse in Qualifications. 14 CFR 183.51 requires each ODA organization to have at least one qualified ODA administrator. The Helicopter Inc. lead ODA administrator left your organization on June 11, 2014, and a suitable replacement has not been identified.

Improper Performance
Failure to Implement Needed Corrective Action. Helicopter Inc. has shown an on-going inability or unwillingness to effectively identify and correct the causes of ODA procedural deficiencies in a timely manner. The following requests for corrective action were not acted upon within the timeframe required by the OMT:
1. FAA Letter dated 10/10/2012
2. FAA Letter dated 01/06/2013

In order to be reinstated, Helicopter Inc. must take actions to identify a suitable ODA administrator, implement corrective actions for the above noted deficiencies, and implement improvements within its corrective action process to prevent reoccurrences of corrective action breakdowns.

You have 90 days from receipt of this notice to take the needed action, or ODA termination action will be pursued.

If you have any further questions, you may contact me by email at (email address).

Sincerely,

Manager, Aircraft Certification Office

Figure A-14. System Compliance Surveillance Index

System Compliance Surveillance Index

ODA Name: _____

ODA Number: _____

System Element	System Compliance Evaluation Items		ODA Type	Applicable	
	Item Title	Item No.		Yes	No
Procedures Manual	Revisions and Approvals	1.b.1	ALL	X	
	Availability	1.b.2	ALL	X	
Records	Retention of Records	2.b.1	ALL	X	
	Location of Records	2.b.2	ALL	X	
	Record Submittal	2.b.3	ALL	X	
Unit Members	Selection and Appointment Process	3.b.1	ALL	X	
	Removal Process	3.b.2	ALL	X	
Training	Training Completion	4.b.1	ALL	X	
	Training Development	4.b.2	ALL	X	
Internal Audit Program	Required Evaluations and Criteria Determination	5.b.1	ALL	X	
	Audit Staff Selection and Assignment	5.b.2	ALL	X	
	Audit Plan and Schedule	5.b.3	ALL	X	
	Documenting the Evaluations	5.b.4	ALL	X	
	Internal Audit Reporting	5.b.5	ALL	X	
	Interference Annual Survey	5.b.6	ALL	X	
	Interference Annual Report	5.b.7	ALL	X	
Corrective Action	Cause of Condition	6.b.1	ALL	X	
	Corrective Action Plans	6.b.2	ALL	X	
	Corrective Action Implementation	6.b.3	ALL	X	
	Corrective Action Validation	6.b.4	ALL	X	
	Corrective Action Reporting	6.b.5	ALL	X	
Service Monitoring	Monitor	7.b.1	ALL	X	
	Notify	7.b.2	ALL	X	
	Support FAA Corrective Action	7.b.3	ALL	X	
Authorized Function Procedures	*TC ODA Programs*	*8.b*	*TC*		
	Project Initiation	8.b.1	TC		
	Program Notification Letter (PNL) Submittal	8.b.1.a	TC		
	No-PNL Projects	8.b.1.b	TC		
	Military Commercial Derivative Aircraft (MCDA)	8.b.1.c	TC		
	Familiarization Meeting	8.b.2	TC		
	Preliminary Type Certification Board Meeting	8.b.3	TC		
	Certification Plan and Proposed Certification Basis	8.b.4	TC		
	Coordination of Issue Papers	8.b.5	TC		
	FAA Project Participation	8.b.6	TC		
	Compliance Determinations	8.b.7	TC		
	FAA Recognition of Applicant Showings	8.b.8	TC		
	Applicant Showing Recognition Procedures	8.b.8.a	TC		
	Project Procedures	8.b.8.b	TC		
	Instructions for Continued Airworthiness	8.b.9	TC		
	Coordination of ICA with the AED	8.b.9.a	TC		
	ICA Acceptance Authorized to ODA Holder	8.b.9.b	TC		

Continued on Next Page

System Compliance Surveillance Index

ODA Name: _____

ODA Number: _____

System Element	System Compliance Evaluation Items		ODA Type	Applicable	
	Item Title	Item No.		Yes	No
Authorized Function Procedures	*TC ODA Programs*	*8.b*	*TC*		
	Operational Suitability	8.b.10	TC		
	Airworthiness Certification of Products	8.b.11	TC		
	Type Inspection Authorization	8.b.12	TC		
	Certification Tests Other Than Flight Test	8.b.13	TC		
	Risk Assessment	8.b.14	TC		
	Other Type Certification Board Meeting	8.b.15	TC		
	Certification Flight Testing	8.b.16	TC		
	Submittal of AFM, Proposed TCDS, Noise and Emissions Data, and AL	8.b.17	TC		
	Function and Reliability Testing	8.b.18	TC		
	Report Preparation, Submittal, and Storage	8.b.19	TC		
	Specific Findings of Compliance Close Out	8.b.20	TC		
	Statement of Completion	8.b.21	TC		
	Final Type Certification Board	8.b.22	TC		
	Type Certificate Issuance	8.b.23	TC		
	Post TC Activities	8.b.24	TC		
	Design Changes	8.b.24.a	TC		
	Approval of Engineering Information in Service Documents or Repair Procedures	8.b.24.b	TC		
	Data Approvals Provided to STC Applicants	8.b.24.c	TC		
	Approval of AmOCs to ADs and Related Repair Approvals	8.b.24.d	TC		
	Coordination of TC Supporting Approvals	8.b.25	TC		
	Engineering Data Approvals on Certification Projects	8.b.26	TC		
Authorized Function Procedures	*PC ODA Programs*	*8.c*	*PC*		
	PC and PLR Changes	8.c.1	PC		
	Conformity Inspections	8.c.2	PC		
	Issue Airworthiness Certificates and Export Airworthiness Approvals	8.c.3	PC		
	Airworthiness Approvals	8.c.4	PC		
Authorized Function Procedures	*TSOA ODA Programs*	*8.d*	*TSOA*		
	Conformity Inspections	8.d.1	TSOA		
	Airworthiness Approvals	8.d.2	TSOA		
	STC ODA Programs	*8.e*	*STC*		
	Project Initiation	8.e.1	STC		
	PNL Projects	8.e.1.a	STC		
	No-PNL Projects	8.e.1.b	STC		
	No Acoustical Change Determination	8.e.1.c	STC		
	FAA Notification	8.e.2	STC		
	Compliance Determinations	8.e.3	STC		
	FAA Recognition of Applicant Showings	8.e.4	STC		
	Applicant Showing Recognition Procedures	8.e.4.a	STC		
	Project Procedures	8.e.4.b	STC		

Continued on Next Page

System Compliance Surveillance Index

ODA Name: _____

ODA Number: _____

System Element	System Compliance Evaluation Items		ODA Type	Applicable	
	Item Title	Item		Yes	No
Authorized Function Procedures	*STC ODA Programs*	*8.e*	*STC*		
	Production & Installation	8.e.5	STC		
	Operational Suitability	8.e.6	STC		
	Instructions for Continued Airworthiness	8.e.7	STC		
	Coordination of ICA with the AED	8.e.7.a	STC		
	ICA Acceptance Authorized to ODA Holder	8.e.7.b	STC		
	Risk Assessment	8.e.8	STC		
	Type Inspection Authorization	8.e.9	STC		
	Aircraft Ground Evaluation	8.e.9.a	STC		
	Aircraft Pre-Flight Inspection	8.e.9.b	STC		
	Certification Flight Testing	8.e.10	STC		
	Aircraft Flight Manual Supplement Approval	8.e.11	STC		
	Specific Findings of Compliance Close Out	8.e.12	STC		
	Project Completion	8.e.13	STC		
	Issuance of STC	8.e.14	STC		
	Airworthiness Certification and Issuance of Special Flight Permits	8.e.15	STC		
	Coordination of Approvals in Support of a TC ODA Holder	8.e.16	STC		
	Approvals in Support of FAA Managed Projects	8.e.17	STC		
	Approval of Major Repair or Major Alteration Data	8.e.18	STC		
Authorized Function Procedures	*MRA ODA Programs*	*8.f*	*MRA*		
	Repairs and Alterations	8.f.1	MRA		
	Airworthiness Certification and Issuance of Special Flight Permits	8.f.2	MRA		
	Aging Airplane Inspections	8.f.3	MRA		
Authorized Function Procedures	*PMA ODA Programs*	*8.g*	*PMA*		
	PMA Test and Computation Programs	8.g.1	PMA		
	Program Notification Letter	8.g.1.a	PMA		
	Development and Content of the Data Package	8.g.1.b	PMA		
	Applicant Showings	8.g.1.c	PMA		
	Applicant Showing Recognition Procedures	8.g.1.c.1	PMA		
	Project Procedures	8.g.1.c.2	PMA		
	Instructions for Continued Airworthiness	8.g.1.d	PMA		
	Coordination of ICA with the AED	8.g.1.d.1	PMA		
	ICA Acceptance Authorized to ODA Holder	8.g.1.d.2	PMA		
	Prototype Conformity Inspection	8.g.1.e	PMA		
	Quality System	8.g.1.f	PMA		
	Issuing PMA Supplements and Data Submittals	8.g.1.g	PMA		
	PMA Based on Licensing Agreement or STC	8.g.2	PMA		
	Program Notification Letter	8.g.2.a	PMA		
	Quality System	8.g.2.b	PMA		
	Issuing PMA Supplements and Data Submittals	8.g.2.c	PMA		
	Issue Airworthiness Approvals and Export Airworthiness Approvals	8.g.3	PMA		

Continued on Next Page

System Compliance Surveillance Index

ODA Name: _____

ODA Number: _____

System Element	System Compliance Evaluation Items		ODA Type	Applicable	
	Item Title	Item		Yes	No
Authorized Function Procedures	*PMA ODA Programs*	*8.g*	*PMA*		
	Coordination of Approvals in Support of TC ODA Holder	8.g.4	PMA		
	Approvals in Support of FAA Managed Projects	8.g.5	PMA		
	Major Repair Data	8.g.6	PMA		
Authorized Function Procedures	*AO ODA Programs*	*8.h*	*AO*		
	Rotorcraft External Load Certification	8.h.1	AO		
	Air Operator Certificates	8.h.1.a	AO		
	Air Operator ODA Activity	8.h.1.b	AO		
	Coordination of Certification	8.h.1.c	AO		
	Process for Electronic Records	8.h.1.d	AO		
	Aircraft Inspection Program (AIP) Approvals	8.h.2	AO		
	AIP Evaluation and Approval.	8.h.2.a	AO		
	Determine Eligibility of Previously Approved Intervals Greater than the Manufacturer's Inspection Intervals	8.h.2.b	AO		
	Procedures for revising an ODA approved AIP	8.h.2.c	AO		
Authorized Function Procedures	*AC ODA Programs*	*8.i*	*AC*		
	14 CFR Part 121 Airmen Certification	8.i.1	AC		
	Pilot Airmen Certification	8.i.1.a	AC		
	Accept and Process Pilot Airmen Applications	8.i.1.a.1	AC		
	Conduct Pilot Airmen Certification Tests	8.i.1.a.2	AC		
	Prepare and Issue Pilot Airman Certificates	8.i.1.a.3	AC		
	Conduct Air Carrier Check Pilot Eval	8.i.1.b	AC		
	Conduct AQP Initial Qualification Checks	8.i.1.c	AC		
	Conduct Airman Certificate Qualification Review (Administrative)	8.i.1.d	AC		
	14 CFR Part 135 Airmen Certification	8.i.2	AC		
	Pilot Airmen Certification	8.i.2.a	AC		
	Accept and Process Pilot Airman Applications	8.i.2.a.1	AC		
	Conduct Pilot Airmen Certification Tests	8.i.2.a.2	AC		
	Prepare and Issue Pilot Airman Certificates	8.i.2.a.3	AC		
	Conduct Air Carrier Check Pilot Eval	8.i.2.b	AC		
	Conduct AQP Initial Qualification Checks	8.i.2.c	AC		
	Conduct Airman Certificate Qualification Review (Administrative)	8.i.2.d	AC		

Continued on Next Page

System Compliance Surveillance Index

ODA Name: _____

ODA Number: _____

System Element	System Compliance Evaluation Items		ODA Type	Applicable	
	Item Title	Item		Yes	No
Authorized Function Procedures	*AC ODA Programs*	*8.i*	*AC*		
	14 CFR Part 141 Airmen Certification	8.i.3	AC		
	Pilot Airmen Certification	8.i.3.a	AC		
	Accept and Process Pilot Airmen Applications	8.i.3.a.1	AC		
	Conduct Pilot Airmen Certification Tests	8.i.3.a.2	AC		
	Prepare and Issue Pilot Airman Certificates	8.i.3.a.3	AC		
	Conduct Airman Certificate Qualification Review (Administrative)	8.i.3.b	AC		
	Conduct Annual Proficiency Check	8.i.3.c	AC		
	14 CFR Part 142 Airmen Certification	8.i.4	AC		
	Pilot Airmen Certification	8.i.4.a	AC		
	Accept and Process Pilot Airmen Applications	8.i.4.a.1	AC		
	Conduct Pilot Airmen Certification Tests	8.i.4.a.2	AC		
	Prepare and Issue Pilot Airman Certificates	8.i.4.a.3	AC		
	Conduct Category II Practical Tests	8.i.4.b	AC		
	Conduct Category III Practical Tests	8.i.4.c	AC		
	Conduct Airman Certificate Qualification Review (Administrative)	8.i.4.d	AC		
	Conduct Annual Proficiency Check	8.i.4.e	AC		
	Conduct Instructor Observations	8.i.4.f	AC		
	Conduct Instructor Annual Proficiency Checks	8.i.4.g	AC		
	Conduct Evaluator Annual Proficiency Checks	8.i.4.h	AC		
	14 CFR Part 145 Airmen Certification	8.i.5	AC		
	Accept Airman Certificate and/or Rating Application	8.i.5.a	AC		
	Conduct Airmen Certification Test for Mechanics	8.i.5.b	AC		
	Prepare and Issue Airman Certificates for Mechanics	8.i.5.c	AC		
	14 CFR Part 147 Airmen Certification	8.i.6	AC		
	Accept Airman Certificate and/or Rating Application	8.i.6.a	AC		
	Conduct Airmen Certification Test for Mechanics	8.i.6.b	AC		
	Prepare and Issue Airman Certificates for Mechanics	8.i.6.c	AC		

Continued on Next Page

System Compliance Surveillance Index

ODA Name: _____

ODA Number: _____

System Compliance Surveillance Index Instructions

Purpose: The purpose of the System Compliance Surveillance Index is to identify which System Compliance Audit Items from Appendix C are applicable for a specific ODA holder. The OMT is responsible for making this determination based on the ODA holder's authorization and their approved procedures.

Applicable*:* Identify whether the Item No. is applicable or not applicable to the ODA holder based on their authorization and procedures. Place an X in the appropriate box.

For example, an Organization is authorized as a STC and MRA ODA, and under the MRA, the ODA holder is only authorized engineering data approvals. All items related to TC, PC, TSOA, PMA, AC, and AO ODA types should be marked with an X in the No column. Under the MRA items, Airworthiness Certification and Issuance of Special Flight Permits as well as Aging Airplane Inspections should be marked with an X in the No column. Under the STC Items, if the organization has not been authorized to do off-site work, nor applicant showings, then those items should be marked with an X in the No column.

*** End of Form ***

DRAFT

Figure A-15. Authorized Function Performance Surveillance Index

Authorized Function Performance Surveillance Index

ODA Name: _____

ODA Number: _____

Engineering Authorized Functions

Authorized Functions	Disciplines								
	Structures	Powerplant Installations	Mech. Sys. and Equip.	Elec. Sys. and Equip.	Engines	Propellers	Flight Analyst	Flight Test Pilot	Acoustics
Approve Technical Data and Find Compliance to Airworthiness Standards (8010, 11010, 13010)									
Approve Operational or Repair Information (8040, 11040, 12040, 13040)									
Approve Airworthiness Limitations (8050, 11050, 12050, 13050)									
Establish Conformity Inspection Requirements: Engineering (8070, 11070, 13070)									
Perform Compliance Inspections (8110, 11110, 13110)									
Approve Data for Major Alterations or Major Repairs (8130, 11130, 12130, 13130)									
Approve EWIS ICA (8190, 11190)									

Manufacturing Authorized Functions

Authorized Functions	Disciplines	
	Inspector	
Issue/Amend Standard Airworthiness Certificates (8061, 9061, 11061)		
Issue/Amend Special Airworthiness Certificates (8062, 9062, 11062)		
Issue Domestic Airworthiness Approvals (9063, 10063, 13063)		
Issue Export Airworthiness Approvals (9064, 10064, 13064)		
Issue Export Airworthiness Approvals (9065)		
Issue Special Flight Permits (8066, 9066, 11066)		
Issue/Amend Special Airworthiness Certificates - Primary Category Aircraft (9067, 11067)		

Continued on Next Page

Authorized Function Performance Surveillance Index

ODA Name: _____

ODA Number: _____

Manufacturing Authorized Functions

Authorized Functions	Disciplines: Inspector
Issue/Amend Special Airworthiness Certificates - Restricted Category Aircraft (9068, 11068)	
Issue Provisional Airworthiness Certificates (9069)	
Issue A Replacement Airworthiness Certificate (110610)	
Establish Conformity Inspection Requirements: Manufacturing (9070, 13070)	
Determine Conformity of Articles Including Test Articles. (8080, 9080, 10080, 11080, 13080)	
Determine Conformity of Test Set-Up (8090, 9090, 10090, 11090, 13090)	
Determine Conformity of Installations of Articles, Including TIA Inspections on a Product (8100, 9100, 11100, 13100)	
Evaluate Production Limitations Record, PC, and Process Changes (9120)	
Approve minor changes to quality control manual/procedures (9150)	
Issue FAA Form 8130-31, Statement of Conformity - Military Aircraft (8170, 9170, 11170)	

Flight Standards Authorized Functions

Authorized Functions	Disciplines: AW Inspector – Maintenance	AW Inspector – Avionics	Operations Inspector
Issue/Amend Standard Airworthiness Certificates (12061)			
Issue/Amend Special Airworthiness Certificates (12062)			
Issue Domestic Airworthiness Approvals (12063)			

Continued on Next Page

Authorized Function Performance Surveillance Index

ODA Name: _____

ODA Number: _____

Flight Standards Authorized Functions

Authorized Functions	Disciplines			
	AW Inspector – Maintenance	AW Inspector – Avionics	Operations Inspector	
Issue Export Airworthiness Approvals - Articles (12064)				
Issue Export Airworthiness Approvals - Products (12065)				
Issue Special Flight Permits (12066)				
Issue/Amend Special Airworthiness Certificates - Restricted Category (12068)				
Issue Replacement Airworthiness Certificates (120610)				
Perform Aging Aircraft Inspections and Records Reviews (12140)				
Review Eligibility (15010)				
Evaluate Rotorcraft Load Combination Flight Manual (15020)				
Administer Chief Pilot Tests (15030)				
Administer Flight Checks (15040)				
Conduct Rotorcraft and Equipment Airworthiness Inspections (15050)				
Conduct Base Inspection (15060)				
Issue Operating Certificate and Authorizations (15070)				
Evaluate and Approve AIP (15080)				
Determine Eligibility of Previously Approved Intervals Greater than the Manufacturers Inspection Intervals (15090)				
Conduct Pilot Airmen Certification Tests (16101, 16201, 16301, 16401)				

Continued on Next Page

Authorized Function Performance Surveillance Index

ODA Name: _____

ODA Number: _____

Flight Standards Authorized Functions

Authorized Functions	Disciplines			
	AW Inspector – Maintenance	AW Inspector – Avionics	Operations Inspector	
Conduct Category II Practical Tests (16403)				
Conduct Category III Practical Tests (16404)				
Conduct Airmen Certification Tests for Airframe Rating (16505, 16605)				
Conduct Airmen Certification Tests for Powerplant Rating (16506, 16606)				
Conduct Airmen Certification Tests for Airframe & Powerplant Ratings (16507, 16607)				
Conduct Air Carrier Check Pilot Evaluation (16106, 16206)				
Conduct AQP Initial Qualification Checks (16107, 16207)				
Conduct Airman Certificate Qualification Review (16109, 16209, 16309, 16409)				
Conduct Annual Proficiency Checks (16311, 16411)				
Conduct Instructor Observations (16412)				
Conduct Instructor Annual Proficiency Checks (16413)				
Conduct Evaluator Annual Proficiency Checks (16414)				

Continued on Next Page

Authorized Function Performance Surveillance Index

ODA Name: _____

ODA Number: _____

Administrative Authorized Functions

Authorized Functions	Disciplines			
	Engineering	Manufacturing Inspector	Inspector (AW/Ops)	
Perform Approvals in support of TC ODA Holder Procedures (8160, 11160, 13160)				
Perform Review and Acceptance of Instructions for Continued Airworthiness (ICA) (8180, 11180, 13180)				
Issue / Amend STCs (11020)				
Issue PMA Supplements – Test and Computation (13031)				
Issue PMA Supplements – Licensing or STC (13032)				

Authorized Function Performance Surveillance Index Instructions

Purpose: The purpose of the Authorized Function Performance Surveillance Index is to identify which Authorized Function and Discipline combination is applicable for a specific ODA holder. The OMT is responsible for making this determination based on the ODA holder's authorization and their unit member list.

Applicability: Identify whether the Authorized Function/Discipline is applicable by placing an X in the appropriate box.

*** End of Form ***

Figure A-16. Procedures Manual Content Audit Form

Procedures Manual Content Audit Form

ODA Name _____ Record No. _____
ODA Number _____ Audited By: _____
Date: _____

Audit Items		PM	Results			OFI	Attachments
Item	Title	Ref.	C	NC	N/A		
1	Title Page with Signature Blocks						
2	Table of Contents and Revision Control						
3	Manual Control						
4	Preface and Introduction						
5	Authorized Functions and Limitations						
6	Organizational Structure and Responsibilities						
7	ODA Administrator and Unit Member Duties and Responsibilities						
8	Required Capabilities and ODA Unit Positions						
9	ODA Unit Listing						
10	UM and ODA Administrator Selection and UM Removal						
11	Training						
12	Internal Audit Program						
13	Guidance Material						
14	Duration of the Authorization						
15	Maintenance of Eligibility						
16	Inspection						
17	Service Monitoring						
18	Authorized Function Procedures (See Pages 2-4 of this Form)						
19	Records						
20	Corrective Action						
21	Work Activity Reporting						
22	Interference						
23.a	Appendix A – Memorandum of Understanding						
23.b	Appendix B – ODA Holder and Unit Organizational Chart						
23.c	Appendix C – ODA Facilities						
23.d	Appendix D – Required ODA Unit Capabilities and Positions						
23.e	Appendix E – Forms						
23.f	Appendix F – Certification Plans						
23.g	Appendix G – No Acoustical Change – Qualifications, Selections, Limitations, and Program Procedures						

Continued on Next Page

Procedures Manual Content Audit Form

ODA Name _____ Record No. _____
ODA Number _____ Audited By: _____
Date: _____

Audit Items		PM Ref.	Results			OFI	Attachments
Item	Title		C	NC	N/A		
18.a	*TC ODA Procedures*						
18.a.1	Project Initiation						
18.a.1.a	Program Notification Letter Submittal						
18.a.1.b	No-PNL Projects						
18.a.1.c	Military Commercial Derivative Aircraft						
18.a.2	Familiarization Meeting						
18.a.3	Preliminary Type Certification Board Meeting						
18.a.4	Certification Plan and Proposed Certification Basis						
18.a.5	Coordination of Issue Papers						
18.a.6	FAA Project Participation						
18.a.7	Compliance Determinations						
18.a.8	FAA Recognition of Applicant Showings						
18.a.8.a	Applicant Showing Recognition Procedures						
18.a.8.b	Project Procedures						
18.a.9	Instructions for Continued Airworthiness						
18.a.9.a	ICA Not Authorized – Coordination of ICA with AED						
18.a.9.b	ICA Authorized						
18.a.10	Operational Suitability						
18.a.11	Airworthiness Certification of Products						
18.a.12	Type Inspection Authorization						
18.a.13	Certification Tests other than Flight Test						
18.a.14	Risk Assessment						
18.a.15	Other Type Certification Board Meeting						
18.a.16	Certification Flight Testing						
18.a.17	Submittal of AFM, Proposed TCDS, Noise & Emissions Data, and AL						
18.a.18	Function and Reliability Testing						
18.a.19	Report Preparation, Submittal, and Storage						
18.a.20	Specific Findings of Compliance Close Out						
18.a.21	Statement of Completion						
18.a.22	Final Type Certification Board						
18.a.23	TC Issuance						
18.a.24	Post TC Activities						
18.a.24.a	Design Changes						
18.a.24.b	Approval of Engineering Information in Service Documents or Repair Procedures						
18.a.24.c	Data Approvals Provided to STC Applicants						
18.a.24.d	Approval of AMOCs to ADs and Related Repair Approvals						
18.a.24.e	Approval of Major Repair or Major Alteration Data						
18.a.25	Coordination of TC Supporting Approvals						
18.a.26	Engineering Data Approvals on Certification Projects						

Continued on Next Page*

Procedures Manual Content Audit Form

ODA Name _____ Record No. _____
ODA Number _____ Audited By: _____
Date: _____

Audit Items		PM Ref.	Results			OFI	Attachments
Item	Title		C	NC	N/A		
18.b	*PC ODA Procedures*						
18.b.1	PC and PLR Changes						
18.b.2	Conformity Inspections						
18.b.3	Issue Airworthiness Certificates & Export Airworthiness Approvals						
18.b.4	Airworthiness Approvals						
18.c	*TSOA ODA Procedures*						
18.c.1	Conformity Inspections						
18.c.2	Airworthiness Approvals						
18.d	*STC ODA Procedures*						
18.d.1	Project Initiation						
18.d.1.a	PNL Projects						
18.d.1.b	No-PNL Projects						
18.d.1.c	NAC Determinations						
18.d.2	FAA Notification						
18.d.3	Compliance Determinations						
18.d.4	FAA Recognition of Applicant Showings						
18.d.4.a	Applicant Showing Recognition Procedures						
18.d.4.b	Project Procedures						
18.d.5	Production & Installation						
18.d.6	Operational Suitability						
18.d.7	Instructions for Continued Airworthiness						
18.d.7.a	ICA Not Authorized – Coordination of ICA with AED						
18.d.7.b	ICA Authorized						
18.d.8	Risk Assessment						
18.d.9	Type Inspection Authorization						
18.d.9.a	Aircraft Ground Evaluation						
18.d.9.b	Aircraft Pre-Flight Inspection						
18.d.10	Certification Flight Testing						
18.d.11	Aircraft Flight Manual Supplement Approval						
18.d.12	Specific Findings of Compliance Close Out						
18.d.13	Project Completion						
18.d.14	Issuance of STC						
18.d.15	Airworthiness Certification of Products and Articles						
18.d.16	Coordination of Approvals in Support of TC ODA Holder						
18.d.17	Approvals in Support of FAA Managed Projects						
18.d.18	Approval of Major Repair or Major Alteration Data						
18.e.	*MRA ODA Procedures*						
18.e.1	Repairs and Alterations						
18.e.2	Airworthiness Certificates and Issuance of Special Flight Permits						
18.e.3	Aging Airplane Inspections						

Continued on Next Page

Procedures Manual Content Audit Form

ODA Name _____ Record No. _____
ODA Number _____ Audited By: _____
Date: _____

Audit Items		PM Ref.	Results			OFI	Attachments
Item	Title		C	NC	N/A		
18.f.	*PMA ODA Procedures*						
18.f.1	PMA Test and Computation Programs						
18.f.1.a	Program Notification Letter						
18.f.1.b	Development and Content of the Data Package						
18.f.1.c	FAA Recognition of Applicant Showings						
18.f.1.c.1	Applicant Showing Recognition Procedures						
18.f.1.c.2	Project Procedures						
18.f.1.d	Instructions for Continued Airworthiness						
18.f.1.d.1	ICA Not Authorized – Coordination of ICA with AEG						
18.f.1.d.2	ICA Authorized						
18.f.1.e	Prototype Conformity Inspection						
18.f.1.f	Quality System						
18.f.1.g	Issuing PMA Supplements and Data Submittals						
18.f.2	PMA Based on Licensing Agreement or STC						
18.f.2.a	Program Notification Letter						
18.f.2.b	Quality System						
18.f.2.c	Issuing PMA Supplements and Data Submittals						
18.f.3	Issue Airworthiness Approvals & Export Airworthiness Approvals						
18.f.4	Coordination of Approvals in Support of TC ODA Holder						
18.f.5.	Approvals in Support of FAA Managed Projects						
18.f.6	Major Repair Data						
18.g.	*AO ODA Procedures*						
18.g.1	Rotorcraft External Load Operator Certification						
18.g.1.a	Air Operator Certificates						
18.g.1.b	Air Operator ODA Activity						
18.g.1.c	Certificate Coordination						
18.g.2	AIP Approvals						
18.g.2.a	AIP Evaluation and Approval						
18.g.2.b	Determine Eligibility of Previously Approved Intervals Greater than the Manufacturer's Inspection Intervals						
18.g.2.c	Revision of ODA Approved AIPs						
18.h.	*AC ODA Procedures*						
18.h.1	*14 CFR Part 121 Airmen Certification*						
18.h.1.a	Pilot Airmen Certification						
18.h.1.a.1	Accept and Process Pilot Airmen Applications						
18.h.1.a.2	Conduct Pilot Airmen Certification Tests						
18.h.1.a.3	Prepare and Issue Pilot Airman Certificates						

Continued on Next Page*

Procedures Manual Content Audit Form

ODA Name _____ Record No. _____
ODA Number _____ Audited By: _____
Date: _____

Audit Items		PM Ref.	Results			OFI	Attachments
Item	Title		C	NC	N/A		
18.h.	*AC ODA Procedures*						
18.h.1.b	Conduct Air Carrier Check Pilot Eval						
18.h.1.c	Conduct AQP Initial Qualification Checks						
18.h.1.d	Airman Certificate Administrative Tasks						
18.h.1.d.1	Conduct Airman Certificate Qualification Review						
18.h.2	*14 CFR Part 135 Airmen Certification*						
18.h.2.a	Pilot Airmen Certification						
18.h.2.a.1	Accept and Process Pilot Airmen Applications						
18.h.2.a.2	Conduct Pilot Airmen Certification Tests						
18.h.2.a.3	Prepare and Issue Pilot Airman Certificates						
18.h.2.b	Conduct Air Carrier Check Pilot Eval						
18.h.2.c	Conduct AQP Initial Qualification Checks						
18.h.2.d	Airman Certificate Administrative Tasks						
18.h.2.d.1	Conduct Airman Certificate Qualification Review						
18.h.3	*14 CFR Part 141 Airmen Certification*						
18.h.3.a	Pilot Airmen Certification						
18.h.3.a.1	Accept and Process Pilot Airmen Applications						
18.h.3.a.2	Conduct Pilot Airmen Certification Tests						
18.h.3.a.3	Prepare and Issue Pilot Airman Certificates						
18.h.3.b	Airman Certificate Administrative Tasks						
18.h.3.b.1	Conduct Airman Certificate Qualification Review						
18.h.3.c	Conduct Annual Proficiency Check						
18.h.4	*14 CFR Part 142 Airmen Certification*						
18.h.4.a	Pilot Airmen Certification						
18.h.4.a.1	Accept and Process Pilot Airmen Applications						
18.h.4.a.2	Conduct Pilot Airmen Certification Tests						
18.h.4.a.3	Prepare and Issue Pilot Airman Certificates						
18.h.4.b	Conduct Category II Practical Tests						
18.h.4.c	Conduct Category III Practical Tests						
18.h.4.d	Airman Certificate Administrative Tasks						
18.h.4.d.1	Conduct Airman Certificate Qualification Review						
18.h.4.e	Conduct Annual Proficiency Check						
18.h.4.f	Conduct Instructor Observations						
18.h.4.g	Conduct Instructor Annual Proficiency Checks						
18.h.4.h	Conduct Evaluator Annual Proficiency Check						

Continued on Next Page

Procedures Manual Content Audit Form

ODA Name _____ Record No. _____
ODA Number _____ Audited By: _____
Date: _____

Audit Items		PM Ref.	Results			OFI	Attachments
Item	Title		C	NC	N/A		
18.h.	*AC ODA Procedures*						
18.h.5	*14 CFR Part 145 Airmen Certification*						
18.h.5.a	Accept Airman Certificate and/or Rating Application						
18.h.5.b	Conduct Airmen Certification Test for Mechanics						
18.h.5.c	Prepare and Issue Airman Certificates for Mechanics.						
18.h.6	*14 CFR Part 147 Airmen Certification*						
18.h.6.a	Accept Airman Certificate and/or Rating Application						
18.h.6.b	Conduct Airmen Certification Test for Mechanics						
18.h.6.c	Prepare and Issue Airman Certificates for Mechanics.						

Procedures Manual Content Audit Summary
Use the space below to summarize your audit activity.

Continued on Next Page

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Procedures Manual Content Audit Form

Instructions

1. **Purpose:** The purpose of the Procedures Manual Content Audit activity is to audit the content of ODA holder's procedures manual per the items in Appendix C, Section 1.0, which are based on the requirements in Chapter 3, Section 2 of this order.
2. **Record No.:** Write the Record Number in the space provided in the following format: PMCA-FY-Initials-XX. FY is Fiscal Year and the final numbers (XX) are sequential based on your individual records.
3. **Date:** Record the date the audit record was completed. For audits performed over a range of dates, you may indicate the dates in the audit summary if relevant.
4. **Procedures Manual Reference (PM Ref):** Identify the manual process that you are auditing in this box.
5. **Results:** Identify the result by placing an X in the appropriate box. The available results are:
   a. *Compliant* (C): The procedure meets the requirements.
   b. *Noncompliant* (NC). The procedure does not meet the requirements or is missing required information. If this result is marked, fill out the ODA Oversight Finding Record (Appendix A, Figure A-27).
   c. *Not Applicable* (N/A). This procedure is not applicable to this organization's authorization.
6. **Opportunity for Improvement (OFI):** If you identify an area where the ODA holder can improve on processes, mark this box with an X and complete the OFI Record (Appendix A, Figure A-28).
7. **Attachments:** List the following corresponding records in this box as applicable. If space is not available to list all attachments, use the summary page.
   a. ODA Oversight Finding Record Number(s).
   b. OFI Record Number(s).
8. **Procedures Manual Content Audit Summary** ***(optional)*****:** Use the space provided to describe your audit activity. This information may include an executive summary, sampling information, or any other details the auditor feels may be necessary.

End of Form

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Figure A-17. System Compliance Audit Form

System Compliance Audit Form									
ODA Name _____ ODA Number _____							Record No. _____ Audited By: _____ Date: _____		
Audit Items		PM Ref.	Results				OFI	Attachments
Item	Title		C	NC	N/A	N/E		
1	*Procedures Manual*							
1.b.1	Revisions and Approvals							
1.b.2	Availability							
2	*Records*							
2.b.1	Retention of Records							
2.b.2	Location of Records							
2.b.3	Record Submittal							
3	*Unit Members*							
3.b.1	Selection and Appointment Process							
3.b.2	Removal Process							
4	*Training*							
4.b.1	Training Completion							
4.b.2	Training Development							
5	*Internal Audit and Performance Assessment Program*							
5.b.1	Required Evaluations and Criteria Determination							
5.b.2	Audit Staff Selection and Assignment							
5.b.3	Audit Plan and Schedule							
5.b.4	Documenting the Evaluations							
5.b.5	Internal Audit Reporting							
6	*Corrective Action*							
6.b.1	Cause of Condition							
6.b.2	Corrective Action Plans							
6.b.3	Corrective Action Implementation							
6.b.4	Corrective Action Validation							
6.b.5	Corrective Action Reporting							
7	*Service Monitoring*							
7.b.1	Monitor							
7.b.2	Notify							
7.b.3	Support FAA Corrective Action							
Continued on Next Page								

System Compliance Audit Form

ODA Name _____ Record No. _____
ODA Number _____ Audited By: _____
Date: _____

Audit Items		PM Ref.	Results				OFI	Attachments
Item	Title		C	NC	N/A	N/E		
8.b.	*Authorized Functions - TC ODA Procedures*							
8.b.1	Project Initiation							
8.b.1.a	Program Notification Letter (PNL) Submittal							
8.b.1.b	No-PNL Projects							
8.b.1.c	Military Commercial Derivative Aircraft (MCDA)							
8.b.2	Familiarization Meeting							
8.b.3	Preliminary Type Certification Board Meeting							
8.b.4	Certification Plan and Proposed Certification Basis							
8.b.5	Coordination of Issue Papers							
8.b.6	FAA Project Participation							
8.b.7	Compliance Determinations							
8.b.8	FAA Recognition of Applicant Showings							
8.b.8.a	Applicant Showing Recognition Procedures							
8.b.8.b	Project Procedures							
8.b.9	Instructions for Continued Airworthiness							
8.b.9.a	Coordination of ICA with the AED							
8.b.9.b	ICA Acceptance Authorized to ODA Holder							
8.b.10	Operational Suitability							
8.b.11	Airworthiness Certification of Products							
8.b.12	Type Inspection Authorization							
8.b.13	Certification Tests Other Than Flight Test							
8.b.14	Risk Assessment							
8.b.15	Other Type Certification Board Meeting							
8.b.16	Certification Flight Testing							
8.b.17	Submittal of AFM, Proposed TCDS, Noise and Emissions Data, and AL							
8.b.18	Function and Reliability Testing							
8.b.19	Report Preparation, Submittal, and Storage							
8.b.20	Specific Findings of Compliance Close Out							
8.b.21	Statement of Completion							
8.b.22	Final Type Certification Board							
8.b.23	Type Certificate Issuance							
8.b.24	Post TC Activities							
8.b.24.a	Design Changes							
8.b.24.b	Approval of Engineering Information in Service Documents or Repair Procedures							
8.b.24.c	Data Approvals Provided to STC Applicants							
8.b.24.d	Approval of AMOCs to ADs and Related Repair Approvals							
8.b.25	Coordination of TC Supporting Approvals							
8.b.26	Engineering Data Approvals on Certification Projects							

Continued on Next Page

System Compliance Audit Form

ODA Name _____ Record No. _____
ODA Number _____ Audited By: _____
Date: _____

Audit Items		PM Ref.	Results				OFI	Attachments
Item	Title		C	NC	N/A	N/E		
8.c.	*Authorized Functions - PC ODA Procedures*							
8.c.1	PC and PLR Changes							
8.c.2	Conformity Inspections							
8.c.3	Issue Airworthiness Certificates and Export Airworthiness Approvals							
8.c.4	Airworthiness Approvals							
8.d.	*Authorized Functions - TSOA ODA Procedures*							
8.d.1	Conformity Inspections							
8.d.2	Airworthiness Approvals							
8.e.	*Authorized Functions - STC ODA Procedures*							
8.e.1	Project Initiation							
8.e.1.a	PNL Projects							
8.e.1.b	No-PNL Projects							
8.e.1.c	No Acoustical Change Determination							
8.e.2	FAA Notification							
8.e.3	Compliance Determinations							
8.e.4	FAA Recognition of Applicant Showings							
8.e.4.a	Applicant Showing Recognition Procedures							
8.e.4.b	Project Procedures							
8.e.5	Production & Installation							
8.e.6	Operational Suitability							
8.e.7	Instructions for Continued Airworthiness							
8.e.7.a	Coordination of ICA with the AED							
8.e.7.b	ICA Acceptance Authorized to ODA Holder							
8.e.8	Risk Assessment							
8.e.9	Type Inspection Authorization							
8.e.9.a	Aircraft Ground Evaluation							
8.e.9.b	Aircraft Pre-Flight Inspection							
8.e.10	Certification Flight Testing							
8.e.11	Aircraft Flight Manual Supplement Approval							
8.e.12	Specific Findings of Compliance Close Out							
8.e.13	Project Completion							
8.e.14	Issuance of STC							
8.e.15	Airworthiness Certification and Issuance of SFP							
8.e.16	Coordination of Approvals in Support of a TC ODA Holder							
8.e.17	Approvals in Support of FAA Managed Projects							
8.e.18	Approval of Major Repair or Major Alteration Data							
8.f.	*Authorized Functions - MRA ODA Procedures*							
8.f.1	Repairs and Alterations							
8.f.2	Airworthiness Certification and Issuance of SFP							
8.f.3	Aging Airplane Inspections							

Continued on Next Page

System Compliance Audit Form

ODA Name _____ Record No. _____
ODA Number _____ Audited By: _____
Date: _____

Audit Items		PM Ref.	Results				OFI	Attachments
Item	Title		C	NC	N/A	N/E		
8.g.	*Authorized Functions - PMA ODA Procedures*							
8.g.1	PMA Test and Computation Programs							
8.g.1.a	Program Notification Letter							
8.g.1.b	Development and Content of the Data Package							
8.g.1.c	Applicant Showings							
8.g.1.c.1	Applicant Showing Recognition Procedures							
8.g.1.c.2	Project Procedures							
8.g.1.d	Instructions for Continued Airworthiness							
8.g.1.d.1	Coordination of ICA with the AEG							
8.g.1.d.2	ICA Acceptance Authorized to ODA Holder							
8.g.1.e	Prototype Conformity Inspection							
8.g.1.f	Quality System							
8.g.1.g	Issuing PMA Supplements and Data Submittals							
8.g.2	PMA Based on Licensing Agreement or STC							
8.g.2.a	Program Notification Letter							
8.g.2.b	Quality System							
8.g.2.c	Issuing PMA Supplements and Data Submittals							
8.g.3	Issue Airworthiness Approvals and Export Airworthiness Approvals							
8.g.4	Coordination of Approvals in Support of TC ODA Holder							
8.g.5.	Approvals in Support of FAA Managed Projects							
8.g.6	Major Repair Data							
8.h.	*Authorized Functions - AO ODA Procedures*							
8.h.1	Rotorcraft External Load Certification							
8.h.1.a	Air Operator Certificates							
8.h.1.b	Air Operator ODA Activity							
8.h.1.c	Coordination of Certification							
8.h.1.d	Process for Electronic Records							
8.h.2	AIP Approvals							
8.h.2.a	AIP Evaluation and Approval.							
8.h.2.b	Determine Eligibility of Previously Approved Intervals Greater than the Manufacturer's Inspection Intervals							
8.h.2.c	Procedures for revising an ODA approved AIP							
8.i	*Authorized Functions - AC ODA Programs*							
8.i.1	14 CFR Part 121 Airmen Certification							
8.i.1.a	Pilot Airmen Certification							
8.i.1.a.1	Accept and Process Pilot Airmen Applications							
8.i.1.a.2	Conduct Pilot Airmen Certification Tests							
8.i.1.a.3	Prepare and Issue Pilot Airman Certificates							

Continued on Next Page

System Compliance Audit Form

ODA Name _____ Record No. _____
ODA Number _____ Audited By: _____
Date: _____

Audit Items		PM	Results				OFI	Attachments
Item	Title	Ref.	C	NC	N/A	N/E		
8.i	*Authorized Functions - AC ODA Programs*							
8.i.1.b	Conduct Air Carrier Check Pilot Eval							
8.i.1.c	Conduct AQP Initial Qualification Checks							
8.i.1.d	Conduct Airman Certificate Qualification Review							
8.i.2	*14 CFR Part 135 Airmen Certification*							
8.i.2.a	Pilot Airmen Certification							
8.i.2.a.1	Accept and Process Pilot Airmen Applications							
8.i.2.a.2	Conduct Pilot Airmen Certification Tests							
8.i.2.a.3	Prepare and Issue Pilot Airman Certificates							
8.i.2.b	Conduct Air Carrier Check Pilot Eval							
8.i.2.c	Conduct AQP Initial Qualification Checks							
8.i.2.d	Conduct Airman Certificate Qualification Review							
8.i.3	*14 CFR Part 141 Airmen Certification*							
8.i.3.a	Pilot Airmen Certification							
8.i.3.a.1	Accept and Process Pilot Airmen Applications							
8.i.3.a.2	Conduct Pilot Airmen Certification Tests							
8.i.3.a.3	Prepare and Issue Pilot Airman Certificates							
8.i.3.b	Conduct Airman Certificate Qualification Review							
8.i.3.c	Conduct Annual Proficiency Check							
8.i.4	*14 CFR Part 142 Airmen Certification*							
8.i.4.a	Pilot Airmen Certification							
8.i.4.a.1	Accept and Process Pilot Airmen Applications							
8.i.4.a.2	Conduct Pilot Airmen Certification Tests							
8.i.4.a.3	Prepare and Issue Pilot Airman Certificates							
8.i.4.b	Conduct Category II Practical Tests							
8.i.4.c	Conduct Category III Practical Tests							
8.i.4.d	Conduct Airman Certificate Qualification Review							
8.i.4.e	Conduct Annual Proficiency Check							
8.i.4.f	Conduct Instructor Observations							
8.i.4.g	Conduct Instructor Annual Proficiency Checks							
8.i.4.h	Conduct Evaluator Annual Proficiency Checks							

Continued on Next Page*

System Compliance Audit Form

ODA Name _____ Record No. _____
ODA Number _____ Audited By: _____
Date: _____

Audit Items		PM Ref.	Results				OFI	Attachments
Item	Title		C	NC	N/A	N/E		
8.i	*Authorized Functions - AC ODA Programs*							
8.i.5	*14 CFR Part 145 Airmen Certification*							
8.i.5.a	Accept Airman Certificate and/or Rating Application							
8.i.5.b	Conduct Airmen Certification Test for Mechanics							
8.i.5.c	Prepare and Issue Airman Certificates for Mechanics							
8.i.6	*14 CFR Part 147 Airmen Certification*							
8.i.6.a	Accept Airman Certificate and/or Rating Application							
8.i.6.b	Conduct Airmen Certification Test for Mechanics							
8.i.6.c	Prepare and Issue Airman Certificates for Mechanics							

System Compliance Audit Summary
Use the space below to summarize your audit activity.

Continued on Next Page

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System Compliance Audit Form

Instructions

1. **Purpose:** The purpose of the System Compliance surveillance activity is to audit the ODA holder's compliance to the procedures manual processes per the items in Appendix C, Section 2.0.
2. **Record No.:** Write the Record Number in the space provided in the following format: SCA-FY-Initials-XX. FY is Fiscal Year and the final numbers (XX) are sequential based on your individual records.
3. **Date:** Record the date the audit record was completed. For audits performed over a range of dates, you may indicate the dates in the audit summary if relevant.
4. **Procedures Manual Reference (PM Ref):** Identify the manual process that you are auditing in this box.
5. **Results:** Identify the result by placing an X in the appropriate box. The available results are:
   a. *Compliant* (C): The ODA holder is complying with the approved processes.
   b. *Noncompliant* (NC). The ODA holder or the ODA Unit failed to follow the procedures. If this result is marked, fill out the ODA Oversight Finding Record (Appendix A, Figure A-27).
   c. *Not Applicable* (N/A). This procedure is not applicable to this organization's authorization.
   d. *Not Exercised* (N/E). The organization did not use this procedure.
6. **Opportunity for Improvement (OFI):** If you identify an area where the ODA holder can improve on processes or compliance, mark this box with an X and complete the OFI Record (Appendix A, Figure A-28).
7. **Attachments:** List the following corresponding records in this box as applicable. If space is not available to list all attachments, use the summary page.
   a. ODA Oversight Finding Record Number(s).
   b. OFI Record Number(s).
8. **System Compliance Audit Summary:** Use the space provided to describe your audit activity and if the activity was performed using remote technology. This information may include an executive summary, sampling information, or any other details the auditor feels may be necessary.

End of Form

Figure A-18. Authorized Function Performance Assessment Form

Authorized Function Performance Assessment Form

ODA Name _____ Record No. _____
ODA Number _____ Assessed By: _____
Date: _____

Assessment Items		Results				OFI	Attachments
Item	Title	S	US	N/E	N/A		
1	*Engineering Functions*						
1.a.	Approve Technical Data and Find Compliance to Airworthiness Standards (8010, 11010, 13010)						
1.a.1	Technical						
1.a.2	Procedural						
1.a.3	Professional						
1.b.	Approve Operational or Repair Information (8040, 11040, 12040, 13040)						
1.b.1	Technical						
1.b.2	Procedural						
1.b.3	Professional						
1.c.	Approve Airworthiness Limitations (8050, 11050, 12050, 13050)						
1.c.1	Technical						
1.c.2	Procedural						
1.c.3	Professional						
1.d.	Establish Conformity Inspection Requirements (8070, 11070, 13070)						
1.d.1	Technical						
1.d.2	Procedural						
1.d.3	Professional						
1.e.	Perform Compliance Inspections (8110, 11110, 13110)						
1.e.1	Technical						
1.e.2	Procedural						
1.e.3	Professional						
1.f.	Approve Data for Major Alterations or Major Repairs (8130, 11130, 12130, 13130)						
1.f.1	Technical						
1.f.2	Procedural						
1.f.3	Professional						
1.g.	Approve EWIS ICA (8190, 11190)						
1.g.1	Technical						
1.g.2	Procedural						
1.g.3	Professional						
2	*Manufacturing Functions*						
2.a.	Issue / Amend Standard Airworthiness Certificates (8061, 9061, 11061)						
2.a.1	Technical						
2.a.2	Procedural						
2.a.3	Professional						

Continued on Next Page

Authorized Function Performance Assessment Form

ODA Name _____ Record No. _____
ODA Number _____ Assessed By: _____
Date: _____

Assessment Items		Results				OFI	Attachments
Item	Title	S	US	N/E	N/A		
2	*Manufacturing Functions*						
2.b.	Issue / Amend Special Airworthiness Certificates (8062, 9062, 11062)						
2.b.1	Technical						
2.b.2	Procedural						
2.b.3	Professional						
2.c.	Issue Domestic Airworthiness Approvals (9063, 10063, 13063)						
2.c.1	Technical						
2.c.2	Procedural						
2.c.3	Professional						
2.d.	Issue Export Airworthiness Approvals – Articles (9064, 10064, 13064)						
2.d.1	Technical						
2.d.2	Procedural						
2.d.3	Professional						
2.e.	Issue Export Airworthiness Approvals – Products (9065)						
2.e.1	Technical						
2.e.2	Procedural						
2.e.3	Professional						
2.f.	Issue Special Flight Permits (8066, 9066, 11066)						
2.f.1	Technical						
2.f.2	Procedural						
2.f.3	Professional						
2.g.	Issue / Amend Special Airworthiness Certificates for Primary Category Aircraft (9067, 11067)						
2.g.1	Technical						
2.g.2	Procedural						
2.g.3	Professional						
2.h.	Issue / Amend Special Airworthiness Certificates for Restricted Category Aircraft (9068, 11068)						
2.h.1	Technical						
2.h.2	Procedural						
2.h.3	Professional						
2.i.	Issue Provisional Airworthiness Certificates (9069)						
2.i.1	Technical						
2.i.2	Procedural						
2.i.3	Professional						
2.j.	Issue Replacement Airworthiness Certificates (110610)						
2.j.1	Technical						
2.j.2	Procedural						
2.j.3	Professional						

Continued on Next Page

Authorized Function Performance Assessment Form

ODA Name _____ Record No. _____
ODA Number _____ Assessed By: _____
Date: _____

Assessment Items		Results				OFI	Attachments
Item	Title	S	US	N/E	N/A		
2	*Manufacturing Functions*						
2.k.	Establish Conformity Inspection Requirements (9070, 13070)						
2.k.1	Technical						
2.k.2	Procedural						
2.k.3	Professional						
2.l.	Determine Conformity of Articles Including Test Articles (8080, 9080, 10080, 11080, 13080)						
2.l.1	Technical						
2.l.2	Procedural						
2.l.3	Professional						
2.m.	Determine Conformity of Test Set-Up (8090, 9090, 10090, 11090, 13090)						
2.m.1	Technical						
2.m.2	Procedural						
2.m.3	Professional						
2.n.	Determine Conformity of Installations of Articles, Including TIA Inspections on a Product (8100, 9100, 11100, 13100)						
2.n.1	Technical						
2.n.2	Procedural						
2.n.3	Professional						
2.o.	Evaluate PLR, PC, and Process Changes (9120)						
2.o.1	Technical						
2.o.2	Procedural						
2.o.3	Professional						
2.p.	Approve Minor Changes to QC Manual / Procedures (9150)						
2.p.1	Technical						
2.p.2	Procedural						
2.p.3	Professional						
2.q.	Issue FAA Form 8130-31, Statement of Conformity – Military Aircraft (8170, 9170, 11170)						
2.q.1	Technical						
2.q.2	Procedural						
2.q.3	Professional						
3	Flight Standards Functions						
3.a.	Issue / Amend Standard Airworthiness Certificates (12061)						
3.a.1	Technical						
3.a.2	Knowledge and Understanding						
3.a.3	Application						
3.a.4	Equipment and Materials						

Continued on Next Page

Authorized Function Performance Assessment Form

ODA Name _____ Record No. _____
ODA Number _____ Assessed By: _____
Date: _____

Assessment Items		Results				OFI	Attachments
Item	Title	S	US	N/E	N/A		
3	*Flight Standards Functions*						
3.b.	Issue / Amend Special Airworthiness Certificates (12062)						
3.b.1	Technical						
3.b.2	Knowledge and Understanding						
3.b.3	Application						
3.b.4	Equipment and Materials						
3.c.	Issue Domestic Airworthiness Approvals (12063)						
3.c.1	Technical						
3.c.2	Knowledge and Understanding						
3.c.3	Application						
3.c.4	Equipment and Materials						
3.d.	Issue Export Airworthiness Approvals – Articles (12064)						
3.d.1	Technical						
3.d.2	Knowledge and Understanding						
3.d.3	Application						
3.d.4	Equipment and Materials						
3.e.	Issue Export Airworthiness Approvals – Products (12065)						
3.e.1	Technical						
3.e.2	Knowledge and Understanding						
3.e.3	Application						
3.e.4	Equipment and Materials						
3.f.	Issue Special Flight Permits (12066)						
3.f.1	Technical						
3.f.2	Knowledge and Understanding						
3.f.3	Application						
3.f.4	Equipment and Materials						
3.g.	Issue / Amend Special Airworthiness Certificates for Restricted Category Aircraft (12068)						
3.g.1	Technical						
3.g.2	Knowledge and Understanding						
3.g.3	Application						
3.g.4	Equipment and Materials						
3.h.	Issue Replacement Airworthiness Certificates (120610)						
3.h.1	Technical						
3.h.2	Knowledge and Understanding						
3.h.3	Application						
3.h.4	Equipment and Materials						
3.i.	Perform Aging Aircraft Inspections and Records Reviews (12140)						
3.i.1	Technical						
3.i.2	Knowledge and Understanding						
3.i.3	Application						
3.i.4	Equipment and Materials						

Continued on Next Page

Authorized Function Performance Assessment Form

ODA Name _____ Record No. _____
ODA Number _____ Assessed By: _____
Date: _____

Assessment Items		Results				OFI	Attachments
Item	Title	S	US	N/E	N/A		
3	*Flight Standards Functions*						
3.j.	Review Application for Operator Eligibility (15010)						
3.j.1	Technical						
3.j.2	Knowledge and Understanding						
3.j.3	Application						
3.j.4	Certification Performance						
3.k.	Evaluate RLCFM (15020)						
3.k.1	Technical						
3.k.2	Knowledge and Understanding						
3.k.3	Application						
3.k.4	Certification Performance						
3.l.	Administer Chief Pilot Tests (15030)						
3.l.1	Technical						
3.l.2	Knowledge and Understanding						
3.l.3	Application						
3.l.4	Certification Performance						
3.m.	Administer Operational Flight Checks (15040)						
3.m.1	Technical						
3.m.2	Knowledge and Understanding						
3.m.3	Application						
3.m.4	Certification Performance						
3.n.	Conduct Rotorcraft and Equipment Airworthiness Inspections (15050)						
3.n.1	Technical						
3.n.2	Knowledge and Understanding						
3.n.3	Application						
3.n.4	Certification Performance						
3.o.	Conduct Base Inspections (15060)						
3.o.1	Technical						
3.o.2	Knowledge and Understanding						
3.o.3	Application						
3.o.4	Certification Performance						
3.p.	Issue Operating Certificate and Authorizations (15070)						
3.p.1	Technical						
3.p.2	Knowledge and Understanding						
3.p.3	Application						
3.p.4	Certification Performance						
3.q.	Evaluate and Approve AIPs (15080)						
3.q.1	Technical						
3.q.2	Knowledge and Understanding						
3.q.3	Application						
3.q.4	Certification Performance						

Continued on Next Page

Authorized Function Performance Assessment Form

ODA Name _____ Record No. _____
ODA Number _____ Assessed By: _____
Date: _____

Assessment Items		Results				OFI	Attachments
Item	Title	S	US	N/E	N/A		
3	*Flight Standards Functions*						
3.r.	Determine Eligibility of Previously Approved Intervals Greater than the Manufacturers Inspection Intervals (15090)						
3.r.1	Technical						
3.r.2	Knowledge and Understanding						
3.r.3	Application						
3.r.4	Certification Performance						
3.s.	Conduct Pilot Airmen Certification Tests (16101, 16201, 16301, 16401)						
3.s.1	Technical						
3.s.2	Procedural						
3.s.3	Professional						
3.t.	Conduct Category II Practical Tests (16403)						
3.t.1	Technical						
3.t.2	Procedural						
3.t.3	Professional						
3.u.	Conduct Category III Practical Tests (16404)						
3.u.1	Technical						
3.u.2	Procedural						
3.u.3	Professional						
3.v.	Conduct Airmen Certification Tests for Airframe Rating (16505, 16605)						
3.v.1	Technical						
3.v.2	Procedural						
3.v.3	Professional						
3.w.	Conduct Airmen Certification Tests for Powerplant Rating (16506, 16606)						
3.w.1	Technical						
3.w.2	Procedural						
3.w.3	Professional						
3.x.	Conduct Airmen Certification Tests for Airframe & Powerplant Ratings (16507, 16607)						
3.x.1	Technical						
3.x.2	Procedural						
3.x.3	Professional						

Continued on Next Page

Authorized Function Performance Assessment Form

ODA Name _____ Record No. _____
ODA Number _____ Assessed By: _____
Date: _____

Assessment Items		Results				OFI	Attachments
Item	Title	S	US	N/E	N/A		
3	*Flight Standards Functions*						
3.y.	Conduct Air Carrier Check Pilot Eval (16106, 16206)						
3.y.1	Technical						
3.y.2	Procedural						
3.y.3	Professional						
3.z.	Conduct AQP Initial Qualification Checks (16107, 16207)						
3.z.1	Technical						
3.z.2	Procedural						
3.z.3	Professional						
3.aa.	Conduct Airman Certificate Qualification Review (16109, 16209, 16309, 16409)						
3.aa.1	Technical						
3.aa.2	Procedural						
3.aa.3	Professional						
3.bb.	Conduct Annual Proficiency Checks (16311, 16411)						
3.bb.1	Technical						
3.bb.2	Procedural						
3.bb.3	Professional						
3.cc.	Conduct Instructor Observations (16412)						
3.cc.1	Technical						
3.cc.2	Procedural						
3.cc.3	Professional						
3.dd.	Conduct Instructor Annual Proficiency Checks (16413)						
3.dd.1	Technical						
3.dd.2	Procedural						
3.dd.3	Professional						
3.ee.	Conduct Evaluator Annual Proficiency Checks (16414)						
3.ee.1	Technical						
3.ee.2	Procedural						
3.ee.3	Professional						
4	*Administrative Functions*						
4.a.	Perform Approvals in support of TC ODA Holder Procedures (8160, 11160, 13160)						
4.a.1	Administrative						
4.b.	Perform Review and Acceptance of Instructions for Continued Airworthiness (ICA) (8180, 11180, 13180)						
4.b.1	Administrative						

Continued on Next Page

Authorized Function Performance Assessment Form

ODA Name _____ Record No. _____
ODA Number _____ Assessed By: _____
Date: _____

Assessment Items		Results				OFI	Attachments
Item	Title	S	US	N/E	N/A		
4	*Administrative Functions*						
4.c.	Issue / Amend STCs (11020)						
4.c.1	Administrative						
4.d.	Issue PMA Supplements – Test and Computation (13031)						
4.d.1	Administrative						
4.e	Issue PMA Supplements – Licensing or STC (13032)						
4.e.1	Administrative						

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Authorized Function Performance Assessment Form

ODA Name _____ Record No. _____
ODA Number _____ Assessed By: _____
Date: _____

Authorized Function Performance Assessment Summary
Use the space below to summarize your assessment activity.

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Authorized Function Performance Assessment Form

Instructions

1. **Purpose:** The purpose of the Authorized Function Performance Assessment is to evaluate the ODA holder's performance of its authorized functions per the criteria in Appendix C, Section 3.0.
2. **Record No.:** Write the Record Number in the space provided in the following format: AFPA-FY-Initials-XX. FY is Fiscal Year and the final numbers (XX) are sequential based on your individual records.
3. **Date:** Record the date the audit record was completed. For audits performed over a range of dates, you may indicate the dates in the audit summary if relevant.
4. **Results:** Identify the result by placing an X in the appropriate box. The available results are:
   a. *Satisfactory* (S): The ODA unit has demonstrated satisfactory performance of this authorized function.
   b. *Unsatisfactory Performance of Authorized Function* (US). The ODA unit has demonstrated unsatisfactory performance when accomplishing this authorized function. If this result is marked, fill out the ODA Oversight Finding Record (Appendix A, Figure A-27).
   c. *Not Exercised* (N/E). The organization is authorized this function, but did not use the function for the identified discipline.
   d. *Not Applicable* (N/A). This authorized function is not applicable to this organization's authorization.
5. **Opportunity for Improvement (OFI):** If you identify an area where the ODA holder can improve on performance, mark this box with an X and complete the OFI Record (Appendix A, Figure A-28).
6. **Attachments:** List the following corresponding records in this box as applicable. If space is not available to list all attachments, use the summary page.
   a. ODA Oversight Finding Record Number(s).
   b. OFI Record Number(s).
7. **Authorized Function Performance Assessment Summary:** Use the space provided to describe your assessment activity and if the activity was performed using remote technology. This information may include an executive summary, sampling information, or any other details the evaluator feels may be necessary.

End of Form

Figure A-19. ODA Oversight Finding Record

ODA Oversight Finding Form

ODA Name _____ Record No. _____
ODA Number _____ Date: _____

Completed By: _____ Appendix Item: _____
Discipline: _____

	Oversight Activity
	System Compliance Audit
	Authorized Function Performance Assessment
	Organization Management Task
	Procedures Manual Content Audit

	Finding Type	Regulation(s)
	Noncompliance	
	Unsatisfactory Performance of Authorized Function	
	Other Condition Requiring Corrective Action	

Required Condition

Encountered Condition

	Frequency
	Systemic
	Non-Systemic

		Potential Unsafe Condition	
	Yes	Regulation(s)	
	No		

List of Attachments

See Next Page for Instructions

DRAFT

ODA Oversight Finding Form

Instructions

1. **Record No.:** Write the Record Number in the space provided in the following format: OOFR-FY-Initials-XX. FY is Fiscal Year and the final numbers (XX) are sequential based on your individual records.

2. **Discipline:** Identify your discipline by documenting the discipline in the space provided.

    a. The available disciplines for Engineering are: Structures, Power Plant Installations, Mechanical Systems and Equipment, Electrical Systems and Equipment, Engines, Propellers, Flight Analyst, Flight Test Pilot, or Acoustics.

    b. The available disciplines for Inspection are: Manufacturing Inspector, Maintenance Inspector, Avionics Inspector, Operations Inspector, AED - Maintenance, AED - Avionics, or AED - Operations.

    c. For AFS-810 OMT Members, your discipline is System Manager.

3. **Appendix Item No.:** Identify the Item Number from Appendix C which you are auditing/assessing by writing the item number in the space provided. If this record is generated during an Organization Management task, leave this block blank.

4. **Oversight Activity:** Identify the type of oversight you were conducting by placing an X next to the appropriate Oversight Activity.

5. **Finding Type:** Identify the type of finding by placing an X next to the appropriate Finding Type as defined below.

    a. *Noncompliance.* This finding type is to document ODA holder noncompliances to 14 CFR part 183 regulations. This finding type is NOT for Airworthiness Standards (14 CFR parts 23, 25, 27, 29, 33, 34, 35, 36) or any Certificate Regulations (i.e., 14 CFR parts 21, 91, 121, 135, 145, etc.) that may apply to the ODA holder.

    b. *Unsatisfactory Performance of Authorized Functions.* This finding type is for if you identify unsatisfactory performance during the Authorized Function Performance Assessments or if unsatisfactory performance of Authorized Functions is identified during Organization Management.

    c. *Other Conditions.* This finding type is for conditions the FAA identifies as leading to unsatisfactory performance of the delegation. Examples may include: unacceptable organizational behavior, poor quality of work submitted to the FAA that does not involve the performance of an authorized function, or required procedural improvements to preclude a future noncompliance or unsatisfactory performance.

Continued on Next Page

6. **Required Condition:** Based on the type of finding, document the required condition in the space provided:

    a. *Noncompliance*. The required condition is dependent on the regulations with which the FAA determines the ODA holder noncompliant. If the OMT discovers the ODA holder not complying with manual processes, the required condition for this finding type would be to write the process from the ODA holder's procedures manual. It is not necessary to copy down the entire process, only the steps necessary to establish what was required. For System Compliance Audits, do not include the language from the audit item in Appendix C, Section 2.

    b. *Unsatisfactory Performance of Authorized Functions*. Identify the performance expectation for that function from Appendix C, Section 3.

    c. *Other Conditions*. Identify the FAA's performance or quality expectation. For findings that are generated to prevent an unsatisfactory event or condition, the required condition should identify what unsatisfactory event or condition the FAA is trying to avoid.

7. **Encountered Condition:** Based on the type of Oversight Activity, document the following in the space provided:

    a. *Noncompliance*. This depends on the regulations with which the FAA determines the ODA holder is noncompliant. If the OMT discovered that the ODA holder was not complying with manual processes, the encountered condition should include a description of how the ODA holder was not in compliance with the approved procedures. If the FAA observed a noncompliance to another regulation in 14 CFR part 183, the OMT or Surveillance Team will need to document what they determined the ODA holder doing that substantiates the noncompliance.

    b. *Unsatisfactory Performance of Authorized Functions*. Describe how the ODA holder failed to meet the performance expectation for that function as detailed in Appendix C, Section 3.

    c. *Other Conditions*. Describe how the ODA holder is failing to meet the FAA's identified performance or quality expectation. For the findings that are generated to prevent an unsatisfactory event or condition, the description of the encountered condition should identify the likely result in the event of an unsatisfactory event or condition.

8. **Frequency:** Identify the noncompliance as either Non-Systemic or Systemic. Systemic is defined as similar interconnected problems seen throughout a system/organization and/or similar problems that occur frequently. Leave this item blank for Procedures Manual Content Audits.

9. **Potential Unsafe Condition:** Identify if the finding could result in a potential unsafe condition. If the finding results in a potential unsafe condition, identify an appropriate regulation (if applicable) in the box provided.

10. **List of Attachments:** List any attached objective evidence supporting the description of the noncompliance or unsatisfactory performance.

Figure A-20. Opportunity for Improvement Record (OFIR)

Opportunity for Improvement Form

ODA Name _____ Record No. _____
ODA Number _____ Date: _____

Completed By: _____ Appendix Item: _____
Discipline: _____

Oversight Activity	
	System Compliance Audit
	Authorized Function Performance Assessment
	Organization Management Task
	Procedures Manual Content Audit

Observation

Improvement Recommendation

List of Attachments

See Next Page for Instructions

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Opportunity for Improvement Form

Instructions

1. **Record No.:** Write the Record Number in the space provided in the following format: OFI-FY-Initials-XX. FY is Fiscal Year and the final numbers (XX) are sequential based on your individual records.
2. **Discipline:** Identify your discipline by documenting the discipline in the space provided.
   - **a.** The available disciplines for Engineering are: Structures, Power Plant Installations, Mechanical Systems and Equipment, Electrical Systems and Equipment, Engines, Propellers, Flight Analyst, Flight Test Pilot, or Acoustics.
   - **b.** The available disciplines for Inspection are: Manufacturing Inspector, Maintenance Inspector, Avionics Inspector, Operations Inspector, AED - Maintenance, AED - Avionics, or AED - Operations.
   - **c.** For AFS-810 OMT Members, your discipline is System Manager.
3. **Appendix Item No**.: Identify the Item Number from Appendix C which you are auditing/assessing by writing the item number in the space provided. If this record is generated during an Organization Management task, write N/A for Not Applicable in this block.
4. **Oversight Activity:** Identify the type of oversight activity which is associated with this record. The types of Surveillance are: System Compliance Audit, Authorized Function Performance Assessment, Procedures Manual Content Audit, or Organization Management Task.
5. **Observation:** Document the observation or document the condition observed that would benefit from an improvement.
6. **Improvement Recommendation:** Provide the improvement recommendation in this block.
7. **List of Attachments:** List any attached evidence supporting the observation or improvement recommendation.

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Appendix B. Sample ODA Procedures Manual

This appendix identifies the content and arrangement of an ODA procedures manual. Additional information, procedures, and entries are subject to review and approval by the FAA. Within each section, sample language that is acceptable for use by any ODA holder is shown in regular case. Placeholders for ODA holder-developed procedures are presented as [ALL CAPS]. For the detailed requirements and guidance for the processes, see Chapter 3, ODA Applicant and ODA Holder Responsibilities, Section 2, Procedures Manual Content.

DRAFT

[INSERT COMPANY NAME]
[INSERT ODA AUTHORIZATION NUMBER]
[INSERT COMPANY ADDRESS]

ORGANIZATION DESIGNATION AUTHORIZATION
PROCEDURES MANUAL

APPROVED BY:

_____ DATE APPROVED: _____
[INSERT MANAGING OFFICE MANAGER]
MANAGER, [LEAD MANAGING OFFICE]

_____ DATE APPROVED: _____
[INSERT MANAGING OFFICE MANAGER(S)]
[MANAGING OFFICE]

Repeat signature lines as necessary
Note: Signatures may appear in a location other than the cover page.

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INSERT COMPANY NAME, ODA NUMBER
ODA PROCEDURES MANUAL
COMPANY APPROVAL

Page Number _____
Revision Number ____
Date _____

APPENDICES

APPENDIX A. Memorandum of Understanding (MOU)

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INSERT COMPANY NAME, ODA NUMBER
ODA PROCEDURES MANUAL
COMPANY APPROVAL

Page Number _____
Revision Number ____
Date _____

I. LOG OF REVISIONS

Revision Level/Date	Page Numbers	Revision Description	FAA Approval

DRAFT

INSERT COMPANY NAME, ODA NUMBER
ODA PROCEDURES MANUAL
COMPANY APPROVAL

Page Number _____
Revision Number ____
Date _____

II. LIST OF EFFECTIVE PAGES

Please insert the revised pages into this manual and delete the obsolete pages following the list of effective pages below. The letter "R" indicates a revised page, "A" is for added pages, and "D" is for deleted pages. Remove superseded and deleted pages from the manual; keep them in a separate file.

This list is a record of each page of subject revision and each previously issued page that is still current. Blank pages and pages that are no longer current do not appear on this list. If there is any question about the currency of the recipient's manual, check each page in the manual against this list of effective pages. Remove any page that does not appear on the list of effective pages.

Page Number	Revision Number	Revision Date

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III. MANUAL CONTROL

a. CHANGES REQUIRING FEDERAL AVIATION ADMINISTRATION (FAA) APPROVAL. Revisions to this manual, except those identified here, must be approved by the FAA before implementation.

(1) [INSERT TYPES OF CHANGES THAT MAY BE INCORPORATED WITHOUT FAA APPROVAL]

(2) [INSERT METHOD OF DOCUMENTING AND DETERMINING APPROVAL REQUIREMENTS FOR CHANGES IN FACILITIES OR ORGANIZATIONAL STRUCTURE]

b. Any revision which is incorporated without FAA approval must be submitted to the Organizational Management Team (OMT) within 30 calendar days after the manual is revised.

c. FAA CONTROL. All revisions to this manual requiring FAA approval will be submitted by the organization's Organization Designation Authorization (ODA) administrator and approved by the FAA prior to incorporation into the manual.

d. [COMPANY NAME] CONTROL.

(1) The ODA administrator is responsible for manual revisions and distribution. If a manual revision needs FAA approval, the ODA administrator will submit the revision, along with the Log of Revisions and List of Effective Pages, to the OMT for approval. Revised text must be highlighted and the revision level for the change noted on each revised page. The FAA will indicate approval by signing and dating the Log of Revisions page in the FAA approval column. The OMT will return the signed Log of Revisions and a copy of the revised pages to the ODA administrator for distribution.

(2) [INSERT COMPANY'S PROCEDURE FOR MANUAL CONTROL]

(3) [INSERT A LIST OF WHO IS TO RECEIVE THE MANUAL AND MANUAL UPDATES]

DRAFT

INSERT COMPANY NAME, ODA NUMBER
ODA PROCEDURES MANUAL
COMPANY APPROVAL

Page Number _____
Revision Number ____
Date _____

1. PREFACE AND INTRODUCTION.

a. This procedures manual establishes the responsibilities and procedures to be followed when performing the functions authorized by the FAA under the ODA procedures of Title 14 of the Code of Federal Regulations (14 CFR) part 183 subpart D.

b. All formal communications with the FAA will be conducted with [INSERT THE NAME AND TELEPHONE NUMBER OF THE ODA ADMINISTRATOR].

c. [INSERT GUIDANCE REGARDING APPROPRIATE ODA HOLDER/FAA COMMUNICATIONS AND PROCEDURES FOR COMMUNICATING WITH OMT OFFICES].

2. AUTHORIZED FUNCTIONS AND LIMITATIONS.

[INSERT COMPANY NAME] is authorized to perform the following functions under 14 CFR part 183 subpart D and FAA Order 8100.15, Organization Designation Authorization Procedures:

[INSERT TYPE OF ODA AND AUTHORIZED FUNCTIONS AND LIMITATIONS; REPEAT FOR EACH TYPE OF ODA]

For Example, Major Repair, Major Alteration, and Airworthiness Functions would be shown as:

Function Code	Function	Limitations
12061	Issue/Amend Recurrent Standard Airworthiness Certificates	Types of products maintained under Repair Station Certificate xxxxxx.
12140	Approve Data for Major Alterations and/or Major Repairs	Major Repairs only. Boeing 737 series, structures, landing gear systems

a. Limitations. The ODA holder must obtain FAA concurrence on the application of all equivalent level of safety (ELOS) provisions. The ODA holder must obtain FAA concurrence before accomplishing an alteration that affects any Airworthiness Directive (AD) requirements or airworthiness limitations (AL). Unless specifically delegated, the ODA holder must obtain FAA approval for any project that affects aircraft noise or emissions.

b. The ODA is limited to the specific articles or certificates identified in the procedures manual.

c. Prototype alterations must be accomplished at an FAA-authorized facility.

d. [INSERT ANY ADDITIONAL LIMITATIONS, AS DESCRIBED IN ORDER 8100.15, CHAPTER 5, ODA TYPES, AUTHORIZED FUNCTIONS, AND PROGRAM REQUIREMENTS]

3. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES.

[INSERT ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES]

4. ODA ADMINISTRATOR AND ODA UNIT DUTIES AND RESPONSIBILITIES.

a. ODA Administrator Responsibilities. [INSERT ODA ADMINISTRATOR(S) NAME] is the focal point for the organization and has the primary responsibility and authority for assuring compliance with FAA regulations, policy, guidance, and directives. All forms the ODA administrator is authorized to sign are listed in Appendix D, Required ODA Unit Capabilities and Positions. The ODA administrator is responsible for managing the performance of all authorized functions, including the incorporation of corrective action for all deficiencies identified by the OMT. All formal incoming and outgoing FAA correspondence should be directed to and from the ODA administrator.

b. ODA Unit Member (UM) Responsibilities. These individuals are responsible for approving substantiation data and reports, determining conformity, issuing airworthiness certificates and performing other FAA-authorized functions. Certain statements, forms, and certificates must be signed by the ODA administrator or appointed ODA UMs. All forms the ODA UMs are authorized to sign are listed in Appendix D. Each ODA UM's authority and limitations are maintained in the ODA unit listing. To have official FAA approval status, the ODA UM's signature on documents must be signed by the individual and contain the ODA number. The manner and form of these reports, documents, and forms will be in accordance with current FAA policy.

5. REQUIRED CAPABILITIES AND ODA UNIT POSITIONS. [INSERT COMPANY NAME] will ensure the ODA unit is staffed with personnel authorized to perform the functions of the organization as described in Appendix D. [INSERT ODA ADMINISTRATOR NAME] will notify the OMT lead at any time the ODA unit is not capable of performing a function described in Appendix D.

[PROVIDE GENERAL DESCRIPTION OF THE REQUIRED QUALIFICATION AND CAPABILITIES FOR EACH ODA UNIT POSITION APPLICABLE TO THE AUTHORIZATION—E.G., ENGINEERING, MANUFACTURING, MAINTENANCE, OPERATIONS, OR AIR OPERATOR (AO)]

a. [SPECIFY QUALIFICATION REQUIREMENTS FOR FUNCTIONS NOT SPECIFICALLY ADDRESSED IN FAA ORDER 8000.95 DESIGNEE MANAGEMENT POLICY, SUCH AS APPROVAL OF TEST PLANS, AIRCRAFT FLIGHT MANUAL SUPPLEMENTS (AFMS), OPERATIONS CERTIFICATIONS, ETC.]

6. ODA UNIT LISTING.

[INSERT THE ORGANIZATION'S METHOD FOR INCLUDING THE REQUIRED CONTENT, MAINTAINING AND UPDATING THE LIST OF ODA UMs, AND THE METHOD TO COORDINATE CHANGES TO THE LIST WITH THE OMT]

7. UNIT MEMBER AND ODA ADMINISTRATOR SELECTION AND REMOVAL.

a. UM Selections. [INSERT COMPANY NAME] will determine that proposed ODA UMs are qualified to perform the authorized functions described in paragraph 5. [INSERT COMPANY NAME] will evaluate the proposed ODA UMs using the following process.

b. [INSERT PROCEDURES TO EVALUATE PROPOSED STAFF MEMBERS. INCLUDE PROCEDURES FOR OMT COORDINATION OF ODA UNIT SELECTION DECISIONS, IF REQUIRED]

c. ODA Administrator Selections. [INSERT COMPANY NAME] will propose qualified ODA administrators, or sub-administrators, using the following process.

d. [INSERT PROCEDURES FOR ODA ADMINISTRATOR SELECTIONS AND FAA COORDINATION]

e. UM Removal.

f. [INSERT PROCEDURES FOR THE REMOVAL OF ODA UMs]

8. TRAINING. The ODA administrator and unit personnel will receive the following ODA holder-provided training and FAA-provided training:

[INSERT TRAINING REQUIREMENTS FOR THE ODA ADMINISTRATOR AND UNIT PERSONNEL]

ODA holder-provided training material will be made available for FAA review.

[INSERT PROCEDURES FOR DEVELOPING, CONDUCTING, AND COORDINATING CHANGES TO THE ODA HOLDER'S TRAINING PROGRAMS]

9. INTERNAL AUDIT AND PERFORMANCE ASSESSMENT PROGRAM.

a. Self-audits will be performed [INSERT FREQUENCY OF SELF AUDIT, NOT TO EXCEED 1 YEAR] and will audit compliance to approved procedures and assess each of the ODA UMs' performance. The internal audit program will consist of [INSERT DETAILED PROCEDURES AND REQUIREMENTS FOR INTERNAL AUDITS. SEE PARAGRAPH 3-5 FOR REQUIREMENTS AND GUIDANCE].

b. The internal audit report will consist of [INSERT CONTENT OF SELF AUDIT DOCUMENTATION AND REPORT].

c. Items requiring corrective action identified by the internal audit program will be tracked, corrected, and reported in the corrective action process.

10. GUIDANCE MATERIAL. [INSERT COMPANY NAME] will obtain and maintain FAA regulations, policy, and guidance related to the authorized functions.

[INSERT COMPANY PROCEDURES TO OBTAIN AND MAINTAIN GUIDANCE MATERIAL]

11. DURATION OF AUTHORIZATION. [INSERT COMPANY NAME] ODA issued under 14 CFR § 183.45 is effective until the expiration date listed on the Letter of Designation and is not transferable. The FAA Administrator may terminate or suspend the ODA at any time for any reason, including those identified in 14 CFR § 183.67.

[INSERT A PROCESS BY WHICH THE ODA HOLDER WILL NOTIFY ITS OMT LEAD OF ANTICIPATED ORGANIZATIONAL CHANGES]

12. MAINTENANCE OF ELIGIBILITY. [INSERT COMPANY NAME] is required to continually meet the requirements of this authorization or to notify the FAA Administrator within 48 hours of any change that could affect the company's ability to meet the requirements of 14 CFR part 183. A notification due on Saturday, Sunday, or a holiday may be delivered on the next business day.

13. INSPECTION. Upon request, [INSERT COMPANY NAME] must allow the FAA to inspect the facilities, products, and records related to the functions performed under this authorization.

14. SERVICE MONITORING. [INSERT COMPANY'S PROCEDURES TO PERFORM SERVICE MONITORING. SEE SUBPARAGRAPH 3-5q FOR PROCESS REQUIREMENTS AND GUIDANCE]

[INSERT COMPANY NAME] will report failures, malfunctions, errors, and defects in accordance with 14 CFR §§ 183.63 and 183.65, and other applicable reporting requirements. For approvals or certificates issued or obtained under the ODA (or previous delegation authority), [INSERT COMPANY NAME] will:

a. Monitor reported service problems related to certificates or approvals [INSERT COMPANY NAME] holds.

b. Notify the OMT of any potentially unsafe condition in a product or article.

c. Notify the OMT of any product article not meeting the applicable airworthiness requirements.

d. Notify the OMT of any error made or noncompliance with requirements of operational approvals.

e. Investigate suspected unsafe or noncompliant conditions, as required by the FAA Administrator, and report on the results and proposed corrective action.

f. Submit the information necessary to implement corrective action needed for safe operation of the product or article.

g. Suspend issuance of operational authorizations or certificates when directed by the FAA Administrator.

15. AUTHORIZED FUNCTION PROCEDURES.

a. [INSERT A PROCESS FOR TYPE CERTIFICATION ODA (TC ODA) PROGRAMS. SEE SUBPARAGRAPH 3-6a FOR PROCESS REQUIREMENTS AND GUIDANCE]

b. [INSERT A PROCESS FOR PRODUCTION CERTIFICATION ODA (PC ODA) PROGRAMS. SEE SUBPARAGRAPH 3-6b FOR PROCESS REQUIREMENTS AND GUIDANCE]

c. [INSERT A PROCESS FOR TECHNICAL STANDARD ORDER AUTHORIZATION HOLDER ODA (TSOA ODA) PROGRAMS. SEE SUBPARAGRAPH 3-6c FOR PROCESS REQUIREMENTS AND GUIDANCE]

d. [INSERT A PROCESS FOR SUPPLEMENTAL TYPE CERTIFICATION ODA (STC ODA) PROGRAMS. SEE SUBPARAGRAPH 3-6d FOR PROCESS REQUIREMENTS AND GUIDANCE]

e. [INSERT A PROCESS FOR MAJOR REPAIR, ALTERATION, AND AIRWORTHINESS ODA (MRA ODA) PROGRAMS. SEE SUBPARAGRAPH 3-6e FOR PROCESS REQUIREMENTS AND GUIDANCE]

f. [INSERT A PROCESS FOR PARTS MANUFACTURER APPROVAL ODA (PMA ODA) PROGRAMS. SEE SUBPARAGRAPH 3-6f FOR PROCESS REQUIREMENTS AND GUIDANCE]

g. [INSERT A PROCESS FOR AIR OPERATOR ODA (AO ODA) PROGRAMS. SEE SUBPARAGRAPH 3-6g FOR PROCESS REQUIREMENTS AND GUIDANCE]

h. [INSERT A PROCESS FOR AIRMEN CERTIFICATION ODA (AC ODA) PROGRAMS. SEE SUBPARAGRAPH 3-6h FOR PROCESS REQUIREMENTS AND GUIDANCE]

16. RECORDS. [INSERT COMPANY NAME] will ensure records are maintained, as required by 14 CFR § 183.61. Records will be available for FAA review upon request. Records normally kept at other locations will be made available at our facility, as requested, for inspections and oversight. These records will be provided [INSERT TIME FRAME FOR DELIVERY OF RECORDS FROM OTHER LOCATIONS]. All records will be submitted to the OMT lead upon surrender or termination of the ODA.

a. Content of Records. [INSERT SPECIFIC RECORDS RETENTION REQUIREMENT TO MEET PARAGRAPH 3-20]

b. Location of Records. Records will be maintained at [INSERT LOCATIONS WHERE RECORDS WILL BE MAINTAINED, INCLUDING ALL SUPPLIERS].

c. Submittal of Records. Records will be submitted, as required by the procedures defined in this manual. [INSERT SPECIFIC RECORD SUBMITTAL REQUIREMENTS]

17. CORRECTIVE ACTION. [INSERT COMPANY NAME] will implement corrective action to resolve any problems with the ODA procedures, compliance with processes, or personnel performance.

[INSERT DETAILED PROCEDURES AND REQUIREMENTS FOR CORRECTIVE ACTION. SEE SUBPARAGRAPH 3-5t FOR REQUIREMENTS AND GUIDANCE]

18. WORK ACTIVITY REPORTING (If Applicable). [INSERT COMPANY NAME] will submit any work activity reports for work performed by the organization. The reports will be submitted to the managing office [INSERT FREQUENCY OF REPORTS].

19. SUPPLIER CONTROL (If Applicable). Upon request, [INSERT COMPANY NAME] will allow the FAA access to all suppliers for the purpose of inspecting the facilities, product/articles, and records related to the functions performed under this authorization, as applicable. The minimum oversight expectations for any ODA should also apply to all suppliers to that ODA. Accordingly, per 14 CFR § 183.59, the FAA Administrator, at any time and for any reason, may inspect an ODA holder's or applicant's facilities, products, components, parts, appliances, procedures, operations, and records associated with the authorized or requested functions.

20. INTERFERENCE. [INSERT COMPANY NAME] will implement interference prevention procedures to monitor, investigate, and report interference.

[INSERT DETAILED PROCEDURES AND REQUIREMENTS FOR INTERFERENCE PREVENTION. SEE SUBPARAGRAPH 3-5v FOR REQUIREMENTS AND GUIDANCE]

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INSERT COMPANY NAME, ODA NUMBER
ODA PROCEDURES MANUAL
COMPANY APPROVAL

Page Number _____
Revision Number ____
Date _____

APPENDIX A. Memorandum of Understanding (MOU)

[INSERT A COPY OF THE SIGNED MOU]

APPENDIX B. ODA Holder and Unit Organizational Chart

It should clearly outline the ODA unit's relationship to other organizational entities and lines of management responsibility. It may be in any form convenient to the ODA holder.

APPENDIX C. ODA Facilities

[INSERT A DESCRIPTION OF THE FACILITIES AND LOCATIONS USED IN PERFORMING THE AUTHORIZED FUNCTIONS, INCLUDING OTHER LOCATIONS WHERE UMs PERFORM FUNCTIONS]
[INSERT A DESCRIPTION OF THE LOCATION AND FACILITY WHERE ANY OFF-SITE ACTIVITY WILL BE PERFORMED—TC AND STC ODAs ONLY]

APPENDIX D. Required ODA Unit Capabilities and Positions

[INSERT A DESCRIPTION OF THE ODA UNIT POSITIONS AND THE REQUIRED QUALIFICATIONS]
[IDENTIFY THE FORMS WHICH PERSONNEL ARE AUTHORIZED TO SIGN]
[INSERT A PROCESS FOR NOTIFYING THE FAA OF ODA UNIT CHANGES IMPACT ITS ABILITY TO PERFORM ANY FUNCTION DESCRIBED HERE]

APPENDIX E. Forms

[INSERT A REPRESENTATIVE COPY OF ALL FORMS, INCLUDING INSTRUCTIONS, USED IN THE ADMINISTRATION OF THE ODA OR FAA FUNCTIONS]

APPENDIX F. Certification Plans (TC, STC, and PMA ODAs)

[INSERT A PROCESS FOR DEVELOPING CERTIFICATION PLANS. SEE SUBPARAGRAPH 3-5w(6) FOR INFORMATION THAT MUST BE IN THE CERTIFICATION PLAN]

APPENDIX G. No Acoustical Change—Qualifications, Selections, Limitations, and Program Procedures (TC and STC ODAs Only)

[INSERT THE PROCESS THAT IDENTIFIES QUALIFICATIONS, OUTLINES THE SELECTION PROCESS, SPECIFIES LIMITATIONS, AND DETAILS PROGRAM PROCEDURES FOR NO ACOUSTICAL CHANGE DETERMINATIONS. SEE SUBPARAGRAPH 3-5w(7) FOR THE REQUIREMENTS OF THESE PROCESSES]

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3. Manual Control *C-5*
4. Preface and Introduction *C-5*
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6. Organizational Structure and Responsibilities *C-5*
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Section 1.0 Procedures Manual Evaluation

This section provides standardized evaluation items that are linked to the appropriate paragraphs in Chapter 3, ODA Applicant and ODA Holder Responsibilities, Section 2, Procedures Manual Content, and may be used for:

- Review of ODA applicant procedures manuals.
- Review of changes to approved ODA procedures manuals.
- On condition as part of a surveillance activity.

These evaluations are linked to the requirements of 14 CFR § 183.53. Chapter 3, Section 2 contains the following manual requirements:

1. Title Page with Signature Blocks (subparagraph 3-5a).

2. Table of Contents and Revision Control (subparagraph 3-5b).

3. Manual Control (subparagraph 3-5c).

4. Preface and Introduction (subparagraph 3-5d).

5. Authorized Functions and Limitations (subparagraph 3-5e).

6. Organizational Structure and Responsibilities (subparagraph 3-5f).

7. ODA Administrator and Unit Member Duties and Responsibilities (subparagraph 3-5g).

8. Required Capabilities and ODA Unit Positions (subparagraph 3-5h).

9. ODA Unit Listing (subparagraph 3-5i).

10. UM and ODA Administrator Selection and UM Removal (subparagraph 3-5j).

11. Training (subparagraph 3-5k).

12. Internal Audit Program (subparagraph 3-5l).

13. Guidance Material (subparagraph 3-5m).

14. Duration of the Authorization (subparagraph 3-5n).

15. Maintenance of Eligibility (subparagraph 3-5o).

16. Inspection (subparagraph 3-5p).

17. Service Monitoring (subparagraph 3-5q).

18. Authorized Function Procedures (subparagraph 3-5r).

a. TC ODA Procedures (subparagraph 3-6a).

(1) Project Initiation (subparagraph 3-6a(1)).

(a) Program Notification Letter (PNL) Submittal (subparagraph 3-6a(1)(a)).

(b) No-PNL Projects (subparagraph 3-6a(1)(b)).

(c) Military Commercial Derivative Aircraft (MCDA) (subparagraph 3-6a(1)(c)).

(2) Familiarization Meeting (subparagraph 3-6a(2)).

(3) Preliminary Type Certification Board Meeting (subparagraph 3-6a(3)).

(4) Certification Plan and Proposed Certification Basis (subparagraphs 3-6a(4) and 3-5w(6)).

(5) Coordination of Issue Papers (subparagraph 3-6a(5)).

(6) FAA Project Participation (subparagraph 3-6a(6)).

(7) Compliance Determinations (subparagraph 3-6a(7)).

(8) FAA Recognition of Applicant Showings (subparagraph 3-6a(8)).

(a) Applicant Showing Recognition Procedures (subparagraph 3-6a(8)(a)).

(b) Project Procedures (subparagraph 3-6a(8)(b)).

(9) Instructions for Continued Airworthiness (subparagraph 3-6a(9)).

(a) ICA Function Code Not Authorized - Coordination of ICA with AED (subparagraph 3-6a(9)(a)).

(b) ICA Function Code Authorized (subparagraph 3-6a(9)(b)).

(10) Operational Suitability (subparagraph 3-6a(10)).

(11) Airworthiness Certification of Products (subparagraph 3-6a(11)).

(12) Type Inspection Authorization (subparagraph 3-6a(12)).

(13) Certification Tests Other than Flight Test (subparagraph 3-6a(13)).

(14) Risk Assessment (subparagraph 3-6a(14)).

(15) Other Type Certification Board Meeting (subparagraph 3-6a(15)).

(16) Certification Flight Testing (subparagraph 3-6a(16)).

(17) Submittal of Aircraft Flight Manual, Proposed Type Certificate Data Sheet, Noise and Emissions Data, and Airworthiness Limitations (subparagraph 3-6a(17)).

(18) Function and Reliability Testing (subparagraph 3-6a(18)).

(19) Report Preparation, Submittal, and Storage (subparagraph 3-6a(19)).

(20) Specific Findings of Compliance Close Out (subparagraph 3-6a(20)).

(21) Statement of Completion (subparagraph 3-6a(21)).

(22) Final Type Certification Board (subparagraph 3-6a(22)).

(23) TC Issuance (subparagraph 3-6a(23)).

(24) Post TC Activities (subparagraph 3-6a(24)).

(a) Design Changes (subparagraph 3-6a(24)(a)).

(b) Approval of Engineering Information in Service Documents or Repair Procedures (subparagraph 3-6a(24)(b)).

(c) Data Approvals Provided to STC Applicants (subparagraph 3-6a(24)(c)).

(d) Approval of AMOCs to ADs and Related Repair Approvals (subparagraph 3-6a(24)(d)).

(e) Approval of Major Repair or Major Alteration Data (subparagraph 3-6a(24)(e)).

(25) Coordination of TC Supporting Approvals (subparagraph 3-6a(25)).

(26) Engineering Data Approvals on Certification Projects (subparagraph 3-6a(26)).

b. PC ODA Procedures (subparagraph 3-6b).

(1) PC and PLR Changes (subparagraph 3-6b(1)).

(2) Conformity Inspections (subparagraph 3-6b(2)).

(3) Issue Airworthiness Certificates and Export Airworthiness Approvals (subparagraph 3-6b(3)).

(4) Airworthiness Approvals (subparagraph 3-6b(4)).

c. TSOA ODA Procedures (subparagraph 3-6c).

(1) Conformity Inspections (subparagraph 3-6c(3)).

(2) Airworthiness Approvals (subparagraph 3-6c(4)).

d. STC ODA Procedures (subparagraph 3-6d).

(1) Project Initiation (subparagraph 3-6d(1)).

(a) PNL Projects (subparagraph 3-6d(1)(b)).

(b) No-PNL Projects (subparagraph 3-6d(1)(c)).

(c) NAC Determination (subparagraphs 3-6d(1)(d) and 3-5w(7)).

(2) FAA Notification (subparagraph 3-6d(2)).

(3) Compliance Determinations (subparagraph 3-6d(3)).

(4) FAA Recognition of Applicant Showings (subparagraph 3-6d(4)).

(a) Applicant Showing Recognition Procedures (subparagraph 3-6d(4)(a)).

(b) Project Procedures (subparagraph 3-6d(4)(b)).

(5) Production and Installation (subparagraph 3-6d(5)).

(6) Operational Suitability (subparagraph 3-6d(6)).

(7) Instructions for Continued Airworthiness (subparagraph 3-6d(7)).

(a) ICA Function Code Not Authorized - Coordination of ICA with AED (subparagraph 3-6d(7)(a)).

(b) ICA Acceptance Authorized to ODA holder (subparagraph 3-6d(7)(b)).

(8) Risk Assessment (subparagraph 3-6d(8)).

(9) Type Inspection Authorization (subparagraph 3-6d(9)).

(a) Aircraft Ground Evaluation (subparagraph 3-6d(9)(a)).

(b) Aircraft Pre-Flight Inspection (subparagraph 3-6d(9)(b)).

(10) Certification Flight Testing (subparagraph 3-6d(10)).

(11) Aircraft Flight Manual Supplement Approval (subparagraph 3-6d(11)).

(12) Specific Findings of Compliance Close Out (subparagraph 3-6d(12)).

(13) Project Completion (subparagraph 3-6d(13)).

(14) Issuance of STC (subparagraph 3-6d(14)).

(15) Airworthiness Certification of Products and Articles (subparagraph 3-6d(15)).

(16) Coordination of Approvals in Support of a TC ODA Holder (subparagraph 3-6d(16)).

(17) Approvals in Support of FAA-Managed Projects (subparagraph 3-6d(17)).

(18) Approval of Major Repair or Major Alteration Data (subparagraph 3-6d(18)).

e. MRA ODA Procedures (subparagraph 3-6e).

(1) Repairs and Alterations (subparagraph 3-6e(1)).

(2) Airworthiness Certification and Issuance of Special Flight Permits (subparagraph 3-6e(2)).

(3) Aging Airplane Inspections (subparagraph 3-6e(3)).

f. PMA ODA Procedures (subparagraph 3-6f).

(1) PMA Test and Computation Programs (subparagraph 3-6f(1)).

(a) Program Notification Letter (subparagraph 3-6f(1)(a)).

(b) Development and Content of the Data Package (subparagraph 3-6f(1)(b)).

(c) FAA Recognition of Applicant Showings (subparagraph 3-6f(1)(c)).

1. Applicant Showing Recognition Procedures (subparagraph 3-6f(1)(c)1).

2. Project Procedures (subparagraph 3-6f(1)(c)2).

(d) Instructions for Continued Airworthiness (subparagraph 3-6f(1)(d)).

1. ICA Function Code Not Authorized – Coordination of ICA with AED (subparagraph 3-6f(1)(d)1).

2. ICA Acceptance Authorized to ODA Holder (subparagraph 3-6f(1)(d)2).

(e) Prototype Conformity Inspection (subparagraph 3-6f(1)(e)).

(f) Quality System (subparagraph 3-6f(1)(f)).

(g) Issuing PMA Supplements and Data Submittals (subparagraph 3-6f(1)(g)).

(2) PMA Based on Licensing Agreement or STC (subparagraph 3-6f(2)).

(a) Program Notification Letter (subparagraph 3-6f(2)(a)).

(b) Quality System (subparagraph 3-6f(2)(b)).

(c) Issuing PMA Supplements and Data Submittals (subparagraph 3-6f(2)(c)).

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(3) Issue Airworthiness Approvals and Export Airworthiness Approvals (subparagraph 3-6f(3)).

(4) Coordination of Approvals in Support of a TC ODA Holder (subparagraph 3-6f(4)).

(5) Approvals in Support of FAA-Managed Projects (subparagraph 3-6f(5)).

(6) Major Repair Data (subparagraph 3-6f(6)).

g. AO ODA Procedures (subparagraph 3-6g).

(1) Rotorcraft External-Load Operator Certification (subparagraph 3-6g(1)).

(a) Air Operator Certificates (subparagraph 3-6g(1)(a)).

(b) Air Operator ODA Activity (subparagraph 3-6g(1)(b)).

(c) Certificate Coordination (subparagraph 3-6g(1)(c)).

(2) Aircraft Inspection Program (AIP) Approvals (subparagraph 3-6g(2)).

(a) AIP Evaluation and Approval (subparagraph 3-6g(2)(a)).

(b) Determine Eligibility of Previously Approved Intervals Greater than the Manufacturer's Inspection Intervals (subparagraph 3-6g(2)(b)).

(c) Revision of ODA-Approved AIPs (subparagraph 3-6g(2)(c)).

h. AC ODA Procedures (subparagraph 3-6h).

(1) 14 CFR Part 121 Airmen Certification (subparagraph 3-6h(1)).

(a) Pilot Airmen Certification (subparagraph 3-6h(1)(a)).

1. Accept and Process Pilot Airmen Applications (subparagraph 3-6h(1)(a)*1*).

2. Conduct Pilot Airmen Certification Tests (subparagraph 3-6h(1)(a)*2*).

3. Prepare and Issue Pilot Airman Certificates (subparagraph 3-6h(1)(a)*3*).

(b) Conduct Air Carrier Check Pilot Evaluation (subparagraph 3-6h(1)(b)).

(c) Conduct AQP Initial Qualification Checks (subparagraph 3-6h(1)(c)).

(d) Conduct Airman Certificate Qualification Review (subparagraph 3-6h(1)(d)).

(2) 14 CFR Part 135 Airmen Certification (subparagraph 3-6h(2)).

(a) Pilot Airmen Certification (subparagraph 3-6h(2)(a)).

1. Accept and Process Pilot Airmen Applications (subparagraph 3-6h(2)(a)*1*).

2. Conduct Pilot Airmen Certification Tests (subparagraph 3-6h(2)(a)*2*).

3. Prepare and Issue Pilot Airman Certificates (subparagraph 3-6h(2)(a)*3*).

(b) Conduct Air Carrier Check Pilot Evaluation (subparagraph 3-6h(2)(b)).

(c) Conduct AQP Initial Qualification Checks (subparagraph 3-6h(2)(c)).

(d) Conduct Airman Certificate Qualification Review (subparagraph 3-6h(2)(d)).

(3) 14 CFR Part 141 Airmen Certification (subparagraph 3-6h(3)).

(a) Pilot Airmen Certification (subparagraph 3-6h(3)(a)).

1. Accept and Process Pilot Airmen Applications (subparagraph 3-6h(3)(a)*1*).

2. Conduct Pilot Airmen Certification Tests (subparagraph 3-6h(3)(a)*2*).

3. Prepare and Issue Pilot Airman Certificates (subparagraph 3-6h(3)(a)*3*).

(b) Conduct Airman Certificate Qualification Review (subparagraph 3-6h(3)(b)).

(c) Conduct Annual Proficiency Check (subparagraph 3-6h(3)(c)).

(4) 14 CFR Part 142 Airmen Certification (subparagraph 3-6h(4)).

(a) Pilot Airmen Certification (subparagraph 3-6h(4)(a)).

1. Accept and Process Pilot Airmen Applications (subparagraph 3-6h(4)(a)*1*).

2. Conduct Pilot Airmen Certification Tests (subparagraph 3-6h(4)(a)*2*).

3. Prepare and Issue Pilot Airman Certificates (subparagraph 3-6h(4)(a)*3*).

(b) Conduct Category II Practical Tests subparagraph 3-6h(4)(b)).

(c) Conduct Category III Practical Tests subparagraph 3-6h(4)(c)).

(d) Conduct Airman Certificate Qualification Review (subparagraph 3-6h(4)(d)).

(e) Conduct Annual Proficiency Check (subparagraph 3-6h(4)(e)).

(f) Conduct Instructor Observations (subparagraph 3-6h(4)(f)).

(g) Conduct Instructor Annual Proficiency Checks (subparagraph 3-6h(4)(g)).

(h) Conduct Evaluator Annual Proficiency Checks (subparagraph 3-6h(4)(h)).

(5) 14 CFR Part 145 Airmen Certification (subparagraph 3-6h(5)).

(a) Accepting FAA Form 8610-2, Airman Certificate and/or Rating Application (subparagraph 3-6h(5)(a)).

(b) Conduct Airmen Certification Test for Mechanics (subparagraph 3-6h(5)(b)).

(c) Prepare and Issue Airman Certificates for Mechanics (subparagraph 3-6h(5)(c)).

(6) 14 CFR Part 147 Airmen Certification (subparagraph 3-6h(6)).

(a) Accepting FAA Form 8610-2, Airman Certificate and/or Rating Application (subparagraph 3-6h(6)(a)).

(b) Conduct Airmen Certification Test for Mechanics (subparagraph 3-6h(6)(b)).

(c) Prepare and Issue Airman Certificates for Mechanics (subparagraph 3-6h(6)(c)).

19. Records (subparagraph 3-5s).

20. Corrective Action (subparagraph 3-5t).

21. Work Activity Reporting (subparagraph 3-5u).

22. Interference (subparagraph 3-5v).

23. Appendices (subparagraph 3-5w).

a. Appendix A, Memorandum of Understanding (MOU) (subparagraph 3-5w(1)).

b. Appendix B, ODA Holder and Unit Organizational Chart (subparagraph 3-5w(2)).

c. Appendix C, ODA Facilities (subparagraph 3-5w(3)).

d. Appendix D, Required ODA Unit Capabilities and Positions (subparagraph 3-5w(4)).

e. Appendix E, Forms (subparagraph 3-5w(5)).

f. Appendix F, Certification Plans (TC, STC, and PMA ODAs) (subparagraph 3-5w(6)).

g. Appendix G, No Acoustical Change—Qualifications, Selections, Limitations, and Program Procedures (TC and STC ODAs Only) (subparagraph 3-5w(7)).

Section 2.0 System Compliance Audit

The System Compliance Audit is an audit of the ODA holder's compliance to manual procedures and processes. This section outlines the required manual processes for each system element of the ODA holder's authorization from paragraphs 3-5 and 3-6. An auditor is responsible for evaluating the ODA holder's compliance to its applicable processes and then documenting its determination of compliance or noncompliance. The System Compliance Audit may require site visits, direct observation of processes, or record reviews.

Note: Not all processes are applicable to each organization.

While conducting this evaluation, an auditor may, on condition, evaluate the content of the procedure in accordance with Section 1.0, Procedures Manual Evaluation, of this appendix and document any deficiencies on the Procedures Manual Content Audit Form (Figure A-16) and document any noncompliances on the ODA Oversight Finding Record (Figure A-19).

- ODA Holder Role. The ODA holder must determine the appropriate criteria for its organization as part of the internal audit plan. Every system element and each applicable process must be evaluated for compliance and documented per the ODA holder's internal audit procedures by the appropriate audit staff.

- FAA Personnel Role. To support conducting the appropriate surveillance, the Organization Management Team (OMT) will need to determine the appropriate criteria for their organization and compile the System Compliance Surveillance Index, as shown in Figure A-14. After completing the assessment to determine the number of surveillance activities required per each system element, the OMT will determine which processes will be audited. The FAA staff given the evaluation items will document this surveillance on the System Compliance Audit Form (Figure A-17) and document any noncompliances on the ODA Oversight Finding Record (Figure A-19**).**

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1. Procedures Manual.

a. System Element Objective. The ODA holder is required to maintain configuration and content control of its procedures manual, and provide access to the procedures manual to FAA personnel, the ODA holder and all ODA unit members (UM).

b. Required Manual Processes.

(1) Revisions and Approvals.

(2) Availability.

2. Records.

a. System Element Objective. The ODA holder is required to retain the records listed in paragraph 3-20, and any other records required by the OMT, make them available to the FAA without undue delay, and have them organized in a manner that is compatible with the FAA records control system described in FAA Order 1350.14.

b. Required Manual Processes.

(1) Retention of Records.

(2) Location of Records.

(3) Record Submittal.

3. Unit Members.

a. System Element Objective. The ODA holder's compliance to its processes should ensure that it selects qualified ODA UMs, maintains an accurate listing of active ODA UMs, and removes UMs as necessary.

b. Required Manual Processes.

(1) Selection and Appointment Process.

(2) Removal Process.

4. Training.

a. System Element Objective. An ODA holder's compliance with training procedures should ensure that appropriate training is developed (as required) and provided to its ODA administrator and all ODA UMs.

b. Required Manual Processes.

(1) Training Completion.

(2) Training Development.

5. Internal Audit and Performance Assessment Program.

a. System Element Objective. The ODA holder's compliance with its internal audit and performance assessment program procedures includes documentation of applicable system compliance and designation audit criteria, a formal audit plan and schedule, selection of the appropriate audit staff, documentation of evaluation outcomes, and reporting information. Compliance with these processes should enable the ODA holder to assess its systems and functions to identify system or performance issues.

b. Required Manual Processes.

(1) Required Evaluations and Criteria Determinations.

(2) Audit Staff Selection and Assignment.

(3) Audit Plan and Schedule.

(4) Documenting the Evaluations.

(5) Internal Audit Reporting.

(6) Interference Annual Survey.

(7) Interference Annual Report.

6. Corrective Action.

a. System Element Objective. The ODA holder's compliance with corrective action processes will determine the cause of the issue, validate the frequency of the issue, develop a corrective action plan (CAP) (if required), ensure implementation of corrective actions, validate the corrective action is complete and effective, and generate the corrective action report.

b. Required Manual Processes.

(1) Cause of Condition.

(2) Corrective Action Plans.

(3) Corrective Action Implementation.

(4) Corrective Action Validation.

(5) Corrective Action Reporting.

7. Service Monitoring.

a. System Element Objective. The ODA holder is required to perform continued airworthiness functions, including investigation and notification to the FAA of ODA system issues that contributed to service difficulties and potentially unsafe or noncompliant conditions.

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b. Required Manual Processes.

(1) Monitor.

(2) Notify.

(3) Support FAA Corrective Action.

8. ODA Programs and Authorized Functions.

a. System Element Objective. The ODA holder is responsible for finding compliance with the regulations and issuing certificates per applicable regulations and policy. ODA holders and units must follow the FAA regulations, directives, policies, guidance, and procedures, as applicable, to the authorized functions.

b. Required Manual Processes for Type Certification ODA (TC ODA) Programs and Authorized Functions.

(1) Project Initiation.

(a) Program Notification Letter (PNL) Submittal.

(b) No-PNL Projects.

(c) Military Commercial Derivative Aircraft (MCDA).

(2) Familiarization Meeting.

(3) Preliminary Type Certification Board Meeting.

(4) Certification Plan and Proposed Certification Basis.

(5) Coordination of Issue Papers.

(6) FAA Project Participation.

(7) Compliance Determinations.

(8) FAA Recognition of Applicant Showings.

(a) Applicant Showing Recognition Procedures.

(b) Project Procedures.

(9) Instructions for Continued Airworthiness.

(a) Coordination of ICA with the AED.

(b) ICA Acceptance Authorized to the ODA Holder.

(10) Operational Suitability.

(11) Airworthiness Certification of Products.

(12) Type Inspection Authorization.

(13) Certification Tests Other than Flight Test.

(14) Risk Assessment.

(15) Other Type Certification Board Meeting.

(16) Certification Flight Testing.

(17) Submittal of Aircraft Flight Manual, Proposed Type Certificate Data Sheet, Noise and Emissions Data, and Airworthiness Limitations.

(18) Function and Reliability Testing.

(19) Report Preparation, Submittal, and Storage.

(20) Specific Findings of Compliance Close Out.

(21) Statement of Completion.

(22) Final Type Certification Board.

(23) Type Certificate Issuance.

(24) Post TC Activities.

(a) Design Changes.

(b) Approval of Engineering Information in Service Documents or Repair Procedures.

(c) Data Approvals Provided to STC Applicants.

(d) Approval of AMOCs to ADs and Related Repair Approvals.

(25) Coordination of TC Supporting Approvals.

(26) Engineering Data Approvals on Certification Projects.

c. Required Manual Processes for Production Certification ODA (PC ODA) Programs and Authorized Functions.

(1) Production Certificate (PC) and Production Limitation Record (PLR) Changes.

(2) Conformity Inspections.

(3) Issue Airworthiness Certificates and Export Airworthiness Approvals.

(4) Airworthiness Approvals.

d. Required Manual Processes for Technical Standard Order Authorization Holder ODA (TSOA ODA) Programs and Authorized Functions.

(1) Conformity Inspections.

(2) Issue Airworthiness Approvals.

e. Required Manual Processes for Supplemental Type Certification ODA (STC ODA) Programs and Authorized Functions.

(1) Project Initiation.

(a) PNL Projects.

(b) No-PNL Projects.

(c) No Acoustical Change Determination.

(2) FAA Notification.

(3) Compliance Determinations.

(4) FAA Recognition of Applicant Showings.

(a) Applicant Showing Recognition Procedures.

(b) Project Procedures.

(5) Production and Installation.

(6) Operational Suitability.

(7) Instructions for Continued Airworthiness.

(a) Coordination of ICA with the AED.

(b) ICA Acceptance Authorized to the ODA Holder.

(8) Risk Assessment.

(9) Type Inspection Authorization.

(a) Aircraft Ground Evaluation.

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(b) Aircraft Pre-Flight Inspection.

(10) Certification Flight Testing.

(11) Aircraft Flight Manual Supplement Approval.

(12) Specific Findings of Compliance Close Out.

(13) Project Completion.

(14) Issuance of STC.

(15) Airworthiness Certification and Issuance of Special Flight Permits.

(16) Coordination of Approvals in Support of a TC ODA Holder.

(17) Approvals in Support of FAA-Managed Projects.

(18) Approval of Major Repair or Major Alteration Data.

f. Required Manual Processes for Major Repair, Alteration, and Airworthiness ODA (MRA ODA) Programs and Authorized Functions.

(1) Repairs and Alterations.

(2) Airworthiness Certification and Issuance of Special Flight Permits.

(3) Aging Airplane Inspections.

g. Required Manual Processes for Parts Manufacturer Approval ODA (PMA ODA) Programs and Authorized Functions.

(1) Parts Manufacturer Approval (PMA) Test and Computation Programs

(a) Program Notification Letter.

(b) Development and Content of the Data Package.

(c) Applicant Showings.

1. Applicant Showing Recognition Procedures.

2. Project Procedures.

(d) Instructions for Continued Airworthiness.

1. Coordination of ICA with the AED.

2. ICA Acceptance Authorized to ODA Holder.

(e) Prototype Conformity Inspection.

(f) Quality System.

(g) Issuing PMA Supplements and Data Submittals.

(2) PMA Based on Licensing Agreement or STC.

(a) Program Notification Letter.

(b) Quality System.

(c) Issuing PMA Supplements and Data Submittals.

(3) Issue Airworthiness Approvals and Export Airworthiness Approvals.

(4) Coordination of Approvals in Support of a TC ODA Holder.

(5) Approvals in Support of FAA-Managed Projects.

(6) Major Repair Data.

h. Required Manual Processes for Air Operator ODA (AO ODA) Programs and Authorized Functions.

(1) Rotorcraft External-Load Certification.

(a) Air Operator (AO) Certificates.

(b) AO ODA Activity.

(c) Coordination of Certification.

(d) Process for Electronic Records.

(2) AIP Approvals.

(a) AIP Evaluation and Approval.

(b) Determine Eligibility of Previously Approved Intervals Greater than the Manufacturer's Inspection Intervals.

(c) Procedures for Revising an ODA-Approved AIP.

i. Required Manual Processes for Airmen Certification ODA (AC ODA) Programs and Authorized Functions.

(1) 14 CFR Part 121 Airmen Certification.

(a) Pilot Airmen Certification.

1. Accept and Process Pilot Airmen Applications.

2. Conduct Pilot Airmen Certification Tests.

3. Prepare and Issue Pilot Airman Certificates.

(b) Conduct Air Carrier Check Pilot Evaluation.

(c) Conduct AQP Initial Qualification Checks.

(d) Conduct Airman Certificate Qualification Review.

(2) 14 CFR Part 135 Airmen Certification.

(a) Pilot Airmen Certification.

1. Accept and Process Pilot Airmen Applications.

2. Conduct Pilot Airmen Certification Tests.

3. Prepare and Issue Pilot Airman Certificates.

(b) Conduct Air Carrier Check Pilot Evaluation.

(c) Conduct AQP Initial Qualification Checks.

(d) Conduct Airman Certificate Qualification Review.

(3) CFR Part 141 Airmen Certification.

(a) Pilot Airmen Certification.

1. Accept and Process Pilot Airmen Applications.

2. Conduct Pilot Airmen Certification Tests.

3. Prepare and Issue Pilot Airman Certificates.

(b) Conduct Airman Certificate Qualification Review.

(c) Conduct Annual Proficiency Check.

(4) CFR Part 142 Airmen Certification.

(a) Pilot Airmen Certification.

1. Accept and Process Pilot Airmen Applications.

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2. Conduct Pilot Airmen Certification Tests.

3. Prepare and Issue Pilot Airman Certificates.

(b) Conduct Category II Practical Tests.

(c) Conduct Category III Practical Tests.

(d) Conduct Airman Certificate Qualification Review.

(e) Conduct Annual Proficiency Check.

(f) Conduct Instructor Observations.

(g) Conduct Instructor Annual Proficiency Checks.

(h) Conduct Evaluator Annual Proficiency Checks.

(5) CFR Part 145 Airmen Certification.

(a) Accepting FAA Form 8610-2, Airman Certificate and/or Rating Application.

(b) Conduct Airmen Certification Test for Mechanics.

(c) Prepare and Issue Airman Certificates for Mechanics.

(6) CFR Part 147 Airmen Certification.

(a) Accepting FAA Form 8610-2, Airman Certificate and/or Rating Application.

(b) Conduct Airmen Certification Test for Mechanics.

(c) Prepare and Issue Airman Certificates for Mechanics.

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Section 3.0 Authorized Function Performance Assessment

This section outlines the available authorized function performance criteria that are applicable to an ODA holder's authorization. The authorized functions are defined in Chapter 5, ODA Types, Authorized Functions, and Program Requirements, as well as in the tables in this section.

> **Note:** Not all delegated functions and disciplines are applicable to each organization.

- ODA Holder Role. The ODA holder must determine the appropriate criteria for each unit member as part of the internal audit plan. The ODA holder must evaluate each UM and the activity documented per the ODA holder's internal audit procedures by the appropriate audit staff.

- FAA Personnel Role. The OMT will need to determine the appropriate criteria for their organization and compile the Authorized Function Performance Surveillance Index, as shown in Figure A-15. After completing the risk assessment, the results will identify the minimum number of surveillance activities required per function and discipline.

- The FAA will audit each function by taking a representative sample of the work produced by all UMs authorized to perform that function. It is up to the discretion of each OMT member to determine the level of sampling or number of UMs' work to review.

- The FAA staff performing the evaluation items will document this surveillance on the Authorized Function Performance Assessment Form (Figure A-18). Any unsatisfactory performance must be documented on the ODA Oversight Finding Record (Figure A-19).

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1. Engineering Authorized Functions.

a. Approve Technical Data and Find Compliance to Airworthiness Standards. (8010, 11010, 13010)

Applicable Disciplines

Discipline	TC	STC	PMA
Structures	X	X	X
Power Plant Installations	X	X	X
Mechanical Systems and Equipment	X	X	X
Electrical Systems and Equipment	X	X	X
Engines	X	X	X
Propellers	X	X	X
Flight Analyst	X	X	X
Flight Test Pilot	X	X	X
Acoustics	X	X	X

Performance Criteria

(1) Technical. The UM(s) demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM(s) demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, and complies with all regulations, orders, and directives.

(3) Professional. The UM(s) demonstrates integrity and a cooperative attitude when dealing with the ODA holder and the FAA. The UM's oral and written communication skills are effective.

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b. Approve Operational or Repair Information. (8040, 11040, 12040, 13040)

Applicable Disciplines

Discipline	TC	STC	MRA	PMA
Structures	X	X	X	X
Power Plant Installations				
Mechanical Systems and Equipment				
Electrical Systems and Equipment				
Engines				
Propellers				
Flight Analyst	X	X	X	X
Flight Test Pilot	X	X	X	X
Acoustics				

Performance Criteria

(1) Technical. The UM(s) demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM(s) demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, and complies with all regulations, orders, and directives.

(3) Professional. The UM(s) demonstrates integrity and a cooperative attitude when dealing with the ODA holder and the FAA. The UM's oral and written communication skills are effective.

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c. Approve Airworthiness Limitations Information. (8050, 11050, 12050, 13050)

Applicable Disciplines

Discipline	TC	STC	MRA	PMA
Structures	X	X	X	X
Power Plant Installations	X	X	X	X
Mechanical Systems and Equipment	X	X	X	X
Electrical Systems and Equipment	X	X	X	X
Engines	X	X	X	X
Propellers	X	X	X	X
Flight Analyst				
Flight Test Pilot				
Acoustics				

Performance Criteria

(1) Technical. The UM(s) demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM(s) demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, and complies with all regulations, orders, and directives.

(3) Professional. The UM(s) demonstrates integrity and a cooperative attitude when dealing with the ODA holder and the FAA. The UM's oral and written communication skills are effective.

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d. Establish Conformity Inspection Requirements. (8070, 11070, 13070)

Applicable Disciplines

Discipline	TC	STC	PMA
Structures	X	X	X
Power Plant Installations	X	X	X
Mechanical Systems and Equipment	X	X	X
Electrical Systems and Equipment	X	X	X
Engines	X	X	X
Propellers	X	X	X
Flight Analyst	X	X	X
Flight Test Pilot	X	X	X
Acoustics	X	X	X

Performance Criteria

(1) Technical. The UM(s) demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM(s) demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, and complies with all regulations, orders, and directives.

(3) Professional. The UM(s) demonstrates integrity and a cooperative attitude when dealing with the ODA holder and the FAA. The UM's oral and written communication skills are effective.

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e. Perform Compliance Inspections. (8110, 11110, 13110)

Applicable Disciplines

Discipline	TC	STC	PMA
Structures	X	X	X
Power Plant Installations	X	X	X
Mechanical Systems and Equipment	X	X	X
Electrical Systems and Equipment	X	X	X
Engines			
Propellers			
Flight Analyst	X	X	X
Flight Test Pilot	X	X	X
Acoustics			

Performance Criteria

(1) Technical. The UM(s) demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM(s) demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, and complies with all regulations, orders, and directives.

(3) Professional. The UM(s) demonstrates integrity and a cooperative attitude when dealing with the ODA holder and the FAA. The UM's oral and written communication skills are effective.

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f. Approve Data for Major Alterations or Major Repairs. (8130, 11130, 12130, 13130)

Applicable Disciplines

Discipline	TC	STC	MRA	PMA
Structures	X	X	X	X
Power Plant Installations	X	X	X	X
Mechanical Systems and Equipment	X	X	X	X
Electrical Systems and Equipment	X	X	X	X
Engines	X	X	X	X
Propellers	X	X	X	X
Flight Analyst	X	X	X	X
Flight Test Pilot	X	X	X	X
Acoustics	X	X	X	X

Performance Criteria

(1) Technical. The UM(s) demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM(s) demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, and complies with all regulations, orders, and directives.

(3) Professional. The UM(s) demonstrates integrity and a cooperative attitude when dealing with the ODA holder and the FAA. The UM's oral and written communication skills are effective.

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g. Approve Electrical Wiring Interconnection System (EWIS) Instructions for Continued Airworthiness. (8190, 11190)

Applicable Disciplines

Discipline	TC	STC
Structures		
Power Plant Installations		
Mechanical Systems and Equipment		
Electrical Systems and Equipment	X	X
Engines		
Propellers		
Flight Analyst		
Flight Test Pilot		
Acoustics		

Performance Criteria

(1) Technical. The UM(s) demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM(s) demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, and complies with all regulations, orders, and directives.

(3) Professional. The UM(s) demonstrates integrity and a cooperative attitude when dealing with the ODA holder and the FAA. The UM's oral and written communication skills are effective.

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2. Manufacturing Authorized Functions.

a. Issue/Amend Standard Airworthiness Certificates. (8061, 9061, 11061)

Applicable Disciplines

Discipline	TC	PC	STC
Manufacturing Inspector	X	X	X

Performance Criteria

(1) Technical. The UM demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(3) Professional. The UM conducts activities in an ethical, courteous, and conscientious manner. The UM presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy. The UM communicates effectively in a manner that reflects positively on the FAA, both orally and written.

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b. Issue/Amend Special Airworthiness Certificates. (8062, 9062, 11062)

Applicable Discipline

Discipline	TC	PC	STC
Manufacturing Inspector	X	X	X

Performance Criteria

(1) Technical. The UM demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(3) Professional. The UM conducts activities in an ethical, courteous, and conscientious manner. The UM presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy. The UM communicates effectively in a manner that reflects positively on the FAA, both orally and written.

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c. Issue Domestic Airworthiness Approvals. (9063, 10063, 13063)

Applicable Disciplines

Discipline	PC	TSOA	PMA
Manufacturing Inspector	X	X	X

Performance Criteria

(1) Technical. The UM demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(3) Professional. The UM conducts activities in an ethical, courteous, and conscientious manner. The UM presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy. The UM communicates effectively in a manner that reflects positively on the FAA, both orally and written.

DRAFT

d. Issue Export Airworthiness Approvals – Articles. (9064, 10064, 13064)

Applicable Disciplines

Discipline	PC	TSOA	PMA
Manufacturing Inspector	X	X	X

Performance Criteria

(1) Technical. The UM demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(3) Professional. The UM conducts activities in an ethical, courteous, and conscientious manner. The UM presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy. The UM communicates effectively in a manner that reflects positively on the FAA, both orally and written.

DRAFT

e. Issue Export Airworthiness Approvals – Products. (9065)

Applicable Disciplines

Discipline	PC
Manufacturing Inspector	X

Performance Criteria

(1) Technical. The UM demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(3) Professional. The UM conducts activities in an ethical, courteous, and conscientious manner. The UM presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy. The UM communicates effectively in a manner that reflects positively on the FAA, both orally and written.

DRAFT

f. Issue Special Flight Permits. (8066, 9066, 11066)

Applicable Disciplines

Discipline	TC	PC	STC
Manufacturing Inspector	X	X	X

Performance Criteria

(1) Technical. The UM demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(3) Professional. The UM conducts activities in an ethical, courteous, and conscientious manner. The UM presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy. The UM communicates effectively in a manner that reflects positively on the FAA, both orally and written.

DRAFT

g. Issue/Amend Special Airworthiness Certificates – Primary Category Aircraft. (9067, 11067)

Applicable Disciplines

Discipline	PC	STC
Manufacturing Inspector	X	X

Performance Criteria

(1) Technical. The UM demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(3) Professional. The UM conducts activities in an ethical, courteous, and conscientious manner. The UM presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy. The UM communicates effectively in a manner that reflects positively on the FAA, both orally and written.

DRAFT

h. Issue/Amend Special Airworthiness Certificates – Restricted Category Aircraft. (9068, 11068)

Applicable Disciplines

Discipline	PC	STC
Manufacturing Inspector	X	X

Performance Criteria

(1) Technical. The UM demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(3) Professional. The UM conducts activities in an ethical, courteous, and conscientious manner. The UM presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy. The UM communicates effectively in a manner that reflects positively on the FAA, both orally and written.

DRAFT

i. Issue Provisional Airworthiness Certificates. (9069)

Applicable Disciplines

Discipline	PC
Manufacturing Inspector	X

Performance Criteria

(1) Technical. The UM demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(3) Professional. The UM conducts activities in an ethical, courteous, and conscientious manner. The UM presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy. The UM communicates effectively in a manner that reflects positively on the FAA, both orally and written.

DRAFT

j. Issue Replacement Airworthiness Certificates. (110610)

Applicable Disciplines

Discipline	STC
Manufacturing Inspector	X

Performance Criteria

(1) Technical. The UM demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(3) Professional. The UM conducts activities in an ethical, courteous, and conscientious manner. The UM presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy. The UM communicates effectively in a manner that reflects positively on the FAA, both orally and written.

DRAFT

k. Establish Conformity Inspection Requirements. (9070, 13070)

Applicable Disciplines

Discipline	PC	PMA
Manufacturing Inspector	X	X

Performance Criteria

(1) Technical. The UM demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(3) Professional. The UM conducts activities in an ethical, courteous, and conscientious manner. The UM presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy. The UM communicates effectively in a manner that reflects positively on the FAA, both orally and written.

DRAFT

l. Determine Conformity of Articles Including Test Articles. (8080, 9080, 10080, 11080, 13080)

Applicable Disciplines

Discipline	TC	PC	TSOA	STC	PMA
Manufacturing Inspector	X	X	X	X	X

Performance Criteria

(1) Technical. The UM demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(3) Professional. The UM conducts activities in an ethical, courteous, and conscientious manner. The UM presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy. The UM communicates effectively in a manner that reflects positively on the FAA, both orally and written.

DRAFT

m. Determine Conformity of Test Set-Up. (8090, 9090, 10090, 11090, 13090)

Applicable Disciplines

Discipline	TC	PC	TSOA	STC	PMA
Manufacturing Inspector	X	X	X	X	X

Performance Criteria

(1) Technical. The UM demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(3) Professional. The UM conducts activities in an ethical, courteous, and conscientious manner. The UM presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy. The UM communicates effectively in a manner that reflects positively on the FAA, both orally and written.

DRAFT

n. Determine Conformity of Installations of Articles Including TIA Inspections on a Product. (8100, 9100, 11100, 13100)

Applicable Disciplines

Discipline	TC	PC	STC	PMA
Manufacturing Inspector	X	X	X	X

Performance Criteria

(1) Technical. The UM demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(3) Professional. The UM conducts activities in an ethical, courteous, and conscientious manner. The UM presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy. The UM communicates effectively in a manner that reflects positively on the FAA, both orally and written.

DRAFT

o. Evaluate Production Limitations Record, PC, and Process Changes. (9120)

Applicable Disciplines

Discipline	PC
Manufacturing Inspector	X

Performance Criteria

(1) Technical. The UM demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(3) Professional. The UM conducts activities in an ethical, courteous, and conscientious manner. The UM presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy. The UM communicates effectively in a manner that reflects positively on the FAA, both orally and written.

DRAFT

p. Approve Minor Changes to Quality Control Manual/Procedures. (9150)

Applicable Disciplines

Discipline	PC
Manufacturing Inspector	X

Performance Criteria

(1) Technical. The UM demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(3) Professional. The UM conducts activities in an ethical, courteous, and conscientious manner. The UM presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy. The UM communicates effectively in a manner that reflects positively on the FAA, both orally and written.

DRAFT

q. Issue FAA Form 8130-31, Statement of Conformity – Military Aircraft. (8170, 9170, 11170)

Applicable Disciplines

Discipline	TC	PC	STC
Manufacturing Inspector	X	X	X

Performance Criteria

(1) Technical. The UM demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(3) Professional. The UM conducts activities in an ethical, courteous, and conscientious manner. The UM presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy. The UM communicates effectively in a manner that reflects positively on the FAA, both orally and written.

DRAFT

3. Flight Standards (FS) Authorized Functions.

a. Issue/Amend Standard Airworthiness Certificates. (12061)

Applicable Disciplines

Discipline	MRA
Airworthiness Inspector – Maintenance	X
Airworthiness Inspector – Avionics	
Operations Inspector	

Performance Criteria

(1) Technical. Does the UM demonstrate sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards? Does the UM demonstrate a working knowledge of the regulations, directives, and is cognizant of current changes? Does the UM demonstrate specific knowledge of the aircraft and have the requisite experience?

(2) Knowledge and Understanding. Does the UM understand the technical terminology contained in FAA orders, regulations, and other reference material used in planning, describing, or conducting the certification activity? Does the UM demonstrate an expert level of knowledge about the aircraft operation and systems? Does the UM have expert knowledge of the ODA procedures and policies utilized in the certification activity?

(3) Application. Does the UM correctly apply the airworthiness standards defined by the ODA procedures manual, FAA orders, and (if applicable) the special requirements of foreign authorities? Does the UM correctly apply the ODA procedures and complete all required documentation? (This performance measure is most appropriate for direct observation.)

(4) Equipment and Materials. Does the UM possess, select, use, or inspect (when supplied by the applicant) the appropriate equipment, devices, tools, reference material, etc., when planning or conducting certifications? (This performance measure is most appropriate for direct observation or site visits.)

b. Issue/Amend Special Airworthiness Certificates. (12062)

Applicable Disciplines

Discipline	MRA
Airworthiness Inspector – Maintenance	X
Airworthiness Inspector – Avionics	
Operations Inspector	

Performance Criteria

(1) Technical. Does the UM demonstrate sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards? Does the UM demonstrate a working knowledge of the regulations, directives, and is cognizant of current changes? Does the UM demonstrate specific knowledge of the aircraft and have the requisite experience?

(2) Knowledge and Understanding. Does the UM understand the technical terminology contained in FAA orders, regulations, and other reference material used in planning, describing, or conducting the certification activity? Does the UM demonstrate an expert level of knowledge about the aircraft operation and systems? Does the UM have expert knowledge of the ODA procedures and policies utilized in the certification activity?

(3) Application. Does the UM correctly apply the airworthiness standards defined by the ODA procedures manual, FAA orders, and (if applicable) the special requirements of foreign authorities? Does the UM correctly apply the ODA procedures and complete all required documentation? (This performance measure is most appropriate for direct observation.)

(4) Equipment and Materials. Does the UM possess, select, use, or inspect (when supplied by the applicant) the appropriate equipment, devices, tools, reference material, etc., when planning or conducting certifications? (This performance measure is most appropriate for direct observation or site visits.)

c. Issue Domestic Airworthiness Approvals. (12063)

Applicable Disciplines

Discipline	MRA
Airworthiness Inspector – Maintenance	X
Airworthiness Inspector – Avionics	X
Operations Inspector	

Performance Criteria

(1) Technical. Does the UM demonstrate sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards? Does the UM demonstrate a working knowledge of the regulations, directives, and is cognizant of current changes? Does the UM demonstrate specific knowledge of the articles?

(2) Knowledge and Understanding. Does the UM understand the technical terminology contained in FAA orders, regulations, and other reference material used in planning, describing, or conducting the certification activity? Does the UM demonstrate an expert level of knowledge about the articles? Does the UM have expert knowledge of the ODA procedures and policies utilized in the certification activity?

(3) Application. Does the UM correctly apply the airworthiness standards defined by the ODA procedures manual, FAA orders, and (if applicable) the special requirements of foreign authorities? Does the UM correctly apply the ODA procedures and complete all required documentation? (This performance measure is most appropriate for direct observation.)

(4) Equipment and Materials. Does the UM possess, select, use, or inspect (when supplied by the applicant) the appropriate equipment, devices, tools, reference material, etc., when planning or conducting certifications? (This performance measure is most appropriate for direct observation or site visits.)

DRAFT

d. Issue Export Airworthiness Approvals – Articles. (12064)

Applicable Disciplines

Discipline	MRA
Airworthiness Inspector – Maintenance	X
Airworthiness Inspector – Avionics	X
Operations Inspector	

Performance Criteria

(1) Technical. Does the UM demonstrate sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards? Does the UM demonstrate a working knowledge of the regulations, directives and is cognizant of current changes? Does the UM demonstrate specific knowledge of the articles?

(2) Knowledge and Understanding. Does the UM understand the technical terminology contained in FAA orders, regulations, and other reference material used in planning, describing, or conducting the certification activity? Does the UM demonstrate an expert level of knowledge about the articles? Does the UM have expert knowledge of the ODA procedures and policies utilized in the certification activity?

(3) Application. Does the UM correctly apply the airworthiness standards defined by the ODA procedures manual, FAA orders, and (if applicable) the special requirements of foreign authorities? Does the UM correctly apply the ODA procedures and complete all required documentation? (This performance measure is most appropriate for direct observation.)

(4) Equipment and Materials. Does the UM possess, select, use, or inspect (when supplied by the applicant) the appropriate equipment, devices, tools, reference material, etc., when planning or conducting certifications? (This performance measure is most appropriate for direct observation or site visits.)

DRAFT

e. Issue Export Airworthiness Approvals – Products. (12065)

Applicable Disciplines

Discipline	MRA
Airworthiness Inspector – Maintenance	X
Airworthiness Inspector – Avionics	
Operations Inspector	

Performance Criteria

(1) Technical. Does the UM demonstrate sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards? Does the UM demonstrate a working knowledge of the regulations, directives, and is cognizant of current changes? Does the UM demonstrate specific knowledge of the aircraft and have the requisite experience?

(2) Knowledge and Understanding. Does the UM understand the technical terminology contained in FAA orders, regulations, and other reference material used in planning, describing, or conducting the certification activity? Does the UM demonstrate an expert level of knowledge about the aircraft operation and systems? Does the UM have expert knowledge of the ODA procedures and policies utilized in the certification activity?

(3) Application. Does the UM correctly apply the airworthiness standards defined by the ODA procedures manual, FAA orders, and (if applicable) the special requirements of foreign authorities? Does the UM correctly apply the ODA procedures and complete all required documentation? (This performance measure is most appropriate for direct observation.)

(4) Equipment and Materials. Does the UM possess, select, use, or inspect (when supplied by the applicant) the appropriate equipment, devices, tools, reference material, etc., when planning or conducting certifications? (This performance measure is most appropriate for direct observation or site visits.)

f. Issue Special Flight Permits. (12066)

Applicable Disciplines

Discipline	MRA
Airworthiness Inspector – Maintenance	X
Airworthiness Inspector – Avionics	
Operations Inspector	

Performance Criteria

(1) Technical. Does the UM demonstrate sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards? Does the UM demonstrate a working knowledge of the regulations, directives, and is cognizant of current changes? Does the UM demonstrate specific knowledge of the aircraft and have the requisite experience?

(2) Knowledge and Understanding. Does the UM understand the technical terminology contained in FAA orders, regulations, and other reference material used in planning, describing, or conducting the certification activity? Does the UM demonstrate an expert level of knowledge about the aircraft operation and systems? Does the UM have expert knowledge of the ODA procedures and policies utilized in the certification activity?

(3) Application. Does the UM correctly apply the airworthiness standards defined by the ODA procedures manual, FAA orders, and (if applicable) the special requirements of foreign authorities? Does the UM correctly apply the ODA procedures and complete all required documentation? (This performance measure is most appropriate for direct observation.)

(4) Equipment and Materials. Does the UM possess, select, use, or inspect (when supplied by the applicant) the appropriate equipment, devices, tools, reference material, etc., when planning or conducting certifications? (This performance measure is most appropriate for direct observation or site visits.)

g. Issue/Amend Special Airworthiness Certificates – Restricted Category Aircraft. (12068)

Applicable Disciplines

Discipline	MRA
Airworthiness Inspector – Maintenance	X
Airworthiness Inspector – Avionics	
Operations Inspector	

Performance Criteria

(1) Technical. Does the UM demonstrate sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards? Does the UM demonstrate a working knowledge of the regulations, directives, and is cognizant of current changes? Does the UM demonstrate specific knowledge of the aircraft and have the requisite experience?

(2) Knowledge and Understanding. Does the UM understand the technical terminology contained in FAA orders, regulations, and other reference material used in planning, describing, or conducting the certification activity? Does the UM demonstrate an expert level of knowledge about the aircraft operation and systems? Does the UM have expert knowledge of the ODA procedures and policies utilized in the certification activity?

(3) Application. Does the UM correctly apply the airworthiness standards defined by the ODA procedures manual, FAA orders, and (if applicable) the special requirements of foreign authorities? Does the UM correctly apply the ODA procedures and complete all required documentation? (This performance measure is most appropriate for direct observation.)

(4) Equipment and Materials. Does the UM possess, select, use, or inspect (when supplied by the applicant) the appropriate equipment, devices, tools, reference material, etc., when planning or conducting certifications? (This performance measure is most appropriate for direct observation or site visits.)

h. Issue Replacement Airworthiness Certificates. (120610)

Applicable Disciplines

Discipline	MRA
Airworthiness Inspector – Maintenance	X
Airworthiness Inspector – Avionics	
Operations Inspector	

Performance Criteria

(1) Technical. Does the UM demonstrate sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards? Does the UM demonstrate a working knowledge of the regulations, directives, and is cognizant of current changes? Does the UM demonstrate specific knowledge of the aircraft and have the requisite experience?

(2) Knowledge and Understanding. Does the UM understand the technical terminology contained in FAA orders, regulations, and other reference material used in planning, describing, or conducting the certification activity? Does the UM demonstrate an expert level of knowledge about the aircraft operation and systems? Does the UM have expert knowledge of the ODA procedures and policies utilized in the certification activity?

(3) Application. Does the UM correctly apply the airworthiness standards defined by the ODA procedures manual, FAA orders, and (if applicable) the special requirements of foreign authorities? Does the UM correctly apply the ODA procedures and complete all required documentation? (This performance measure is most appropriate for direct observation.)

(4) Equipment and Materials. Does the UM possess, select, use, or inspect (when supplied by the applicant) the appropriate equipment, devices, tools, reference material, etc., when planning or conducting certifications? (This performance measure is most appropriate for direct observation or site visits.)

DRAFT

i. Perform Aging Aircraft Inspections and Records Reviews. (12140)

Applicable Disciplines

Discipline	MRA
Airworthiness Inspector – Maintenance	X
Airworthiness Inspector – Avionics	
Operations Inspector	

Performance Criteria

(1) Technical. Does the UM demonstrate sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards? Does the UM demonstrate a working knowledge of the regulations, directives, and is cognizant of current changes? Does the UM demonstrate specific knowledge of the aircraft and have the requisite experience?

(2) Knowledge and Understanding. Does the UM understand the technical terminology contained in FAA orders, regulations, and other reference material used in planning, describing, or conducting the inspection activity? Does the UM demonstrate an expert level of knowledge about the aircraft structural inspections? Does the UM have expert knowledge of the ODA procedures and policies utilized in the certification activity? Does the UM have the air carrier's specific Continuous Airworthiness Maintenance Program (CAMP) instructions and permission to perform the inspections?

(3) Application. Does the UM correctly apply the airworthiness standards defined by the ODA procedures manual, FAA orders, and the specific requirements of the air carrier's Certificate Management Office (CMO)? Does the UM correctly apply the ODA procedures and complete all required documentation? (This performance measure is most appropriate for direct observation.)

(4) Equipment and Materials. Does the UM possess, select, use, or inspect (when supplied by the applicant) the appropriate equipment, devices, tools, reference material, etc., when planning or conducting certifications? (This performance measure is most appropriate for direct observation or site visits.)

j. Review Application for Operator Eligibility. (15010)

Applicable Disciplines

Discipline	AO
Airworthiness Inspector – Maintenance	X
Airworthiness Inspector – Avionics	X
Operations Inspector	X

Performance Criteria

(1) Technical. Does the UM demonstrate sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards? Does the UM demonstrate a working knowledge of the regulations, directives, and is cognizant of current changes? Does the UM demonstrate specific knowledge of the applicant's operations, rotorcraft, pilots, and intended operations?

(2) Knowledge and Understanding. Does the UM understand the technical terminology contained in FAA orders, regulations, and other reference material used in planning, describing, or conducting the certification activity? Does the UM demonstrate an expert level of knowledge about the rotorcraft, the intended operations, and procedures to be used by the applicant? Does the UM have expert knowledge of the ODA procedures and policies utilized in the certification activity?

(3) Application. Does the UM correctly apply the certification standards defined by the ODA procedures manual, FAA orders, and (if applicable) the special requirements of Class D operations? Does the UM correctly apply the ODA procedures and complete all required documentation? Does the UM execute all requirements of the certification phase system in the proper order and without deviations? (This performance measure is most appropriate for direct observation.)

(4) Certification Performance. Does the UM demonstrate the judgment and analysis ability to evaluate the applicant's compliance with the regulatory requirements? Does the UM maintain objectivity when applying the timeframe restrictions on the applicant? (This performance measure is most appropriate for direct observation or site visits.)

k. Evaluate Rotorcraft Load Combination Flight Manual. (15020)

Applicable Disciplines

Discipline	AO
Airworthiness Inspector – Maintenance	
Airworthiness Inspector – Avionics	
Operations Inspector	X

Performance Criteria

(1) Technical. Does the UM demonstrate sufficient knowledge, skill, and ability to conduct authorized evaluation within established guidance and standards? Does the UM demonstrate a working knowledge of the regulations, directives, and is cognizant of current changes? Does the UM demonstrate specific knowledge of the applicant's operations and rotorcraft in order to perform the evaluation?

(2) Knowledge and Understanding. Does the UM understand the technical terminology contained in FAA orders, regulations, and other reference material used in the evaluation? Does the UM demonstrate an expert level of knowledge about the rotorcraft? Does the UM have expert knowledge of the ODA procedures and policies utilized in the evaluation of a Rotorcraft-Load Combination Flight Manual (RLCFM)?

(3) Application. Does the UM correctly apply the certification standards defined by the ODA procedures manual and FAA orders in the evaluation? Does the UM correctly apply the ODA procedures and complete all required documentation? Does the UM execute all requirements of the evaluation? (This performance measure is most appropriate for direct observation.)

(4) Certification Performance. Does the UM demonstrate the judgment and analysis ability to evaluate the RLCFM compliance with the regulatory requirements? (This performance measure is most appropriate for direct observation or site visits.)

DRAFT

l. Administer Chief Pilot Knowledge and Skill Test. (15030)

Applicable Disciplines

Discipline	AO
Airworthiness Inspector – Maintenance	
Airworthiness Inspector – Avionics	
Operations Inspector	X

Performance Criteria

(1) Technical. Does the UM demonstrate sufficient knowledge, skill, and ability to conduct authorized knowledge and skills test within established guidance and standards? Does the UM demonstrate a working knowledge of the regulations, directives, and is cognizant of current changes? Does the UM demonstrate specific knowledge of the applicant's operations and rotorcraft in order to perform the evaluation?

(2) Knowledge and Understanding. Does the UM understand the technical terminology contained in FAA orders, regulations, and other reference material used in the administering of the test? Does the UM demonstrate an expert level of knowledge about the test material? Does the UM have expert knowledge of the ODA procedures and policies utilized in administration of each test?

(3) Application. Does the UM correctly apply the certification standards defined by the ODA procedures manual and FAA orders during the testing? Does the UM correctly apply the ODA procedures and complete all required documentation? Does the UM execute all requirements of the knowledge and skills test? (This performance measure is most appropriate for direct observation.)

(4) Certification Performance. Does the UM demonstrate the judgment and analysis ability to evaluate the applicant's compliance with the experience, safety record, knowledge, and skills required of the regulations? (This performance measure is most appropriate for direct observation or site visits.)

m. Administer Operational Flight Checks. (15040)

Applicable Disciplines

Discipline	AO
Airworthiness Inspector – Maintenance	
Airworthiness Inspector – Avionics	
Operations Inspector	X

Performance Criteria

(1) Technical. Does the UM demonstrate sufficient knowledge, skill, and ability to conduct authorized flight check within established guidance and standards? Does the UM demonstrate a working knowledge of the regulations, directives, and is cognizant of current changes? Does the UM demonstrate specific knowledge, ratings, currency, and experience required to administer a flight check of the applicant's pilots?

(2) Knowledge and Understanding. Does the UM understand the technical terminology contained in FAA orders, regulations, and other reference material used in administering the flight check? Does the UM demonstrate an expert level of knowledge about the flight check requirements? Does the UM have expert knowledge of the ODA procedures and policies utilized in administration of each flight check needed?

(3) Application. Does the UM correctly apply the certification standards defined by the ODA procedures manual and FAA orders during the flight check? Does the UM correctly apply the ODA procedures and complete all required documentation? Does the UM execute all requirements of the flight check, including evaluation if the observation should be conducted from on board the rotorcraft? (This performance measure is most appropriate for direct observation.)

(4) Certification Performance. Does the UM demonstrate the judgment and analysis ability to evaluate the applicant's compliance with the flight check? (This performance measure is most appropriate for direct observation or site visits.)

DRAFT

n. Conduct Rotorcraft and Equipment Airworthiness Inspections. (15050)

Applicable Disciplines

Discipline	AO
Airworthiness Inspector – Maintenance	X
Airworthiness Inspector – Avionics	X
Operations Inspector	

Performance Criteria

(1) Technical. Does the UM demonstrate sufficient knowledge, skill, and ability to conduct authorized inspection within established guidance and standards? Does the UM demonstrate a working knowledge of the regulations, directives, and is cognizant of current changes? Does the UM demonstrate specific knowledge of external-load attaching systems in order to perform the inspection?

(2) Knowledge and Understanding. Does the UM understand the technical terminology contained in FAA orders, regulations, and other reference material used in the inspection? Does the UM demonstrate an expert level of knowledge about attaching systems, placards, and quick release devices? Does the UM have expert knowledge of the ODA procedures and policies utilized in the inspection?

(3) Application. Does the UM correctly apply the certification standards defined by the ODA procedures manual and FAA orders in the inspection? Does the UM correctly apply the ODA procedures and complete all required documentation? Does the UM execute all requirements of the inspection, including the demonstration of the quick release device? (This performance measure is most appropriate for direct observation.)

(4) Certification Performance. Does the UM demonstrate the judgment and analysis ability to inspect the attaching means, quick release device, and maintenance records for compliance with the regulatory requirements? (This performance measure is most appropriate for direct observation or site visits.)

DRAFT

o. Conduct Base Inspection. (15060)

Applicable Disciplines

Discipline	AO
Airworthiness Inspector – Maintenance	X
Airworthiness Inspector – Avionics	X
Operations Inspector	X

Performance Criteria

(1) Technical. Does the UM demonstrate sufficient knowledge, skill, and ability to conduct authorized inspection within established guidance and standards? Does the UM demonstrate a working knowledge of the regulations, directives, and is cognizant of current changes? Does the UM demonstrate specific knowledge of records required, including Class D operations records (if applicable), in order to perform the evaluation? Does the UM demonstrate specific knowledge of the rotorcraft, attachment devices, and quick release mechanisms, and maintenance records required, including Class D operations records (if applicable), in order to perform the inspection?

(2) Knowledge and Understanding. Does the UM understand the technical terminology contained in FAA orders, regulations, and other reference material used in the inspection? Does the UM demonstrate an expert level of knowledge about the rotorcraft? Does the UM have expert knowledge of the ODA procedures and policies utilized in the evaluation of an applicant's base of operations?

(3) Application. Does the UM correctly apply the certification standards defined by the ODA procedures manual and FAA orders in the inspection? Does the UM correctly apply the ODA procedures and complete all required documentation? Does the UM execute all requirements of the inspection? (This performance measure is most appropriate for direct observation.)

(4) Certification Performance. Does the UM demonstrate the judgment and analysis ability to evaluate the applicant's compliance with the regulatory requirements? (This performance measure is most appropriate for direct observation or site visits.)

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p. Issue Operating Certificate and Authorizations. (15070)

Applicable Disciplines

Discipline	AO
Airworthiness Inspector – Maintenance	
Airworthiness Inspector – Avionics	
Operations Inspector	X

Performance Criteria

(1) Technical. Does the UM demonstrate sufficient knowledge, skill, and ability to issue the certificate within established guidance and standards? Does the UM demonstrate a working knowledge of the regulations, directives, and is cognizant of current changes? Does the UM demonstrate specific knowledge of the applicant's operations and rotorcraft in order to perform the final evaluation and complete the certification phase?

(2) Knowledge and Understanding. Does the UM understand the technical terminology contained in FAA orders, regulations, and other reference material used in the issuance of the certificate? Does the UM demonstrate an expert level of knowledge about the project to proceed to issuance of the certificate? Does the UM have expert knowledge of the ODA procedures and policies utilized in the certification phase of a project?

(3) Application. Does the UM correctly apply the certification standards defined by the ODA procedures manual and FAA orders in the issuance of the certificate and the Web-based Operations Safety System (WebOPSS) authorizations? Does the UM correctly apply the ODA procedures and complete all required documentation? Does the UM execute all requirements of the certification phase? (This performance measure is most appropriate for direct observation.)

(4) Certification Performance. Does the UM demonstrate the judgment and analysis ability to evaluate the applicant's compliance with the regulatory requirements for issuance of the certificate? (This performance measure is most appropriate for direct observation or site visits.)

q. Evaluate and Approve AIP. (15080)

Applicable Disciplines

Discipline	AO
Airworthiness Inspector – Maintenance	X
Airworthiness Inspector – Avionics	X
Operations Inspector	

Performance Criteria

(1) Technical. Does the UM demonstrate sufficient knowledge, skill, and ability to evaluate the AIP within established guidance and standards? Does the UM demonstrate a working knowledge of the regulations, directives, and is cognizant of current changes? Does the UM demonstrate specific knowledge of the aircraft make and model and understands the inspection requirements based on the applicable OEM instructions in order to perform the final evaluation and complete the approval phase?

(2) Knowledge and Understanding. Does the UM understand the technical terminology contained in FAA orders, regulations, and other reference material used in the evaluation and approval of an AIP? Does the UM demonstrate an expert level of knowledge about the program, the aircraft, and the OEM's baseline instructions to proceed to evaluation of the program? Does the UM have expert knowledge of the ODA procedures and policies utilized in the evaluation and approval phases of a project?

(3) Application. Does the UM correctly apply the operational standards defined by the ODA procedures manual and FAA orders in the approval of an AIP? Does the UM correctly apply the ODA procedures and complete all required documentation? Does the UM execute all requirements of the evaluation and approval phases? (This performance measure is most appropriate for direct observation.)

(4) Certification Performance. Does the UM demonstrate the judgment and analysis ability to evaluate the applicant's compliance with the regulatory requirements for approval of the program? Does the UM perform the approval of the AIP consistently based on compliance with the standards and industry practices? (This performance measure is most appropriate for post program approval reviews.)

r. Determine Eligibility of Previously Approved Intervals Greater than the Manufacturer's Inspection Intervals. (15090)

Applicable Disciplines

Discipline	AO
Airworthiness Inspector – Maintenance	X
Airworthiness Inspector – Avionics	X
Operations Inspector	

Performance Criteria

(1) Technical. Does the UM demonstrate sufficient knowledge, skill, and ability to evaluate the submitted interval increments within established guidance and standards? Does the UM demonstrate a working knowledge of the regulations, directives, and is cognizant of current changes? Does the UM demonstrate specific knowledge of the OEM intervals, any FAA-approved changes to the intervals, and can the UM apply the standards of the applicable FAA guidance?

(2) Knowledge and Understanding. Does the UM understand the technical terminology contained in FAA orders, regulations, and other reference material used in the evaluation previously approved escalations? Does the UM demonstrate an expert level of knowledge about the FAA approval types and methods for escalations of intervals and can apply the escalation guidance? Does the UM have expert knowledge of the ODA procedures and policies utilized in the application of previously approved intervals to the AIP?

(3) Application. Does the UM correctly apply the technical standards defined by the ODA procedures manual, FAA orders, and Advisory Circular (AC) 91-90, Part 91 Approved Inspection Programs, in the application of previously approved intervals to the AIP? Does the UM correctly apply the ODA procedures and complete all required documentation? (This performance measure is most appropriate for direct observation.)

(4) Certification Performance. Does the UM demonstrate the judgment and analysis ability to apply the intervals to the new AIP in accordance with the regulatory requirements? (This performance measure is most appropriate for post program approval reviews.)

s. Conduct Pilot Airmen Certification Tests. (16101, 16201, 16301, 16401)

Applicable Disciplines

Discipline	AC					
	121	135	141	142	145	147
Airworthiness Inspector – Maintenance						
Airworthiness Inspector – Avionics						
Operations Inspector	X	X	X	X		

Performance Criteria

(1) Technical. The UM demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders, and directives.

(3) Professional. The UM conducts activities in an ethical, courteous and conscientious manner reflecting highly on the Administrator. The UM presents a cooperative attitude, and demonstrates integrity, tact and diplomacy when dealing with industry and the FAA. The UM communicates effectively in a manner that reflects positively on the FAA, both orally and written.

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t. Conduct Category II Practical Tests. (16403)

Applicable Disciplines

Discipline	AC					
	121	135	141	142	145	147
Airworthiness Inspector – Maintenance						
Airworthiness Inspector – Avionics						
Operations Inspector				X		

Performance Criteria

(1) Technical. The UM demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders and directives.

(3) Professional. The UM conducts activities in an ethical, courteous and conscientious manner reflecting highly on the Administrator. The UM presents a cooperative attitude, and demonstrates integrity, tact and diplomacy when dealing with industry and the FAA. The UM communicates effectively in a manner that reflects positively on the FAA, both orally and written.

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u. Conduct Category III Practical Tests. (16404)

Applicable Disciplines

Discipline	AC					
	121	135	141	142	145	147
Airworthiness Inspector – Maintenance						
Airworthiness Inspector – Avionics						
Operations Inspector				X		

Performance Criteria

(1) Technical. The UM demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders and directives.

(3) Professional. The UM conducts activities in an ethical, courteous and conscientious manner reflecting highly on the Administrator. The UM presents a cooperative attitude, and demonstrates integrity, tact and diplomacy when dealing with industry and the FAA. The UM communicates effectively in a manner that reflects positively on the FAA, both orally and written.

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v. Conduct Airmen Certification Tests for Airframe Rating. (16505, 16605)

Applicable Disciplines

Discipline	AC					
	121	135	141	142	145	147
Airworthiness Inspector – Maintenance					X	X
Airworthiness Inspector – Avionics					X	X
Operations Inspector						

Performance Criteria

(1) Technical. The UM demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders and directives.

(3) Professional. The UM conducts activities in an ethical, courteous and conscientious manner reflecting highly on the Administrator. The UM presents a cooperative attitude, and demonstrates integrity, tact and diplomacy when dealing with industry and the FAA. The UM communicates effectively in a manner that reflects positively on the FAA, both orally and written.

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w. Conduct Airmen Certification Tests for Powerplant Rating. (16506, 16606)

Applicable Disciplines

Discipline	AC					
	121	135	141	142	145	147
Airworthiness Inspector – Maintenance					X	X
Airworthiness Inspector – Avionics					X	X
Operations Inspector						

Performance Criteria

(1) Technical. The UM demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders and directives.

(3) Professional. The UM conducts activities in an ethical, courteous and conscientious manner reflecting highly on the Administrator. The UM presents a cooperative attitude, and demonstrates integrity, tact and diplomacy when dealing with industry and the FAA. The UM communicates effectively in a manner that reflects positively on the FAA, both orally and written.

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x. Conduct Airmen Certification Tests for Airframe & Powerplant Ratings. (16507, 16607)

Applicable Disciplines

Discipline	AC					
	121	135	141	142	145	147
Airworthiness Inspector – Maintenance					X	X
Airworthiness Inspector – Avionics					X	X
Operations Inspector						

Performance Criteria

(1) Technical. The UM demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders and directives.

(3) Professional. The UM conducts activities in an ethical, courteous and conscientious manner reflecting highly on the Administrator. The UM presents a cooperative attitude, and demonstrates integrity, tact and diplomacy when dealing with industry and the FAA. The UM communicates effectively in a manner that reflects positively on the FAA, both orally and written.

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y. Conduct Air Carrier Check Pilot or Check Engineer Evaluation. (16106, 16206)

Applicable Disciplines

Discipline	AC					
	121	135	141	142	145	147
Airworthiness Inspector – Maintenance						
Airworthiness Inspector – Avionics						
Operations Inspector	X	X				

Performance Criteria

(1) Technical. The UM demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders and directives.

(3) Professional. The UM conducts activities in an ethical, courteous and conscientious manner reflecting highly on the Administrator. The UM presents a cooperative attitude, and demonstrates integrity, tact and diplomacy when dealing with industry and the FAA. The UM communicates effectively in a manner that reflects positively on the FAA, both orally and written.

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z. Conduct AQP Initial Qualification Checks. (16107, 16207)

Applicable Disciplines

Discipline	AC					
	121	135	141	142	145	147
Airworthiness Inspector – Maintenance						
Airworthiness Inspector – Avionics						
Operations Inspector	X	X				

Performance Criteria

(1) Technical. The UM demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders and directives.

(3) Professional. The UM conducts activities in an ethical, courteous and conscientious manner reflecting highly on the Administrator. The UM presents a cooperative attitude, and demonstrates integrity, tact and diplomacy when dealing with industry and the FAA. The UM communicates effectively in a manner that reflects positively on the FAA, both orally and written.

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aa. Conduct Airman Certificate Qualification Review. (16109, 16209, 16309, 16409)

Applicable Disciplines

Discipline	AC					
	121	135	141	142	145	147
Airworthiness Inspector – Maintenance						
Airworthiness Inspector – Avionics						
Operations Inspector	X	X	X	X		

Performance Criteria

(1) Technical. The UM demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders and directives.

(3) Professional. The UM conducts activities in an ethical, courteous and conscientious manner reflecting highly on the Administrator. The UM presents a cooperative attitude, and demonstrates integrity, tact and diplomacy when dealing with industry and the FAA. The UM communicates effectively in a manner that reflects positively on the FAA, both orally and written.

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bb. Conduct Annual Proficiency Checks. (16311, 16411)

Applicable Disciplines

Discipline	AC					
	121	135	141	142	145	147
Airworthiness Inspector – Maintenance						
Airworthiness Inspector – Avionics						
Operations Inspector			X	X		

Performance Criteria

(1) Technical. The UM demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders and directives.

(3) Professional. The UM conducts activities in an ethical, courteous and conscientious manner reflecting highly on the Administrator. The UM presents a cooperative attitude, and demonstrates integrity, tact and diplomacy when dealing with industry and the FAA. The UM communicates effectively in a manner that reflects positively on the FAA, both orally and written.

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cc. Conduct Instructor Observations. (16412)

Applicable Disciplines

Discipline	AC					
	121	135	141	142	145	147
Airworthiness Inspector – Maintenance						
Airworthiness Inspector – Avionics						
Operations Inspector				X		

Performance Criteria

(1) Technical. The UM demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders and directives.

(3) Professional. The UM conducts activities in an ethical, courteous and conscientious manner reflecting highly on the Administrator. The UM presents a cooperative attitude, and demonstrates integrity, tact and diplomacy when dealing with industry and the FAA. The UM communicates effectively in a manner that reflects positively on the FAA, both orally and written.

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dd. Conduct Instructor Annual Proficiency Checks. (16413)

Applicable Disciplines

Discipline	AC					
	121	135	141	142	145	147
Airworthiness Inspector – Maintenance						
Airworthiness Inspector – Avionics						
Operations Inspector				X		

Performance Criteria

(1) Technical. The UM demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders and directives.

(3) Professional. The UM conducts activities in an ethical, courteous and conscientious manner reflecting highly on the Administrator. The UM presents a cooperative attitude, and demonstrates integrity, tact and diplomacy when dealing with industry and the FAA. The UM communicates effectively in a manner that reflects positively on the FAA, both orally and written.

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ee. Conduct Evaluator Annual Proficiency Checks. (16414)

Applicable Disciplines

Discipline	AC					
	121	135	141	142	145	147
Airworthiness Inspector – Maintenance						
Airworthiness Inspector – Avionics						
Operations Inspector				X		

Performance Criteria

(1) Technical. The UM demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The UM possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

(2) Procedural. The UM demonstrates the ability to complete administrative functions correctly. The UM accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations, orders and directives.

(3) Professional. The UM conducts activities in an ethical, courteous and conscientious manner reflecting highly on the Administrator. The UM presents a cooperative attitude, and demonstrates integrity, tact and diplomacy when dealing with industry and the FAA. The UM communicates effectively in a manner that reflects positively on the FAA, both orally and written.

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4. Administrative Authorized Functions.

a. Perform Approvals in support of TC ODA Holder Projects. (8160, 11160, 13160)

Applicable Disciplines

Any engineering discipline or Manufacturing Inspector (depending on the ODA type) with appropriate knowledge of the function performed.

Performance Criteria

(1) Administrative. The UM(s) demonstrates integrity, cooperativeness, and knowledge and ability in completing authorized administrative functions and complies with the FAA, directives, policies, guidance, and procedures, as applicable. The UM(s) accurately completes and issues appropriate documentation.

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b. Perform Review and Acceptance of Instructions for Continued Airworthiness (ICA). (8180, 11180, 13180)

Applicable Disciplines

Any airworthiness inspector with appropriate knowledge of the function performed.

Performance Criteria

(1) Administrative. The UM(s) demonstrates integrity, cooperativeness, and knowledge and ability in completing authorized administrative functions and complies with the FAA, directives, policies, guidance, and procedures, as applicable. The UM(s) accurately completes and issues appropriate documentation.

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c. Issue / Amend STCs. (11020)

Applicable Disciplines

Any engineering discipline with appropriate knowledge of the function performed.

Performance Criteria

(1) Administrative. The UM(s) demonstrates integrity, cooperativeness, and knowledge and ability in completing authorized administrative functions and complies with the FAA, directives, policies, guidance, and procedures, as applicable. The UM(s) accurately completes and issues appropriate documentation.

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d. Issue PMA Supplements – Test and Computation. (13031)

Applicable Disciplines

Any manufacturing inspector with appropriate knowledge of the function performed.

Performance Criteria

(1) Administrative. The UM(s) demonstrates integrity, cooperativeness, and knowledge and ability in completing authorized administrative functions and complies with the FAA, directives, policies, guidance, and procedures, as applicable. The UM(s) accurately completes and issues appropriate documentation.

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e. Issue PMA Supplements – Licensing Agreement or STC. (13032)

Applicable Disciplines

Any manufacturing inspector with appropriate knowledge of the function performed.

Performance Criteria

(1) Administrative. The UM(s) demonstrates integrity, cooperativeness, and knowledge and ability in completing authorized administrative functions and complies with the FAA, directives, policies, guidance, and procedures, as applicable. The UM(s) accurately completes and issues appropriate documentation.

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Appendix D. Related FAA Publications

1. Where to Find Publications. Publications referenced throughout this document refer to the latest revision level. You can get copies of these documents from the following websites:

- FAA Orders Website: http://www.faa.gov/regulations_policies/orders_notices/.
- FAA Advisory Circulars (AC) Website: http://www.faa.gov/regulations_policies/advisory_circulars/.
- Dynamic Regulatory System (DRS) Website: https://drs.faa.gov.

2. FAA Forms. FAA Forms referenced throughout this document refer to the latest version. You can get copies of these documents from the following websites:

- FAA Forms for Designees Website: https://www.faa.gov/other_visit/aviation_industry/designees_delegations/resources/forms/.
- Aircraft Certification and Type Certification Forms Website: https://www.faa.gov/other_visit/aviation_industry/designees_delegations/resources/forms/aircraft/.

3. FAA ACs.

AC 00-68	Aircraft Certification Service Voluntary Disclosure Reporting Program
AC 21-2	Complying with the Requirements of Importing Countries or Jurisdictions When Exporting U.S. Products, Articles, or Parts
AC 21-40	Guide for Obtaining a Supplemental Type Certificate
AC 33.4-1	Instructions for Continued Airworthiness
AC 35.4-1	Propeller Instructions for Continued Airworthiness
AC 120-27	Aircraft Weight and Balance Control
AC 120-78	Electronic Signatures, Electronic Recordkeeping, and Electronic Manuals
AC 121-22	Maintenance Review Boards, Maintenance Type Boards, and OEM/TCH Recommended Maintenance Procedures
AC 133-1	Rotorcraft External-Load Operations

4. FAA Orders.

Order 0000.1	FAA Standard Subject Classification System
Order 1350.14	Records Management
Order 1370.121	FAA Information Security and Privacy Policy
Order 2150.3	FAA Compliance and Enforcement Program
Order 4040.26	Aircraft Certification Service Flight Test Risk Management Program
Order 8000.95	Designee Management Policy

Order 8040.1	Airworthiness Directives
Order 8100.11	Requirements for Finding Undue Burden and No Undue Burden Under 14 CFR Part 21
Order 8100.20	Aircraft Certification Service (AIR) Issue Resolution and Appeal Processes
Order 8110.4	Type Certification
Order 8110.42	Parts Manufacturer Approval Procedures
Order 8110.54	Instructions for Continued Airworthiness Responsibilities, Requirements, and Contents
Order 8110.103	Alternative Methods of Compliance (AMOC)
Order 8110.112	Standardized Procedures for Usage of Issue Papers and Development of Equivalent Level of Safety Memorandums
Order 8120.16	Suspected Unapproved Parts Program
Order 8120.22	Production Approval Procedures
Order 8120.23	Certificate Management of Production Approval Holders
Order 8130.2	Airworthiness Certification of Aircraft
Order 8130.21	Procedures for Completion and Use of the Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag
Order 8900.1	Flight Standards Information Management System (FSIMS)

5. FAA Manuals.

FAA-IR-M 8040.1	Airworthiness Directives Manual

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Appendix E. Definitions

The following definitions apply to this order:

1. Aircraft Flight Manual (AFM). Either the airplane flight manual or rotorcraft flight manual (as applicable).

2. Appeal Panel. This consists of two or more office managers and an engineer or inspector or flight test pilot within AVS. When an applicant appeals the FAA's decision, this panel determines if the agency properly conducted the appointment process.

3. Appointing Office. The FAA office responsible for selection and appointment of ODA holders.

4. Certificate Authority. An entity that stores, signs, and issues digital certificates.

5. Certificate Management Branch. When used in this order, Certificate Management Branch may also refer to the System Operation & Oversight Branch. The Certificate Management Branch may also delegate responsibilities to any Certificate Management Section.

6. Certification Branch. When used in this order, Certification Branch may also refer to another FAA organization established to manage an ODA holder's certification activity.

7. Compliance Inspections. An engineering compliance inspection is done for any aspect of product design and installation where compliance with the certification requirements cannot be determined through the review of drawings or reports. The compliance inspection determines compliance to the regulations and ensures systems and components are compatible with each other and meet the applicable requirements of the airworthiness and operational standards (see 14 CFR § 21.33).

8. Conformity Inspections. Conformity Inspection is to verify and provide objective documentation that the test articles, parts, assemblies, installations, functions, and test setups conform to the design data, specifications and special processes.

9. Coordinating Office. The FAA office(s) responsible for preapplication and involved in selection and appointment of ODA holders. When multiple offices are involved, a lead office will be identified (see Appointing Office).

10. Corrective Action. This includes both the action to correct an error, non-compliance, or discrepancy, and the action needed to prevent occurrence or reoccurrence of an error, noncompliance, or discrepancy.

11. Consultant Groups. As used here, this refers to organizations that do not hold type certificates (TC) or Production Certificates (PC), Parts Manufacturer Approvals (PMA), Technical Standard Orders (TSO), and so on.

12. Designee Management System (DMS). An FAA information system that contains designee information.

13. Digital Signature. A type of electronic signature that is legally acceptable and offers both signer and transaction authentication.

14. Electronic Signature. An electronic sound, symbol, or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record.

15. Evaluation Panel. The group the FAA assigns to review the application. The evaluation panel consists of the prospective Organization Management Team (OMT), a representative from the appointing office, and the responsible Safety Assurance division policy representatives.

16. Flight Standards (FS) Office. As used in this order, FS office may also refer to any FS certificate management office (CMO) responsible for appointment or oversight of an ODA holder.

17. Interference. Includes not only acts that a reasonable person would conclude were intended to influence or prejudice the UMs' performances of authorized functions, but also the presence of non-ODA unit duties or activities, that, regardless of the intent of the person or organization imposing those duties or activities, conflict with the performance of authorized functions by the ODA UM. Interference includes reprisal, such as changing the employment status, pay, duties, work location, or retention status, of any UM for reporting or considering reporting a concern related to interference with the performance of authorized functions.

18. Letter of Designation. The letter specifying the organization, main operating location, types of ODA, authorization number, and expiration date.

19. Managing Office. The FAA office(s) responsible for oversight of ODA holders. When multiple offices are involved, a lead office may be identified.

20. ODA Administrators. The focal points for the ODA holder who are responsible for managing the ODA unit's activities and communicating with the OMT. An ODA holder may have a separate ODA administrator for each ODA type.

21. ODA Applicant. An organization that consists of at least two individuals applying for an ODA designation.

22. ODA Holder. The organization that obtains the authorization from the Administrator, as identified in a Letter of Designation.

23. ODA Unit. An identifiable group of two or more individuals within the ODA Holder's organization that performs the authorized functions.

24. OMT Advisor. A Core OMT member qualified in a specific discipline exercised by an ODA operating under 4-6b(2)(a)*1*vii.

25. OMT Lead. Member of the OMT from the lead managing office that acts as the focal point for the OMT.

26. Operational Suitability. The degree to which a system can be placed satisfactorily in field use, with consideration given to availability, compatibility, transportability, interoperability, reliability, maintainability, safety, human factors (HF), manpower supportability, natural environmental effects and impacts, and documentation and training requirements.

27. Organization Designation Authorization (ODA). The authorization to perform approved functions on behalf of the Administrator.

28. Organization Management Team (OMT). The OMT consists of those Aviation Safety Engineers (ASE), flight test pilots, and aviation safety inspectors (ASI) needed to oversee the organization and its certification activity. They may be from an organization solely dedicated to the organization, or from the existing field offices—Certification Branch, Aircraft Evaluation Division (AED), FS office, and/or Certificate Management Section —responsible for managing the organization's certification activity. The office will normally be in the geographical area where the ODA is located and has a primary place of business, or where the majority of the authorized functions will be performed.

29. Product Noncompliance. A product's design that does not meet the applicable airworthiness standards.

30. Production Approval Holder (PAH). A person who holds a PC, PMA, or TSO authorization, issued under 14 CFR part 21.

31. Remote Technology. Any tool or equipment which enables video, audio, and/or communication systems for any activity that can be performed through observation from an offsite location.

32. Standard Procedures. This refers to obtaining FAA certificates or approvals through usual certification processes. This includes applying to the FAA and the use of individual designees.

33. Suspected Product Noncompliance. A determination by the FAA or the ODA holder that there is evidence suggesting that a design approval may not comply with all of the airworthiness standards that were part of its certification basis.

34. Trust Service Provider. See Certificate Authority.

Appendix F. Acronyms

The following is a list of acronyms used in this order:

14 CFR	Title 14 of the Code of Federal Regulations
49 U.S.C.	Title 49 of the United States Code
AA	aviation authority
AC	advisory circular
AD	Airworthiness Directive
ADS-B	Automatic Dependent Surveillance-Broadcast
AED	Aircraft Evaluation Division
AFM	Aircraft Flight Manual
AFMS	Aircraft Flight Manual Supplement
AFX	Flight Standards Services
AIP	Aircraft Inspection Program
AIR	Aircraft Certification Service
AL	airworthiness limitation
ALoS	Acceptable Level of Safety
ALS	Airworthiness Limitation Section
AMM	Aircraft Maintenance Manual
AMOC	alternative method of compliance
AO	air operator
APD	Aircrew Program Designee
APM	Aircrew Program Manager
APU	auxiliary power unit
ASE	Aviation Safety Engineer
ASI	aviation safety inspector
AVS	Aviation Safety

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BASA	Bilateral Aviation Safety Agreement
CAA	Civil Aviation Authority
CAMP	Continuous Airworthiness Maintenance Program
CAP	corrective action plan
CEA	Compliance and Enforcement Action
CFR	Code of Federal Regulations
CMO	certificate management office
CMR	Certification Maintenance Requirements
CMU	Certificate Management Unit
COS	Continued Operational Safety
CPN	certification project notification
DAH	design approval holder
DAR	Designated Airworthiness Representative
DAR-T	Designated Airworthiness Representative-Maintenance
DAS	Designated Alteration Station
DER	Designated Engineering Representative
DIN	Designee Information Network
DMS	Designee Management System
DOA	Delegated Option Authorization
DPE	Designated Pilot Examiner
DRS	Dynamic Regulatory System
EIS	Enforcement Information System
ELOS	equivalent level of safety
EP	Evaluation Panel
eVID	enhanced Vital Information Subsystem
EWCG	Empty Weight Center of Gravity
EWIS	electrical wiring interconnection system

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FAA	Federal Aviation Administration
FOEB	Flight Operations Evaluation Board
FQIS	fuel quantity indicating system
FS	Flight Standards Service (or Flight Standards)
FSB	Flight Standardization Board
FSDO	Flight Standards District Office
FSIMS	Flight Standards Information Management System
FTPM	Fleet Training Program Manager
IACRA	Integrated Airman Certification and Rating Application
ICA	instructions for continued airworthiness
ICAO	International Civil Aviation Organization
IFO	International Field Office
IFR	instrument flight rules
IPA	Implementation Procedures for Airworthiness
M&D	Malfunction and Defect Report
M/M/S	make, model, and series
MCDA	Military Commercial Derivative Aircraft
MMEL	Master Minimum Equipment List
MOU	Memorandum of Understanding
MPD	Maintenance Planning Document
MRA	major repair, alteration, and airworthiness
MRB	Maintenance Review Board
MRBR	Maintenance Review Board Report
MTB	Maintenance Type Board
NAC	no acoustical change
NAS	National Airspace System
NCS	Noise Certification Specialist

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ODA	Organization Designation Authorization
OEM	Original Equipment Manufacturer
OFI	Opportunity for Improvement
OFIR	Opportunity for Improvement Record
OMT	Organization Management Team
OpSpec	operations specification
PAH	Production Approval Holder
PC	Production Certificate (or Production Certification, when used in conjunction with ODA)
PI	principal inspector
PLR	production limitation record
PMA	Parts Manufacturer Approval
PMI	principal maintenance inspector
PNL	Program Notification Letter
POI	Principal Operations Inspector
PPM	Partial Program Manager
PSP	Partnership for Safety Plan
QC	quality control
QCM	Quality Control Manual
QMS	Quality Management System
QSA	Quality System Audit
R&D	research and development
RBDM	Risk-Based Decision Making
RLCFM	Rotorcraft-Load Combination Flight Manual
SB	Service Bulletin
SDR	Service Difficulty Report
SFAR	Special Federal Aviation Regulation

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SFP	special flight permit
SL	Service Letter
SNAAP	Streamlined No Action and Administrative Action Process
SRM	Structural Repair Manual
STC	Supplemental Type Certificate (or Supplemental Type Certification, when used in conjunction with ODA)
TC	type certificate (or Type Certification, when used in conjunction with ODA)
TCDS	Type Certificate Data Sheet
TCPM	Training Center Program Manager
TIA	Type Inspection Authorization
TIR	Type Inspection Report
TSO	Technical Standard Order
TSOA	Technical Standard Order Authorization
UM	unit member
U.S.C.	United States Code
W&B	Weight and Balance
WBM	Weight and Balance Manual
WebOPSS	Web-based Operations Safety System

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Appendix G. Administrative Information

1. Distribution.

a. FAA Staff. This order will be distributed as follows:

(1) Flight Standards Service (FS).

(a) Air Carrier Safety Assurance Deputy Directors (A/B) to all Air Carrier Safety Assurance divisions and offices.

(b) General Aviation Safety Assurance Deputy Directors (A/B) to all General Aviation Safety Assurance divisions and offices.

(c) Safety Standards Deputy Directors (A/B) to the following divisions: the International Program Division, Aircraft Evaluation Division manager and all Aircraft Evaluation Division (AED) branch managers, the Air Transportation Division, the Aircraft Maintenance Division, the Regulatory Support Division, and International Field Offices (IFO).

(2) Aircraft Certification Service (AIR). The Executive Director, Aircraft Certification Service (AIR-1) will distribute the order to all AIR divisions. The AIR divisions will distribute the order to all AIR branches and sections that are impacted by or interact with the policy.

b. Public. This order is distributed to the public via the following websites:

(1) FAA Orders & Notices website: http://www.faa.gov/regulations_policies/orders_notices/.

(2) The Dynamic Regulatory System (DRS) website: https://drs.faa.gov.

2. Authority to Change This Order. The issuance, revision, or cancellation of the material in this order is the responsibility of the ODA Office (AVS-60).

3. Deviations. FAA staff and ODA holders are expected to follow the procedures in this order to ensure uniform administration of this directive. To deviate from this material, you must coordinate with, and get approval from, the ODA Office (AVS-60) at 9-AVS-ODA-Office@faa.gov. Always use FAA Form 1320-19, Directive Feedback Information, to follow up each verbal conversation.

4. Records Management. Refer to FAA Order 0000.1, FAA Standard Subject Classification System, and FAA Order 1350.14, or your office Records Management Officer or Directives Management Officer (DMO) for guidance regarding retention or disposition of records.

5. Directive Feedback. Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added. Also, if you find an error, please tell us about it. You may find this form online at https://www.faa.gov/forms/ or fill out the form below and submit it to the email address provided.

Figure G-1. FAA Form 1320-19, Directive Feedback Information

Please submit any written comments or recommendations for improving this directive or suggest new items or subjects that should be added to it. If you find an error, please tell us about it.

Subject: Order 8110.15C, Organization Designation Authorization Procedures

To: AVS ODA Office at 9-avs-60-directives-feedback@faa.gov

(*Please mark all appropriate line items)*

☐ **An error (procedural or typographical) has been noted in paragraph _____ on page _____.**

☐ **Recommend paragraph_____ on page___ be changed as follows:**
(attach separate sheet if necessary)

☐ **In a future change to this order, please include coverage on the following subject:**
(briefly describe what you want added)

☐ **Other comments:**

☐ **I would like to discuss the above. Please contact me.**

Submitted by: _____ *Date:* _____

Telephone Number: _____ *Routing Symbol:* _____

FAA Form 1320-19 (08/21) Supersedes Previous Edition

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