

**INFORMATION THAT SHALL BE IN THE PROCEDURES MANUAL SUBMITTED BY THE
ODAR APPLICANT**

Procedures submitted must, at a minimum, identify the ODAR's:

1. Policies and Objectives.
2. Organizational Structure.
3. Authorized Function(s).
4. Assignment of Responsibilities.
5. Training.
6. FAA Document Control (Safeguard FAA Forms and Certificates).
7. FAA Document Processing.
8. FAA Interface.
9. Supervision/Monitoring.
10. Self-Assessments.
11. Authorized Individual's:
 - a. General Qualifications.
 - b. Specialized Experience.
 - c. Authority and Responsibilities.
 - d. Identification.
 - e. Limitations and Restrictions.
12. Records Retention.

