

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

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National Policy

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4/23/26

Cancellation Date:
4/23/27

SUBJ: Flight Standards Organization Designation Authorization (ODA) Guidance

- 1. Purpose of This Notice.** This notice identifies the volumes, chapters, sections, and paragraphs of Federal Aviation Administration (FAA) Order 8900.1, Flight Standards Information Management System, affected by the issuance of FAA Order 8100.15, Organization Designation Authorization Procedures, and includes a summary of the changes to the applicable volumes, chapters, sections, and paragraphs in addition to providing interim guidance information. The changes listed in this notice only affect specific parts of the applicable volumes, chapters, sections, or paragraphs. This notice contains guidance that is pertinent to Title 14 of the Code of Federal Regulations (14 CFR) part 183.
- 2. Audience.** The primary audience for this notice is the Flight Standards (FS) Safety Assurance aviation safety inspectors (ASI), particularly those assigned roles as Organization Designation Authorization (ODA) Organizational Management Team (OMT) members. The secondary audience includes the Safety Standards and Foundational Business offices.
- 3. Where You Can Find This Notice.** You can find this notice on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices and the Dynamic Regulatory System (DRS) at <https://drs.faa.gov>. Operators and the public can find this notice on the FAA's website at https://www.faa.gov/regulations_policies/orders_notices and DRS.
- 4. Background.** The ODA Office (AVS-60) issued Order 8100.15C, dated October 1, 2025, that outlines the FAA's ODA program authorized by regulations specified in 14 CFR part 183 subpart D. Order 8100.15C incorporates multiple policy changes in addition to new FS ODA types to include Airmen Certification (AC) ODAs for 14 CFR parts 121, 135, 141, 142, 145, and 147. The policy changes in addition to the new ODA types created the requirement for multiple revisions to FS guidance defined in Order 8900.1. The following revised guidance as identified in paragraph 5 below shall be utilized until formal revision to Order 8900.1 is published or until this notice is canceled.
- 5. Guidance.** Order 8900.1 will be updated to reflect new guidance processes to be followed as they relate to the changes outlined in Order 8100.15C. The changes listed in this notice only affect specific parts of the applicable volume, chapter, section, or paragraph.

a. Order 8900.1, Volume 1, Chapter 3, Section 5, Flight Standards Inspector Resource Program. Subparagraph 1-243A will be revised for the Flight Standards Inspector Resource Program (FSIRP) to include unit member (UM) observations.

A. Activities Funded by the FSIRP:

- Initial and recurrent Title 14 of the Code of Federal Regulations (14 CFR) parts 121, 125, and 135 checks;
- Type ratings in most type-rated aircraft, except where a designee is available;
- Initial and recurrent checks for inspectors;
- Title 14 CFR part 135 initial proving tests;
- Title 14 CFR part 135 validation/navigation testing;
- Title 14 CFR part 121 aircraft dispatcher competency checks;
- Training Center Evaluator (TCE) and Designated Pilot Examiner (DPE) initial and recurrent observations;
- Title 14 CFR part 121 pilot-in-command (PIC) Operating Experience (OE) observations;
- Rotorcraft-helicopter initial flight instructor practical tests requiring touchdown autorotations;
- Title 14 CFR part 141 Chief and Assistant Chief Instructor checks;
- Required ASI checks (e.g., post-incident, Title 49 of the United States Code (49 U.S.C.) § 44709 reexamination and new certificate);
- Authorized Function Performance Assessment of Airmen Certification (AC) Organization Designation Authorization (ODA) unit member (UM) initial proficiency check and observations.

b. Order 8900.1, Volume 1, Chapter 3, Section 6, Operations Inspector Qualifications and Currency Overview. Figure 1-2, Operations Inspector Qualifications and Currency Requirements Matrix, will be revised to include unit member (UM) observations. Lines 7, 8, 9, and 10 will be updated to include Authorized Function Performance Assessment of AC ODA unit member (UM) observations on the job function definition.

c. Order 8900.1, Volume 3, Chapter 20, Section 1, General—Parts 121 and 125 Certificate Holders.

(1) Subparagraph 3-1391A8) will be revised to:

8) For 14 CFR part 121 check pilots, at least once every 24 calendar months, satisfactorily demonstrate the ability to conduct a check or supervise OE, as applicable, to an FAA inspector, an Aircrew Program Designee (APD) employed by the CH, or an Airmen Certification (AC) Organization Designation Authorization (ODA) holder authorized with the appropriate function. The demonstration may be accomplished in an aircraft in flight, in an FSTD, or in a combination, as appropriate.

(2) Subparagraph 3-1392A6) will be revised to:

6) For 14 CFR part 121 check pilots, at least once every 24 calendar months, satisfactorily demonstrate the ability to conduct a check or supervise OE, as applicable, to an FAA inspector, an APD employed by the CH, or an AC ODA holder authorized with the appropriate function. The demonstration may be accomplished in an aircraft in flight, in an FSTD, or in a combination, as appropriate.

(3) Subparagraph 3-1393A6) will be revised to:

6) At least once every 24 calendar months, satisfactorily demonstrate the ability to conduct a check or supervise OE, as applicable, to an FAA inspector, an APD employed by the CH, or an AC ODA holder authorized with the appropriate function. The demonstration may be accomplished in an aircraft in flight, in an FSTD, or in a combination, as appropriate.

(4) Subparagraph 3-1394A4) will be revised to:

4) At least once every 24 calendar months, satisfactorily demonstrate the ability to conduct a check or supervise OE, as applicable, to an FAA inspector, an APD employed by the CH, or an AC ODA holder authorized with the appropriate function. The demonstration may be accomplished in an aircraft in flight, in an FSTD, or in a combination, as appropriate.

(5) Subparagraph 3-1396A6) will be revised to:

6) For 14 CFR part 121 check FEs, at least once every 24 calendar months, satisfactorily demonstrate the ability to conduct a check or supervise OE to an FAA inspector, an APD employed by the CH, or an AC ODA holder authorized with the appropriate function. The demonstration may be accomplished in an aircraft in flight, in an FSTD, or in a combination, as appropriate.

d. Order 8900.1, Volume 3, Chapter 20, Section 2, Part 121 Check Pilot and Check Flight Engineer Approval and Surveillance.

(1) Paragraph 3-1425, Phase Four—Check Pilot and Check FE Evaluation, will be revised to add a note stating:

NOTE: Airmen Certification (AC) Organization Designation Authorization (ODA) holders may be authorized to conduct the initial and/or recurrent check pilot observations. Information on ODA holders is contained in FAA Order 8100.15, Organization Designation Authorization Procedures.

(2) Subparagraph 3-1433A, Biennial Check Pilot or Check FE Observation of Approved Checking Activity or Supervising OE, will be revised to add a note stating:

NOTE: AC ODA holders may be authorized to conduct the 24-calendar-month observations. Information on ODA holders is contained in Order 8100.15.

e. Order 8900.1, Volume 3, Chapter 20, Section 6, Part 135 Check Pilot Approval and Surveillance.

(1) Paragraph 3-20-6-3, Objective, will be revised to add a second note stating:

NOTE: Airmen Certification (AC) Organization Designation Authorization (ODA) holders may be authorized to conduct the initial and/or recurrent observations. Information on ODA holders is contained in FAA Order 8100.15, Organization Designation Authorization Procedures.

(2) Subparagraph 3-20-6-29A1), Observation of Approved Checking Activity, will be revised to add a second note stating:

NOTE: AC ODA holders may be authorized to conduct the initial and/or recurrent observations. Information on ODA holders is contained in Order 8100.15.

(3) Subparagraph 3-20-6-31B1), Check Pilot Observation, will be revised to add a note stating:

NOTE: AC ODA holders may be authorized to conduct the initial and/or recurrent observations. Information on ODA holders is contained in Order 8100.15.

(4) Subparagraph 3-20-6-31C, Check Pilot Observations, will be revised to add a note stating:

NOTE: AC ODA holders may be authorized to conduct the initial and/or recurrent observations. Information on ODA holders is contained in Order 8100.15.

f. Order 8900.1, Volume 3, Chapter 54, Section 2, Part 142 Training Centers: Training, Qualification, and Designation of Training Center Instructors and Evaluators. Subparagraph 3-4355B will be revised to:

B. Memorandum of Understanding (MOU). An MOU is required in order to establish and maintain TCEs and to provide training for FAA Operations aviation safety inspectors (ASI) assigned to provide oversight duties at the training center. The MOU must be written in accordance with the instructions and the sample MOU, which can be found in the list of effective documents on the Part 142 Training Centers web page at

https://www.faa.gov/pilots/training/part_142. Any deviations from this template must be approved in writing by the Air Transportation Division (AFS-200).

NOTE: For the selection and designation of a TCE under an Airmen Certification (AC) Organization Delegation Authorization (ODA) policy, refer to FAA Order 8100.15 Organization Designation Authorization Procedures.

g. Order 8900.1, Volume 3, Chapter 54, Section 5, Safety Assurance System: Part 142 Training Centers: Outsource Training—Certificate Holders and/or Fractional Ownership Program Managers Contracting With Training Providers. Paragraph 3-4410, Applicability, will be revised to add a note stating:

NOTE: Throughout this section, Training Center Evaluator (TCE) unit members (UM) and Aircrew Program Designee (APD) UMs will be referred to as TCEs and APDs if the training center or CH has an Airmen Certification (AC) Organization Delegation Authorization (ODA). For ODA policy, refer to Federal Aviation Administration (FAA) Order 8100.15, Organization Designation Authorization Procedures.

h. Order 8900.1, Volume 5, Chapter 1, Section 1, General Information.

(1) Subparagraph 5-2D will be added to define unit members (UM) for individuals authorized to conduct certification:

D. Unit Member (UM). UMs are individuals within the Organization Delegation Authorization (ODA) holder's organization who perform airmen certification functions.

NOTE: In Volume 5, there are numerous references to certifications that evaluators are authorized to conduct. Whenever the terms APD, TCE, or DPE are mentioned, a UM will adhere to those procedures to conduct airmen certification, provided the UM holds the authorized functions for those roles.

(2) Subparagraph 5-7E, Use of Remote Technology (RT) for Administrative Airmen Certification Functions, and Table 5-3, Administrative Functions That May Be Conducted Using RT, will be revised to:

1) Determining the Appropriate Use of RT. Aviation safety inspectors (ASI), aviation safety technicians (AST), APDs, TCEs, DPEs, UMs, and Specialty Aircraft Examiners (SAE) must utilize the guidance found in Volume 1, Chapter 3, Section 9 to determine whether the use of RT for a specific administrative airmen certification function is appropriate.

Administrative Function	ASI or AST, where appropriate	DPEs, APDs, TCEs, SAEs, and UMs
Supervised Operating Experience (SOE) Limitation Removal	X	X
Flight Instructor Recent Experience Validation	X	X
Military Competency	X	X
Issue a Ground Instructor Certificate	X	X
Removal of Restriction on Airline Transport Pilot (ATP) Certificate	X	X

NOTE: DPEs and SAEs must be authorized to conduct these administrative functions on their Certificate Letter of Authority (CLOA) in the Designee Management System (DMS). UMs can use RT only if their ODA procedures manual includes specified and approved procedures, as outlined in FAA Order 8100.15, Organization Designation Authorization Procedures, Chapter 3, Section 2, subparagraph 3-5r.

2) Requirements When Utilizing RT.

a) Ensure a DPE's, APD's, TCE's, or SAE's first use of RT is observed by a managing specialist (MS). ODAs will observe UMs first use of RT as per their approved procedures manual.

i. Order 8900.1, Volume 5, Chapter 2, Section 1, General. Paragraph 5-216, Purpose, specifies who is eligible to serve as an evaluator for administering a certification test that results in a certificate and/or rating. It will be updated to include a unit member (UM) in the list of eligible evaluators. Subparagraph 5-216A, Evaluator, will be amended by adding a bullet and note:

- Aviation safety inspectors (ASI);
- Pilot examiners (other than Administrative Pilot Examiners (Admin PE));
- Training Center Evaluators (TCE);
- Unit member (UM);
- Chief instructors, assistant chief instructors, or check instructors of pilot schools holding examining authority; and
- Instrument flight instructors conducting an instrument proficiency check (IPC).

NOTE: In Volume 5, there are numerous references to certifications that evaluators are authorized to conduct. Whenever the terms Aircrew Program Designee (APD), TCE, or Designated Pilot Examiner (DPE) are mentioned, a UM will adhere to those procedures to conduct airmen certification, provided the UM holds the authorized functions for those roles.

j. Order 8900.1, Volume 5, Chapter 5, Section 1, Introduction to 14 CFR Part 65 Certificates.

(1) Subparagraph 5-1116H2) will be amended by adding the following bullet and note:

- Title 14 CFR part 145/147 Airmen Certification (AC) Organization Designation Authorization (ODA) holder—for administering the oral and practical tests to mechanic applicants.

NOTE: For AC ODA policy, refer to Order 8100.15.

(2) Subparagraph 5-1125C will be revised to:

C. Special Accommodations for Oral and/or Practical Testing (Mechanic or Parachute Rigger). If, due to an applicant's disability, a designee is unable to complete the oral and/or practical tests using all applicable guidance, under certain circumstances the FAA may grant a special accommodation to the applicant. Applicants may request a special accommodation for their oral and/or practical test by making a request to the responsible Flight Standards office, ASI, or OMT that has oversight of the FS designee who will be conducting the oral and/or practical test. The applicant should contact and coordinate with the designee whom the applicant selected to conduct the test. Since a special accommodation is only necessary if existing testing guidance cannot be followed, the managing office must assist the designee in submitting a request for a deviation to guidance.

NOTE: It is important that the FAA does not grant a special accommodation for a disability that would actually require an applicant to request/receive an exemption to 14 CFR part 65. For example, an applicant who cannot speak and uses sign language to communicate would not meet the 14 CFR § 65.71(a)(2) requirement to speak the English language. In this case, the responsible Flight Standards office, ASI, or OMT processing the request cannot provide a special accommodation for an interpreter unless the applicant has been granted an exemption from the 14 CFR § 65.71(a)(2) requirement. See paragraph 5-1124 regarding exemption requests.

1) An applicant should make a written request for special accommodations to the FS managing office/specialist or OMT of the designee the applicant has selected to conduct the testing. The designee may assist the applicant in drafting and submitting the request. In order to process the request, the request should include the following:

2) The designee who will be conducting the testing should determine what guidance specified in Volume 5, Chapter 5, Section 11 or 12 the designee will need to deviate from in order to accommodate the applicant's request.

a) If it is not necessary to deviate from existing guidance to accommodate the applicant, no further action is needed. The designee may conduct the testing using all applicable guidance.

b) If it will be necessary to deviate from existing guidance, the designee should draft a deviation request in accordance with Volume 1, Chapter 1, Section 1, Subparagraph 1-3A, Deviations From This Order, with assistance from the managing office/specialist or OMT. The deviation request should include the following information:

- The written request for special accommodation provided by the applicant,
- References to the guidance that will be deviated from, and
- What accommodations will be made during the oral and/or practical test in lieu of the existing guidance. The accommodations made/requested must be based on the individual's disability.

3) The FSDO, ASI, or OMT must submit the deviation request and the applicant's request for special accommodation to the Aircraft Maintenance Division (AFS-300) at 9-AWA-AFS-300-Maintenance@faa.gov. The FSDO, ASI, or OMT must be available to coordinate and discuss the request with AFS-300.

4) AFS-300 will coordinate with applicable offices to determine if the request for special accommodation and guidance deviation is appropriate.

a) If approved, AFS-300 will issue the designee a deviation memo outlining the authorized deviations to the guidance in order to accommodate the applicant during testing.

b) If disapproved, AFS-300 will provide a written response to both the designee (for the deviation request) and to the applicant (for the request for special accommodation), notifying them of the reason the request was denied.

5) Prior to administering the test, the designee must communicate the testing process with the applicant to ensure applicant understanding and agreement.

6) Recording the Deviation Approval Memo.

a) The MS and the designees should ensure the Designee Management System (DMS) record (either in the preapproval or post-activity report) references the deviation approval memo.

b) ODA holders should reference the deviation approval memo in their summary activity report, and submit it to the OMT in accordance with their approved procedures manual.

k. Order 8900.1, Volume 5, Chapter 5, Section 2, Certificate an Airframe and/or Powerplant Mechanic: Authorize a Mechanic Applicant to Test.

(1) Subparagraph 5-1134B1d) will be revised to:

d) Once the applicant has passing test results for the written knowledge tests, the applicant may present their completed and signed Forms FAA 8610-2, the AMTS-authenticated document, and the test results of the applicable knowledge tests to a Designated Mechanic Examiner (DME) or Organization Designation Authorization (ODA) holder as eligibility to take the applicable oral and practical tests.

(2) Subparagraph 5-1134C5) will be revised to:

5) Title 14 CFR § 65.80 Testing Process. Once authorized to test under 14 CFR § 65.80, the applicant may then contact a DME or ODA holder to arrange for the applicable oral and practical tests. The applicant must provide the DME or ODA holder with both originals of FAA Form 8610-2, signed by the FAA and authorizing testing under 14 CFR § 65.80, to allow for appropriate recording of the oral and practical test results.

a) Upon completion of the oral and practical tests, the DME or ODA holder will record the test results on both originals of FAA Form 8610-2, provide one original to the applicant, and forward one original to the DME or ODA holder's responsible managing specialist (MS) or Organizational Management Team (OMT), as applicable. The DME or ODA holder will not issue a Temporary Airman Certificate at this point.

c) Once the applicant has graduated from the AMTS and has completed and passed all FAA tests applicable to the certificate/rating being requested (i.e., the written/knowledge tests), the applicant must return to a DME, ODA holder, or ASI for issuance of their temporary Mechanic Certificate. The DME or ODA holder will forward the new certification package (i.e., for certificate issuance) to the responsible MS or OMT, as applicable.

(3) Subparagraph 5-1134D7) will be revised to:

7) FAA Authorization to Test. The evaluating FAA ASI will authorize an eligible applicant to test by signing two copies of FAA Form 8610-2. After receiving authorization to test, the applicant may show a signed original of the form to an AKT center to begin the testing process. The applicant must retain both copies of the FAA Form 8610-2 to present to a DME or ODA holder before starting the oral and practical testing. See Figure 5-135, Sample FAA Form 8610-2—Application Based on Civil/Military Experience (Test Authorization).

(4) Subparagraph 5-1134E2)b) will be revised to:

b) A DME, ODA holder, or ASI reviewing the application is not evaluating an applicant's experience but rather is ensuring the application includes the appropriate information showing the required 18 or 30 months of experience.

(5) Paragraph 5-1136 will be revised to:

5-1136 SKILL REQUIREMENTS (14 CFR § 65.79). Each applicant for a Mechanic Certificate or rating must pass an oral test and a practical test, as appropriate to the rating sought. Unless the applicant is an AMTS student testing under 14 CFR § 65.80, the written test must be passed prior to taking the oral and practical tests required under 14 CFR § 65.79. Therefore, an ASI, DME, or ODA holder will ensure that the applicant has successfully completed all applicable knowledge tests for the rating sought, and that no tests are expired.

(6) Subparagraph 5-1136B will be revised to:

B. Oral and Practical Testing Process. See Volume 5, Chapter 5, Section 11 for the procedures for conducting mechanic oral and practical tests. Typically, the applicant must contact a DME or ODA holder in order to schedule the oral and practical tests. A list of DMEs and ODAs is available on the FAA website at https://www.faa.gov/other_visit/aviation_industry/designees_delegations/find_designees.

NOTE: FAA ASIs may conduct oral and practical testing; however, this is not typical due to availability of facilities, equipment, and tools used during the testing process. Wherever "DME" or "ODA holder" is referenced for oral and practical testing, it is understood that an appropriately trained, qualified, and equipped ASI could also conduct this activity.

1) Prior to the tests, the ASI, DME, or ODA holder who will administer the test will conduct a pretest interview with the applicant. The applicant should bring the following documentation to the pretest interview and on the date of the oral and practical test:

2) The official method of documenting the results of the oral and/or practical test is by a DME/ODA holder/ASI annotating the test results in the "Results of Oral and Practical Tests" section on page 2 of FAA Form 8610-2.

(7) Subparagraph 5-1138A2) will be revised to:

2) **FAA Designees.** A DME or ODA holder may not conduct any of the tasks/activities described in this section.

(8) Subparagraph 5-1139A, References (current editions), will be revised to add FAA Order 8100.15, Organization Designation Authorization Procedures.

(9) Subparagraph 5-1141C will be revised to:

C. Investigate Discrepancies. Investigate all indications or reports of falsification, fraudulent reproduction, alteration of airman certification documents and applications, or complaints against testing facilities, DMEs, or ODA holders.

I. Order 8900.1, Volume 5, Chapter 5, Section 3, Certificate an Airframe and/or Powerplant Mechanic: Issue a Temporary Mechanic Certificate (Original/Added Rating/Amendment).

(1) Subparagraph 5-1166B will be revised to:

B. Designee Management System (DMS). FAA personnel use DMS to record certification file review of a certification file completed by a Designated Mechanic Examiner (DME). DMEs use DMS to record activity, as applicable.

(2) Subparagraph 5-1168F will be revised to:

F. Pilot's Bill of Rights (PBR) Written Notification of Investigation. Any individual who applies for a Mechanic Certificate must receive, and acknowledge receipt of, a written notification of investigation at the time of the application (i.e., whenever an FS ASI or designee is reviewing and signing the FAA Form 8610-2 application). For mechanic applicants:

- FAA Form 8610-2 includes the PBR written notification in the supplemental pages of the form.
- The applicant's signature in the "Applicant's Certification" section of FAA Form 8610-2 indicates the applicant has received the PBR Written Notification of Investigation.
- See Volume 5, Chapter 5, Section 1 and Volume 14, Chapter 1, Section 3 for additional information regarding the PBR.

(3) Subparagraph 5-1172A2) will be revised to:

2) FAA Designees.

a) With respect to the tasks/activities described in this section, a DME or Airmen Certification (AC) Organization Designation Authorization (ODA) holder may issue Temporary Airman Certificates only to applicants who have been tested and found qualified for the certificate or rating sought, unless limited on the DME Certificate Letter of Authority (CLOA) or in the ODA procedures manual (for ODA holder).

b) With respect to the tasks/activities described in this section, a DME or ODA holder may not conduct the following:

- Amend an airman certificate.
- Issue an emergency replacement Temporary Airman Certificate to a mechanic.
- Process a surrender of a Mechanic Certificate or rating.
- Review a designee file on behalf of the FAA.

(4) Subparagraph 5-1172B2) through 4) will be revised to:

2) Designee managing specialists (MS) must coordinate designee activities with their assigned DMEs and through DMS at <https://designee.faa.gov>, as appropriate.

3) DMEs must coordinate all activities with their FAA MS and through DMS, as appropriate.

4) ODA holders must coordinate with the Organization Management Team (OMT) for any applications under 14 CFR § 65.77.

NOTE: For AC ODA policy, refer to FAA Order 8100.15, Organization Designation Authorization Procedures.

(5) Subparagraph 5-1173A, References (current editions), will be revised to add FAA Order 8100.15, Organization Designation Authorization Procedures.

(6) Subparagraph 5-1176B will be revised to:

B. Complete FAA Form 8610-2.

1) FAA Examiner's Report (Upper Section). If the certificate is being issued at the time of successful completion of testing by the ASI or designee who personally tested the applicant, see Volume 5, Chapter 5, Section 11 for instructions on completing FAA Form 8610-2.

2) FAA Examiner's Report (Lower Section). If the applicant was tested on a previous date, or testing was not required, and the ASI or designee is only examining the applicant's papers (e.g., applicants who were under age 18 when tested, applicants who tested under 14 CFR § 65.80, reissuance after downgrade, etc.), and the applicant was found eligible for the certificate requested, complete the following:

a) Mark the "Approved (Temporary Certificate Issued)" box in the lower portion of the "FAA Examiner's Report" section.

b) Print and sign your (the examiner's) name in the "FAA Signature" block.

c) Enter the date the applicant's papers were examined into the "Date" block.

d) In the "FAA Office/Designation No." block, enter the responsible Flight Standards office identifier of the authorized ASI or the designation number of the authorized designee.

NOTE: The date in the "Applicant's Certification" section on page 2 must match the date the examiner signs the "FAA Examiner's Report" section and the date on the Temporary Airman Certificate.

(7) Subparagraph 5-1180B will be revised to:

B. Designee Actions.

1) DMEs must complete the post-activity report in DMS, or other appropriate DMS entry, and then forward the certification package to their responsible Flight Standards office MS within 7 calendar days upon completion of a certification activity.

2) ODA holders must establish and follow procedures in their approved procedures manual for submitting completed certification files to the OMT within 7 calendar days of a certification activity.

(8) Subparagraph 5-1180C2) will be revised to:

2) For DME-completed certification files, record the file review in DMS; for ODA holder-completed certification files, complete a SAS AR (3506/5506) to record the file review.

m. Order 8900.1, Volume 5, Chapter 5, Section 11, Administer an Oral and a Practical Test: Mechanic Applicant Under Part 65 Subpart D.

(1) Paragraph 5-5-11-1 will be revised to:

5-5-11-1 REPORTING SYSTEM(S).

A. Safety Assurance System (SAS) Activity Recording (AR). Federal Aviation Administration (FAA) personnel use SAS AR and use the following activity codes, as appropriate:

1) **Maintenance:** 3504, 3540.

2) **Avionics:** 5540.

NOTE: FAA personnel use the Designee Management System (DMS) to record observation of a Designated Mechanic Examiner

(DME) administering a test, in accordance with FAA Order 8000.95, Designee Management Policy.

NOTE: FAA personnel use the Revision C Surveillance Application (RCSA) to record observation of an ODA holder administering a test.

B. Databases for FAA Designees. FAA designees use the following databases to record activity, as applicable:

- 1) DMS.
- 2) Mechanic Test Generator (MTG).

(2) Paragraph 5-5-11-5 will be revised to:

5-5-11-5 GENERAL INFORMATION FOR CONDUCTING ORAL AND PRACTICAL TESTS.

A. Flight Standards Service (FS) Designees—Designations Issued.

1) The FAA delegates certain mechanic certification functions to individuals as Designated Mechanic Examiners (DME), and organizations as Airmen Certification (AC) Organization Designation Authorizations (ODA). Authorization is granted under 14 CFR part 183, Order 8000.95, and FAA Order 8100.15, Organization Designation Authorization Procedures.

2) A designee must be issued the appropriate authorized function on their Certificate Letter of Authority (CLOA) (for DMEs), or in the ODA holder's approved procedures manual (for AC ODAs), to be authorized to conduct mechanic oral and practical tests. A designee can be issued the following authorized functions:

a) Airframe (A). The designee may conduct aviation mechanic airframe rating oral and practical tests and the general oral and practical tests, when required.

b) Powerplant (P). The designee may conduct aviation mechanic powerplant rating oral and practical tests and the general oral and practical tests, when required.

c) Airframe and Powerplant (A&P). The designee may conduct aviation mechanic airframe and/or powerplant rating oral and practical tests and the general oral and practical tests, when required.

B. Designee Materials. A designee must be knowledgeable on the content of and have available the following materials in order to perform the authorized functions and duties:

1) Applicable parts of 14 CFR and related FAA guidance material, available in the Dynamic Regulatory System (DRS) (<https://drs.faa.gov>), to include:

- Title 14 CFR Part 65, Certification: Airmen Other Than Flight Crewmembers.
- Title 14 CFR Part 183, Representatives of the Administrator.
- FAA Order 8000.95, Designee Management Policy.
- FAA Order 8900.1, Flight Standards Information Management System.
- FAA Order 8100.15, Organization Designation Authorization Procedures.

4) Forms applicable to mechanic certification, to include:

c) Designees may also use a current PDF version of FAA Form 8060-4 to fill out a Temporary Airman Certificate. However, designees are not authorized to digitally sign the form. Designees must print the form once filled and sign it using pen and ink. Additionally, because designees do not have access to the eForms system, designees must contact their managing specialist (MS) or Organization Management Team (OMT) to obtain a current version of the electronic form in a fillable PDF format.

D. Testing Limitations. This guidance uses the term “examiner” when referring to personnel authorized to conduct oral and practical tests (see paragraph 5-5-11-13) and evaluate applicants for the purpose of certificate issuance. Examiners are subject to the following limitations, as applicable, when conducting an oral and/or a practical test:

NOTE: DMEs are subject to additional guidance and limitations listed in Order 8000.95. DMEs must comply with Order 8000.95 at all times when exercising the privileges of their designation.

NOTE: ODAs are subject to additional guidance and limitations listed in Order 8100.15. ODAs must comply with Order 8100.15 at all times when exercising the privileges of their designation.

1) An examiner must not allow anyone other than an FS ASI or an ODA holder conducting an internal audit in accordance with their approved procedures manual to observe a test. For designee training purposes only, exceptions may be authorized in writing by the managing FAA office.

2) DMEs must not conduct tests at locations not listed on the current CLOA issued to the designee.

3) ODA holders must not conduct tests at locations not listed in their approved procedures manual.

4) Designees must not conduct or monitor any portion of computerized airman knowledge tests.

5) An examiner must conduct testing in person. A designee may not use remote technology (RT) to conduct any portion of a mechanic test or issuance of a Temporary Airman Certificate.

6) Designees must not endorse, amend, alter, or issue any permanent airman certificate.

7) An examiner must not exempt any applicant from the testing requirements in the Mechanic ACS.

8) An examiner must not combine teaching with testing during the testing of an applicant.

9) An examiner must not temporarily suspend a test to allow the applicant further study and then continue the same test later.

10) An examiner must not test more than one applicant at a time.

11) An examiner must not conduct tests in any language other than English, unless the examiner has been issued a deviation to this requirement by the Safety Standards policy offices (Aircraft Maintenance Division (AFS-300)).

(3) Subparagraph 5-5-11-5E3)c) will be revised to:

c) Have the applicant correct any errors to the FAA Form 8610-2 application prior to conducting the test. This may require the applicant to return to the FAA office where testing authorization was obtained. Questions or concerns regarding the applicant's eligibility or the validity of any document provided by the applicant should be directed to the designee's MS or OMT and resolved prior to testing the applicant.

(4) Paragraph 5-5-11-7 will be revised to:

5-5-11-7 CONDUCTING AND GRADING MECHANIC ORAL AND PRACTICAL TESTS.

B. Preparing for the Mechanic Oral and Practical Tests. The examiner must follow the procedures below to prepare for the oral and practical tests.

1) If the examiner is a DME, the examiner must obtain authorization to test from the responsible FAA office/designee MS through DMS automation. If the examiner is an ODA holder, the examiner must follow the procedures in the approved procedures manual for authorization to test.

3) Prepare the practical projects. The examiner must prepare the practical projects that are required to be tested as shown on each applicant's downloaded test.

c) Designees must report any significant change in the equipment or materials the designee has available for conducting tests to their MS/OMT.

F. Recording Test Results. Test results for mechanic oral and practical tests must be recorded by the examiner, before issuing a Temporary Airman Certificate, as described in the following subparagraphs.

4) DMS.

a) DMEs must complete the post-activity report (or appropriate entry for certificate issuance only) in DMS. The report or entry must be completed within 7 calendar days after completing the test.

b) ODA holders must follow the procedures in their approved procedures manual for submitting their work activity reports to the OMT. The OMT lead is responsible for ensuring that a copy of the summary of activity reports is uploaded into DMS.

(5) Paragraph 5-5-11-9 will be revised to:

5-5-11-9 COMPLETING THE CERTIFICATION PROCESS AFTER TESTING.

A. Completing FAA Form 8610-2. When the applicant has completed the test, the examiner must ensure the following sections of FAA Form 8610-2 are appropriately completed as described below. Samples of a completed FAA Form 8610-2 are included at the end of this section in the following figures:

3) "FAA Examiner's Report" Section.

b) The examiner must then:

- Print and sign their name in the "FAA Signature" block,
- Enter the date the test was completed in the "Date" block, and
- In the "FAA Office/Designation No." block, enter the responsible Flight Standards office identifier of the authorized ASI or the designation number of the authorized designee.

C. Creating the Certification File. The FAA cannot issue a permanent airman certificate unless all required documents are completed and on file to support the issuance of the certificate. Examiners should ensure the certification file is complete before the applicant departs from the testing area.

3) Once the paper is converted to a digital format, the paper becomes a copy, and the electronic version is the official airman record.

a) A DME may keep a copy of the certification file for their records. It is recommended the DME retain any copies for at least 6 months in the event a file must be re-created. Certification files contain Personally Identifiable Information (PII) and must be protected. Paper copies may be destroyed only by shredding, using a crosscut model shredder.

b) ODA holders must maintain records of certification files in accordance with Order 8100.15.

NOTE: Designees are not required to send both the paper certification file and a digitized file to the managing office; do not send both types of files, as this results in duplication and confusion.

c) Paper or electronic office copies held by the managing FS office may be destroyed in accordance with the office file plan.

NOTE: The managing FS office may need to update their file plan to facilitate record destruction.

E. Forwarding the Certification File. DMEs must forward the certification file to the responsible Flight Standards office within 7 calendar days of test completion. ODA holders must follow the procedures in their approved procedures manual for submitting certification files to the OMT within 7 calendar days of a certification activity. For failed or incomplete tests, the designee must not hold the file until retesting.

(6) Paragraph 5-5-11-13 will be revised to:

5-5-11-13 PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This guidance uses the term “examiner” when referring to any of the personnel in subparagraphs 1) and 2) below.

2) FAA Designees. FS designees must follow all applicable guidance when exercising the privileges of their designation. An FS designee may administer an oral and/or a practical test to a mechanic applicant when the following prerequisites are met:

- If the designee is a DME, they are authorized to conduct the specified function on the designee’s CLOA;
- If the designee is an ODA holder, they are authorized to conduct the specified function in the ODA holder’s approved procedures manual;
- If the designee is a DME, the DME’s CLOA is not expired;
- If the designee is an ODA holder, the ODA holder’s Letter of Designation is not expired;

- All of the designee's required training is current and up to date (refer to Order 8000.95 or 8100.15, as applicable); and
- The designee conducts the oral and practical tests at a location that is adequately equipped with the appropriate equipment and material necessary to conduct the tests; this includes the required equipment contained in the Minimum Tools and Equipment List (MTEL) (see Figure 5-5-11I).

B. Coordination Requirements.

2) DME MSs must coordinate designee activities with their assigned designees and through DMS automation at <https://designee.faa.gov>, as appropriate.

3) DMEs must coordinate all activities with their FAA MS and through DMS automation, as appropriate.

4) ODA holders must coordinate with their OMT as described in their approved procedures manual.

(7) Subparagraph 5-5-11-15A, References (current editions), will be revised to add FAA Order 8100.15, Organization Designation Authorization Procedures.

(8) Paragraph 5-5-11-17 will be revised to:

5-5-11-17 PROCEDURES.

B. Obtain Approval to Test. DMEs must obtain preapproval from their responsible office/MS before conducting a test. DME preapproval is done through DMS automation. ODA holders must follow the procedures in the ODA holder's approved procedures manual.

(9) Paragraph 5-5-11-19 will be revised to:

5-5-11-19 TASK OUTCOMES.

C. Record the Activity.

1) When an FS ASI conducts the oral and/or practical tests, complete the appropriate SAS AR record (see paragraph 5-5-11-1).

2) When an ASI has observed a DME conducting an oral and/or a practical test, this is recorded in DMS; no SAS AR record is required.

3) When an OMT team member has observed an ODA holder conducting an oral and/or a practical test, this is recorded in the RCSA.

(10) Figure 5-5-11I will be revised to:

Figure 5-5-11I. Minimum Tools and Equipment List

The tables below list the minimum tools and equipment that are needed to conduct mechanic oral and practical testing.

An examiner (i.e., aviation safety inspector (ASI) or designee) must ensure that, prior to administering any test, the appropriate tools and equipment are available to properly test the applicant. Also required for administering a test, but not included in this list, are normal consumables and technical data that are typically found in a professional aviation maintenance shop.

A designee (Designated Mechanic Examiner (DME) or Organization Designation Authorization (ODA) holder) must have all items listed in the Minimum Tools and Equipment List (MTEL) to be eligible for appointment as a designee and must continue to have these items to maintain the designation.

Prior to adding tools or equipment to the MTEL, designees will be notified (e.g., through Designee Management System (DMS) messaging or via Airman Testing Community Advisory at https://www.faa.gov/training_testing/testing) and provided the opportunity to comment. Practical test questions requiring the use of the new tools/equipment will not be available in the testing database for at least 6 months after the MTEL has been revised, to allow the designees time to obtain the required new items.

n. Order 8900.1, Volume 6, Chapter 8, Section 1, Part 142 Inspections: Surveillance and Inspection Activities for Part 142 Training Centers, Satellites, and Remote Sites. Subparagraph 6-1602B, Purpose, will be revised to add a note stating:

NOTE: For Airmen Certification (AC) Organization Designation Authorization (ODA) policy, refer to FAA Order 8100.15, Organization Designation Authorization Procedures.

o. Order 8900.1, Volume 6, Chapter 11, Section 14, Conducting Records Reviews and Aircraft Inspections Mandated by the Aging Airplane Rules for Parts 121, 129, and 135. Subparagraph 6-2490A, Prerequisites, will be revised to add the following bullet:

- ODA prerequisites will be the same as DAR-T prerequisites in accordance with FAA Order 8100.15, Organization Designation Authorization Procedures, and the DAR-T training identified in Order 8100.15, Chapter 3, Section 1, subparagraph 3-3d(1)(c).

p. Order 8900.1, Volume 13, Chapter 1, Section 1, Reserved. This section will be revised to add a note stating:

NOTE: For Airmen Certification (AC) Organization Delegation Authorization (ODA) policy, refer to FAA Order 8100.15, Organization Designation

Authorization Procedures, which is available at https://www.faa.gov/regulations_policies/orders_notices/index.cfm/go/document.information/documentID/1044319.

q. Order 8900.1, Volume 13, Chapter 1, Section 2, Reserved. This section will be revised to add a note stating:

NOTE: For Airmen Certification (AC) Organization Delegation Authorization (ODA) policy, refer to FAA Order 8100.15, Organization Designation Authorization Procedures, which is available at https://www.faa.gov/regulations_policies/orders_notices/index.cfm/go/document.information/documentID/1044319.

r. Order 8900.1, Volume 13, Chapter 2, Section 1, General.

(1) The Source Basis will be revised to:

Source Basis:

- **Title 14 CFR § 183.1, Scope.**
- **Title 14 CFR § 183.11, Selection.**
- **Title 14 CFR § 183.23, Pilot Examiners.**
- **Title 14 CFR § 183.51, ODA Unit Personnel.**
- **Administrative.**

(2) Paragraph 13-55, Objective, will be revised to add a note:

NOTE: For Airmen Certification (AC) Organization Delegation Authorization (ODA) policy, refer to FAA Order 8100.15, Organization Designation Authorization Procedures.

s. Order 8900.1, Volume 13, Chapter 2, Section 2, FAA's Management of an Aircrew Designated Examiner Program.

(1) Paragraph 13-78, ADE Program—FAA Responsibilities, will be revised to add a note:

NOTE: For Airmen Certification (AC) Organization Delegation Authorization (ODA) policy, refer to FAA Order 8100.15, Organization Designation Authorization Procedures.

(2) Subparagraph 13-78E will be revised to:

E. Responsibilities of an APM. An APM is an appropriately trained Operations inspector who is also specifically trained by an air carrier to oversee the certification activity and to manage the surveillance of that air carrier's training and qualification program in a specific aircraft type. An APM supports the POI in technical matters and in surveillance of ADE program activities associated with a specific aircraft type. An APM's functions include the following:

NOTE: An appropriately qualified air carrier may be appointed as an AC ODA holder. The APM is part of the AC ODA Core OMT and performs ODA oversight as described in Order 8100.15.

2) Standardization of Check Pilots/Check Flight Engineers (FE).

a) Initial Observation of Check Pilots/Check FEs.

NOTE: AC ODA holders may be authorized to conduct the initial and/or recurrent observations. Information on ODA holders is contained in Order 8100.15.

b) Biennial Observation of Check Pilots/Check FEs Approved Under 14 CFR § 121.411 or § 135.337.

NOTE: AC ODA holders may be authorized to conduct the initial and/or recurrent observations. Information on ODA holders is contained in Order 8100.15.

(3) Subparagraph 13-86, Establishing an ADE Program, will be revised to add the following notes:

NOTE: AC ODA requires organizations to have and maintain an operational ADE program.

NOTE: The AC ODA program recognizes the ADE program MOU as the document that authorizes APMs, that provide AC ODA oversight, the same benefits extended to the ADE program APMs.

NOTE: The AC ODA program also recognizes the ADE program MOU as the document that authorizes APD unit members (UM), that provide pilot certification for the ODA, the same benefits extended to the ADE program APDs.

t. Order 8900.1, Volume 13, Chapter 10, Section 1, Appointment/Renew/Terminate an Organization Designation Authorization.

(1) Subparagraph 13-661C will be added as the following:

C. General Information.

- Flight Standards Service (FS) Organization Management Team (OMT) members must enter Organization Designation Authorization (ODA) application information and Airmen Certification (AC) ODA unit member (UM) listing in the UM table; all other FS ODA types will upload the UM listing in the Designee Management System (DMS) attachments tab.

- FS OMT members must enter ODA oversight data into the new Revision C Surveillance Application (RCSA) tool.
- FS OMT members must create activity records in the SAS for activities not related to surveillance.

REPORTING SYSTEMS	SAS AR	DMS	RCSA TOOL
FS OMT members must enter ODA application information and AC ODA unit member listing in the UM table.		X	
All other FS ODA types would upload the UM listing in the DMS attachments tab.		X	
FS OMT members must enter ODA oversight data into the new Revision C Surveillance Application (RCSA) tool.			X
FS OMT members must create activity records in SAS for activities not related to surveillance.	X		

(2) Subparagraphs 13-663A through C will be revised to:

A. Prerequisites. This task requires knowledge of Title 14 of the Code of Federal Regulations (14 CFR) part 183 regulations and Federal Aviation Administration (FAA) policies. The task also requires qualification as an aviation safety inspector (ASI) (Airworthiness), as applicable. If an FS office receives a preapplication communication for the AC ODA type, notify the AVS Organization Designation Authorization Office (AVS-60) during the preapplication coordination process that an organization intends to apply. The preferred notification method is through the link on the AC ODA web page at <https://my.faa.gov/org/linebusiness/avs/avs-60/AC-ODA>. The AC ODA Implementation Team is comprised of AVS-60 and FS inspectors, and its mission is to provide FS personnel with continuous support during AC ODA preapplication, application, and Evaluation Panels (EP). This support also extends to forums, best practices, and continuing management. FS personnel should visit <https://my.faa.gov/org/linebusiness/avs/avs-60/AC-ODA> for AC ODA information, support materials, and to request an AC ODA office briefing.

B. Training. Specific courses required for designee oversight are listed in the “Inspector Training for Designee Oversight” matrix. The training matrix is maintained on the FS Workforce Development Division (AFB-500) Knowledge Services Network (KSN) site (<https://avssp.faa.gov/avs/afs500/TNA/Shared%20Documents/Inspector%20Training%20For%20Designee%20Oversight.pdf>). The training matrix is organized by designee type and promotes the FS philosophy that the most

appropriate person (or target audience) should attend the right training at the right time. Per FAA Order 8100.15 Organization Designation Authorization Procedures, Chapter 4, Section 2, Paragraph 4-6b(2)(a): “For AC ODA, where FAA Order 8900.1 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.”

C. Coordination. This task may require coordination between one or more of the following offices:

- Responsible Flight Standards office.
- General Aviation and Commercial Division (AFS-800).
- Certificate Management Section (CMS).
- Responsible Certification Branch.
- Policy and Innovation Division (AIR-600).
- Aircraft Evaluation Division (AFS-100).
- AVS-60.

(3) Subparagraph 13-666A will be revised to:

A. Approvals Contrary to Regulations. ODA holders may not, under any circumstances, issue airworthiness or airman certificates or approvals contrary to 14 CFR or FAA-established methods, techniques, and practices.

u. Order 8900.1, Volume 13, Chapter 10, Section 2, Inspect an Organization Designation Authorization.

(1) Paragraph 13-681, Reporting System(s), will be revised to remove the reporting requirement for Safety Assurance System (SAS) Activity Recording (AR) for codes Maintenance 4677 and Avionics 6677 for surveillance activities. “Current Organization Designation Authorization (ODA) surveillance activities are no longer included in Federal Aviation Administration (FAA) Order 1800.56, National Flight Standards Work Program Guidelines (NPG). Surveillance activities and supporting documentation will be recorded in the procedures and systems prescribed by FAA Order 8100.15, Organization Designation Authorization Procedures.

NOTE: All remaining ODA activities conducted by Organization Management Team (OMT) members, other than surveillance, will continue to be recorded utilizing SAS AR.”

(2) For OMT members, FAA personnel will use the SAS AR available under the 14 CFR part 183 drop-down selection, as appropriate for non-surveillance related activities. Additionally, the following SAS AR codes will be made available under the 14 CFR part 183 selection:

- (a) Avionics: 5240, 5372, 5506, 5540.
- (b) Maintenance: 3240, 3372, 3506, 3540.

(c) Operations: 1245, 1303.

(3) Paragraph 13-682 will be revised to:

13-682 OBJECTIVE. Guidance for conducting surveillance activities of Organization Designation Authorization Procedures (ODA) is provided in FAA Order 8100.15, Organization Designation Authorization Procedures. This section provides additional guidance for flight standards Organizational Management Team (OMT) members conducting surveillance of ODA holder organizations.

(4) Subparagraph 13-684B will be revised to:

B. Training. Specific courses required for designee oversight are listed in the “Inspector Training for Designee Oversight” matrix. The training matrix is maintained on the Flight Standards Service (FS) Workforce Development Division (AFB-500) Knowledge Services Network (KSN) site. To access it, click the link on the AFB-500 MyFAA home page. The training matrix is organized by designee type and promotes the FS philosophy that the most appropriate person (or target audience) should attend the right training at the right time. Refer to Order 8100.15, Chapter 4, Section 2, subparagraph 4-6b(2)(a) for further information.

(5) Subparagraph 13-684C, Coordination, will be revised to require task coordination between the managing offices as defined in Order 8100.15.

(6) Subparagraph 13-687A will be revised to:

A. Complete the surveillance record and documentation in accordance with Order 8100.15.

6. Disposition. We will incorporate the information in this notice into Order 8900.1 before this notice expires. Direct questions or comments concerning the information in this notice to the General Aviation and Commercial Division, Delegation Group (AFS-850) at 202-267-1100 or via email at 9-AFS-800-Correspondence@faa.gov.



Robert Reckert for
Hugh Thomas
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