U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

National Policy

ORDER 8100.15B

05/16/2013

SUBJ: Organization Designation Authorization Procedures

This order establishes the procedures, guidance, and limitations of authority that the Federal Aviation Administration (FAA) grants to an organization under the Organization Designation Authorization (ODA) program. If you work for the Aircraft Certification Service or Flight Standards Service and are involved in appointment or oversight of delegated organizations, you must follow these procedures. This order also offers guidance to help designated organizations understand what the FAA may authorize them to do, and the procedures they must follow.

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Chapter 1. Introduction

1-1. Purpose. This order outlines the Federal Aviation Administration's (FAA) Organization Designation Authorization (ODA) program. Under this program, the FAA can delegate certain types of authority to organizations. This order addresses how to qualify, appoint, and oversee organizations in the ODA program.

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

1-3. Where Can I Find This Order? You can find this order at MYFAA Employee website: https://employees.faa.gov/tools_resources/orders_notices, http://www.faa.gov/regulations_policies/orders_notices/ and on the Regulatory and Guidance Library (RGL) website: http://rgl.faa.gov.

1-4. Explanation of Policy Changes. This revision incorporates the following changes:

a. Establishes that the Organization Management Team (OMT) has the discretion to determine that an ODA holder's procedures are equivalent to referenced FAA procedural requirements. See paragraph 2-7 of this order.

b. Clarifies the ODA unit member selection process and requires the OMT to review all ODA unit member selection decisions for at least two years. See paragraph 3-13 of this order.

c. Requires ODA holders to submit reports on the training status of its manufacturing unit members. See paragraph 3-16e of this order.

d. Requires that ODA procedures manual language addressing certification project notification (CPN) requirements be coordinated with the accountable directorate standards staff. See paragraphs 4-3d(4) and 5-3a(2)(a) of this order.

e. Requires the OMT lead to expedite the review of procedures manual revisions which address policy changes, corrective actions, or findings from self audits or FAA oversight. See paragraph 5-3a(2)(a) of this order.

f. Clarifies that OMT leads must complete FAA Academy Course 12020, *Compliance and Enforcement Procedures.* See paragraph 5-2f(3) of this order.

g. Requires that the OMT retain only the last 3 self audit reports submitted by the ODA holder. See paragraph 5-3d(1)(i) of this order.

h. Provides procedures for removal of ODA unit members with performance problems and requires the OMT to input information into the Designee Information Network (DIN) regarding ODA unit members who have been removed for misconduct, including lack of care or judgment or lack of integrity issues. See paragraphs 5-6d and 16-5 of this order.

i. Requires annual supervision to be based on the fiscal year calendar. See paragraph 5-4a of this order.

j. Addresses appropriate communications and interactions between the OMT and the ODA holder/unit members. See paragraph 5-4i of this order.

k. Eliminates information regarding the correction of non-compliant conditions. See paragraph 5-6b of this order.

l. Allows for use of electronic tools to temporarily capture and maintain inspection discrepancy records. See paragraph 6-5g of this order.

m. Requires Type Certification ODA (TC ODA) and Supplemental Type Certification ODA (STC ODA) holders to submit recommendations for FAA specific findings or FAA participation with their program notification letters. See paragraphs 8-6b and 11-7b. It also requires their OMTs to provide the ODA holder with the rationale for specific findings or FAA participation in ODA projects. See paragraph 8-6c and 11-7e of this order.

n. Requires the geographic MIDO to approve limitations on experimental airworthiness certificates issued by TC and STC ODA holders. See paragraphs 8-11 and 11-13 of this order.

o. Clarifies that FAA participation in Final Type Certification Board Meetings is only mandatory for new type certificate projects. See paragraph 8-15t of this order.

p. Requires the certificate managing Aircraft Certification Office (ACO), rather than the STC ODA holder, to provide a copy of an STC to AIR-110. Also requires an ODA holder which issues an STC outside of its managing ACO's geographic area to coordinate with the geographic ACO for the STC holder. See paragraph 11-7l(2) of this order.

q. Clarifies airworthiness function codes. See chapters 8-13 of this order.

r. Requires Major Repair, Major Alteration and Airworthiness ODA (MRA ODA) holders to provide airworthiness certification packages to the OMT's flight standards representative, rather than the OMT lead. See paragraphs12-7 and 12-8 of this order.

s. Requires MRA ODA holders authorized airworthiness approval functions to hold a part 121, 135, or 145 certificate. See paragraph 12-2c.

t. Eliminates the requirement to submit a copy of the PMA assist letter or reference to the STC number with the program notification for PMA substantiated by STC or licensing. The ODA holder must verify these are available before issuing the PMA supplement. See paragraphs 13-7a and 13-7e of this order.

u. Requires Parts Manufacturer Approval (PMA) ODA holders which are authorized to approve major repair data to include procedures for approval of such data in their ODA procedures manual. See paragraph 13-12j of this order.

v. Eliminates the requirement to use the certification project notification (CPN) process to coordinate PMA projects for critical or life-limited parts substantiated by STC or licensing. See paragraph 13-7b of this order.

w. Revises inspection criteria to improve assessment of software. See appendix C, section 3 of this order.

x. Updates FAA Forms and record templates. See appendix A, figures 1, 11, 12 and 17 of this order.

1-5. Effective Date. This order is effective June 17, 2013. Those provisions requiring the revision of ODA procedures manuals must be incorporated into approved ODA procedures manuals by January 17, 2014. ODA holders must submit revised procedures manuals for approval by October 18, 2013 or as required earlier by their OMTs.

1-6. General.

a. Under Title 49 of the United States Code (49 USC) 44702(d), the FAA may delegate to a qualified private person a matter related to issuing certificates, or related to the examination, testing, and inspection necessary to issue a certificate on behalf of the FAA Administrator as authorized by statute to issue under 49 USC 44702(a).

b. The FAA established the ODA program in Title 14 of the Code of Federal Regulations (14 CFR) part 183, subpart D, which addresses all FAA delegations to organizations.

c. Because some ODAs involve both AIR and AFS functions, AIR and AFS 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.

Chapter 2. Program Overview

2-1. FAA Appointment of ODAs. The FAA may not grant an ODA to every qualified applicant. The FAA will only grant ODAs when it determines the following:

a. The organization's FAA workload is large enough to warrant approval;

b. The FAA will benefit from granting the ODA; and

c. The FAA has the resources available to manage the authorization.

2-2. Eligibility For ODA. Any organization consisting of two or more individuals may apply for an ODA. However, every organization is not eligible for every ODA type. For some ODA types, the organization must be a certificate holder or meet specific eligibility requirements. For example, only a PMA holder can get a PMA ODA.

2-3. Definition of ODA Holder and ODA Unit. An ODA holder is the organization to which the FAA grants the ODA. It may be a certificate holder, such as a repair station or aircraft operator, or a consultant group. The ODA unit is the group of individuals (at least two) within the ODA holder that perform the authorized functions. For consultant groups, the ODA holder may consist entirely of the ODA unit. In this order, some requirements apply specifically to the ODA holder, others to the unit. The ODA holder is responsible for administering the ODA unit, and ensuring all requirements of this order are met.

2-4. Types of ODAs. There are eight types of ODA programs. Each type has a chapter in this order that addresses qualifications and functions. To perform functions available to a certain ODA type, organizations must meet certain eligibility requirements. These organizations, when performing delegated functions, must follow all applicable FAA regulations and policies appropriate to those functions. These ODA organizations must use authorized unit members to perform all of the FAA functions necessary for FAA approvals unless specifically provided for otherwise within this order. See figures 2-1, 2-2, and 2-3 of this order for an overview of the available functions. Other types of ODA programs may be added by the appropriate headquarters policy office by future changes to this order.

a. Type Certification ODA (TC ODA). Holders of a TC ODA may manage and make findings 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 an original type certificate (TC) or amended TC. A TC ODA is available to 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. 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. Supplemental Type Certification ODA (STC ODA). Holders of a STC ODA may develop and issue supplemental type certificates (STC)s and related airworthiness certificates. An STC ODA is intended primarily for repair stations, operators, and manufacturers, but consultant groups with the required knowledge and experience may also qualify for an STC ODA.

d. 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 (TSO) authorization holders qualify for a TSOA 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. Repair stations and operators qualify for all functions available under 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 PMA supplements based on test and computation approvals, STCs, or licensing agreements. Only existing PMA holders qualify for this ODA type.

g. Airman Knowledge Testing ODA (AKT ODA). Holders of an AKT ODA type are responsible for testing center personnel and facility management, administration and delivery of airman knowledge tests, and issuance of airman knowledge test reports (AKTR) to airman applicants. The AKT ODA managing office is the Airman Testing Standards Branch (AFS-630), located in Oklahoma City, Oklahoma. AKT ODA must be reviewed, approved, and authorized by this office.

h. 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. ODAs for operational certifications may be expanded in future revisions of this order to include additional air operator, airman, air carrier, or air agency certification functions. An AO ODA is intended primarily for consultant groups, but experienced certificated operators may also qualify.

Figure 2-1. ODA Functions.

AVAILABLE FUNCTIONS	CHAP 8 TC ODA	CHAP 9 PC ODA	CHAP 10 TSOA ODA	CHAP 11 STC ODA	CHAP 12 MRA ODA	CHAP 13 PMA ODA	CHAP 14 AKT ODA
APPROVE TECHNICAL DATA AND FIND COMPLIANCE TO THE AIRWORTHINESS STANDARDS	8010 (E)			11010 (E)		13010 (E)	
ISSUE STCS and/or AMENDMENTS				11020 (E)			
ISSUE and REVISE PMA SUPPLEMENTS							
BASED ON TEST AND COMPUTATIONS						13031 (M)	
BASED ON LICENSING AGREEMENT OR STC						13032 (M)	
APPROVE OPERATIONAL OR REPAIR INFORMATION	8040 (E)			11040 (E)	12040 (E)	13040 (E)	
APPROVE AIRWORTHINESS LIMITATIONS INFORMATION	8050 (E)			11050 (E)	12050 (E)	13050 (E)	
ISSUE AIRWORTHINESS CERTIFICATES & APPROVALS	See figure 2-2 for Airworthiness Functions						
ESTABLISH CONFORMITY INSPECTION REQUIREMENTS	8070 (E)	9070 (M)		11070 (E)		13070 (E, M)	
DETERMINE CONFORMITY OF ARTICLES INCLUDING TEST ARTICLES	8080 (M)	9080 (M)	10080 (M)	11080 (M)		13080 (M)	
DETERMINE CONFORMITY OF TEST SETUP	8090 (M)	9090 (M)	10090 (M)	11090 (M)		13090 (M)	
DETERMINE CONFORMITY OF INSTALLATIONS OF ARTICLES, INCLUDING TIA INSPECTIONS ON A PRODUCT	8100 (M)	9100 (M)		11100 M		13100 (M)	
PERFORM COMPLIANCE INSPECTIONS	8110 (E)			11110 E		13110 (E)	
EVALUATE PRODUCTION LIMITATIONS RECORD , PC AND PROCESS CHANGES		9120 (M)					
APPROVE DATA FOR MAJOR ALTERATIONS OR MAJOR REPAIRS	8130 (E)			11130 E	12130 (E)	13130 (E)	
PERFORM AGING AIRCRAFT INSPECTIONS AND RECORDS REVIEWS					12140 O		
APPROVE MINOR CHANGES TO QUALITY CONTROL MANUAL/PROCEDURES		9150 (M)					
PERFORM APPROVALS IN SUPPORT OF TC ODA HOLDER PROJECTS	8160			11160		13160	
ISSUE FAA FORM 8130-31, STATEMENT OF CONFORMITY - MILITARY AIRCRAFT	8170 (M)	9170 (M)		11170 (M)			
PERFORM REVIEW AND ACCEPTANCE OF INSTRUCTIONS FOR CONTINUED AIRWORTHINESS (ICA)	8180 (A)			11180 (A)		13180 (A)	

Legend: Primary FAA Office: A=Aircraft Evaluation Group; E=Aircraft Certification Office; M=Manufacturing Inspection District Office; and O=Flight Standards District Office

Note: For function code descriptions and additional clarification, see specific chapters of this order. Underlined codes are available to consultant group organizations.

Figure 2-2 Airworthiness Certificate and Approval Functions

AVAILABLE FUNCTION CODES	CHAP 8 TC ODA	CHAP 9 PC ODA	CHAP 10 TSO ODA	CHAP 11 STC ODA	CHAP 12 MRA ODA	CHAP 13 PMA ODA	CHAP 14 AKT ODA
ISSUE/AMEND STANDARD AIRWORTHINESS CERTIFICATES	8061 (M)	9061 (M)		11061 (M)	12061 (O)		
ISSUE/AMEND SPECIAL AIRWORTHINESS CERTIFICATES	8062 (M)	9062 (M)		11062 (M)	12062 (O)		
ISSUE DOMESTIC AIRWORTHINESS APPROVALS		9063 (M)	10063 (M)		12063 (O)	13063 (M)	
ISSUE EXPORT AIRWORTHINESS APPROVALS		9064 (M)	10064 (M)		12064 (O)	13064 (M)	
ISSUE EXPORT AIRWORTHINESS APPROVALS		9065 (M)			12065 (O)		
ISSUE SPECIAL FLIGHT PERMITS	8066 (M)	9066 (M)		11066 (M)	12066 (O)		
ISSUE/AMEND SPECIAL AIRWORTHINESS CERTIFICATES FOR PRIMARY CATEGORY AIRCRAFT		9067 (M)		11067 (M)			
ISSUE/AMEND SPECIAL AIRWORTHINESS CERTIFICATES FOR RESTRICTED CATEGORY AIRCRAFT		9068 (M)		11068 (M)	12068 (O)		
ISSUE PROVISIONAL AIRWORTHINESS CERTIFICATES		9069 (M)					
ISSUE A REPLACEMENT AIRWORTHINESS CERTIFICATE				110610 (M)	120610 (O)		
DELIVERY OF AIRMAN KNOWLEDGE TESTS							1401(S)

Legend: Primary FAA Office: M=MIDO; O=FSDO; and S=AFS-630

Note: For function code descriptions and additional clarification, see specific chapters of this order. Underlined codes are available to consultant group organizations.

Figure 2-3 Operational Approval Functions

AVAILABLE FUNCTION CODES	CHAPTER 15 AO ODA
REVIEW ELIGIBILITY	15010 (O)
EVALUATE RLCFM	15020 (O)
ADMINISTER CHIEF PILOT TESTS	15030 (O)
ADMINISTER FLIGHT CHECKS	15040 (O)
VERIFY AIRWORTHINESS	15050 (O)
CONDUCT BASE INSPECTION	15060 (O)
ISSUE OPERATING CERTIFICATE	15070 (O)

Legend: Primary FAA Office – O=FSDO

2-5. Multiple ODA Types. An organization that seeks an ODA may apply for as many types of ODA for which it qualifies. The appointing office will only issue one ODA letter of designation, and assign one ODA number. 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.

2-6. Organization Management Team. The organization management team (OMT) is the group of FAA personnel responsible for oversight of the ODA holder. See paragraph 5-2 of this order for information about OMTs.

2-7. Applicability of Referenced FAA Procedures. This order commonly requires ODA holders to perform FAA functions in accordance with the procedural requirements of other FAA Orders, such as 8110.4, *Type Certification,* or 8120.22, *Production Approval Procedures.* In many circumstances, literal compliance with procedural requirements prescribed in other 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 reference means to impose a requirement that the ODA holder's procedures follow the same procedures to the extent possible, given the ODA holder's structure. If literal compliance is not possible with the referenced order, discretion is given to the OMT to evaluate the ODA holder's procedures and 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.

2-8. Certification Activity. Organizations that are not eligible for or do not want an ODA may continue to use standard certification procedures, including individual designees. Organizations with ODAs are expected to complete all projects possible using ODA authority,

but may continue using standard 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 unit members unless the use of other approvals is provided for in this order.

Chapter 3. Qualifications, Responsibilities, and Authority

3-1. Granting an ODA. This chapter outlines the general ODA eligibility and qualification requirements. It also explains the general requirements and limitations that apply to all ODAs. The specific requirements for the various types of ODAs are addressed in chapters 8 through 15 of this order.

3-2. 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 an ODA applicant that employs individual designees to significantly reduce the number of designees for the type of ODA functions it seeks. An ODA holder may retain individual designees to operate under standard procedures, if the needed functions are not available under the ODA program.

3-3. ODA Holder Location. Each ODA holder must be located in the United States. However, ODA unit members may be located apart from the ODA holder's facility if agreed to by the OMT. An ODA holder may appoint ODA unit members in another country only after the OMT decides the ODA unit member's location poses no undue burden on the FAA. The ODA unit member must attend all required training, and meet with the OMT yearly if required by the OMT. An AO ODA holder may not be appointed nor perform functions outside the United States.

3-4. ODA Holder Qualifications. Every applicant must meet the qualifications in this paragraph as well as the eligibility requirements in chapters 8 through 15 of this order for the specific type of ODA requested.

a. Integrity. The applicant's management, its ODA administrator, and the proposed ODA unit members must possess demonstrated integrity in their experience with the FAA.

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. The ODA unit also must be free to do its duties. The organizational model for ODAs will vary significantly depending on the ODA holder's functions, size, and corporate structure. The model must meet the following:

(1) The ODA administrator must ensure that the organization performs all authorized functions in accordance with the regulations and applicable FAA policy. (Terms used in this order, such as "ODA administrator," are defined in appendix E of this order.) The ODA administrator must also ensure that the organization always complies with its ODA procedures manual. The ODA administrator must be in a position that provides authority to act in the FAA's interest.

(2) Each ODA unit member must be in a position that provides enough authority and time to perform duties without pressure or influence from other parts of the organization.

(3) An ODA unit member must have no conflicting restraints while performing authorized functions. Additionally, an ODA unit member must not have responsibilities that conflict with those of the ODA unit.

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. Additionally, applicants seeking a TC, STC, or PMA ODA must have a recent and successful history performing certification work and have completed projects as an organization. For these ODA types, newly formed organizations must complete projects under standard procedures in order to be eligible for ODA even if the ODA members are experienced individuals. An applicant for type and production certificates may be appointed as a PC ODA if it is expected to obtain a production certificate. Each applicant for AO ODA functions must have the ability to manage operator certification projects.

d. Resources. Each applicant must have sufficient administrative and technical resources to satisfy all the requirements of the requested authorization. It must employ an ODA administrator and have available an ODA unit consisting of the appropriate personnel capable of performing the authorized functions. 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 primary facilities must be in the United States. The facilities must be appropriate for the ODA sought, as detailed in chapters 8 through 15 of this order.

3-5. ODA Staff Qualifications. Qualifications for the ODA administrator and ODA unit are as follows:

a. ODA Administrator. The ODA administrator must have technical experience with the functions performed under the ODA and a broad range of management experience. This experience must enable the ODA administrator to manage the entire ODA unit activities effectively. The following are the minimum requirements for an ODA administrator:

(1) At least five years of working experience with the FAA on projects similar to those authorized under the ODA. This experience must include various levels of technical airworthiness responsibilities and experience (for example, compliance engineer, quality assurance inspector, manufacturing inspector, or airworthiness inspector) or technical operations responsibilities and experience (for example, director of operations, chief pilot, safety manager, or operations inspector). The ODA administrator must also have management experience in one or more technical disciplines such as engineering, manufacturing, airworthiness, maintenance, quality assurance, or operations.

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

(3) Demonstrated sound judgment and integrity.

(4) 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.

(5) The lead ODA administrator must be a full-time employee of the ODA holder. Alternate ODA administrators need not be full-time employees, but must meet all ODA administrator qualification requirements.

(6) In addition, AKT ODA administrators must:

(a) Have a good reputation and record in the industry and community for integrity and dependability.

(b) Have a willingness to serve the aviation community.

(c) Have a history of cooperation with the FAA (if applicable).

(d) Be at least 21 years of age.

(e) Be citizens or legal resident aliens of the United States (except for locations outside the United States).

(f) Know and understand AKT authorization requirements.

(g) Know computer uses as they relate to the AKT Program.

(h) Be knowledgeable in the structure, processing, and transmission of applicant data.

(i) Know and understand the English language.

b. Engineering and Flight Test ODA Unit Members.

(1) **An engineering or flight test ODA unit member must meet the qualifications for a DER.** The FAA defines these qualifications in FAA Order 8100.8, *Designee Management Handbook*. The ODA unit members need to meet only those requirements for the functions and areas they will perform. However, the requirement to have direct working experience with the FAA may be satisfied by having direct working experience within an ODA holder's or other delegated organization.

(2) **Qualification Requirements for an ODA Unit Member Making Findings to Foreign Requirements.** The OMT may authorize an ODA holder to make findings of compliance with foreign regulations in support of TC or STC validation programs. Each ODA unit member authorized to make such findings 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. The ODA unit member listing must identify, for each ODA unit member, the foreign requirements to which the ODA unit member is authorized to make findings.

c. Manufacturing and Maintenance ODA Unit Members.

(1) Each ODA unit member performing airworthiness, conformity, production or maintenance inspections must meet the qualifications to perform those inspections in FAA Order 8100.8. However, the requirement to have direct working experience with the FAA may be satisfied by having direct working experience within an ODA holder's or other delegated organization.

(2) Each ODA unit member determining conformity of installations must have five years of experience performing conformity inspections of installations on a product.

(3) Each ODA unit member performing type inspection authorization (TIA) inspections must have five years of experience inspecting aircraft systems installations and be able to determine airworthiness of the aircraft before flight testing.

(4) Each ODA unit member performing TIA inspections involving weight and balance of aircraft must have knowledge of weight and balance practices described in FAA Advisory Circular (AC) 120-27, *Aircraft Weight and Balance Control.*

(5) Each ODA unit member determining conformity of compliance test setups must have two years of experience performing conformity inspections of compliance test setups.

d. AKT Unit Members. Each AKT unit member must:

(1) Have a good reputation and record in the industry and community for integrity and dependability.

(2) Have a willingness to serve the aviation community.

(3) Have a history of cooperation with the FAA.

(4) Be at least 21 years of age.

(5) Be a citizen or legal resident alien of the United States (except for locations outside the United States).

> **Note:** A foreign national may be appointed as an ODA unit member at a location outside the United States. A foreign national may NOT be appointed as an ODA unit member at a location in the United States.

(6) Know policies and requirements outlined in this order.

(7) Know airman knowledge test authorization requirements.

(8) Know computer uses as they relate to the AKT program.

Note: Former FAA employees must undergo and/or comply with the same approval, background check, training, and oversight processes as any other ODA unit members.

e. Air Operator ODA Unit Members.

(1) An AO ODA must consist of unit members who have experience in all aspects of the applicable operational certification functions. Each AO ODA unit member must have at least two years of experience working for an AO certificate holder(s) of the same type.

(2) Each AO ODA unit member administering pilot knowledge and skill testing, observing operational flight checks, approving operating manuals and training programs, or conducting base inspections must hold the appropriate certificates and ratings similar to those required for an FAA aviation safety inspector (operations) conducting the same functions. The unit member must also have three years of experience as a pilot in the same type of operation or as an FAA inspector (operations).

(3) Each AO ODA unit member conducting airworthiness record reviews, inspections, or approvals must meet the qualifications in FAA Order 8100.8 to perform those functions.

3-6. Responsibilities. ODA holders and units must follow the FAA regulations, directives, policies, guidance, and procedures as applicable to the authorized functions. The responsibility for finding compliance with the regulations and applicable policy remains with the ODA holder. The ODA holder is responsible for the activity of the ODA unit and ODA administrator.

a. ODA Holder. The ODA holder must ensure that its ODA administrators and ODA units remain free to perform their authorized functions in accordance with FAA regulations, and are not subject to conflicts of interest that might impact their ODA unit responsibilities. In addition to performing their authorized functions, the ODA unit members must have enough time and resources to keep up to date on the current FAA regulations, directives, and guidance applicable to the authorized functions.

b. ODA Administrator. The ODA administrator manages the ODA unit activities and communicates with the OMT. 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 duties for the FAA, without undue pressure or influence from other organizational segments or individuals. The ODA administrator must ensure that the organization follows the procedures in its procedures manual and that the processes 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.

c. ODA Unit. Each ODA unit member must:

(1) Comply with the procedures in the approved procedures manual.

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

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

d. Separation of Duties. ODA holders and unit members should be aware that the delegated functions performed as an individual designee are separate and distinct from the functions performed as an ODA unit member.

3-7. Memorandum of Understanding.

a. ODA Holder's Commitment. An ODA holder agrees to use the same care, diligence, judgment, and responsibility when performing the authorized functions as the FAA would use in performing the function. 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 applicant's organization. As proof 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. As a minimum, the MOU must contain the language in appendix A, figure 14 of this order.

b. Preparing an 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. Appendix A, figure 14 of this order contains acceptable MOU. All personnel within the ODA holder that manage ODA unit members in any capacity must read and understand the MOU.

c. Changes to ODA Holder Signatories. Any time an ODA holder signatory of the MOU changes, the replacement must sign a revised MOU. If an ODA holder's new senior management refuses to sign the MOU, the managing office must terminate the ODA. The revised MOU must be provided to the OMT lead within 90 days.

3-8. Authority and Functions.

a. Functions Available. The functions that may be authorized are shown in figures 2-1, 2-2 and 2-3 of this order. Each chapter in this order that covers an ODA type gives specific function code descriptions. Limitations for each ODA type are given in chapters 8 through 15 of this order as well. Individual limitations will be identified in the approved procedures manual.

b. Authorized Functions. We will identify the authorized ODA types in the letter of designation and specify the authorized functions and limitations in the ODA procedures manual. See appendix A, figure 3 of this order for an example of an ODA letter of designation. To add functions, an ODA holder must apply in accordance with 14 CFR 183.43 and paragraph 4-2 of this order. The FAA must approve any changes in functions before they may be performed.

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

3-9. Procedures Manual. Each ODA holder must perform all authorized functions in accordance with its FAA-approved procedures manual. The procedures manual must be available to all members of the ODA unit.

a. Content. The procedures manual must address all procedures and limitations regarding functions performed by the ODA holder. The OMT may not use separate documentation to establish agreements or procedures for functions performed by the ODA holder. The procedures manual must contain at least the following (See appendix B of this order for format and chapters 8 through 15 for detailed requirements.):

(1) Signature blocks for the FAA managing office(s) and ODA administrators. A single aircraft evaluation group (AEG) managing office manager may sign the procedures manual on behalf of any other AEG managing office(s) manager.

(2) General table of contents and a method for maintaining configuration control such as complete revision control or a log of revisions/list of effective pages.

(3) Procedure for revising the procedures manual and obtaining approval of revisions.

(a) Definition of manual changes which don't require OMT approval.

(b) Method of documenting OMT approval of changes.

(c) Method of documenting and determining approval requirements for changes in facilities or organizational structure.

(4) Preface and introduction, including procedures for FAA and ODA holder communications. The ODA holder's procedures for communications must address the types of communications that are appropriate between the ODA holder/unit and the OMT. The types of communications may vary based on the size and complexity of the organization and the working arrangements with its OMT.

(5) Authorized functions and limitations. Limitations section must identify the products and/or articles addressed by the ODA holder's authority.

(6) Description of the ODA holder and ODA unit organizational structure and responsibilities.

(7) ODA administrator and unit member duties and responsibilities.

(8) Required capabilities and ODA unit positions.

(9) Unit member listing information (see paragraph 3-13.g of this order).

(10) Procedures to select and remove ODA unit members and coordinate ODA unit member selections with the FAA, when required.

(11) Description of the training courses each ODA unit member and ODA administrator must complete. Include standardization, recurrent, and in-house training.

(12) Self-audit procedures and responsibilities.

(13) Duration of the ODA.

(14) Maintenance of eligibility.

(15) Acknowledgement of the FAA's right to inspect the ODA holder or unit.

(16) Procedures for performing continued airworthiness functions, including investigation and resolution of service difficulties and potentially unsafe, or non-compliant conditions.

(17) Procedures for performing authorized functions.

(18) Records maintenance and submittal requirements.

(19) Corrective action procedures.

(20) Procedures for obtaining and maintaining related regulatory and guidance material.

(21) Procedures to report manufacturing activity, if applicable.

(22) Procedures for determining the impact of operational suitability issue and coordinating with the AEG.

(23) Procedures to report air operator certification activity, if applicable.

(24) Appendices:

(a) MOU.

(b) Organization charts of ODA holder and unit and company interface.

(c) Facility descriptions and addresses of ODA unit members, including remote locations.

(d) ODA unit position descriptions and required qualifications.

(e) Sample forms used within the ODA system.

(f) Content of certification plans.

b. 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 the changes to its manual which do not require FAA approval to the OMT within 30 calendar days.

3-10. Training.

a. ODA Holder-Provided Training. An ODA holder must provide training to its ODA administrator and unit members to ensure continued compliance with the approved procedures manual, the regulations, and applicable FAA policies. An ODA holder must provide this training before authorizing an ODA unit member to perform a delegated function. ODA unit members must receive this training at least every two 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:

(1) The ODA holder's processes, and its procedures manual, including documentation and forms.

(2) The functions delegated to the authorization.

(3) The ODA unit member's authority and responsibility when performing authorized functions.

(4) Applicable FAA regulations, policy, and guidance material.

b. Temporary ODA unit members or those unit members with limited use are only required to receive that ODA holder training commensurate with their involvement in the project. For example, an engineering ODA unit member performing a burn test or manufacturing ODA unit member 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 unit member sufficient training on the specific procedures related to the ODA unit member's functions. The scope, usage and content of such limited training must be agreed to by the OMT.

c. FAA Seminars. Each ODA unit member, in addition to the ODA holder's training, must attend the following FAA-sponsored training:

(1) Each ODA lead administrator and those administrators overseeing a "type" of ODA authority (TC, STC, PC, etc.) must complete ODA applicant training prior to appointment. This training is available on-line at https://av-info.faa.gov/DsgReg/Sections.aspx?OrgID=1 and includes a "Part I" and "Part II" module based on the type of authority sought. These administrators must also attend an ODA seminar at least every two calendar years.

(2) Each ODA unit member must attend FAA training seminars. This includes those seminars that individual designees performing similar functions are required to take by other orders, such as FAA Order 8100.8. This applies to all ODA types except AKT ODA holders. Engineering unit members may complete the “Online ODA Engineering Initial Training” instead of the online DER initial training if they have not previously completed DER initial training. Additionally, ODA unit members performing functions specific to an ODA, such as evaluation of production limitation record changes, must attend seminars as required by the

OMT. AO ODA holder unit members must attend training specific to the functions they intend to perform, as specified by the OMT and designated in the ODA Procedures Manual.

d. Standardization Workshops. If required by the OMT, ODA unit members must attend FAA standardization workshops. Standardization workshops are subject-specific and usually developed and presented by FAA personnel or industry personnel as needed.

3-11. Duration of Appointments. An ODA is effective until the expiration date listed on the letter of designation. See paragraphs 4-4 and 5-8 of this order for guidance on the allowed duration of an appointment.

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.

c. Change to the ODA Unit. A change in the ODA unit that involves ODA administrators, structure within the ODA holder, or changes to the ODA holder or ODA unit, 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.

3-12. Continued Eligibility. To maintain eligibility, an ODA holder must:

a. 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 holiday may be delivered on the next working day.

b. Comply with the requirements in its approved procedures manual.

c. Maintain a staff of qualified ODA unit members.

d. Implement corrective action for deficiencies identified by the FAA.

e. 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.

f. Not perform any authorized function if it moves its principal manufacturing facility or adds another facility, if an ODA holder's basis of eligibility is a PC. The ODA holder must notify the OMT of the change in accordance with 14 CFR 21.150 , or any other issue that may affect the quality system. In this case, the company would have to apply for a PC extension or a new PC in accordance with 14 CFR 21.133.

Note: A PC is not transferable, see 14 CFR 21.144.

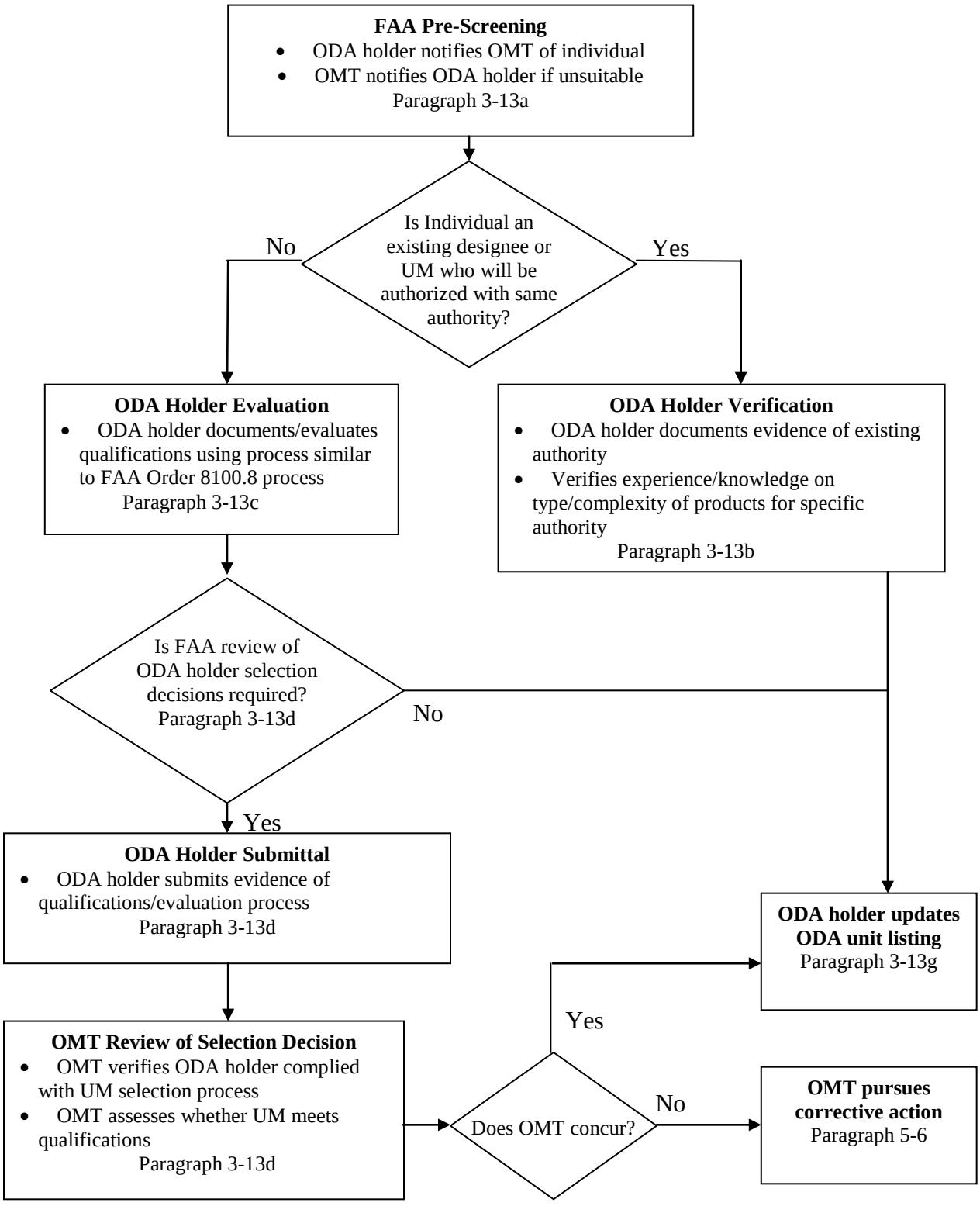
g. Not perform any authorized function if it moves its principal manufacturing facility or adds another facility, if an ODA holder's basis of eligibility is a PMA. The ODA holder must notify the OMT of the change in accordance with 14 CFR 21.309. In this case, the company would have to apply for a new PMA or an extension to its production approval.

h. If an ODA holder's basis of eligibility is a TSOA, the ODA holder cannot perform any authorized function if it moves its principal manufacturing facility or adds another facility. The ODA holder must notify the OMT of the change since a TSOA is not transferable in accordance with 14 CFR 21.614. In this case, the company would have to apply for TSOA in accordance with 14 CFR 21.603.

3-13. Selection of ODA Unit Members. The ODA holder must select qualified ODA unit members. The ODA holder's procedures manual must contain its ODA unit member selection and approval process and documentation. See figure 3-1. This section does not apply to the selection of administrators.

a. FAA Pre-screening of Proposed Unit Members. The ODA unit member selection process for any proposed unit member (including existing designees or unit members at other ODA holders) must include an initial notification to the OMT identifying the individual. The ODA holder is advised to coordinate with the OMT before it expends significant resources evaluating the individual. The OMT must investigate the individual and inform the ODA holder if the FAA is aware of any information that indicates that the individual has demonstrated a lack of care or judgment, or a lack of integrity, or is otherwise unsuitable to act as an ODA unit member. This investigation must include at least review of both the active and archival DIN databases. The AFS OMT members must review Program Tracking & Reporting Subsystem records for historical information. In addition to pre-screening, in some cases the OMT may also review ODA unit member selection decisions before the ODA holder may add a new ODA unit member to the staff. See paragraph 3-13d of this order.

Figure 3-1. ODA Unit Member Selection Process



b. Existing Designees or ODA Unit Members at Another Delegated Organization. An ODA holder can appoint prospective ODA unit members that are existing designees without evaluating their qualifications if they will perform the same functions within its ODA unit. The ODA holder must maintain evidence of the ODA unit member's designee authority. An ODA unit member from another delegated organization may be similarly appointed if the other delegated organization provides evidence of the ODA unit member's authority and limitations. The ODA unit member must have experience on the same type and complexity of projects performed by the ODA holder. If the prospective ODA unit member is expected to perform any functions outside the scope of current authority, the ODA holder must evaluate the unit member for additional functions according to paragraph 3-13c of this order.

c. Other Individuals. The ODA holder must evaluate each prospective ODA unit member who is not currently a designee or ODA unit member using a process and preparing documentation similar to that used by the FAA to evaluate designee applicants. For more information, see FAA Order 8100.8.

d. FAA Review of ODA Unit Member Selection Decisions. It is the FAA's intention for ODA holders ultimately to select ODA unit members without OMT concurrence on selection decisions. However, the OMT must review ODA unit selection decisions for at least two years after ODA appointment and as long as necessary for the ODA holder to prove that it can select ODA unit members that meet the qualification requirements.

(1) During the initial evaluation of ODA applicants, all proposed ODA unit member appointment packages should be reviewed by the OMT prior to appointing the ODA holder.

(2) For a period of two years after the initial ODA appointment, selection decisions for proposed ODA unit members, who are not currently designees or ODA unit members at other delegated organizations, must be reviewed by the OMT prior to the ODA unit member performing any authorized function for the ODA unit.

(3) After two years, the FAA anticipates that the OMT will not need to review any ODA unit member selection decisions unless the ODA holder has not had sufficient activity appointing ODA unit members or there are documented problems with the ODA holder's selection process or performance. The OMT must document these problems and actively pursue corrective action with the ODA holder to improve the ODA holder's selection process or performance.

e. Coordination of Proposed Noise Unit Members with AEE-100. The selection of unit members with authority to make approvals for 14 CFR part 36 must be coordinated with the Office of Environment and Energy, Noise Division (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 14 CFR part 36 approvals.

f. Appointment of ODA Unit Members at Foreign Locations. If the ODA holder desires to appoint an ODA unit member at a foreign location, it must get OMT concurrence on

the location and functions to be performed by the ODA unit member. The ODA unit member is subject to the same training and oversight requirements as domestic ODA unit members.

g. ODA Unit Member Listing. The ODA holder must maintain a listing of active ODA unit members. 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 if the removal of a unit member from the active listing was based on ODA-related performance. (See paragraph 5-6d of this order.)

(1) For each unit member, the listing must contain:

(a) Name,

(b) Signatures,

(c) Functions and limitations for each unit member,

(d) Location and name of the company for any unit member located at facilities not identified in appendix C of the ODA procedures manual,

(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 unit member authority further described by discipline, and authorized areas/delegated functions using the charts of FAA Order 8110.37.

(2) The procedures manual must describe:

(a) How the unit member listing will be updated and maintained,

(b) The format of the listing, and

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

3-14. Self-Audit. The ODA holder must perform self-audits that evaluate the ODA unit members, the ODA processes, and compliance with all applicable FAA regulations and policy. A self-audit must be performed at least once every 12 months, and as requested by the OMT. The self-audit does not replace the FAA inspection required by this order. The procedures manual must contain the ODA holder's audit procedures.

a. Personnel. The self-audit must include evaluation of each ODA unit member using the processes and criteria contained in FAA Order 8100.8 or FAA Order 8900.1, *Flight Standards Information Management System (FSIMS),* as appropriate for the functions performed by the ODA unit member. The evaluation must include review of individual ODA unit members' work for accuracy. This includes ODA unit members located at suppliers or at other

locations away from the ODA holder's facility. The ODA holder must make at least one on-site visit every 18 months to manage an ODA inspection unit member's activity.

b. Procedures. The self-audit must include evaluation of the procedures used to perform all authorized functions and the other requirements of the authorization, including ODA unit appointment and training, and service difficulty support.

c. Compliance with Procedures. The self-audit must evaluate whether the ODA holder complies with its procedures manual.

d. Self-Audit Records. The ODA holder must maintain records of its self-audits and submit copies to the OMT within 14 calendar days of completion.

e. Corrective Action. The ODA unit will review proposed corrective actions before submittal to the FAA.

3-15. Self-Disclosure. Pursuant to FAA Order 2150.3, *FAA Compliance and Enforcement Program*, the FAA will not seek a civil penalty for regulatory violations described in AC 00-58, *Voluntary Disclosure Reporting Program* if the ODA holder promptly notifies us of the noncompliance and meets the other criteria of AC 00-58. See FAA Order 2150.3 and AC 00-58, for more information.

3-16. Work Activity Reports.

a. 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 appendix A, figure 10 of this order. 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.

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

c. Design Change Activity Reports. A TC ODA holder 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.

d. Air Operator ODA Activity. For AO ODA, the ODA unit must document operational certification activity in a manner acceptable to the OMT.

e. Manufacturing and Airworthiness Unit Member Training Status Report. The ODA holder must submit a quarterly report to the OMT of the ODA inspection unit members' FAA seminar attendance. The report must list the inspection unit members, along with their authorized function codes, the date of last FAA training and, if applicable, their next scheduled FAA training date.

3-17. Records. The ODA holder must ensure that the records described below are maintained. ODA holder records must be located within the United States. The ODA holder must also ensure the records specific to the authorizations described in chapters 8 through 15 of this order are maintained. The records may be kept by the ODA holder, its suppliers, or others, as agreed to by the OMT. Certification project files retained by the ODA holder must match the requirements for FAA offices as prescribed in FAA Order 8110.4 or FAA Order 8900.1 (as applicable). The ODA holder must also keep any records required for any certificates or authorizations it holds in addition to an 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. The following must be retained for the duration of the authorization:

(1) Any records generated and maintained under the designated alteration station (DAS), delegation option authorization (DOA) or special federal aviation regulation (SFAR) 36 regulations.

(2) For approvals and certificates issued under the ODA:

(a) The application and data required to be submitted by the regulations.

(b) The data and records documenting the ODA unit's approval, determination of compliance, or review.

> **Note**: Airworthiness certificates and approvals need only be retained for two years, except those issued in support of a type certification project, which must be retained indefinitely.

(3) A list of the products and/or articles for which ODA unit members have issued a certificate or approval.

(4) The names, responsibilities, qualifications, and example signature of the individuals who perform, or have performed, functions for the ODA unit.

(5) A copy of each manual approved by the ODA unit.

(6) Training records for ODA unit members and ODA administrators.

(7) All other records required by the approved ODA procedures manual.

(8) Any correspondence between the ODA holder and the OMT related to functions or activity performed with the authorization.

(9) The procedures manual, including all revisions.

b. The following must be retained for five 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.*

3-18. Data Review and Service Experience. 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. Procedures for monitoring service information, investigation, and FAA notification must be included in the procedures manual.

a. Other Data Reporting Requirements. An ODA holder must comply with all existing applicable reporting requirements in the FAA regulations, such as 14 CFR 21.3.

b. Service Difficulty Monitoring. The ODA holder must monitor any service information available to it that is associated with approvals or certificates it holds that were issued under its ODA authority.

c. FAA Notification. For any approvals, authorizations, certificates issued or acceptance of instructions for continued airworthiness (ICA) under an ODA, the ODA holder must notify the OMT lead of any item it identifies that:

(1) Might result in an unsafe condition.

(2) Requires corrective action.

(3) Does not meet the airworthiness standards.

(4) Is an error made when issuing an operational approval.

(5) Does not meet applicable operational certification requirements.

Note: Potentially unsafe conditions require 24 hour notification. All others require 72 hour notification. A notification due on Saturday, Sunday, or holiday may be delivered on the next working day.

d. Investigating Safety Concerns.

(1) For any approvals, authorizations, certificates issued or ICA acceptance under an ODA, the ODA holder must investigate potentially unsafe, or non-compliant conditions in any product, article, authorization, or certificate, as required by the FAA. As part of this investigation, the ODA holder must:

(a) Determine the cause of the condition.

(b) Determine whether the problem is systemic or isolated.

(c) Review the procedures that led to the approval and determine if the procedures are adequate and if qualified ODA unit members performed them.

(d) Develop and propose corrective action.

(2) An ODA holder must submit its determination of the cause of the condition and proposed corrective action within 30 calendar days from FAA notification, or as required by the OMT. The ODA holder must submit any information it has to support FAA corrective action if further action is necessary to ensure the safe operation of the product.

e. Suspending Operational Approvals. 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.

3-19. Corrective Action. The ODA holder must implement corrective action to address any unsatisfactory conditions with the organization's ODA procedures or performance. The ODA holder must show a willingness to do this and be proactive in incorporating improvements into its ODA system. Failure to implement needed corrective action is reason for the FAA to suspend or terminate an ODA.

a. Regulatory Non-compliances. The ODA holder must provide corrective action for any violations of the regulations as required by the OMT.

b. Other Conditions Requiring Corrective Action. The ODA holder must submit to the OMT, determination of the cause of the condition and proposed corrective action within 30 calendar days from FAA notification. An extension of up to 60 additional days may be allowed at the discretion of the OMT lead (with the concurrence of the responsible OMT members) if requested and justified in writing by the ODA holder.

3-20. Activity Outside The United States. The ODA holder must notify the OMT prior to performing any function in a foreign country. To determine if the OMT must notify a civil aviation authority (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, only when that CAA restricts the use of ODA holder personnel. When required for TC, or production approvals, the OMT will develop an undue burden decision paper as described in FAA Order 8100.11, *Decision Paper*

Requirements for Undue Burden and No Undue Burden Determinations Under 14 CFR part 21 for Production and Export Airworthiness Approvals. Further information about working with bilateral partners on type validation activities can be found in FAA Order 8110.52, *Type Validation and Post Type Validation Procedures.*

3-21. Use of FAA Forms. The ODA holder must use FAA forms to document the certification process if an applicable FAA form exists. Refer to appendix E of this order for FAA orders which contain the applicable forms. If necessary, forms may be altered only by striking through existing text entries and adding additional entries or supplemental information as required. The ODA holder's procedures manual must contain a copy of the forms used within and instructions for completion of forms. If instructions by reference are not appropriate, the procedures manual should specify how the forms are to be completed.

3-22. Inspection Unit Members at Suppliers. ODA unit members 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 unit member's work must support the same products or articles produced by the supplier for the supported ODA holder.

Chapter 4. Application, Selection, and Appointment.

4-1. Pre-Application Communication. A prospective ODA applicant must discuss with the FAA its desire to obtain an ODA before formal application. The FAA issues ODAs at its discretion. Each prospective applicant must confirm whether the FAA needs to appoint the organization and whether the FAA has the resources to manage its organization. An organization must begin discussions with the appropriate appointing offices (as defined in figure 4-1 of this order) before preparing the application contents. The appointing office must inform the applicant if the FAA does not need the authorization or have the resources to manage the authorization. The appointing offices must give applicants feedback on their proposed organizational structure to determine if it is adequate before they submit the application.

Figure 4-1. Appointing/Managing Offices

If the application is for:	And the applicant seeks:	Then the appointing office is:	And the evaluation panel also includes these managing offices:	And the lead managing office is:
TC ODA		ACO	MIDO AEG	ACO
PC ODA		MIO	MIDO	MIDO
TSOA ODA		MIO	MIDO	MIDO
STC ODA		ACO	ACO MIDO FSDO AEG	ACO
MRA ODA	Only data approval functions	ACO	ACO	ACO
MRA ODA	Both airworthiness and data approval functions	FSDO	ACO	FSDO
MRA ODA	Only airworthiness functions	FSDO	FSDO	FSDO
PMA ODA	Only airworthiness or production functions	MIO	MIDO	MIDO
PMA ODA	Both engineering and airworthiness functions	ACO	ACO MIDO AEG	ACO
AKT ODA		AFS-630	N/A	AFS-630
AO ODA		FSDO	RO	FSDO

FAA Offices:
ACO - Aircraft Certification Office
AEG - Aircraft Evaluation Group
FSDO - Flight Standards District Office (includes Certificate Management Office)
MIO - Manufacturing Inspection Office
MIDO - Manufacturing Inspection District Office (includes Certificate Management Office, Certificate Management Unit, and Manufacturing Inspection Satellite Office)
RO - Flight Standards Regional Office

4-2. Application. Applications must be submitted to the appropriate appointing office as shown in figure 4-1 of this order. If an applicant is applying for more than one type of ODA that will involve multiple appointing offices, they should coordinate with all appropriate appointing offices prior to submitting its application. The appointing offices will establish a lead office responsible for accepting the application and conducting the evaluation. An appointing manufacturing inspection office (MIO) may delegate selection and appointment responsibilities to the manufacturing inspection district office (MIDO). Each application must include:

a. FAA Form 8100-13, *ODA Statement of Qualifications,* (appendix A, figure 1 of this order).

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 defined in paragraphs 3-4 and 3-5 of this order, and the specific eligibility requirements defined in chapters 8 through 15 of this order.

d. A detailed description of the applicant's proposed ODA setup, 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 of chapter 3 of this order.

f. A list of the proposed ODA unit members and information outlining the experience, qualifications, proposed functions, and limitations of each ODA unit member.

(1) The applicant must evaluate the proposed ODA unit members to determine that they meet all qualifications before application. The applicant must use a process that is similar to that used by the FAA to evaluate designee applicants. See FAA Order 8100.8. Proposed ODA unit members that are existing designees need not be evaluated if they will be performing the same functions as under a current designation.

(2) For a new AO ODA, the applicant must evaluate proposed ODA unit members to determine if their experience and expertise are sufficient to support the proposed functions. The applicant should develop and document in the procedures manual a process for evaluation that is similar to that used by the FAA to evaluate designee applicants. See FAA Orders 8100.8 or 8900.1. The OMT makes the final determination of whether or not the applicant's process is acceptable based on the functions the unit members will be performing.

g. A draft procedures manual that includes the information required by paragraph 3-9 of this order, and the specific information outlined in the procedures manual example in appendix B and in chapters 8 through 15 of this order.

4-3. Selection Process.

a. Initial Application Screening.

(1) The appointing office will screen each application to verify that:

(a) All required documentation is complete.

(b) Appointing the organization will be a benefit to the FAA.

(c) The FAA has the resources to manage the organization and its activity.

(d) The organization meets the eligibility requirements of 14 CFR 183.47 and chapters 8 through 15 of this order.

(2) If the FAA does not need, or does not have the resources to manage a particular ODA applicant, the appointing office must prepare a denial letter for the office manager's signature. (See appendix A, figure 4 of this order.) Further, if the appointing office determines that the applicant is ineligible, it prepares a denial letter. The appointing office must inform the applicant if it needs additional information to determine the applicant's eligibility.

b. Evaluation Panel (EP) Makeup.

(1) If an application passes the initial screening, the appointing office must organize an evaluation panel (EP) of FAA personnel that will evaluate the application. An appointing office representative will manage the EP. The EP will consist of the following:

(a) Representatives from each relevant FAA organization in figure 4-1 of this order.

(b) Technical specialists from all areas proposed for the authorization.

Note 1: The EP may consist of the prospective OMT members for the organization, or the appointing office may use a standard panel for all applicants. See paragraph 5-2 of this order for information about the OMT.

Note 2: The appointing office must inform the appropriate regional (AFS only) and headquarters office representative(s) of all ODA applications it receives. Regional and headquarters specialists from AIR-100, AIR-200, AFS-600 or AFS-800 may participate in evaluation panel activity (such as review and comment on the ODA holder's procedures manual) as they determine necessary, but are not considered official EP members. Each regional/headquarters office will determine its participation based on the desired functions and the need to be involved in the appointment decision.

(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 in the United States, 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 paragraph 3-5a of this order.

(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 unit members' 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 part 34 or 36, the EP must coordinate with AEE-100. AEE-100 must concur with any part 34 or part 36 authority granted to the organization or individual unit members.
>
> **Note 2:** If an ODA holder's authority will include ICA review and acceptance authority, the AEG 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 such as meeting minutes, email, or other correspondence about its evaluation.

(2) **Interviews.** The EP may interview the proposed ODA administrator, ODA unit members, 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.** The EP must approve each applicant's procedures manual prior to appointment. A single AEG EP office manager may approve the applicant's procedures manual on behalf of all other AEG EP office managers. The evaluation panel must coordinate any procedures manual language addressing certification project notification (CPN) requirements with the accountable directorate standards staff. During an evaluation, the EP must review the proposed procedures manual and ensure that it:

(a) Contains the information required by paragraph 3-9 of this order.

(b) Contains procedures that comply with all orders pertaining to the functions described.

e. Denial of ODA Applications. The appointing office will notify the applicant if it denies its application. The appointing office must send the applicant the denial in writing via registered mail within 30 days of the decision. The denial letter must explain the reasons for the denial and detail what steps the applicant must take before the FAA will reconsider the application. (See appendix A, figure 4 of this order for an example of the ODA denial letter.)

f. Appeals. If denied, an applicant may usually appeal the FAA decision in writing and request a review by an appeal panel. 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.

g. Appeal Panel. An appeal panel will consist of at least two managers and an engineer or inspector or flight test pilot from the geographic directorate, manufacturing inspection office (MIO), and/or flight standards regional office (RO) as appropriate for the application. The appeal panel will consider all available information and may interview the applicant, applicant's staff, and evaluation panel personnel. The appeal panel may also invite other persons as needed at its deliberations. The appeal panel will reach a decision by consensus and all decisions are final.

h. Functioning of the Appeal Panel. The appeal panel must determine if the appointing office 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 appointing office conducted the appointment process properly, the appeal panel may interview members of the EP and review:

(1) The documentation in the applicant's file,

(2) The EP's written justification for the denial, and

(3) 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 directorate or RO manager. The directorate or regional office manager will notify the applicant and appointing office of the appeal panel's decision by registered mail within 15 calendar days of the appeal panel's decision.

i. Appeal Panel Decisions. The appeal panel may:

(1) Uphold the previous decision;

(2) Override the previous decision with a new decision and provide appropriate justification; or

(3) 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.

4-4. Appointment. If an EP approves an application, the OMT and ODA holder must prepare an MOU, as described in paragraph 3-7 of this order. At least one member of the applicant's senior level management, typically the organization's chief executive officer, must sign the MOU. After completing the selection process (including getting the MOU signed) and notifying its directorate or regional office manager, the appointing office will provide the applicant a letter of designation. The letter of designation must be signed by all of the OMT's office manager(s), except that single OMT AEG office manager may sign the letter of designation on behalf of any other OMT AEG office managers. The letter of designation must note the organization, main operating location, types of ODA, authorization number, and expiration date for the ODA. The ODA procedures manual must include the functions and limitations of the authorization. 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. See appendix A, figure 3 of this order for a sample letter of designation. New ODAs will be granted for two years.

Chapter 5. Oversight

5-1. Oversight Program. The FAA's oversight program for delegated organizations is based on a systems approach to managing and supervising an organization. Oversight consists of supervision, addressed here, and inspections, which are addressed in chapter 6 of this order. Oversight will focus on how an organization performs and its approved systems and procedures. The managing offices will oversee the organization as necessary to ensure that it performs adequately. The oversight program includes supervising and evaluating an organization's:

a. System, personnel, and procedures;

b. Projects and activities; and

c. Overall performance.

5-2. Organization Management Team (OMT). An OMT of FAA personnel oversees the ODA holder. The OMT includes members of the Aircraft Certification and Flight Standards field offices, including the AEG as needed to oversee the ODA holder. 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.

a. The OMT lead coordinates the OMT's activity and serves as the focal point for communication with the ODA holder. The manager of the appointing office (see figure 4-1 of this order) selects the OMT lead.

b. An ACO's OMT members oversee all design approval and type certification procedures. The ACO also oversees the engineering and flight test functions performed by the ODA unit. The OMT must include ACO engineers from all authorized technical disciplines.

c. Manufacturing and Flight Standards Airworthiness OMT members oversee the authorized inspection and airworthiness procedures and functions. In addition, the Flight Standards OMT member will inform the OMT of any applicable change in the ratings or limitations of the ODA holder's repair station or operator certificates.

d. Flight Standards OMT members oversee operational approvals such as air operator certification.

e. The AEG OMT member(s) oversees ICA review and acceptance procedures and functions, is responsible for ICA concurrence when not delegated and for maintenance and operational issues on certification projects.

f. The OMT must attend the following training to ensure they have the appropriate knowledge to manage the organization.

(1) The OMT members must successfully complete FAA Academy Course No. 23005, *Designee Management for AIR & AFS,* or both Course No. 21050, *Delegation*

Management, and Course No. 24502, *ODA Implementation Briefing*. Individuals that have more than 1 year of experience working for the FAA who have not attended the required course may serve on the OMT if assigned a mentor from within their office that has attended. The mentor will assist the OMT member on ODA oversight issues.

(2) The OMT members must attend recurrent FAA designee seminars as required by FAA Order 8100.8 or associated Flight Standards policy, that are relevant to the discipline within the ODA that they oversee as an OMT member. Engineering and flight test OMT members must attend these seminars every 4 calendar years, inspection, operations and airworthiness OMT members must attend every 3 years. If an OMT member does not oversee specific technical functions, the OMT member may choose which seminar sessions to attend.

(3) Each OMT lead must complete FAA Academy Course 12020, *Compliance and Enforcement Procedures*.

(4) Each OMT lead must attend the ODA Seminar, item number 22000016 at least every two calendar years.

(5) The managers of OMT members (including the AEG) must receive the FAA Academy Briefing, *Managing AVS Delegation Specialists*, item number 27200012.

5-3. Supervision Overview. In supervising an ODA holder, the OMT guides, manages, and provides performance feedback to the ODA holder. Supervision involves the FAA working and interacting with the ODA unit. Supervision consists of the following:

a. Managing the Organization's Activity.

(1) Defining and Understanding the Authority and Limitations of the Organization. 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.

(2) Approving the Organization's Procedures. 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. Procedures manual changes 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 most procedures manual changes before the ODA holder implements them. 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. Additionally, The OMT lead must coordinate any procedures manual language addressing CPN requirements with the accountable directorate standards staff. For revisions requiring FAA approval, each OMT lead must obtain Engineering Procedures Office **(**AIR-110) concurrence for the following ODA types: TC ODA, STC ODA, MRA ODA (data approval), PMA ODA (test and computation). AIR-110 concurrence is not necessary when

ACO staff member(s) have been authorized to act on AIR-110's behalf to review and approve ODA procedures manuals. The OMT lead must ensure that all OMT members have access to the current version of the manual.

(b) Ensure ODA Unit Members Are Approved. The OMT must ensure that the ODA holder follows its procedures for selecting ODA unit members. The procedures must follow the process defined in paragraph 3-13 of this order.

(3) Managing Program Activity. For TC, STC, and PMA programs, the final step in authorizing certification activity is the OMT review of the program notification letter (PNL). The OMT must determine whether the ODA holder may perform its authorized functions on a particular project. The OMT must review each PNL and determine what FAA involvement is required. The OMT may delegate all aspects of the program, or retain those items it identifies as FAA-specific findings for FAA approval.

b. Guidance and Feedback.

(1) Providing Guidance. The OMT will help each ODA holder get required directive and policy material. Most FAA regulations, directives, and ACs of interest to ODA holders are available on the FAA's website. The OMT should provide copies of any needed material not available via the Internet. The OMT must ensure the ODA holder has the information and instruction necessary for it to perform its authorized functions.

(2) Feedback. The OMT must provide feedback to the ODA holder about its performance. The OMT should notify the organization of any problems with its performance as soon as possible. If the feedback requires corrective action, the OMT must notify the ODA holder as described in paragraph 5-6 of this order.

c. Assessing Performance.

(1) Review of the Organization's Work. As determined necessary, the OMT must review the ODA unit's work and data for accuracy and completeness. The OMT will take into consideration the amount of the review on the organization's experience, the safety impact of the work being reviewed, the quality of work performed on previous projects, and the ODA unit member performing the function. Previous service difficulties or errors should be considered when deciding the amount of review needed. The OMT must review samples of completed project records, such as airworthiness, conformity, compliance, ICA and type design data. For operational approvals, the OMT must review samples of completed certification files, including all associated records required for certification. If the OMT requires personal meetings or inspections with the ODA holder or unit, they should coordinate them through the ODA administrator.

(2) Review of Self-Audits. The OMT must review the self-audit reports generated by the ODA holder for possible trends and items requiring corrective action. The OMT lead must coordinate the review with the other OMT members as appropriate, and coordinate corrective actions in accordance with paragraph 5-6 of this order if necessary. The OMT must ensure that self-audits address all of the ODA holder's authorized functions, and that the ODA holder performs them annually.

(3) Verifying compliance with procedures. The OMT must verify that the authorization holder complies with the approved procedures manual and referenced internal processes.

d. Maintaining Oversight 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.

(1) The OMT lead will maintain records for each authorization managed. (The OMT members must provide any records not available to the OMT lead.) The records must include at least the following as applicable:

(a) Approved ODA application package.

(b) Evaluation panel documentation and rationale.

(c) Copy of the letter of designation and memorandum of understanding.

(d) General correspondence (non-project-specific) between the ODA holder and the OMT.

(e) Copy of the current procedures manual.

(f) Delegated organization supervision records and inspection reports.

(g) Copy of summary activity reports (if applicable).

(h) Enforcement history.

(i) Self audit reports for the previous 3 self audits.

(j) Copies of the organization's A-3 operations specifications showing the status of ratings, limitations, and capabilities list (repair stations and operators).

(2) The other OMT members must have records they can access which document their specific activity in support of the OMT. These records include:

(a) Supervision records.

(b) Documentation of their input regarding projects performed by the organization.

e. Type Certification Records. Rather than the ACO or MIDO 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.

5-4. Supervision. The level of supervision depends on the ODA holder's experience, history, and past performance as well as the technical complexity and safety impact of the functions or projects it performs. The OMT members must document their supervision activities in accordance with paragraph 5-4h of this order.

a. Planning for Evaluation of Required Evaluation Items. The OMT must assess the required evaluation items on the ODA Supervision Record each fiscal year. The OMT should meet and budget annually to establish a strategy for assessment of those items. The strategy should consider which OMT members will assess each item.

b. Coordinating Supervision Activity. The OMT lead will coordinate supervision activity with the OMT. The type of coordination will vary depending on the size and complexity of the ODA holder and OMT. If the OMT consists of only a few people, it may be appropriate to inform all OMT members of any activity related to the organization. For larger OMTs, like those overseeing TC ODA holders, it may be more practical to coordinate within technical disciplines, which would report their activity and findings to the OMT lead. The OMT will collectively decide exactly how it will coordinate its supervision activity. Regardless of the arrangement, the OMT members must provide the OMT lead with supervision records documenting their supervision activities and visits to the organization.

c. Planning Supervision Visits. Each OMT member should notify the OMT lead of any planned supervision activity at the organization's facility. The OMT lead should notify the ODA administrator of the planned visit. If the OMT has issues with any approvals issued by the organization or other performance issues, the OMT should coordinate them with the ODA administrator. If necessary, the OMT may make unannounced visits. Supervision visits cannot be performed in lieu of the Delegated Organization Inspection Program.

d. Engineering Supervision. Engineering OMT representatives can accomplish most of their supervision activity by reviewing data. This may not require on-site visits to the organization's facility. The OMT will determine the number of visits needed. At least one engineering OMT representative must make at least one supervision visit to the ODA holder's facility each year, in addition to the inspection requirements of chapter 6 of this order. The OMT member may combine this supervision visit with specific project activity, such as witnessing tests or participating in flight tests. However, the focus of the visit must be for the OMT member to:

(1) Review approved test plans and data such as compliance substantiation and type design data.

(2) Discuss self-audit results.

(3) Review implemented corrective actions.

(4) Review project files.

(5) Review internal training and training records.

(6) Review ODA unit member selection decisions and records.

(7) Provide the latest guidance and policy.

(8) Interact with the ODA unit members.

e. Manufacturing Supervision. Manufacturing OMT representatives oversee manufacturing activity primarily through direct interaction with the ODA unit, which requires visiting the ODA holder's facility. They can tailor the number of visits to the facility, but must visit the ODA holder at least once a year. These visits are in addition to the inspection requirements of chapter 6 of this order. They should base the number of visits on the ODA unit's experience and effectiveness of previous certification efforts. The frequency of visits will depend on the size of the organization, level of activity, and past performance. For smaller ODA holders or those with a low-level activity or no performance problems, manufacturing OMT representatives may need only one or two visits a year. Quarterly visits may be more appropriate for ODA holder's with increased complexity. During the visit, the manufacturing OMT member will:

(1) Determine compliance with regulatory requirements.

(2) Identify safety issues.

(3) Observe ODA unit members performing airworthiness or conformity inspections.

(4) Discuss self-audit results.

(5) Review implemented corrective actions.

(6) Review project files.

(7) Review internal training and training records.

(8) Review ODA unit member selection decisions and records.

(9) Provide the latest guidance and policy.

(10) Interact with the ODA unit members.

f. Flight Standards Supervision. The Flight Standards OMT representatives oversee the maintenance and operational activity through direct interaction with the organization. This requires visiting the organization. The minimum number of visits will be identified through the National Work Program and may be tailored based on the ODA holder's activity level. These visits may be performed in conjunction with other surveillance activity. During the visits to the facility, the Flight Standards OMT member will:

(1) Determine compliance with regulatory requirements.

(2) Identify safety issues.

(3) Observe ODA unit members performing aging aircraft records reviews, airworthiness functions or conformity inspections.

(4) Observe ODA unit members performing air operator certification processes.

(5) Discuss self-audit results.

(6) Review implemented corrective actions.

(7) Review certification files.

(8) Review internal training and training records.

(9) Review ODA unit member selection decisions and records.

(10) Provide the latest guidance and policy.

(11) Interact with the ODA unit members.

g. Aircraft Evaluation Group Supervision. AEG OMT member(s) oversee ICA review and acceptance activity primarily through direct interaction with the ODA unit, which may require visiting the ODA holder's facility. The frequency of visits will depend on the size of the organization, level of activity, and past performance. The AEG OMT member must perform supervision at least once a year. The AEG OMT member will:

(1) Identify safety issues.

(2) Discuss self-audit results.

(3) Review implemented corrective actions.

(4) Review ICA review and acceptance decisions and records.

(5) Review internal training and training records.

(6) Provide the latest guidance and policy.

h. Documenting Supervision. The OMT will document supervision activity and significant communications with the ODA holder using the ODA Supervision Record in appendix A, figure 13 of this order. The record is used to document both general supervision activity and any unsatisfactory performance. The OMT may use electronic tools with a different format than the paper records (including SharePoint sites) to temporarily capture and manage ODA supervision records. Any electronic tool must identify the record or information as an ODA supervision record and be able to clearly capture all the information provided for by the hard copy. Additional information fields may be added to the electronic record as desired.

(1) **Required Evaluation Items.** The OMT must evaluate the applicable items listed on the record at least once a year. Each OMT member must evaluate each of the items applicable to their technical discipline. Not every interaction with the ODA holder needs to be recorded, but every supervision visit to the organization's facility must be recorded. Although not all ODA unit members are assessed, the intent is to assess enough unit member activity to verify the capability and performance of the organization. The OMT member performing the supervision should rate each item assessed as satisfactory or unsatisfactory. If an evaluation item is not assessed during the activity, leave the item blank. Items that are not applicable to the organization should be identified as not applicable. Corrective action must be implemented for all items rated as unsatisfactory.

(2) **Text Blocks on Back of Supervision Record.**

(a) **Summary of Visit or Communication.** Provide a summary of the activity performed during any visit or important communications with the organization not otherwise documented. For visits, the summary should include details on how the evaluation items were assessed.

(b) **Notable Conditions Encountered.** A notable condition is any item or condition of interest that does not require corrective action, but warrants documentation. Highlight the notable conditions found. These may be items to assess during the next visit, or areas of interest to other OMT members.

(c) **Items Requiring Corrective Action.** Describe any evaluation item rated as unsatisfactory, or any other condition determined to need corrective action. Provide specific details of any unsatisfactory condition and check the box on the front page indicating corrective action is required. The OMT lead must coordinate with the other appropriate OMT members regarding items identified as needing corrective action. If the OMT lead concurs that corrective action is required, the OMT lead must notify the ODA holder in accordance with paragraph 5-6 of this order.

(3) **Coordinating Supervision Visit Findings.** The OMT member performing the supervision activity should communicate observations with the ODA administrator (if possible) and any ODA unit members involved in the reviewed activity. The ODA administrator should be told of any items identified as needing corrective action and further notified of such items in the future.

i. Communications and Interaction-OMT/ODA Holder. The OMT members must remain cognizant that ODA supervision does not require the OMT to supervise or assess the performance of individual unit members, other than as a means of assessing the performance of the organization. The ODA holder, not the OMT, is responsible for administration of the unit members. Thus, the primary source of guidance for ODA unit members is their ODA administrator(s). ODA administrators, especially at large organizations, need to be informed of communications and guidance provided by the OMT.

(1) Oversight and supervision 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. Any guidance or instruction regarding corrective actions or issues that need to be communicated throughout the organization must be provided to the ODA administrator.

(2) If the OMT needs information regarding the ODA holder's programs, schedules and corrective actions, the OMT lead will first contact the ODA Administrator rather than individual unit members. OMT communications and interactions with individual unit members are limited to the authorized functions the unit member is performing. If instruction or guidance is provided to an individual unit member that might be needed by other individuals on the ODA unit, the OMT member must notify the OMT lead of the issue.

(3) The OMT and ODA holder must establish appropriate communication methods including the appropriate communications roles of ODA holder personnel and OMT members. These must be included in the ODA holders procedures manual section addressing communications.

5-5. Delegated Organization Inspection Program. Under the inspection program described in chapter 6 of this order, the FAA inspects all aspects of the ODA holder's performance. It assesses both system-level procedures and compliance, how the ODA holder manages the ODA unit, and the ODA unit's technical proficiency and judgment. The inspection is a means for the FAA to assess whether:

a. The ODA holder's procedures are adequate,

b. The ODA unit has complied with the procedures, and

c. The ODA unit makes technical decisions that are acceptable.

5-6. Corrective Action. The OMT must ensure the ODA holder takes corrective action to address non-compliances and problems with the organization's procedures or performance.

a. Regulatory Non-compliances. The OMT lead must notify the ODA holder of any violations of the regulations (other than non-compliances with the airworthiness standards), in accordance with FAA Order 2150.3.

b. Non-compliance with the Airworthiness Standards and Potentially Unsafe Conditions. If an ODA unit approval or certificate results in a potentially unsafe product or a product not meeting the airworthiness standards, the OMT lead must immediately notify the ODA holder of the unsafe condition or non-compliance and:

(1) Assess how the condition affects safety to determine whether the FAA will issue an airworthiness directive (AD) to correct the condition on products in service.

(2) Pursue AD action if necessary.

(3) Require the ODA holder to:

(a) Determine the cause of the condition.

(b) Determine whether the problem is systemic or isolated in nature.

(c) Review the procedures that led to the approval and determine if the procedures are adequate and if qualified ODA unit members performed them.

(d) Develop any proposed corrective action.

(e) Submit its determination of the cause of the condition and proposed corrective action within 30 calendar days.

(4) Evaluate the cause of the condition and proposed corrective action in conjunction with the ODA holder as warranted.

(5) Verify that appropriate corrective action is implemented.

(6) Nothing in this section may be construed as altering the responsibilities of a certificate holder under 14 CFR part 21 regarding non-compliances, even if the certificate holder is also the ODA holder.

c. Non-compliance with Operational Certification Standards and Potentially Unsafe Operators. If an ODA unit approval or certificate issuance results in a potentially unsafe operator or an operator not meeting certification standards, the OMT lead must immediately notify the ODA holder of the unsafe condition or non-compliance and:

(1) Assess how the condition affects safety to determine whether certificate action needs to be taken.

(2) Require the ODA holder to:

(a) Determine the cause of the error or improper certificate issuance.

(b) Determine whether the problem is systemic or isolated in nature.

(c) Review the procedures that led to the certificate issuance and determine if the procedures are adequate and if qualified ODA unit members performed them.

(d) Develop any proposed corrective action.

(e) Submit its determination of the cause of the condition and proposed corrective action within 30 calendar days.

(3) Evaluate the cause of the condition and proposed corrective action in conjunction with the ODA holder as warranted.

(4) Verify that appropriate corrective action is implemented.

d. ODA Unit Member Performance Problems.

(1) If the OMT identifies performance issues with an ODA unit member, the OMT must document the deficiency and require that the ODA holder take corrective action in accordance with paragraph 5-6e below.

(2) Unit Members whose performance the OMT expects will improve with additional review or oversight may continue to act as ODA unit members 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 unit member's performance.

(3) The OMT lead must obtain the OMT lead's manager's concurrence that removal of a unit member is warranted and immediately notify the ODA holder if it is decided that immediate removal of ODA unit member is required due to continued poor performance, misconduct, lack of care or judgment, or lack of integrity. Initial notification may be in any form, but the OMT must subsequently notify the ODA holder in writing and document the interaction on a supervision record.

(4) Upon receipt of the initial notification of removal, the ODA holder must ensure that the ODA unit member does not perform any further authorized functions. The ODA holder must remove the unit member from the ODA unit listing within 48 hours of initial notification. 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. However, 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 it determines is warranted.

(5) The OMT must ensure the DIN contains an individual record of any unit member whose removal is based on misconduct, lack of care or judgment, or lack of integrity. Consult with AIR-110 to determine the appropriate method of DIN documentation. See chapter 16 of this order.

e. Other Conditions Requiring Corrective Action. The OMT lead will notify the ODA holder of any condition requiring corrective action. The OMT must document the condition on a supervision record or inspection report in the FAA's files and notify the ODA holder of the item in writing. The OMT must notify the ODA holder within 30 calendar days of identifying the condition. The ODA holder must submit its determination of the cause of the condition and proposed corrective action in writing within 30 calendar days. An extension of up to 60 additional days may be allowed at the discretion of the OMT lead (with the concurrence of the responsible OMT members) if requested and justified in writing by the ODA holder. The OMT must review and concur with the proposed corrective action plan (including the implementation schedule). The OMT lead must retain the organization's response and any related correspondence in the OMT's files.

f. Following Up on Corrective Action. The OMT must ensure the ODA holder implements corrective action. The OMT will determine when corrective action will be verified with a visit to the facility. The OMT lead's branch or office manager must be coordinated with

on the decision that corrective action verification does not require a site visit. This coordination must be accounted for within office procedures for tracking and closing corrective actions. Site visits are still required for any type of corrective action that cannot be verified solely by review of records or documentation. Closed corrective actions may be reviewed during the next routine supervision visit to the facility. The OMT will track and re-evaluate all items requiring corrective action after the ODA holder takes corrective action.

5-7. Geographic Coordination. ODA holders may have facilities and ODA unit members located in different geographic areas. The appointing OMT office, the office responsible for the ODA holder's primary location, must coordinate with other FAA offices as needed to provide OMT members for those geographic areas. The geographic office will support the OMT with personnel as needed. Although the ODA holder's primary OMT offices may oversee activity at remote locations, it is recommended that geographic offices where ODA holders regularly perform delegated function are included on the OMT.

5-8. ODA Renewal.

a. Renewal Intervals. The FAA will appoint a new ODA holder for two years. At renewal, the OMT must determine whether the ODA holder continues to comply with the requirements for delegation and the need for the authorization continues. The OMT may re-appoint for a period of two to five years. The OMT will select the duration based on its experience with the ODA holder and the complexity of approvals.

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. The renewal letter must include an overview of the activity performed under the ODA, and identify any increase 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 chapter 4 of this order.

c. OMT Renewal Responsibilities. When they receive a request for renewal, the OMT must evaluate the performance of the ODA holder to confirm that they are performing satisfactorily. The OMT must consider the following for renewal:

(1) **Review of ODA Holder's Performance.**

(a) Through its continual oversight 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 oversight commensurate with the value the ODA holder provides to the FAA.

(b) The OMT must ensure corrective action has been implemented for each identified deficiency. The ODA holder must have a history of implementing timely corrective action for any issues identified by the OMT. The ODA holder must show a willingness to do this and be proactive in incorporating improvements into its ODA system.

(c) The OMT should review the supervision records generated during the evaluation period to ensure the ODA holder performed satisfactorily and to verify corrective

action was implemented.

(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.

d. Re-issuance 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 chapter 7 of this order.

Chapter 6. Delegated Organization Inspection Program

6-1. Inspection Program Overview. Under the inspection program described here, the FAA evaluates all aspects of the ODA holder's performance. It assesses system-level procedures and compliance, how the ODA holder manages the ODA unit, and the ODA unit's technical proficiency and judgment. The inspections are a means for the FAA to assess whether:

a. The ODA procedures are adequate,

b. The ODA holder has complied with the procedures, and

c. The ODA unit makes technical decisions that are acceptable.

6-2. Responsibilities.

a. The appointing office manager will:

(1) Select the inspection team leader.

(2) Coordinate scheduling of the appointing office's inspections.

b. The ACO manager will select needed engineering team members.

c. The MIDO manager will select needed manufacturing team members.

d. The FSDO manager will select needed flight standards team members.

e. The AEG manager(s) will select needed AEG team members.

f. Each OMT will:

(1) Conduct inspections if selected as inspection team members.

(2) Ensure the organization implements required corrective action.

(3) Monitor inspection findings to identify trends in an organization.

g. AIR-110, AIR-200, AFS-600 and AFS-800 will jointly manage and coordinate the inspection program. These offices will:

(1) Manage the program database.

(2) Coordinate program information with other responsible FAA headquarters organizations.

(3) Review the database information.

(4) Provide requested data to other FAA organizations.

(5) Serve as the focal points for the delegated organization inspection program.

(6) Identify and correct delegation program and policy deficiencies related to their functional responsibilities.

(7) Take part in a limited number of inspections each year, as they deem appropriate.

h. The Airman Testing Standards Branch (AFS-630) will manage and coordinate the inspection program for AKT ODAs.

6-3. Inspection Scheduling.

a. Determining Frequency of Inspections. An OMT must inspect each ODA holder at least every 24 calendar months, based on the ending date of any previous inspection. For example, if an ODA holder's last inspection ended on August 7, 2011, its next inspection must begin by August 31, 2013. Newly appointed ODA holders must be inspected prior to renewing the ODA. Note that the inspection applies to the ODA holder and evaluates all ODA types. The OMT may schedule inspections more frequently, and conduct unscheduled inspections whenever it determines inspections are necessary. Factors that might warrant more frequent inspections or could warrant an unscheduled inspection include:

(1) Request by the ODA holder.

(2) Significant changes in the membership of the ODA unit.

(3) Significant changes in the ODA holder's abilities or facilities.

(4) Accidents or incidents resulting from design approvals issued by the ODA unit.

(5) Accidents or incidents involving operators certified by an AO ODA unit or airmen tested by an AKT ODA unit.

(6) Numerous service difficulties or operator complaints about an approval the ODA unit issued.

(7) Numerous technical non-compliances on previous projects.

(8) Significant changes in the activity level of the ODA holder.

(9) Any ADs involving approvals issued by the ODA unit.

(10) Complaints by the ODA holder's employees.

(11) Significant activity at locations other than the ODA holder's facilities.

b. Schedule Planning. By the end of each fiscal year, the OMT lead should schedule and budget inspections for the following 12 months. The OMT lead must coordinate with the ODA holders, necessary OMT members, and other needed evaluators to ensure they're available for the dates scheduled. If the ODA holder is also scheduled for an Aircraft Certification Systems Evaluation Program (ACSEP) evaluation, the OMT may schedule them consecutively or concurrently. This minimizes the impact on the ODA holder and more efficiently uses FAA resources to support both programs. The OMT lead must give the projected schedule to AIR-110, and keep them informed of any changes.

6-4. Inspection Planning.

a. Composition of Inspection Team.

(1) **Team Leader.** The inspection team leader may be the OMT lead for the ODA holder, but an appointing office manager may select a different team leader at his/her discretion. The inspection team leader should have experience in conducting both process and technical evaluations, and an understanding of the certification and approval processes. The team leader must have the communication and management skills necessary to direct the inspection team's activity. The team leader should also have the skills required of the inspection team members. (See paragraph 6-4b of this order.)

(2) **Inspection Team.** The inspection team may consist of the OMT members who oversee the ODA holder and manage the projects the holder performs. The office managers may substitute other persons for the OMT members, or supplement them with additional resources, but the others must be technically proficient in the areas they are responsible for evaluating. To assess all functions performed by the ODA holder, there should be inspection team representatives for each technical discipline. The team may use technical specialist support from other field offices, headquarters, directorates, or national specialists as needed to support the inspection.

(3) **AEG Involvement.** The level of participation by an AEG depends on how much it participated during the completion of projects performed by the organization. If an AEG has reviewed all content of ICA packages developed during a project, it does not need to participate on the inspection team. If an ODA holder reviews and accepts the ICA as a delegated function without AEG review, the AEG must participate as a member of the inspection team. More than one AEG organization may need to participate in the inspection, depending on the types of products. The AEG does not participate in AO ODA inspections.

b. Inspection Team Skills. The inspection team should be familiar with the following:

(1) **Delegated Organization Inspection Program.** The team members should be familiar with the basics of FAA delegation and the FAA's procedures for managing delegated organizations. They must also be familiar with the purpose of, and the criteria used in, the inspection.

(2) **Procedures.** The team members must understand the requirements of orders applicable to the functions they are reviewing, such as FAA Orders 8110.4, 8130.2, *Airworthiness Certification of Aircraft and Related Products*, 8900.1 or 8080.6, *Conduct of*

Airman Knowledge Tests. Team members may get this knowledge by attending courses at the FAA Academy, through on the job training, and participation in projects.

(3) **Technical Proficiency.** The team members must have the technical proficiency to evaluate the areas of responsibility assigned during the inspection. They may get this knowledge by attending FAA Academy core job functions courses or by participating in previous certification projects. Their educational background may also include this knowledge.

(4) **Auditing Skills.** The team members must have experience in communication, sampling of data, asking questions, and so on. Members get this experience by participating in previous delegated organization inspections or audits or evaluations, such as ACSEP, flight standards surveillance activities, or by attending training on conducting inspections or audits.

c. Inspection Length. The length of an inspection depends on an ODA holder's level of activity and the safety impact of its approvals. The average inspection is expected to last one week, including travel time for the evaluation team members. The team must have enough time to evaluate all functions performed by the organization and projects selected for review.

d. Notification. The inspection team lead will notify the ODA holder of a scheduled inspection in writing. A sample letter is in appendix A, figure 16 of this order. For a routine scheduled inspection, the OMT lead should notify the ODA holder in writing no fewer than 30 calendar days before the inspection. The OMT should notify ODA holders of non-scheduled inspections as soon as the information is available, except in the case of a no-notice inspection.

e. Team Coordination.

(1) **Notifying Team Members of the Inspection.** The team leader must notify the inspection team of the inspection, and coordinate scheduling with the other members at least 30 calendar days prior to the inspection.

(2) **Assigning Responsibilities to Inspection Team.** Before starting an inspection, the inspection team should agree to the inspection plans, personnel assignments and responsibilities, and other details. The team should evaluate all system elements and as many criteria (see appendix C of this order) as possible during the inspection. The team may evaluate criteria for the procedures manual before the inspection.

(3) **Selecting Activities to Evaluate.** The team should evaluate all functions performed by the ODA holder and all technical areas. The team should identify projects or activities to focus on before the inspection. The team should limit the information shared with the ODA holder in advance of the inspection about what projects and activities will be specifically reviewed to only that information needed to ensure inspection efficiency. The team should also consider if it will perform any test witnessing, inspections, or other activity, during the inspection. At the team leader's request, the team may review other projects during the inspection. The inspection team should review the results of any previous evaluations or inspections. The team should ensure it focuses on deficiencies it has identified or could expect.

f. Inspection Plan. The team leader will prepare a written inspection plan that includes the following information. The OMT lead will provide any information not readily available to the team leader.

(1) Name and address of the organization and type of ODA(s).

(2) Planned dates of inspection.

(3) Facility and access information, including a point of contact.

(4) Lodging information.

(5) Equipment required (for example, notebook computer, safety shoes, or coveralls).

(6) Names of team leader and members.

(7) Description of projects being evaluated.

(8) Identification of the ODA administrator and key staff.

(9) Date of the approved procedures manual.

(10) Written agreements in effect between the ODA holder and the FAA.

(11) List of the previous inspection's discrepancies and respective follow-up action.

(12) Special emphasis items recommended by the OMT.

(13) Team member assignments, including the responsibilities of team members and the criteria they are responsible to evaluate.

6-5. Performing the Inspection.

a. Opening Inspection Briefing. When the team arrives at the facility, the team leader will introduce the inspection team and brief the ODA holder as to the purpose of the inspection, and the inspection procedures. The ODA administrator, senior ODA holder management, and selected ODA unit members should attend.

b. Inspection Coordination with ODA Holder. The FAA inspection team leader and the ODA holder's representative (usually the ODA administrator) should agree before the inspection on how to handle communication between the FAA team and the organization's personnel. The ODA holder must make copies of data, if requested, for use by the inspection team.

c. Inspection Details. The inspection team will evaluate the functions performed by the organization using the criteria in appendix C of this order. The team should evaluate all parts of the system and as many of the criteria as possible. Only one team member may need to evaluate some criteria related to procedures. For example, a single person from each discipline may

evaluate the procedures manual. All engineering team members will need to evaluate other criteria, like design data approval. Each evaluator should be knowledgeable of all criteria that apply to the system evaluated, and should evaluate as many criteria as possible.

d. Coordination with Principal Inspector. The team leader will inform the certificate management principal inspector of the inspection's progress, if possible. The team leader should coordinate with the principal inspector to determine when these discussions should occur.

e. Inspection Team Meetings should be held daily to review progress and discuss issues that arise. Team members should maintain frequent contact with each other during the inspection, to ensure that the team investigates and properly coordinates those issues that cross technical specialties. The team should review all discrepancies found during the inspection.

f. Meeting with the ODA Holder's Inspection Representative. The team should meet daily with the ODA holder's inspection representative to discuss progress, including problems encountered, the status of actions requested by the team, schedule changes, and coordination of further inspection activities.

g. Documentation of Discrepancies. The inspection team must document discrepancies found during the inspection by capturing the information provided for on the inspection discrepancy record shown in appendix A, figure 17 of this order. The OMT may use differently formatted electronic tools to capture and temporarily maintain discrepancy records rather than hard copy format. Electronic tools must clearly identify the record or information as an inspection discrepancy record and be able to capture all the information provided for by the hard copy. Additional information fields may be added to discrepancy records as desired. Ensure all applicable blocks are complete and that true copies of objective evidence of regulatory violations are retained, appropriately referenced, and clearly identified as described in FAA Order 2150.3.

h. Classification of Discrepancies. The team must identify a discrepancy as safety-related if it could cause an unsafe condition. Safety related discrepancies will require the ACO to investigate the possibility of an AD issuance. The team will classify all discrepancies as follows:

(1) Airworthiness Standard Non-compliance. The approval does not meet the airworthiness standards.

(2) Regulatory Non-compliance. A non-compliance with the regulations other than the airworthiness standards including a non-compliance with the FAA approved procedures manual (14 CFR 183.57).

(3) FAA Policy Non-compliance. A non-compliance with related orders, policy memos, or handbook bulletins that apply to functions performed under the ODA.

(4) Technical Discrepancy. Technical discrepancies in the compliance or data package.

(5) Procedures Manual Discrepancy. Discrepancies in the FAA-approved procedures manual or referenced documents. The manual does not comply with the requirements of this order, or the manual's procedures are inadequate or incomplete to perform a process.

(6) Special Emphasis Item. Any other condition identified by the inspection team that needs further action.

i. Inspection Wrap-Up. Near the end of the inspection, the team leader will hold a final meeting. The team leader will allow time to finalize the details of the inspection. The team leader and members must:

(1) Complete All Required Inspection Discrepancy Records. The team will discuss discrepancies to determine if there are any possible regulatory violations. The team leader will resolve any disagreement between team members on any discrepancy.

(2) Ensure true copies of objective evidence of regulatory violations are attached to the appropriate discrepancy forms, appropriately referenced, and clearly identified in accordance with FAA Order 2150.3.

j. Out-Briefing/Presentation of Findings. After completing the inspection, the team leader will brief the ODA holder on all discrepancies identified during the inspection. At least the ODA administrator and senior management of the ODA holder should attend. Other ODA unit members are welcome. The FAA team members will attend unless excused by the FAA team leader. The team leader should invite the FAA certificate management offices to attend. At the briefing, the team leader will:

(1) Inform the ODA holder that they will be notified of items requiring corrective actions;

(2) Explain how it may dispute the discrepancies; and

(3) Encourage the ODA holder to submit any feedback regarding the inspection to AIR-110.

6-6. Post-Inspection Activity.

a. Preparing the Inspection Report. Within 30 calendar days after completing the inspection, the team leader will provide the original report with supporting objective evidence to the OMT lead. The inspection team leader will also provide a copy of the report to the managing office managers, AIR-200, AFS-600, and AIR-110. The team leader must provide AIR-110 an electronic Microsoft Word version of the report. The report should contain:

(1) A cover sheet as shown in appendix A, figure 18 of this order. The cover sheet should list the names of the ODA holder, the inspection team, and the team leader; the ODA number; and dates of inspection.

(2) A description of the discrepancies.

(3) Copies of the inspection discrepancy records (Microsoft Word version).

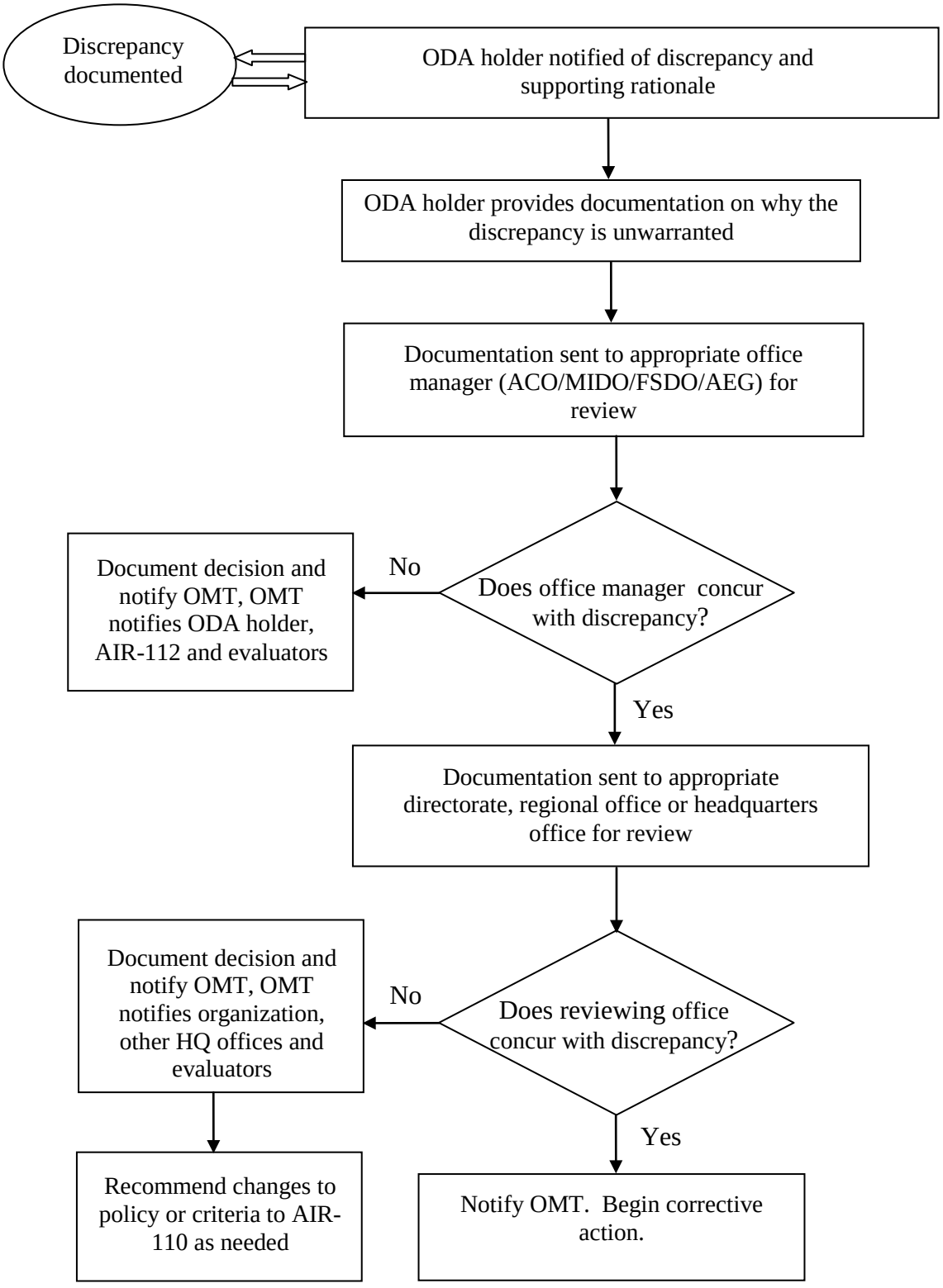
(4) Inspection survey shown appendix A, figure 19 of this order.

b. OMT Follow-Up. The OMT must review the inspection report and verify those discrepancies that require corrective action. The OMT must process violations of regulations (other than the airworthiness standards), in accordance with FAA Order 2150.3. The ODA holder must correct all discrepancies, unless the OMT determines otherwise. The OMT must document the justification for any discrepancies not needing corrective action. The OMT lead will send the ODA holder the report within 30 calendar days of receipt of the report. With the report, the OMT lead will attach a transmittal letter identifying those discrepancies that need corrective action. The OMT lead will send a copy of the transmittal letter to AIR-110. See paragraph 5-6 of this order for corrective action procedures.

c. Dispute Resolution. If the ODA holder disagrees with a discrepancy regarding compliance determinations or methods, it may request further review and disposition of the discrepancy. The ODA holder must document the reasons for its disagreement with the discrepancy and forward the document to the OMT lead. The resolution flow chart in figure 6-1 of this order shows how to process any disputes the managing offices and the ODA holder cannot resolve. The accountable directorate, regional office, or appropriate headquarters office will have the final authority to resolve disputes.

d. Corrective Action. The authorization holder must correct each discrepancy identified by its OMT as requiring corrective action per paragraph 3-19 of this order. The ODA holder and the OMT lead must agree on a schedule to correct each discrepancy. The OMT lead will ensure that the ODA holder takes appropriate corrective action. The OMT lead may have the OMT members follow up on issues related to their technical specialty.

Figure 6-1. Inspection Dispute Resolution Flow Chart



Chapter 7. Suspension and Termination of an ODA

7-1. General. This chapter outlines the procedures for suspending or terminating an ODA. Non-renewal is one type of termination.

a. 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 is not available 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 unit member to complete required training;

(3) Lack of FAA need or ability to manage;

(4) Loss of an FAA certificate that is a prerequisite for an ODA.

b. ODAs are not "certificates" within the meaning of 49 USC 44709. The procedures for appealing actions for those certificates are not available to ODA holders.

c. 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; they are described in FAA Order 2150.3.

7-2. 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 terminate an ODA.

a. By Request. At the ODA holder's written request.

b. Improper Performance. When the ODA holder fails to properly perform the duties granted in an authorization.

c. Lack of Care or Judgment. When the ODA holder does not exercise the care or judgement required to properly exercise the ODA.

d. Lack of Integrity. When the ODA holder displays a lack of integrity.

e. 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.

f. Insufficient Activity. When the ODA holder does not have sufficient work to warrant continuing the ODA.

g. Lapse of Qualifications. When the ODA holder's qualifications for a specific activity no longer meet the qualification requirements for the ODA.

h. Certificate Suspension, Revocation, or Surrender. When the ODA holder no longer holds a certificate required to be eligible for the ODA.

i. Failure to Implement Needed Corrective Action. When the ODA holder does not take corrective action as required by the FAA.

j. Failure to Attend Required Training. When an ODA administrator or an ODA unit member does not complete required FAA training.

k. Misconduct. Evidence of misconduct, including carelessness, collusion, conflict of interest, compromise, or any other act which would jeopardize the proper functioning of the delegated functions.

7-3. Coordination of Suspension or Termination Decisions. When the FAA suspends or terminates ODA authority, the FAA may not necessarily suspend or terminate all ODA types held by the organization. Similarly, suspension or termination of a particular ODA function may not result in suspension or termination of all ODA functions held by the organization. Before the appointing office notifies the ODA holder of any termination action, the OMT will coordinate the planned action with the appropriate Aircraft Certification Directorate(s) and any Flight Standards Regional Offices that are involved. Regional counsel will be notified before termination or suspension is initiated, and will collaborate on any notices sent to an ODA holder.

7-4. Notice of Suspension or Termination.

a. Notice of Termination or Suspension. The FAA appointing office will provide written notice by certified mail (return receipt requested) to the ODA holder. In the notice, the appointing office must state the reasons for the suspension or termination of the ODA or authorized function(s).

b. Content of the Notice. At a minimum, the notice must include the following:

(1) **Reason(s) for Action.** Specific reasons for the proposed action, including examples, when applicable.

(2) **Effective Date of Action.** A statement that the authorization is terminated upon receipt of the notice.

(3) **Appeal Rights.** When allowed, a statement informing the ODA holder of the opportunity to appeal the action. An ODA holder has 14 calendar days after receipt of the notice to file an appeal.

(4) **Record of Appeal.** 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 ODA holder that it may choose to have legal counsel present at any meeting with the FAA.

7-5. Appeal Procedures.

a. Availability of Appeal. An appeal may be made for any termination except those identified in paragraph 7-1a of this order.

b. Timeliness of Appeal. A former ODA holder must submit appeals in writing within 14 calendar days after receiving the termination notice.

c. Contents of the Notice of Appeal. In its notice of appeal, the former ODA holder must state its basis for the appeal. It may submit written material with the appeal, or request a meeting with the appropriate appointing office representative. At the meeting, a former ODA holder may present a written or oral response to the notice. If the former ODA holder does not request a meeting with the appointing office representative, the FAA will base its decision solely on the written material submitted with the notice of appeal.

d. Appeal Panel. An appeal panel chosen by the manager of either the Aircraft Certification Directorate or Flight Standards Regional Office, whichever is responsible for the appointing office, will consider the appeal. The appeal panel must consist of at least two office or branch managers and one technical specialist who were not involved in the termination decision.

e. Meeting with the Former ODA Holder.

(1) **Scheduling.** The appeal panel should schedule any requested meeting with the appellant within 15 calendar days of receipt of the notice of appeal.

(2) **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 attorney from the regional counsel's office attend.

(3) **Record.** The managing office 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. The former ODA holder may send comments or proposed corrections.

f. 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 document its deliberations and rationale for its decision within 45 days of the date of appeal. The directorate or regional office manager will notify the appointing office and former ODA holder (by certified mail) of the decision within 15 calendar days after the appeal panel makes its decision. The notice must contain the following:

(1) **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.

(2) **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.

(3) **FAA Records.** If the termination decision is upheld, the notice must direct the organization to submit the records required by 14 CFR 183.61.

7-6. 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.

7-7. Additional Information on Suspension or Termination of AKT ODA.

a. In addition to the other requirements of this chapter, the Administrator may rescind an AKT ODA at any time for any reason the Administrator deems appropriate (49 USC 44702). The following are the primary reasons, causes, or grounds for suspending or terminating testing privileges for the AKT ODA holder and ODA unit members. This list is not exhaustive, and the FAA may find other reasons to suspend or terminate testing privileges.

(1) Transfer of Equipment. Transfer of the initially established central computer to a new geographic location without specific written approval by OMT.

(2) Changes in Test Delivery. Changes in the test download or delivery method without specific written approval by the OMT.

(3) Failure to Comply with Schedule. Failure to fully and accurately implement question bank and form test cycle changes in accordance with the activation dates established by the OMT.

(4) Obsolescence. Obsolete equipment or inadequate facilities.

(5) Security. Degradation of security.

(6) Loss of Integrity. Unauthorized use of official information.

(7) Unauthorized Establishment. Unauthorized establishment of testing centers.

(8) Loss of Centers. Reduction of number of testing centers below 20.

(9) Inability to Function Independently. Requiring frequent assistance and guidance in complying with procedures and meeting required standards.

(10) Allegations of fraud or abuse.

(11) Test administration in the absence of a properly trained and approved ODA unit member.

(12) Failure to provide required surveillance during testing.

(13) Test authorization infractions, including failure to appropriately verify applicant identification.

(14) Erroneous entry of airman applicant data during test registration process.

(15) Complaints about an ODA unit member's failure to provide acceptable service to an airman applicant.

(16) Any discrepancy(ies) found during testing center inspections.

(17) Computer crashes exceeding a total of five crashes or 10 percent of an ODA unit member's total AKTs administered in a 90-day period.

b. When it is determined that an ODA holder or ODA unit member is in non-compliance, the OMT will provide the ODA holder written notice. The OMT may direct the ODA holder to suspend the testing privileges of the ODA unit member at the noncompliant testing center.

(1) Upon the first occurrence of an ODA unit member discrepancy(ies), testing may be suspended for 30 days.

(2) If a second complaint or infraction occurs, a 90-day removal of AKT privileges may follow.

(3) Numerous or severe infractions or a third occurrence of any previously addressed discrepancy may result in permanent removal of AKT privileges.

(4) Before reinstating an ODA unit member's testing privileges, the ODA administrator must provide written confirmation to the OMT that all noncompliant items have been corrected. A follow-up inspection may be required before reinstatement of the ODA unit member's testing privileges.

c. Termination of Designation. In cases where the ODA holder repeatedly violates the provisions of this order, or is suspected of any activity for which emergency action is necessary, the ODA holder must immediately cease further testing activity as directed by the OMT.

d. Grounds for Termination. Reasons, causes, or grounds for terminating the designation include fraudulent use of the authorization, and are not limited to those listed. 18 USC 1001(a), states: "...whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, knowingly and willfully-

(1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact;

(2) makes any materially false, fictitious, or fraudulent statement or representation; or

(3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title, imprisoned not more than 5 years, … or both."

e. Destruction of Data. Upon receipt of the final letter terminating the designation, all test bank data residing within the ODA holder's testing system must be deleted, and applicant

data not previously submitted must be returned no later than 5 business days following the date the designation is canceled.

7-8. DIN Status. If the appointing office suspends, terminates, or does not renew an ODA, the OMT must ensure that the Designee Information Network (DIN) is updated to reflect the terminated or suspended status.

Chapter 8. Type Certification Functions

8-1. General. This chapter 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 type certificate. Only the FAA will issue an original TC or amended TC. A TC ODA holder may issue airworthiness certificates supporting its certification programs.

8-2. Eligibility.

a. Qualifications. An organization is eligible for a TC ODA if it meets the qualifications in paragraph 3-4 of this order and the FAA finds it has sufficient experience in TC activities. The organization must hold a TC that it previously obtained from the FAA through standard procedures. The organization must have experience in finding compliance with the applicable FAA regulations, determining conformity, and processing TC related forms and documentation. To qualify for the ICA review and acceptance function, the ODA holder must successfully demonstrate the capability to develop acceptable ICA.

b. Facilities. An ODA holder must have facilities that can accommodate ODA personnel and records. Installation of a prototype type design change may only be done at certificated facilities as described in paragraph 8-7 of this order.

8-3. Functions. Figures 2-1, 2-2 and 2-3 of this order list the ODA function codes. The TC ODA holder's procedures manual must identify the ODA holder's specific authorized functions and limitations. The available TC ODA functions are:

a. Approve Technical Data and Find Compliance to the Airworthiness Standards (function code 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 14 CFR part 23, 25, 27, 29, 31, 33, or 35. This approval may involve:

(a) Approving technical data such as test plans, test data, or analyses.

(b) Witnessing tests.

(c) Approving test article deviations.

(d) Reviewing test data to ensure that the test followed the test plan.

(e) For analytical data, ensuring that appropriate and validated analytical models or systems are used.

(2) When applicable, a TC ODA holder may issue TIAs and type inspection reports (TIR) (Part II).

b. Approve Operational or Repair Information (function code 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 and associated manuals such as cargo loading manual, weight and balance manual, etc.

(2) Aircraft flight manual supplements.

(3) Structural repair manual.

Note: Subject to the limitation in paragraph 8-4b(5) of this order.

c. Approve Airworthiness Limitations Information (function code 8050). A TC ODA unit may approve changes to the airworthiness limitations information. Initial airworthiness limitations must be approved by the FAA.

Note: Subject to the limitation in paragraph 8-4b(4) of this order.

d. Issue Airworthiness Certificates. A TC ODA unit may perform the following functions. The ODA unit must comply with FAA Order 8130.2, FAA Order 8130.29, *Issuance of a Special Airworthiness Certificate for Show Compliance and/or Research and Development Flight Testing*, and this order:

(1) **Issue/Amend Standard Airworthiness Certificates (function code 8061)** for U.S.-registered aircraft.

(2) **Issue/Amend Special Airworthiness Certificates (function code 8062)** in the experimental category for the purpose of performing research and development, showing compliance with FAA regulations, conducting crew training, or conducting market surveys.

(3) **Issue Special Flight Permits (function code 8066)** 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 (function code 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 (function code 8080). A TC ODA unit may determine whether articles or test articles conform to the design data.

g. Determine Conformity of Test Setup (function code 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 (function code 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 (function code 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 (function code 8130). A TC ODA unit may approve data for specific major alterations or major repairs involving the ODA holder's type certificated products.

k. Perform Approvals in Support of TC ODA Holder Projects. (function code 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 (function code 8170). A TC ODA unit member may prepare and sign FAA Form 8130-31 on behalf of the FAA.

m. Perform Review and Acceptance of ICA (function code 8180). The ODA administrator may determine that ICA are acceptable when they have been developed following the approved process in the ODA procedures manual.

> **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. See paragraphs 3-2, 8-15 and 8-16y of this order.

8-4. Limitations.

a. 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 unit members. The OMT may, for example, retain authority for the approval of test plans, requiring them to be submitted for approval by the ACO. The OMT should carefully evaluate an ODA holder's capability and experience prior to delegating approval of test plans.

b. No ODA holder may be delegated authority in any area reserved for FAA approval. An ODA holder may not perform regulatory activity. For example, the FAA must approve:

(1) Interpretations of the airworthiness standards.

(2) Equivalent level of safety (ELOS) provisions applied under 14 CFR part 21.

(3) Original and any changes to the master minimum equipment list.

(4) Reduction of life limits on life-limited components.

(5) The elimination or revision of aircraft flight manual (AFM) limitations that were incorporated as a result of an airworthiness directive (see FAA-IR-M 8040.1 and FAA Order 8040.1, *Airworthiness Directives*).

(6) Reduction of life limits or new or different inspection requirements to address an unsafe condition (see FAA AD Manual FAA-IR-M-8040.1).

(7) Issue Papers.

c. An ODA unit may issue airworthiness certificates and special flight permits 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) Security-related projects (military/homeland security, etc.).

(2) Changes associated with ADs, including alternative methods of compliance (AMOC).

(3) Projects using the maintenance review board (MRB) or maintenance type board (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.

8-5. Records. In addition to the records required to be maintained by paragraph 3-17 of this order, a TC ODA holder must keep the following records:

a. Project records that must be kept for the duration of the TC ODA include:

(1) The program notification letter, FAA response, and other project-related correspondence.

(2) The FAA project records identified in FAA Order 8110.4.

(3) The application, type design and substantiation records identified in FAA Order 8110.4.

(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.

b. Alteration/Repair Activity Reports. If approving major alteration or repair data, an ODA holder must submit reports to the OMT lead identifying the approvals it has issued. At a minimum these reports must be submitted quarterly, but may be submitted more frequently as required by the OMT. The report should identify the make, model and series of product and a

description of the repair or alteration approved and any additional information specified by the OMT.

c. Design Change Activity Reports. An ODA holder 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.

8-6. Type Certification Programs. An ODA holder must follow the same process the FAA uses for standard certification programs (see FAA Order 8110.4).

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 a statement per 14 CFR 21.20 certifying that it has complied with the applicable requirements prior to completion of the FAA Form 8100-11, *Statement of Completion*, by the ODA unit.

b. Program Notification Letter. 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 program notification letter. The ODA administrator must report any planned certification programs to the OMT if there is any question regarding the ODA authority. An ODA unit may conduct certification activities only after coordination with the accountable directorate as necessary (See below "Other FAA Coordination"). The ODA administrator must submit the following to the OMT with each PNL:

(1) A proposed certification plan as shown in appendix D of this order.

(2) A conformity plan showing relevant information such as that shown in appendix A, figure 15 of this order.

(3) Recommended areas for FAA-specific findings based on paragraph 8-6d of this order.

(4) An FAA Form 8110-12, *Application for Type Certificate, Production Certificate, or Supplemental Type Certificate* (as applicable).

c. Project Coordination and PNL Response.

(1) **OMT Coordination.** Upon receiving a PNL and the information required by paragraph 8-6b above, the OMT lead will coordinate them with the responsible OMT members. The OMT lead will respond to the ODA administrator in writing. Written concurrence must be obtained from the OMT prior to unit members performing authorized functions in support of the project. Written concurrence is usually accomplished within the PNL response. However, written concurrence may be requested prior to PNL response. The ODA holder's procedures manual may define authorized functions that may performed prior to written OMT concurrence. The OMT must review each PNL and determine what FAA involvement is required. The OMT may delegate all aspects of the program, or retain those approvals as identified in paragraph 8-6d of this section. The PNL response must identify the rationale for all specific findings and

reasons for any other FAA participation, such as ODA supervision, lack of unit member capability, etc. in the response to the PNL. The FAA response should also include direction to the ODA unit to recommend approval, on FAA Form 8100-9, *Statement of Compliance With Airworthiness Standards,* of those specific findings to be made by the FAA.

(2) **Other FAA Coordination.**

(a) Certification Project Notification. 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 accountable directorate using the CPN process established in FAA Order 8110.115, *Certification Project Initiation and Certification Project Notification,* unless the accountable directorate agrees that some types of projects do not require a CPN. The procedures manual must address the types of projects, if any, which may be accomplished without directorate notification. The ODA holder must work through the OMT to obtain accountable directorate concurrence for the types of projects for which they propose directorate notification is no longer necessary.

(b) Undue Burden Decision Paper. When required, the OMT will develop an undue burden decision paper as described in FAA Order 8100.11.

d. Specific Findings. After reviewing and coordinating the proposed certification plan, the OMT must advise the applicant of any areas where the FAA will participate or make specific findings of compliance. The FAA will consider making specific findings or participating in the following:

(1) Rule Changes. When regulation changes call into question the ODA unit's ability to determine compliance.

(2) Policy and Procedure Changes. When FAA policy or procedures have changed since the ODA holder's last type certification program.

(3) Service Difficulties. Areas in which the ODA holder's previous approvals have resulted in service difficulties.

(4) Performance Issues. Areas in which the ODA holder needs to improve performance or has had minimal experience.

(5) New or Unique Design Features. New or unique design features with which the ODA holder does not have sufficient experience.

(6) Design Areas Critical to Safety. Based on the FAA's overall knowledge of the ODA holder's technical expertise, the OMT may review or participate in findings of compliance, including tests in those design areas critical to safety.

(7) Testing of Critical Areas. The FAA will conduct or monitor test(s) of the aircraft's flight, ground, or water characteristics that are critical to safety, and determine that there are no unsafe characteristics. If review of the ODA holder's flight test program indicates the need for further tests, the FAA will prescribe any additional testing deemed necessary.

(8) AEG Functions. Unless the ICA review and acceptance function has been authorized, the AEG will make ICA determinations in areas identified in FAA Order 8110.4 as requiring AEG involvement. In all cases, the AEG will perform evaluation of operational suitability, changes to the master minimum equipment list, aircraft flight manual, crew training, and emergency evacuation demonstrations.

(9) Noise and Emissions Functions**.** Compliance findings involving the acoustical change requirements of 14 CFR part 36, or the exhaust emissions requirements of 14 CFR part 34.

(10) Part 26 Functions. Part 26 compliance findings and approvals that are retained by the FAA in accordance with AIR-100 policy memorandum dated April 6, 2010.

e. 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, pre-flight, 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 in findings or make specific findings.

(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.

f. Compliance with Regulatory Requirements. Engineering and flight test ODA unit members determine compliance with the FAA regulations. The procedures manual must contain the specific forms and procedures used to determine and document compliance. The ODA unit must use the proper FAA forms. Engineering or flight test representatives must approve or complete the following, as applicable, to document compliance:

(1) FAA Form 8100-9. The FAA Form 8100-9 must note that the data approval supports an ODA certification project.

(2) FAA Form 8120-10, *Request for Conformity*.

(3) FAA Form 8110-1, *Type Inspection Authorization*.

(4) FAA Form 8110-(4, 5, 6, 7, or 8), *Type Inspection Report* (part 2), as applicable.

(5) Flight manuals and supplements, as required.

g. Compliance Findings for ELOS Provisions. After the FAA defines any ELOS provisions, engineering and flight test ODA unit members 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 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 14 CFR 21.33 and an FAA Form 8130-9, *Statement of Conformity*, must be completed to satisfy 14 CFR 21.53. The ODA unit member who determines conformity for the FAA may not sign the FAA Form 8130-9.

(2) The ODA holder's procedures manual must identify the specific forms and procedures used to document inspection results. See FAA Order 8110.4 for examples of the forms and instructions on how to complete them. The procedures manual must identify the procedures used to develop and approve the conformity inspection plan. If a foreign airworthiness authority does not allow ODA unit members 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 unit members 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 8130-3, *Authorized Release Certificate*.

(c) FAA Forms 8110-(4, 5, 6, 7, or 8) (part 1).

i. AEG Functions.

(1) **Instructions for Continued Airworthiness-Review by FAA.** The ODA holder must develop and submit ICA, or an impact assessment showing no ICA impact, for any new or changed type design. Unless the ICA review and acceptance function has been

authorized, the ICA must be coordinated with the AEG OMT member(s) early in the program to ensure that ICA development and acceptance does not delay the program. The AEG OMT representative will determine the level of the AEG'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.

(2) **ICA-Review by ODA Holder.** If the ODA holder is authorized review and accept ICA on behalf of the FAA, its procedures must contain:

(a) 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, *Instructions for Continued Airworthiness Responsibilities, Requirements and Contents*, if the project does not impact the current ICA.

(b) A process to identify which ICA documents are affected by the project.

(c) 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:

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

2. Reconciliation of ICA with design data.

3. FAA or ODA unit member approval of any sections that require specific FAA approval, such as the airworthiness limitations section.

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

(d) 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, *ODA Statement of Completion.*

(3) AEG determinations of operational suitability, master minimum equipment list revisions, crew training, etc., may not be delegated to an ODA holder. The managing ACO must coordinate with the appropriate AEG to ensure that all program requirements are satisfied.

j. Type Certificate 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 as shown in appendix A, figure 11 of this order, certifying that the design complies with the FAA regulations,

(b) A proposed TC data sheet (TCDS), and

(c) The information necessary for safe operation of the product (for example, the flight manual, ICA, and so on).

(2) OMT Actions. After receiving the TC data package specified above, the OMT must:

(a) Review the submitted data package.

(b) Verify the ODA holder completed the project in accordance with the PNL.

(c) Notify the ODA holder of the FAA's concurrence or non-concurrence with the completed project.

(d) Issue the TC and TCDS in accordance with FAA Order 8110.4.

k. ODA Projects Involving Foreign-Registered Aircraft. 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.

(1) If the ODA holder does not provide evidence of the foreign airworthiness authority's concurrence with the project, the ACO OMT representative must notify the airworthiness authority of the State of Registry of the proposed alteration and invite its participation in the certification project. The ACO 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 alteration.

(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.

(3) 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 Member State.

l. 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 BASA IPA, or written FAA-approved arrangement with that country (after consultation with the International Policy Office, AIR-40). The ODA unit must also submit FAA forms 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.

m. Supplier Working Arrangements.

(1) Two methods of using supplier resources for a certification project are available to the ODA holder:

(a) Addition of ODA Unit Members. The ODA holder may appoint ODA unit members located at the supplier.

(b) Use Other ODA Holder's Approvals. Another ODA holder may, within its limitations, provide approvals for a project.

(2) If either method is used, 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.

(3) Addition of ODA Unit Members. 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 unit members within its ODA system. The ODA unit members 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 unit members with minimal effort by the ODA holder. Because of the designee status, no further review of the proposed ODA unit member by the ODA holder is needed. See paragraph 3-13 of this order. If these are to be one-time or limited-use ODA unit members, 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 unit members if they are qualified in accordance with paragraph 3-5 of this order. However, in many instances, a supplier's employee may not qualify as an ODA unit member 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 unit member until the ODA holder has some project experience with the supplier.

(c) Training. The ODA unit members located at suppliers must be trained in accordance with paragraph 3-10 of this order.

(4) Using Other ODA Holders' Approvals. If the supplier to the ODA holder is also a TC, STC, 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:

(a) The supplier's ODA unit is specifically authorized to make approvals for TC projects on the type and complexity of product involved,

(b) The supplier is manufacturing the articles being supplied and providing both engineering design approvals and conformity determinations.

(5) 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 8-6.m.(7) of this order. 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:

(a) The design and manufacturing responsibilities of the supplier.

(b) The limitations of the supplier's ODA unit.

(c) Definition of the methods of compliance and approvals required for the parts or assemblies being supplied.

(d) Definition of the methods of compliance and approvals required for integration of the articles into the product.

(e) Definition of approvals to be performed by both the supplier ODA unit and the project ODA unit.

(f) 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.

(g) Differences between the approved procedures for each ODA holder that could affect the project.

(h) Responsibilities for tracking completion of all activities performed by the supplier.

(i) Identification of data retention responsibilities.

(j) Procedures to address problems identified with supplier approvals.

(6) FAA Coordination. A TC ODA holder's OMT must coordinate the supplier management plan with the supplier ODA holder's OMT. The supplier ODA holder's OMT should advise the TC ODA holder's OMT on the supplier ODA holder's capability to perform the functions defined in the supplier management plan. Ultimately the TC ODA holder's OMT 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 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, 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, but to supervise the supplier's ODA unit.

(7) 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.

8-7. Off-Site Project Requirements. An ODA holder may conduct off-site prototype installations on civil-registered (foreign or domestic) aircraft only at facilities authorized to approve the type of altered product for return to service in accordance with 14 CFR part 43. However, prototype installations on military commercial-derivative aircraft may be accomplished by authorized FAA repair stations under 14 CFR 145.203(b) at fixed repair facilities operated by the U.S. Armed Forces or their contractor. See paragraph 8-7g of this order.

a. Off-site Facility Management. 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. 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. 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) Decisions about workmanship, quality, conformity, deviations, and safety are made without undue influence or pressure; and

(3) Documentation generated at off-site locations complies with the ODA procedures manual.

b. Off-site Personnel and Processes.

(1) Inspection ODA unit members 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.

(2) An inspection ODA unit member 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 unit member 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 unit members complete any required conformity inspections on encased or otherwise not readily visible installations.

(3) Engineering ODA unit members must review and document acceptance on FAA Form 8100-1 for each deviation in the prototype article.

(4) ODA unit members must be able to provide advisory and technical assistance to support off-site locations.

(5) Only the off-site facility (not ODA unit members) installs the alteration and returns it to service. The FAA does not authorize ODA unit members to document installations.

(6) The ODA unit members and the OMT must have access to any off-site location to perform any inspection they deem necessary.

c. Off-site Manufacturing. The processes, tooling, and equipment used at the off-site facility must be:

(1) Equivalent to those at the ODA holder's authorized facility (if applicable),

(2) Appropriate for the alteration, and

(3) Able to produce articles and products conforming to the type design.

d. 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:

(1) 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.

(2) 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 unit member may not accept materials solely upon review of a certificate of conformance from the supplier.

(3) 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.

(4) 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.

(5) 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 unit member must evaluate these procedures to determine if they are easy to understand and if they adequately described.

(6) The off-site facility receives prototype articles only from ODA holder-approved suppliers.

(7) Incoming articles and material conform to the type design data before acceptance and installation.

(8) The ODA holder formally advises suppliers to the off-site facility of FAA requirements and quality assurance procedures.

(9) Articles obtained from sub-tier suppliers are subject to the same degree of control by the ODA holder.

e. 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. 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:

(1) 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 principal inspector.

(2) 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).

(3) A list of ODA unit members who will perform functions at the off-site facility. If the ODA holder cannot identify the particular ODA unit members, it must estimate the number of ODA unit members it expects to participate, including their disciplines. The ODA holder must inform the OMT when the number and disciplines of additional ODA unit members are confirmed.

(4) 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.

f. 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. In addition to existing project management and coordination requirements, the OMT must coordinate with the off-site facility's principal inspector. The OMT does this to verify that the facility has experience with the types of alterations on the specific products (make and model) the project involves. The OMT must also consider its own ability to oversee and participate in the project, based on the facility's location. The OMT must coordinate with the off-site location's geographic FAA offices as required. The OMT should ensure that:

(1) The location does not hinder the OMT from reasonably conducting the necessary involvement and supervision.

(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.

(4) The off-site facility is authorized to approve the altered product for return to service.

g. Off-site Prototype Installations on Commercial Derivative Military Aircraft. Prototype installations on commercial derivative aircraft may be performed at fixed military repair/maintenance/depot facilities that are not FAA certificated. The following is required:

(1) The ODA holder must hold a repair station certificate authorized under 14 CFR part 145 to approve the type of altered product for return to service under the provisions of 14 CFR 145.203b. The ODA procedures manual must describe the types of prototype installations that may be accomplished under the provisions of 14 CFR 145.203b.

(2) The prototype installation must be accomplished at a fixed repair/maintenance/depot facility operated by U.S. Armed Forces or their contractor.

(3) Each PNL must identify where the work will be performed, the number of repair station personnel that will travel and do the work, and the disciplines of the personnel required, including quality assurance. A FSDO OMT member or the principal inspector of the repair station must agree that work proposed in the PNL is within the capability of the repair station when working away from its base facility.

(4) An inspection ODA unit member 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 unit member 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 unit members complete any required conformity inspections on encased or otherwise not readily visible installations.

8-8. Approval of Major Alteration or Major Repair Data.

a. Limitations of Approval. 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 the 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 DER function.

b. 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 appendix A, figure 9 of this order for a sample data approval form. The 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).

c. 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.

d. ICA and/or Airworthiness Limitations Information (ALI). If ICAs 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.

8-9. Approvals of AMOCs to AD and AD-Mandated Repairs. 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.

a. 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 unit member in the ODA unit member listing. The ODA unit member'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.

b. 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. 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, or lacking a principal inspector, the manager of the local FSDO/Certificate Holding District Office.” The following may not be authorized:

(1) Adjustments to the compliance times.

(2) Changes to operational limitations specified in ADs.

(3) Discretionary judgments of acceptability.

(4) Continued operation with un-repaired damage, such as corrosion or cracks.

(5) Any area other than aircraft structures.

c. Temporary Repair AMOC Requirements. A temporary repair may be approved as an AMOC only when:

(1) The temporary repair meets all of the airworthiness requirements applicable to the aircraft.

(2) 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).

(3) 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.

(4) The temporary repair must not require inspection while it is installed.

d. Documentation. Delegated AMOCs must be distributed in accordance with FAA Order 8110.103, *Alternative Methods of Compliance*. The ODA unit member must specify the following on the FAA Form 8100-9:

(1) The AD number and the specific paragraph for which AMOC approval is granted.

(2) Aircraft model, serial number and operator of the product. For a global AMOC, the serial number and owner/operator are not required.

(3) A description of the AMOC, including article names and numbers, part serial number (if applicable). A description of damage, modifications, alterations, repairs, and any inspections, inspection thresholds/intervals, and other necessary descriptive information.

(4) Compliance with the applicable requirements of the certification basis or other defined airworthiness standard. For example, an alternate inspection method requires an approved damage tolerance assessment. The specific paragraphs must be listed where applicable.

(5) The ODA unit member's signature and date.

e. 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 the 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 record keeping requirements, but not less than one 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.

f. 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 ACO must revoke any AMOC granted by the ODA unit that no longer achieves an acceptable level of safety, and take appropriate corrective action, including revocation of the delegation if necessary.

8-10. Global AMOCs for Revisions to Service Bulletin. The ODA holder may be authorized to approve global AMOCs for administrative (non-technical) corrections to a service bulletin referenced in an AD.

a. The ODA holder must have a procedure in place with the AD-issuing office for such approvals. The procedure must include at a minimum:

(1) A definition of acceptable changes,

(2) The administrator(s) authorized to issue the AMOC,

(3) Method of approval, and

(4) Documentation.

b. These AMOCs must be distributed in accordance with FAA Order 8110.103.

8-11. Airworthiness Certification.

a. Before issuing a standard or special airworthiness certificate, or a special flight permit, ODA unit members must inspect the aircraft, and document the results of the inspection as described in FAA Order 8130.2. Before issuing an experimental certificate or special flight permit, the ODA unit must get written approval from the geographic MIDO 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, if

necessary, in the applicant's program letter to the FAA. The ODA unit members must review and complete the following, as applicable:

(1) FAA Form 8100-1,

(2) FAA Form 8100-2, *Standard Airworthiness Certificate,*

(3) FAA Form 8130-6, *Application for Airworthiness Certificate,* or

(4) FAA Form 8130-7, *Special Airworthiness Certificate*.

b. 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 MIDO. The MIDO will send the original airworthiness certification package (including the application, supporting documentation, and the certificate) to the Aircraft Registration Branch (AFS-750).

8-12. Special Flight Permits. Before issuing a special flight permit, the ODA unit must obtain from the MIDO, in writing, any limitations, conditions, and areas of operation the FAA considers necessary for safety. The ODA unit must issue the special flight permit, FAA Form 8130-7, in accordance with FAA Order 8130.2. The MIDO will send the original airworthiness certification package (including the application, supporting documentation, and the certificate) to the Aircraft Registration Branch (AFS-750). The ODA holder should establish procedures for a special flight permit for production flight testing for each aircraft that needs to be covered.

> **Note:** Temporary operation of overweight aircraft must be authorized on a case-by-case basis by the OMT. Overweight operation is not allowed for rotorcraft.

8-13. Special Considerations-Military Commercial Derivative Aircraft (MCDA). Certification projects for military commercial derivative aircraft (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 Aircraft Engineering Division (AIR-100) and approved by AIR-100. ODA holders that commonly perform MCDA amended type certificate (ATC) projects must address these unique requirements in their ODA procedures manual.

a. Project Initiation. The MCO 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.

b. PNL Requirements. The ODA holder must submit a copy of the PNL to both its OMT lead and the MCO. The PNL must include any additional information as required by FAA Order 8110.101. The MCO 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.

(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 unit members 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 MCO with concurrence on the project within 30 calendar days or inform them of any issues or areas of OMT participation.

(2) The MCO is responsible for acceptance of the certification plan. This includes the certification basis and methods of compliance for the project. The MCO will coordinate the project according to FAA Order 8110.101, including CPN and certificate management aircraft certification office (CMACO) coordination, if required. The MCO must also process any special conditions, exemptions, etc. as necessary. The MCO 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 MCO must copy the OMT lead on all project correspondence. The MCO will oversee the project activity according to the response to the PNL, ensuring all specific findings are completed.

(3) Upon completion of project, the ODA holder must submit the data required by paragraph 8-6.j.(1) of this order to both the MCO and the OMT lead.

(4) After receiving the ATC data package specified above, the MCO must:

(a) Verify the ODA holder completed the project in accordance with the PNL.

(b) Notify the ODA holder of the FAA's concurrence or non-concurrence with the completed project.

(c) Issue the amended TCDS in accordance with FAA Order 8110.4, if required.

c. Service Difficulties. 14 CFR 183.63 data (unsafe conditions/non-compliances) must be sent to both the MCO and the OMT ACO. The MCO 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 OMT lead.

d. MCO Oversight. MCO personnel involved in oversight of projects completed by ODA holders are considered part of the OMT and must complete a Supervision Record at least annually in support of OMT. MCO personnel will be offered opportunity to participate in biannual inspections.

8-14. 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. 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 unit members making the approval are qualified and authorized with the appropriate delegated functions and authorized areas. The ODA holder must keep copies of the FAA Form 8100-9 and all data approved. A project applicant must discuss intentions to use ODA approvals as part of the certification project with the project ACO. The project ACO will coordinate with the OMT regarding the data approvals as necessary.

8-15. Procedures Manual Requirements. In addition to the requirements of paragraph 3-9 of this order, the procedures manual must address the following elements in the "Procedures" section:

a. Type Certification Procedures. These procedures also apply to the development of ATCs, major repairs, and type design changes. The ODA unit must use certification procedures that are 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 that compliance determinations have been appropriately dispositioned. 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 procedures defined in FAA Order 8110.4.

b. Program Notification Letter Submittal. The ODA holder must notify and apply to the OMT for each new product using a PNL. For changes to existing products, the ODA unit must evaluate the extent of the changes to determine whether notification is required. The ODA unit may be authorized 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 procedures manual 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. The ODA holder will apply to the FAA on FAA Form 8110-12, for each program that will result in a new model designation.

c. Familiarization Meeting. The ODA unit should hold a familiarization meeting for each new TC, ATC and significant type design change, in accordance with procedures established in its approved 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.

d. Preliminary Type Certification Board Meeting. The ODA unit should hold a preliminary type certification board meeting for each new TC, ATC, and significant type design change, in accordance with the procedures established in its approved 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.

e. Certification Plan and Proposed Certification Basis. 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 (reference 14 CFR 21.17) or changed products (reference 14 CFR §§ 21.19, 21.101). The ODA holder should be prepared to submit these items at the preliminary type certification board meeting. The FAA establishes the certification basis by means of an issue paper (if applicable). The ODA administrator is responsible for cooperating with the FAA in this process and providing a company position when requested. The procedures manual must establish the procedures for development and coordination of the certification basis.

f. Coordination of Issue Papers. When necessary, the FAA will develop issue papers 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 issue papers.

g. Specific Findings. The FAA will notify the ODA unit of areas in which the FAA will make specific findings. 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, previous experience 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 making these specific findings. The procedures manual must explain how the ODA unit is to accomplish and handle these activities.

h. 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 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. The processes and procedures to be used must be explained in the procedures manual.

i. Airworthiness Certification and Issuance of Special Flight Permits. The processes and procedures to be used must be explained in the procedures manual and meet the requirements of FAA Orders 8130.2 and 8130.29.

j. Type Inspection Authorization. The ODA unit should prepare the TIA so that it may be formally issued prior to flight testing. Revisions should 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 paragraph l below. The processes and procedures to be used must be explained in the procedures manual.

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

l. 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.

m. Other Type Certification Board Meeting. The ODA unit should hold a preflight and/or interim type certification board meeting as described in FAA Order 8110.4.

n. Certification Flight Testing. The ODA unit may perform certification flight tests as authorized by the TIA. The procedures to be used must be explained in the procedures manual.

o. Submittal of Aircraft Flight Manual (AFM), Proposed Type Certificate Data Sheet (TCDS), Noise and Emissions Data, if Applicable, and Airworthiness Limitations. The aircraft flight manual (AFM), if required, is submitted to the FAA for review. The FAA ACO will function as the primary contact for AFM submittals and will coordinate with the FAA AEG. The ODA unit must submit proposed type certificate data sheet (TCDS) entries to the ACO; the FAA will coordinate and prepare the TCDS. The ODA unit must submit the initial airworthiness limitations to the ACO for review and approval. The ODA unit may approve subsequent revisions to the airworthiness limitations 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 TCDS and airworthiness limitations 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.

p. 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.

q. 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. Any data retention procedures or agreements must be clearly identified in the procedures manual. The types and locations of FAA files maintained by the ODA holder should also be explained in the procedures manual.

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

s. Statement of Completion. When the documentation required for a particular program has been satisfactorily accomplished, the ODA administrator prepares a statement of completion as shown in appendix A, figure 11, of this order. The conditions for issuance and required contents, such as a certification checklist must be explained in the procedures manual.

t. Final Type Certification Board Meeting. The ODA unit should hold a final type certification board meeting for each new TC, ATC and type design change, in accordance with the procedures established in the approved 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.

u. Type Certificate 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.

v. Post TC Activities. Many engineering activities continue after type certification of a product. A TC ODA unit may be authorized to approve major and minor design changes to drawings, procedures, and specifications. The ODA unit might approve 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.

(1) 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 and minor design change approval process. All major changes should be coordinated with the ACO, but not all major changes are required to be submitted as a project and require a PNL. There must be adequate data to support the design changes, but how the ODA unit approves these changes may vary.

(2) Service documents with type design, technical data, or repair procedures must be approved by use of FAA Form 8100-9. In the case of an airworthiness directive effort, the ACO should receive the service document with an FAA Form 8100-9 marked with "Recommend Approval." If a foreign aviation authority asks how a repair procedure was approved, the FAA Form 8100-9 is considered evidence of FAA approval.

(3) 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.

(4) The procedures manual must define the procedures and limitations applicable to the approval of AMOCs to ADs and related repair approvals.

w. Technical Data File. The ODA holder is responsible for all technical and compliance data files. All type design data must be readily available to the FAA and maintained in an official file. Storage media of technical data must be agreed to by the FAA. The technical data files should be maintained as a permanent record at the ODA holder's facility, or other facility agreed to by the FAA. The ODA holder is responsible for maintaining the files in secure areas. Special written agreements may identify the methods to retain and maintain drawing and specification lists. The procedures manual should identify the locations of these files, security measures and procedures for providing the FAA with access to the records.

x. 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.

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

z. Instructions for Continued Airworthiness. The procedures manual must specify the procedures for coordination of ICA with the AEG. If the ODA holder is authorized to review and accept ICA on behalf of the FAA, its procedures manual must contain those items listed in paragraph 8-6i.(2) of this order.

Chapter 9. Production Certification Functions

9-1. General. This chapter 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 original PC or amend the PLR. Only the FAA may perform these functions.

9-2. Eligibility. A PC ODA holder must:

a. Meet the qualifications in paragraph 3-4 of this order and;

b. Hold a current PC issued under the standard procedures of 14 CFR part 21; or

c. Have applied for a TC and have a high probability of obtaining an FAA PC for the type-certificated product. The applicant's quality control system must:

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

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

(3) Be based on 14 CFR part 21 production approval quality system requirements.

Note: Failure to obtain a PC for the type-certificated product will result in suspension or termination of the ODA.

d. Facilities. An ODA holder must have facilities that can accommodate ODA personnel and records. The facilities must be at the ODA holder's main manufacturing location.

9-3. Functions. Figures 2-2 and 2-3 of this order list the ODA function codes. The PC ODA holder's procedures manual must identify the ODA holder's specific authorized functions and limitations. The available PC ODA functions are:

a. Issue Airworthiness Certificates and Approvals. The PC ODA unit must comply with 14 CFR part 21, subparts H and L; FAA Order 8130.2; Order 8130.21, *Procedures for Completion and Use of FAA Form 8130-3*; FAA Order 8130.29, and this order. A PC ODA unit may perform the following functions:

(1) **Issue/Amend Standard Airworthiness Certificates (function code 9061)** for U.S.-registered aircraft.

(2) **Issue/Amend Special Airworthiness Certificates (function code 9062)** in the experimental category for the purpose of performing research and development, showing compliance with FAA regulations, conducting crew training, and conducting market surveys.

(3) **Issue Domestic Airworthiness Approvals (function code 9063)** 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 type or production certificate

(4) **Issue Export Airworthiness Approvals (function code 9064)** for articles (as defined by 14 CFR part 21).

(5) **Issue Export Airworthiness Approvals (function code 9065)** for products (as defined by 14 CFR part 21).

(6) **Issue Special Flight Permits (function code 9066)** for U.S. registered aircraft for the purposes outlined in 14 CFR §§ 21.197 (a)(1), (a)(2), (a)(3), (a)(4), (a)(5), and (b).

(7) **Issue/Amend Special Airworthiness Certificates (function code 9067)** for primary category aircraft.

(8) **Issue/Amend Special Airworthiness Certificates (function code 9068)** for restricted category aircraft.

(9) **Issue Provisional Airworthiness Certificates (function code 9069)**. Original product (as defined by 14 CFR part 21) provisional airworthiness certificates may be issued under this function.

b. Establish Conformity Inspection Requirements (function code 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 (function code 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 authorized on a case-by case basis by the project-managing ACO.

d. Determine Conformity of Test Setup (function code 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 authorized on a case-by case basis by the project ACO.

e. Determine Conformity of Installations of Articles, Including TIA Inspections on a Product (function code 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 PLR, PC and Process Changes (function code 9120). A PC ODA unit may perform an evaluation of the ODA holder's quality control system to address new or ATC models, STC designs, or process changes. The PC or PLR may be amended by the FAA if the ODA unit finds the quality control 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 effective April 16, 2011).

g. Approve Minor Changes to Quality Control Manual/Procedures (function code 9150). A PC ODA unit may approve minor changes to the quality system required by14 CFR 21.137. A minor quality control change is one that is not substantive, such as correction of a typographical error, organizational name, form number, or format change. In accordance with 14 CFR 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 (function code 9170) an ODA unit member may prepare and sign FAA Form 8130-31 on behalf of the FAA.

9-4. 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 unit members. No ODA unit may deviate from the FAA policy and guidance applicable to ODA unit's authorized functions.

9-5. Records. In addition to the records required by paragraph 3-17 of this order, an ODA holder must maintain the following records for the duration of the PC ODA:

a. Any data the ODA holder must submit with its application for a PC, PLR, or their amendment.

b. Data that supports changes to the PLR.

c. Conformity inspection records that the ODA unit has completed, such as:

(1) FAA Form 8100-1,

(2) FAA Form 8120-10,

(3) FAA Form 8130-3,

(4) FAA Form 8130-9,

(5) FAA Form 8110-5, Type Inspection Report – Part 1: Airplane Ground Inspection,

(6) FAA Form 8110-6, Type Inspection Report – Engines,

(7) FAA Form 8110-7, Type Inspection Report – Propellers, and

(8) FAA Form 8110-8, Type Inspection Report – Part 1: Free Balloons.

d. Changes to the quality control manual.

9-6. Production Certificate and PLR Changes.

a. An ODA holder must use the same process the FAA uses for standard certification programs (see FAA Order 8120.22, and FAA Order 8120.23, *Certificate Management of Production Approval Holders*).

b. Inspection personnel in the ODA unit must determine that the requirements of 14 CFR 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 14 CFR part 21. The procedures manual must identify the methods and procedures leading to amendment of the PLR (see FAA Orders 8120.22 and 8120.23).

(1) The ODA holder must complete an FAA Form 8110-12 to add a new TC model, STC design, or a process to its production certificate or PLR.

(2) The ODA unit must review the 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 (see 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 an FAA Form 8100-1. The ODA unit must verify that all production conformity inspections have been completed and 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 non-compliance identified during the PLR audit. The ODA unit must verify that the ODA holder implements corrective and corrective action for any non-compliance 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 8100-12.

(b) A conformity inspection report, FAA Form 8100-1, documenting that the ODA unit completed all FAA conformity inspections and that any unsatisfactory conditions have been corrected.

(8) The ODA administrator must submit the Form 8100-12 to the OMT. The managing MIDO will sign the PLR and provide it to the ODA holder.

9-7. TC/STC Conformity.

a. 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.

b. Prior to any FAA conformity inspection, the product or article must be inspected in accordance with 14 CFR 21.33 and an FAA Form 8130-9 must be completed to satisfy 14 CFR 21.53. The ODA unit member determining conformity for the FAA may not sign the Form 8130-9.

c. The ODA holder's procedures manual must identify the specific forms and procedures used to identify and document inspection results. See FAA Order 8110.4 for examples of the forms and instructions on how to complete them. The procedures manual must identify the procedures used to develop and approve the conformity inspection plan.

d. Prior to any compliance inspection or test, an ODA unit member must determine that the end product, in-process articles or test articles conform with the type design. The ODA unit member must document conformity on the following (as applicable):

(1) FAA Form 8100-1.

(2) FAA Form 8130-3.

(3) FAA Forms 8110-(4, 5, 6, 7, 8 or 26) (part 1).

9-8. Airworthiness Certificates.

a. Before issuing a standard or special airworthiness certificate, ODA unit members must inspect the aircraft, and document the results of the inspection. Before issuing an experimental certificate, the ODA unit must get written MIDO approval of any limitations, conditions, and flight test areas the FAA considers necessary for safety. See 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 (if necessary), in the applicant's program letter to the FAA. The ODA unit members must review and complete the following, as applicable:

(1) FAA Form 8100-1.

(2) FAA Form 8100-2.

(3) FAA Form 8130-6.

(4) FAA Form 8130-7.

b. The ODA unit must provide specific operating limitations before issuing a special airworthiness certificate in the experimental category. The ODA unit must send the certification package to the MIDO. The MIDO will send the original airworthiness certification package (including the application, supporting documentation, and the certificate) to the Aircraft Registration Branch (AFS-750). For the purpose of operating limitations, the FAA recommends the use of FAA letterhead in accordance with FAA Order 8130.2.

9-9. Special Flight Permits. Before issuing a special flight permit, the ODA unit must obtain from the MIDO, in writing, any limitations, conditions and areas of operation the FAA considers necessary for safety. The ODA unit must issue the special flight permit, FAA Form 8130-7 in accordance with FAA Order 8130.2 and send a copy of the certification package to the MIDO. The MIDO will send the original airworthiness certification package (including the application, supporting documentation, and the certificate) to the Aircraft Registration Branch (AFS-750). The ODA holder should establish procedures for a special flight permit for production flight testing for each aircraft that needs to be covered.

Note: Temporary operation of overweight aircraft must be authorized on a case-by-case basis by the OMT. Overweight operation is not allowed for rotorcraft.

9-10. Airworthiness Approvals.

a. Export Airworthiness Approvals. When exporting products or articles (as defined by 14 CFR part 21), the ODA unit must determine that the requirements of 14 CFR part 21, subpart L are met. If required, the ODA holder must complete FAA Form 8130-1, *Application for Export Certificate of Airworthiness,* in accordance with 14 CFR 21.327 and 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 AC 8050-72, *Export Certificate*

Number Assignment Card, must also be completed with Form 8130-4. Instructions are found in FAA Order 8130.2 and AC 21-2. Export airworthiness approvals for aircraft engines, propellers, and articles are issued using FAA Form 8130-3. Instructions for completing Form 8130-3 are found in FAA Order 8130.21.

b. Airworthiness Approvals. The ODA unit may issue airworthiness approvals (FAA Form 8130-3) for products and articles produced by the ODA holder. Each product or article must be inspected using FAA-approved design and the ODA holder's approved quality system before being presented to the ODA unit. Prior to issuing an FAA Form 8130-3, the ODA unit must determine compliance with the applicable requirements of 14 CFR part 21. The FAA Form 8130-3 must be issued in accordance with FAA Orders 8130.21 and 8130.2.

9-11. Procedures Manual Requirements. In addition to the requirements of paragraph 3-9 of this order, the PC ODA procedures manual must address the following elements in the "Procedures" section:

a. PC and PLR changes.

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

(2) Procedures for coordination and review of the FAA Form 8100-12 by the ODA unit.

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

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

(5) 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.

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

b. Conformity Inspections.

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

(2) Procedures to ensure the article or product has been inspected in accordance with 14 CFR 21.33 and a FAA Form 8130-9 prepared prior to the FAA conformity inspection.

(3) Procedures for completion of conformity inspections.

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

c. 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 8130.29.

d. Airworthiness Approvals. Procedures for performing airworthiness inspections and issuing airworthiness approvals.

Chapter 10. Technical Standard Order Authorization Holder Functions

10-1. General. This chapter 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.

10-2. Eligibility.

a. A TSOA ODA holder must meet the qualifications in paragraph 3-4 of this order and hold a current TSOA.

b. An ODA holder must have facilities that can accommodate ODA personnel and records. These facilities must be located at the TSOA manufacturing facility.

10-3. Functions. Figures 2-2 and 2-3 of this order list the ODA function codes. The TSOA ODA holder's procedures manual must identify the ODA holder's specific authorized functions and limitations. The available TSOA ODA functions are:

a. Issue Airworthiness Certificates and Approvals. A TSOA ODA unit may perform the following functions. The ODA unit must comply with 14 CFR part 21, FAA Order 8130.2, FAA Order 8130.21, and this order.

(1) **Issue Domestic Airworthiness Approvals (function code 10063)** for articles.

Note: Pursuant to 14 CFR §43.3(j)(2), a manufacturer (ODA holder) may rebuild or alter any appliance or part of aircraft, aircraft engines or propellers or appliances manufactured by it under a Technical Standard Order Authorization.

(2) **Issue Export Airworthiness Approvals (function code 10064)** for articles (as defined by 14 CFR part 21).

b. Determine Conformity of Articles Including Test Articles (function code 10080). A TSOA ODA unit may determine whether articles or test articles conform to the design data.

c. Determine Conformity of Test Setup (function code 10090). A TSOA ODA may determine whether a test setup conforms to the design data as required by approved test plans.

10-4. Limitations.

a. 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 unit members.

b. 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.

10-5. Records. In addition to the records required by paragraph 3-17 of this order, a TSOA ODA holder must keep conformity inspection records that the ODA unit has completed, such as Forms 8100-1, 8120-10, 8130-9, 8130-3, 8110-5, 8110-6, 8110-7, and 8110-8.

10-6. Conformity Functions. 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. Prior to any FAA conformity inspection, the article must be inspected in accordance with 14 CFR 21.33 and an FAA Form 8130-9 must be completed to satisfy 14 CFR 21.53. The ODA unit member determining conformity for the FAA may not sign the Form 8130-9.

b. The ODA holder's procedures manual must identify the specific forms and procedures used to identify and document inspection results. See FAA Order 8110.4 for examples of the 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. Prior to any compliance inspection or test, an ODA unit member 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,

(2) FAA Form 8130-3, and

(3) FAA Form 8110-(4, 5, 6, 7, 8 or 26) (part 1), as applicable.

10-7. Airworthiness Approvals.

a. Export Airworthiness Approvals. When exporting articles (as defined by 14 CFR part 21), the ODA unit must determine that the requirements of 14 CFR part 21 subpart L are met. The ODA unit must ensure the requirements in FAA Order 8130.2, AC 21-2, and the special requirements of importing countries are met before issuing export airworthiness approvals. The ODA unit must issue the FAA Form 8130-3 in accordance with FAA Orders 8130.21 and 8130.2.

b. Airworthiness Approvals. Airworthiness approvals may only be issued for articles produced by the ODA holder. The FAA Form 8130-3 will be issued in accordance with FAA Orders 8130.21 and 8130.2.

10-8. Procedures Manual Requirements. In addition to the requirements of paragraph 3-9 of this order, the procedures manual must address:

a. Procedures for completion and coordination of FAA Form 8130-9,

b. Procedures for reviewing and processing FAA Form 8120-10,

c. Procedures for performing and tracking conformity inspections, and

d. Procedures for performing airworthiness inspections and issuing airworthiness approvals.

Chapter 11. Supplemental Type Certification Functions

11-1. General. This chapter 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.

11-2. Eligibility. An organization is eligible for an STC ODA if:

a. It meets the qualifications in paragraph 3-4 of this order,

b. It holds a current STC issued by the FAA, and

c. The FAA determines that the applicant has sufficient experience developing STC data, finding compliance with the applicable FAA regulations, and processing STC-related forms and documentation.

d. An STC ODA holder must have facilities that can accommodate ODA personnel and records. Installation of STC prototypes may only be done at certificated facilities as described in paragraphs 11-8 and 11-9 of this order.

e. To qualify for the ICA review and acceptance function, the ODA holder must successfully demonstrate the capability to develop acceptable ICA.

11-3. Functions. Figures 2-2 and 2-3 of this order list the 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. The available STC ODA functions are:

a. Approve Technical Data and Find Compliance to the Airworthiness Standards (function code 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 test plans, test data, or analyses,

(2) Witnessing tests,

(3) Reviewing test data to ensure that the test was conducted in accordance with the test plan, and

(4) For analytical data, ensuring that an appropriate and validated analytical model or system was used.

b. Issue STCs and/or Amendments (function code 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 (function code 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 aircraft flight manual (AFM) supplement and any associated information such as cargo loading or weight and balance (including revisions) for an STC it issues.

d. Approve Airworthiness Limitations Information (function code 11050). An STC ODA unit may approve changes to airworthiness limitations associated with an STC it issues.

e. Issue Airworthiness Certificates and Approvals. The ODA unit must comply with 14 CFR part 21; FAA Orders 8130.2; 8130.21; 8130.29, and this order. An STC ODA unit may perform the following functions:

(1) **Issue/Amend Standard Airworthiness Certificate (function code 11061).** This includes amending a standard airworthiness certificate for a U.S. registered aircraft.

(2) **Issue/Amend Special Airworthiness Certificates (function code 11062)** in the experimental category for the purpose of performing research and development, showing compliance with FAA regulations, conducting crew training, and conducting market surveys.

(3) **Issue Special Flight Permits (function code 11066)** for U.S. registered aircraft for a purpose outlined in 14 CFR §§ 21.197 (a)(1), (a)(4), or (b).

(4) **Issue/Amend Special Airworthiness Certificates (function code 11067)** for primary category aircraft.

(5) **Issue/Amend Special Airworthiness Certificates (function code 11068)** for restricted category aircraft.

(6) **Issue a Replacement Airworthiness Certificate (function code 110610)** 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 (function code 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 (function code 11080). An STC ODA unit may determine whether engines, propellers, articles, or test articles conform to the design data.

h. Determine Conformity of Test Setup (function code 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 (function code 11100). An STC ODA unit may determine whether installations of articles on a product conform to design data and perform TIA inspections.

j. Perform Compliance Inspections (function code 11110). An STC ODA unit may perform compliance inspections to determine if products comply with 14 CFR.

k. Approve Data for Major Alterations or Major Repairs (function code 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 as described in paragraph 11-12c of this order.

l. Perform Approvals in Support of TC ODA Holder Projects (function code 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 (function code 11170). An ODA unit member may prepare and sign FAA Form 8130-31 on behalf of the FAA.

n. Perform Review and Acceptance of ICA (Function Code 11180). The ODA administrator may determine that ICA are acceptable when they have been developed following the approved process in the ODA procedures manual.

> **Note:** ODA holders may perform the following 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 11-12 of this order.

11-4. Limitations.

a. The OMT may impose any limitations on an STC 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 unit members. The OMT may, for example, retain the authority for the approval of test plans, requiring them to be submitted for approval by the ACO.

b. 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/models listing may be in a separately controlled reference document. For example, a procedures manual limitation may include:

(1) Avionic and Electrical System Installations--Boeing 727, 737, and 747 series aircraft.

(2) Aircraft Interior Installations--Boeing 727 series aircraft.

c. No ODA holder may be delegated authority in any area reserved for FAA approval. An ODA holder may not perform regulatory activity. For example, the FAA must approve:

(1) Interpretations of the airworthiness standards.

(2) The application of ELOS provisions applied under the provisions of 14 CFR part 21.

(3) Original and any changes to the master minimum equipment list.

(4) Reduction of life limits on life-limited components.

(5) The elimination or revision of AFM limitations that were incorporated as a result of an airworthiness directive (see FAA-IR-M-8040.1 and FAA Order 8040.1).

(6) Changes to the flight crew operating manual.

(7) Reduction of life limits or new or different inspection requirements to address an unsafe condition (see FAA AD Manual FAA-IR-M-8040.1).

(8) Issue papers.

d. ICA Acceptance. No ODA holder may accept ICA for:

(1) Security-related projects (military/homeland security, etc.).

(2) Changes associated ADs, including AMOCs.

(3) 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.

11-5. Records. In addition to the records required to be maintained by paragraph 3-17 of this order, an STC ODA holder must keep the following records for the duration of the ODA:

a. The PNL, FAA response, and other project-related correspondence.

b. The FAA project records identified in FAA Order 8110.4.

c. The application, type design and substantiation records identified in FAA Order 8110.4.

d. A list of products by make, model, manufacturer's serial number, and registration number altered to substantiate an STC issued by the ODA unit.

e. An STC ODA holder must submit quarterly reports identifying major repair or major alteration data approved by the ODA unit.

11-6. Alteration Locations.

a. General. All prototype alterations on civil-registered aircraft (foreign or domestic) must be performed at FAA certificated facilities authorized to perform the type of alteration and approve the type of altered product for return to service in accordance with 14 CFR part 43. The facilities must be identified in the STC ODA procedures manual or qualified and approved in accordance with paragraph 11-8 of this order before the product is altered. Prototype installations on military commercial derivative aircraft may be accomplished at fixed military repair facilities. See paragraph 11-9 of this order.

b. Authorized Facilities. 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 paragraph 11-8 of this order. Every two years an ODA holder must re-evaluate those off-site facilities identified in its ODA procedures manual. Consultant group STC ODAs perform all prototype activity at off-site facilities. 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 paragraph 11-8 of this order and coordinates with the OMT.

11-7. Supplemental Type Certification Programs. A STC ODA holder must use the same process the FAA uses for standard certification programs (see FAA Order 8110.4 and AC 21-40, *Guide for Obtaining a Supplemental Type Certificate*).

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 (except data approvals provided by the product's TC holder ODA) must be accomplished by the STC ODA holder's unit members, unless retained by the FAA.

(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 program notification letter 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 section 3-17 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) **Additional Knowledge.** In addition to showing compliance to the airworthiness standards, an ODA holder is also responsible for finding that the altered product is of a proper design for safe operation. In order to determine this, the ODA holder must consider the product manufacturer's design philosophy, principles, and operational assumptions. Such information may be obtained by reviewing available data such as: original type design data, TCDS, flight manuals, flight crew operations manuals, or by 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. 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 http://www.airweb.faa.gov/rgl.

(7) **Performing Delegated 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 procedures manual must define the types of activities which are authorized without specific written authorization. If requested by the ODA holder, the OMT may provide interim written response to the PNL authorizing certification activity pending formal response to the PNL. Interim responses should describe the scope of activity authorized.

(8) **Showing of Compliance.** In addition to finding compliance through the ODA unit procedures, the ODA holder may be responsible as the project applicant to show compliance to the airworthiness standards and provide a statement required by 14 CFR 21.20 certifying that it has complied with the applicable requirements prior to completion of the FAA Form 8100-11, *Statement of Completion*, by the ODA unit.

b. Program Notification Letter. The ODA administrator must submit a PNL to the OMT lead prior to performing any delegated functions in support of the project not authorized under paragraph 11-7a(7) of this order. 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. 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. The PNL must contain the following information:

(1) 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 (See paragraph 8-14 of this order).

(2) Completed FAA Form 8110-12.

(3) A certification plan that contains the information described in appendix D of this order.

(4) A conformity inspection plan as shown in appendix A, figure 15 of this order.

(5) Identification of any novel or unusual aspects of the program including any international aspects, or foreign airworthiness authorities involved.

(6) Identification of any design changes that are considered a "significant project" according to the definition in FAA Order 8110.4.

(7) Identification of any recommended areas for FAA specific findings based on paragraph 11-7d of this order.

(8) 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).

c. Program Notification Letter Coordination.

(1) The OMT lead will coordinate with the appropriate OMT members for review and concurrence with the original PNL, and any later supplements or changes. The managing ACO will also coordinate with the type certificate managing ACO, as appropriate. In addition, the ACO must follow the normal directorate CPN requirements.

(2) 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 non-concur with projects that it determines the ODA holder is not qualified to perform.

(3) 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. This is to verify that the facility has experience with 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 oversee and participate in the project, based on the facility's location. The OMT may authorize a project only if:

(a) The work location does not prevent the OMT's necessary involvement and oversight.

(b) The ODA holder has sufficient experience and knowledge to manage the off-site project.

(c) The off-site facility is authorized to approve the altered product for return to service.

d. Specific Findings. The FAA will make specific findings of compliance as follows:

(1) Determine compliance in areas reserved for the FAA, such as regulatory interpretations and ELOS findings. The ODA holder must request concurrence on the application of all ELOS findings in writing.

(2) Determine compliance for the emissions and noise requirements of 14 CFR parts 34 and 36. Delegated compliance findings for 14 CFR 36 must be coordinated with OMT. The OMT will coordinate the resources required for final approval (e.g., AEE-100).

(3) The AEG will perform evaluation in the following areas: operational suitability, changes to the master minimum equipment list, crew qualifications, and emergency evacuation demonstrations.

(4) Determine compliance, when necessary, in areas involving new design concepts including the identification of those areas that require the formulation of special

conditions in accordance with 14 CFR 21.101(d) or areas where the ODA holder has no prior experience.

(5) Determine compliance or review data, tests, or technical evaluations in those areas in which the ODA holder needs to improve performance or has had minimal experience.

(6) Review areas where service difficulties have resulted from previous ODA holder approvals.

(7) Participate in compliance findings in areas involving known safety-related problems. For example, the ACO should review modifications affecting areas that have previously been the subject of an airworthiness directive action to ensure that the proposed modification does not adversely affect the airworthiness directive-related change.

(8) Part 26 Functions. Part 26 compliance findings and approvals that are retained for FAA approval in accordance with AIR-100 policy memorandum dated April 6, 2010.

e. Program Notification Letter Response. The OMT lead will respond to the ODA holder formally, in writing, after receiving a PNL. The OMT lead must respond within 30 calendar days unless the ODA holder agrees to a later response. The response must include:

(1) The OMT's concurrence or non-concurrence with the proposed certification and conformity plans.

(2) Acknowledgement that the certification basis is acceptable, including any limitations, conditions, or objections.

(3) The names and other contact information for FAA engineers, manufacturing inspectors, AEG focal points, and administrative staff assigned to the project.

(4) Identification of any specific findings that the OMT will be involved in and the rationale for any OMT participation. 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 unit members for approval or recommend approval on FAA Form 8100-9.

(5) 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:

(a) A change in any of the parties involved, or the level of their involvement, in the design or installation of the alteration.

(b) A change in the location where the prototype installation will be performed.

(c) Any change in the schedule of activities in which the FAA will participate.

(d) Any certification methodology change.

(e) Any other change deemed appropriate by the managing ACO.

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.

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, pre-flight, 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 make specific findings.

(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 and emission requirements and establish the nature and extent of tests and substantiation expected from the ODA holder.

g. Engineering Approval. Engineering or flight test ODA unit members determine compliance with the FAA regulations. All compliance data approvals must be completed by the STC ODA unit members or the product's TC holder ODA unit members. The procedures manual must contain the specific forms and procedures used to determine and document compliance. The procedures manual must identify procedures for developing and approving the conformity inspection plan. The ODA unit must use the proper FAA forms. Engineering or flight test ODA unit members must approve the following records, as applicable, to document compliance:

(1) FAA Form 8100-9 (Appendix A, figure 5 of this order) for compliance findings.

(2) FAA Form 8120-10.

(3) FAA Form 8110-1.

(4) Supplemental type inspection report (part 2), as applicable.

(5) AFM and AFM supplements, as required.

h. Compliance Findings for Equivalent Level of Safety Provisions. After the FAA defines any ELOS provisions, engineering and flight test ODA unit members may determine whether the product complies with them. If identified as a specific finding, the ODA unit must submit ELOS finding results in writing to the OMT for approval.

i. Conformity. Inspection ODA unit members 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 14 CFR 21.33 and an FAA Form 8130-9 must be completed to satisfy 14 CFR § 21.53. Complex sub-assemblies may require issuance of additional Forms 8130-9. The ODA unit member determining conformity for the FAA may not sign the Form 8130-9. The procedures manual must identify the specific forms and procedures used to document inspection results. See FAA Order 8110.4 for examples of the forms and instructions on how to complete them. The procedures manual must identify the procedures used to develop and approve the conformity inspection plan.

(2) If FAA conformity inspections are required, an ODA unit member must determine that the end product, in-process articles, or test articles conform with the type design. They must document conformity on the following (as applicable):

(a) FAA Form 8100-1.

(b) FAA Form 8110-26, *Supplemental Type Inspection Report (STIR)*, (part 1), as applicable.

(c) FAA Form 8130-3.

(d) FAA Form 8130-9.

j. Aircraft Evaluation Group Functions.

(1) **Instructions for Continued Airworthiness-Review by FAA.** The ODA holder must develop and submit ICA for any new or changed type design. Unless the ICA review and acceptance function has been authorized, the ICA must be coordinated with the AEG OMT representative early in the program to ensure that ICA development and acceptance

does not delay the program. The AEG OMT representative will determine the level of involvement during the PNL review. The ODA unit must ensure the ICA is accepted upon delivery of the altered product or prior to issuance of the first standard or restricted airworthiness certificate for an altered aircraft, whichever occurs later.

(2) **Instructions for Continued Airworthiness-Review by ODA Holder.** If the ODA holder is authorized review and accept ICA on behalf of the FAA, its procedures must contain:

(a) 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.

(b) A process to identify which ICA documents are affected by the project.

(c) 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:

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

2. Reconciliation of ICA with design data.

3. Approval by an authorized ODA unit member of any sections that require specific FAA approval, such as the Airworthiness Limitations Section.

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

5. 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.

(3) AEG determinations of operational suitability, master minimum equipment list revisions, crew training, etc., may not be delegated to an ODA holder. The managing ACO must coordinate with the appropriate AEG to ensure that all program requirements for which the AEG is responsible are satisfied.

k. Issuing Supplemental Type Certificates.

(1) The ODA unit must ensure that the applicant has documented a certifying statement as required by 14 CFR 21.20 prior to completion of the FAA Form 8100-11. The statement must be attested to by a designated agent of the applicant.

(2) The ODA administrator must complete FAA Form 8100-11 (see appendix A, figure 11 of this order) certifying that the STC design complies with FAA regulations prior to issuing the STC. The ODA holder must prepare the STC in accordance with FAA Order 8110.4.

> **Note:** The ACO 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.

l. Submission of Data after Certification.

(1) The ODA holder must submit the following data to its managing ACO within 30 calendar days of the STC issuance date. This data and appropriate project related correspondence must be retained by the ACO:

(a) A statement of completion certifying that the design article satisfies the FAA regulations.

(b) A paper copy of the signed STC and an electronic copy.

(c) A copy of the flight manual supplement.

(d) Any other data identified in the OMT's response to the PNL or required by the procedures manual.

(2) When issuing an STC to another entity, the ODA holder must ensure the certificate holder is aware of its responsibilities as a certificate holder. Additionally, if the certificate holder is located in a different ACO's geographical area, the ODA holder must submit a cover letter to the certificate managing ACO within 30 days calendar informing them of the issuance of the STC along with the project records required by FAA Order 8110.4 appendix 10. The ODA holder must submit the type design and substantiating data required by FAA Order 8110.4 upon the request of that ACO if a data retention agreement is not established between the ACO and the certificate holder. The ODA holder must retain a copy of all data per 14 CFR 183.61.

(3) The STC certificate managing ACO must submit a Microsoft Word format copy of the STC (with or without signature) to AIR-110 within 14 calendar days of receipt of the STC.

m. 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 type certificate (see 14 CFR 21.47 and FAA Order 8110.4).

n. Amendment of an Existing STC. Any STC amendment issued by an ODA holder requires submittal of a PNL. Any amendment to an STC must be coordinated with the ACO prior to its issuance. Amendments to STCs may only be made by an STC ODA holder who

either originally issued the STC, obtained and currently holds the STC, or was involved in the issuance of the STC.

11-8. Off-Site Project Requirements. An ODA unit may conduct off-site prototype installations for most projects only at facilities authorized to perform the type of alteration and approve the type of altered product for return to service in accordance with 14 CFR part 43. However, STC ODA holders with a repair station may perform ODA STC prototype installations away from their facility on military commercial derivative aircraft if authorized under the authority of 14 CFR 145.203(b) for prototype installations. See paragraph 11-9 of this order.

a. Off-site Facility Management. 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. If the ODA holder evaluates the facility and finds it acceptable, then the ODA unit must verify the finding. The ODA holder must document the findings and make them available to the FAA. 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) Decisions about workmanship, quality, conformity, deviations, and safety are made without undue influence or pressure; and

(3) Documentation generated at off-site locations complies with the ODA procedures manual.

b. Off-site Personnel and Processes.

(1) Inspection ODA unit members 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.

(2) An inspection ODA unit member 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 unit member 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 unit members complete any required conformity inspections on encased or otherwise not readily visible installations.

(3) Engineering ODA unit members must review and document acceptance on FAA Form 8100-1 for each deviation in the prototype articles.

(4) ODA unit members must be able to provide advisory and technical assistance to support a project at an off-site location.

(5) Only the off-site facility (not ODA unit members) installs the alteration and returns it to service. The FAA does not authorize ODA unit members to document installations.

(6) The ODA unit members and the OMT must have access to any off-site location to perform any inspection they deem necessary.

c. Off-site Manufacturing. The processes, tooling, and equipment used at the off-site facility must be:

(1) Equivalent to those at the ODA holder's authorized facility (if applicable);

(2) Appropriate for the alteration; and

(3) Able to produce articles and products conforming to the type design.

d. 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:

(1) 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.

(2) 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 unit member may not accept materials solely upon review of a certificate of conformance from the supplier.

(3) 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.

(4) 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.

(5) 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 unit member must evaluate these procedures to determine if they are easy to understand and adequately described.

(6) The off-site facility receives prototype articles only from ODA holder-approved suppliers.

(7) Incoming articles and materials conform to the type design data before acceptance and installation.

(8) The ODA holder formally advised suppliers to the off-site facility of FAA requirements and quality assurance procedures.

(9) Articles obtained from sub-tier suppliers are subject to the same degree of control by the ODA holder.

e. 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. 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:

(1) 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 principal inspector.

(2) 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).

(3) A list of ODA unit members who will perform functions at the off-site facility, including their disciplines. If the ODA holder cannot identify the particular ODA unit members, it must estimate the number of OMT members, by discipline, it expects to participate. The ODA holder must inform the OMT when the number or disciplines of additional ODA unit members are confirmed or change.

(4) 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.

f. Off-Site Project Coordination within the FAA. The OMT must review and approve each off-site STC project before any prototype installation starts. In addition to existing project management and coordination requirements, the OMT must coordinate with the off-site facility's principal maintenance inspector or principal avionics inspector. The OMT does this to verify that the facility has experience with the types of alterations on the specific products (make and model) the project involves. The OMT must also consider its own ability to oversee and participate in the project, based on the facility's location. The OMT must coordinate with the off-site location's geographic FAA offices as required. The OMT should ensure:

(1) The location does not hinder the OMT from reasonably conducting the necessary involvement and supervision.

(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.

(4) The off-site facility is authorized to approve the altered product for return to service.

11-9. Off-Site Prototype Installations on Military Commercial-Derivative Aircraft. Prototype installations on military commercial-derivative aircraft may be performed at fixed military repair/maintenance/depot facilities that are not FAA certificated. The following is required:

a. The ODA holder must hold a repair station certificate authorized under 14 CFR part 145 to approve the type of altered product for return to service under the provisions of 14 CFR 145.203b. The ODA procedures manual must describe the types of prototype installations that may be accomplished under the provisions of 14 CFR 145.203b.

b. The prototype installation must be accomplished at a fixed repair/maintenance/depot facility operated by the U.S. Armed Forces or their contractor.

c. Each PNL must identify where the work will be performed, the number of repair station personnel that will travel and do the work, and the disciplines of the personnel required, including quality assurance. A FSDO OMT member must agree that work proposed in the PNL is within the capability of the repair station when working away from its base facility.

d. An inspection ODA unit member 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 unit member 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 unit members complete any required conformity inspections on encased or otherwise not readily visible installations.

11-10. STC Projects Involving Foreign-Registered Aircraft or Foreign State of Design Products. 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. Special considerations apply to these types of projects.

a. Foreign-Registered Aircraft.

(1) If the ODA holder does not provide evidence of CAA concurrence with the project, the ACO OMT representative must notify the CAA of the State of Registry of the proposed alteration and invite its participation in the certification project. The ACO 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 "at-risk" pending CAA concurrence with the project. The OMT is not required to follow up with another response unless the CAA has concerns with the alteration.

(2) If a foreign-registered aircraft is used as a test article to substantiate a alteration, the ODA holder must verify that the aircraft conforms to its approved type design as needed to substantiate the alteration.

(3) 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 International Civil Aviation Organization Member State.

b. Foreign State of Design Products. 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 appropriate directorate standards staff or ACO.

11-11. Finding Compliance With 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. This may only be done when allowed by the BASA IPA, or written FAA-approved arrangement with that country (after consultation with the International Policy Office, AIR-40). The ODA unit must also submit FAA forms 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.

11-12. Other Approval Functions.

a. Data Approvals and Conformity Inspections Supporting FAA-Managed projects. The ODA unit may approve data and perform conformity inspections in support of a 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 that states that the ODA unit is authorized. The ODA administrator must ensure that the ODA unit members 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 ACO. The project ACO will coordinate with the OMT as necessary.

b. Data Approvals/Conformity Inspections Supporting 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 paragraph 8-6 of this order.

c. Major Alteration and/or 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. The ODA unit must document these data approvals on FAA Form 8100-9. The 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).

11-13. Airworthiness Certification.

a. Before issuing a standard or special airworthiness certificate, ODA unit members 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 MIDO for the geographical 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 ODA unit members must review and complete the following, as applicable:

(1) FAA Form 8100-1.

(2) FAA Form 8100-2.

(3) FAA Form 8130-6.

(4) FAA Form 8130-7.

b. 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 MIDO. The MIDO will send the original airworthiness certification package (including the application, supporting documentation, and the certificate) to the Aircraft Registration Branch (AFS-750).

11-14. Special Flight Permits. Before issuing a special flight permit, the ODA unit must obtain from the MIDO, in writing, any limitations, conditions and areas of operation the FAA considers necessary for safety. The ODA unit must issue the special flight permit, FAA Form 8130-7 in accordance with FAA Order 8130.2 and send a copy of the certification package to the MIDO. The MIDO will send the original airworthiness certification package (including the application, supporting documentation, and the certificate) to the Aircraft Registration Branch (AFS-750).

Note: Temporary operation of overweight aircraft must be authorized on a case-by-case basis by the OMT. Overweight operation is not allowed for rotorcraft.

11-15. Special Considerations-Military Commercial Derivative Aircraft (MCDA). Certification projects for military commercial derivative aircraft (MCDA) are completed following the requirements of FAA 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 MCO 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.

b. PNL Requirements. The ODA holder must submit a copy of the PNL to both its OMT lead and the MCO. The PNL must include any additional information as required by FAA Order 8110.101. The MCO 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.

(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 unit members 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 MCO with concurrence on the project within 30 calendar days or inform them of any issues or areas of OMT participation.

(2) The MCO is responsible for approval of the certification plan. This includes the certification basis and methods of compliance for the project. The MCO will coordinate the project according to FAA Order 8110.101, including CPN and CMACO coordination, if required. The MCO must also process any special conditions, exemptions, etc. as necessary. The MCO 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 MCO must copy the OMT lead on all project correspondence. The MCO will oversee the project activity according to the response to the PNL, ensuring all specific findings are completed.

(3) Upon completion of project, the ODA holder must submit the data required by paragraph 11-7 of this order to both the MCO and the OMT lead.

c. Service Difficulties. 14 CFR 183.63 data (unsafe conditions/non-compliances) must be sent to both the MCO and the OMT ACO. The MCO 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.

d. MCO Oversight. MCO personnel involved in oversight of projects completed by ODA holders are considered part of the OMT and must complete a supervision record at least

annually in support of OMT. MCO personnel will be offered opportunity to participate in biannual inspections.

11-16. Procedures Manual Requirements. In addition to the requirements of paragraph 3-9 of this order, the procedures manual must address the following elements in the "Procedures" section:

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

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

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

b. FAA Notification. The procedures the ODA holder will follow for the submittal of the PNL.

c. Development and Approval of the Data Package. Identify the specific data required to be developed and 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, ICAs, and flight manual supplements.

(1) The procedures for review and approval of the data by the ODA unit.

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

d. Production & Installation.

(1) The procedures for production and installation.

(2) The procedures for applicant conformity inspections.

(3) The procedures for ODA unit conformity inspections including:

(a) How the conformity inspections will be requested, tracked, performed and documented.

(b) How deviations will be resolved.

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

(d) Procedures for development and ODA unit approval of the TIA.

e. Operational Suitability. The procedures for coordination of operational suitability issues with the managing AEG office. For example: Flight standardization boards (FSB) for

pilot ratings and pilot type rating training requirements and flight operation evaluation boards (FOEB) for master minimum equipment lists.

f. Instructions for Continued Airworthiness. The procedures for coordination of ICA with the applicable AEG or the procedures for ICA development, review and acceptance.

g. Aircraft Ground Evaluation. The ODA unit procedures for conducting aircraft ground evaluations including compliance inspections.

h. Aircraft Pre-Flight Inspection. The ODA unit procedures for conducting aircraft pre-flight inspections.

i. Risk Assessment. The ODA unit procedures for flight test risk management. The procedures must meet the requirements of FAA Order 4040.26.

j. 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.

k. Aircraft Flight Manual Supplement Approval. The procedures for preparation and approval of the AFM Supplement.

l. Project Completion. The procedures to determine that all documentation, inspections, and tests have been completed prior to issuance of the STC. Include a description of how the ODA unit confirms all FAA specific findings are complete, and the procedures for completion of the FAA Form 8100-11.

m. 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.

n. Off-Site Procedures. The procedures for managing off-site installations. These procedures must address the requirements of paragraph 11-8 of this order. Forms and criteria for the evaluation of off-site facilities must be provided.

o. Airworthiness Certification and Issuance of Special Flight Permits. The procedures used should be explained in the procedures manual and meet the requirements of FAA Orders 8130.2 and 8130.29.

p. 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.

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

r. Approval of Major Repair or Major Alteration Data. The procedures for coordination and approval of major repair or major alteration data.

Chapter 12. Major Repair, Major Alteration, and Airworthiness Functions

12-1. General.

a. This chapter 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.

b. An MRA ODA holder may obtain both engineering and airworthiness function authority, or only those functions it desires.

c. An MRA ODA may involve both AIR and AFS functions. As such, the administration of an MRA ODA requires both AIR and AFS working in coordination with one another.

12-2. Eligibility. An MRA ODA holder must meet the qualifications in paragraph 3-4 of this order and have:

a. 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.

b. An MRA ODA holder must have facilities that can accommodate ODA personnel and records.

c. 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.

12-3. Functions. Figures 2-1, 2-2 and 2-3 of this order list the ODA function codes. The MRA ODA holder's procedures manual must identify the ODA holder's specific authorized functions and limitations. The available MRA ODA functions are:

a. Approve Operational or Repair Information (function code 12040). An MRA ODA unit may approve operational information. Under this function code, an MRA ODA unit may approve aircraft flight manual supplements (including revisions) for major alterations for which they approve data.

b. Approve Airworthiness Limitations Information (function code 12050). An MRA ODA unit may approve changes to airworthiness limitations 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 14 CFR part 21, FAA Orders 8130.2, 8130.21, and this order:

(1) **Issue/Amend Recurrent Standard Airworthiness Certificates (function code 12061)** for U.S.-registered aircraft to include:

(a) U.S. manufactured aircraft.

(b) Non-U.S. manufactured aircraft imported to the U.S. from the country of manufacture with whom the United States has a bilateral agreement(s) that have with 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 (function code 12062)** in the experimental category for the purposes found in 14 CFR §§ 21.190, 21.191(a) (c) (d) (e) (f) (g) (h) or (i).

(3) **Issue Original/Recurrent Domestic Airworthiness Approvals (function code 12063)** for new engines, propellers and/or articles manufactured in accordance with 14 CFR part 21.

(4) **Issue Recurrent Export Airworthiness Approval Tag (function code 12064)** for engines, propellers, and/or articles manufactured in accordance with 14 CFR part 21.

(5) **Issue Recurrent Export Certificate of Airworthiness for Aircraft (function code 12065)** in accordance with 14 CFR part 21, subpart L.

(6) **Issue Special Flight Permits (function code 12066)** for the purposes found in 14 CFR §§ 21.197 (a)(1), (a)(2), (a)(4), (a)(5) or 21.197(b). ODA units may not provide special flight permits by telegraph, facsimile, or other electronic means. See FAA Order 8130.2.

(7) **Issue/Amend Special Airworthiness Certificates (function code 12068)** for primary category aircraft under 14 CFR 21.184, restricted category aircraft under 14 CFR 21.185, multiple airworthiness certificates under 14 CFR 21.187, limited category aircraft under 14 CFR 21.189, and light-sport category aircraft under 14 CFR 21.190.

Note: Restricted category is limited to recurrent certification only.

(8) **Issue a Replacement Airworthiness Certificate (function code 120610)** 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 and/or Major Repairs (function code 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 test plans, test data or analyses.

(2) Witnessing tests.

(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 (function code 12140). An MRA ODA unit may issue notification of completion to air carriers after conducting records reviews and aircraft inspections required by 14 CFR §§ 121.1105, 129.105, or 135.422.

12-4. Limitations.

a. 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 must limit the authority based upon the qualifications and capabilities of the ODA unit members. The OMT should carefully evaluate an ODA holder's capability and experience prior to delegating approval of repair and alteration data.

b. The procedures manual must specify the makes/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. 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 or other FAA policy.

12-5. Records. In addition to the records required by paragraph 3-17 of this order, an MRA ODA holder must keep the following records:

a. For each major alteration or major repair data approval, project records that must be kept for the duration of the MRA ODA include:

(1) The design and substantiation data approved in support of the major alteration or major repair including flight manual supplements and airworthiness limitations, if applicable.

(2) A list of products (by make, model and serial number) repaired or altered by the ODA holder using the data.

(3) A listing of the customers, if any, that obtained the data.

b. Activity Reports. An MRA ODA holder must submit a quarterly report to the OMT lead identifying the approvals they have issued. The report should include:

(1) Airworthiness activity identifying all airworthiness certificates, approvals, and aging aircraft inspections performed.

(2) Alteration/repair activity identifying alteration and repair data that was approved by the ODA unit. The report should identify the make and model of product and a description of the approved repair or alteration.

12-6. Approving Major Alteration or Major Repair Data.

a. Approving Major Alteration or Major Repair Data for Type Certificated 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).

b. 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.

c. Determining Type of Design Change. An MRA ODA unit must evaluate each proposed alteration to determine whether it requires an STC. The guidance in FAA Order 8900.1 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.

d. 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.

e. 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.

f. Documentation. An MRA ODA unit must determine and document that the alteration or repair complies with all applicable airworthiness standards. The documentation must include a completed compliance checklist and all applicable FAA Forms 8100-9 approving type design data and compliance substantiation data. In order for the data to be considered valid and used for return to service, the ODA administrator must sign an FAA Form 8100-11, which indicates 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.

(4) 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 principal inspector of the repair station.

12-7. Airworthiness Certification.

a. Any airworthiness certification must be accomplished in accordance with FAA Order 8130.2. When an ODA holder issues an airworthiness certificate on an aircraft outside of the ODA holder's authorized geographic limits, the ODA unit must comply with the policy prescribed in paragraph 12-9 of this order. The ODA unit members must review and complete the following , as applicable:

(1) FAA Form 8100-1.

(2) FAA Form 8100-2.

(3) FAA Form 8130-6.

(4) FAA Form 8130-7.

b. The ODA unit must send the airworthiness certification package to an OMT Flight Standards representative, who will send the original airworthiness certification package (including the application, supporting documentation, and the certificate) to the Aircraft Registration Branch (AFS-750).

12-8. Special Flight Permits. An ODA unit must issue a special flight permit, Form 8130-7, in accordance with FAA Order 8130.2. The ODA unit must send all certification packages for special flight permits to the OMT Flight Standards representative, who will process the package as described in FAA Order 8130.2.

Note: Temporary operation of overweight aircraft must be authorized on a case-by-case basis by the OMT. Overweight operation is not allowed for rotorcraft.

12-9. Activity Outside Geographic Area.

a. MRA ODA units with airworthiness certificate and approval functions are authorized to perform their authorized functions within the geographic boundaries of the Flight Standards office(s) that are OMT members. However, a Flight Standards OMT member may authorize an MRA ODA unit to perform authorized function(s) outside the geographic boundaries (including other countries) on a case-by-case basis when the ability of the FAA to adequately monitor the ODA activity is maintained.

b. MRA ODA holders requesting authority to perform work outside of the geographic boundaries of their managing Flight Standards office must submit a written request to their Flight Standards OMT member at least 7 days before the scheduled activity. The FAA Form Form 8130-13, *Designee Geographic Expansion Authority*, may be used for this purpose. Other methods, such as email, may be used to provide the same information if determined to be appropriate by the Flight Standards OMT member.

c. The Flight Standards OMT member will coordinate the request with the Flight Standards office responsible for the geographic area. The Flight Standards office with geographical responsibility for the location where the MRA ODA unit will accomplish the work must agree to the request in writing or by FAA email between FAA offices. Both offices must maintain a record of the MRA ODA holder's request and geographic approval. 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 geographic office (where the function is being performed) should address any concerns about the proposed airworthiness activity with the Flight Standards OMT member. Geographic offices 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.

> **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 FAA-approved procedures manual.

12-10. Procedures Manual Requirements. In addition to the requirements of paragraph 3-9 of this order, the procedures manual must address the following elements in the "Procedures" section:

a. Repairs and Alterations.

(1) Differentiating between repairs and alterations.

(2) Determining whether major alterations require an STC.

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

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

(b) Coordination of data with all applicable ODA unit engineering disciplines.

(c) Disposition of non-conforming articles and materials for owner-operator manufactured articles when the ODA holder is the owner-operator.

(d) Damage tolerance assessment of structure.

(e) Damage limits of repairs by FAA-accepted methodology.

(4) 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.

(5) 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 8900.1. The procedures manual must also include a requirement to identify the impact assessment or the ICA on the FAA Form 8100-11 before the FAA Form 8100-11 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.

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

b. Airworthiness Certification and Issuance of Special Flight Permits. The procedures must meet the requirements of FAA Orders 8130.2 and 8130.29. Refer to paragraph 12-9 of this order for procedures relating to requesting authority to perform airworthiness certificate and approval functions outside of the geographic boundaries of the managing Flight Standards office.

Chapter 13. Parts Manufacturer Approval Functions

13-1. General. This chapter outlines the requirements and functions for PMA ODA holders. Three general types of authority are available to a PMA ODA holder. A PMA ODA applicant may request approval of any or all types for which it is eligible.

a. Design and production approval authority that allows the ODA unit to approve test and computation decisions and issue PMA supplements to the ODA holder.

b. Production approval authority that allows the ODA unit to issue PMA supplements to the ODA holder based on STCs or licensing agreements.

c. Airworthiness and conformity authority that allows the ODA unit to issue airworthiness approvals or perform conformity inspections on articles produced by the ODA holder.

13-2. Eligibility. An applicant must:

a. Meet the qualification criteria in paragraph 3-4 of this order.

b. Have been issued and hold a PMA issued by the FAA.

c. If issuing PMA supplements under Test and Computations (function code 13031):

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

(2) Have sufficient experience making findings of compliance with the applicable regulations and determining conformity for PMA projects as described in FAA Order 8110.42, *Parts Manufacturer Approval Procedures*.

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

(4) 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.

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

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

(2) Apply for and obtain function codes 13070, and 13080.

(3) 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.

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

f. Be able to successfully demonstrate the capability to develop acceptable ICA to qualify for the ICA review and acceptance function.

13-3. Functions. Figures 2-2 and 2-3 of this order list the ODA function codes. A PMA ODA holder must perform PMA approval functions in accordance with 14 CFR part 21 and FAA Order 8110.42. The PMA ODA holder's procedures manual must identify the ODA holder's specific authorized functions and limitations. The available PMA ODA functions are:

a. Approve Technical Data and Find Compliance to the Airworthiness Standards (function code 13010). A PMA ODA unit may approve technical data, including minor changes to the data. This includes:

(1) Approving technical data such as test plans, test data, 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 14 CFR 21.307. The PMA ODA unit must comply with the guidance in FAA Orders 8120.22 and 8120.23.

(1) **Issue and Revise PMA Supplements Based on Test and Computations (function code 13031).**

(2) **Issue and Revise PMA Supplements Based on Licensing Agreement or STC (function code 13032).**

c. Approve Operational or Repair Information (function code 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 Limitation Information (function code 13050). A PMA ODA unit may approve airworthiness limitations information associated with PMAs it issues using test and computation procedures.

e. Issue Airworthiness Certificates and Approvals. A PMA ODA unit may perform the following functions. The ODA unit must comply with 14 CFR part 21, FAA Orders 8130.2, 8130.21, and this order:

(1) **Issue Domestic Airworthiness Approvals (function code 13063)** for articles.

> **Note:** Pursuant to 14 CFR §43.3(j)(2), a manufacturer (ODA holder) may rebuild or alter any appliance or part of aircraft, aircraft engines or propellers or appliances manufactured by it under an FAA-Parts Manufacturer Approval.

(2) **Issue Export Airworthiness Approvals (function code 13064**) for articles (as defined by 14 CFR part 21).

f. Establish Conformity Inspection Requirements (function code 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 (function code 13080). A PMA ODA unit may determine if articles conform to the design data.

h. Determine Conformity of Test Setup (function code 13090). A PMA ODA unit may determine whether a test setup conforms to its design data.

i. Determine Conformity of Installations, Including TIA Inspections on a Product (function code 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 (function code 13110). A PMA ODA unit may perform compliance inspections to determine whether products comply with the 14 CFR.

k. Approve Data for Major Repairs (function code 13130). A PMA ODA unit may approve major repair data as described in paragraph 13-8c of this order.

l. Perform Approvals in Support of TC ODA Holder Projects (function code 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.

m. Perform Review and Acceptance of ICA (Function Code 13180). The ODA administrator may determine that ICA are acceptable when they have been developed following the approved process in its procedures manual.

> **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 paragraph 13-8a of this order.

13-4. Limitations.

a. 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 unit members.

b. PMA Procedures. A PMA ODA holder must use the same general process the FAA uses for standard certification programs (see FAA Orders 8110.42, 8120.22, and 8120.23). The ODA holder's procedures manual must contain the specific forms and procedures. The ODA holder must use FAA forms that apply.

c. 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.

d. 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 FAA-approved procedures manual.

e. Life Limited or Critical Articles. Any PMA design approval involving life-limited or critical articles requires the PNL to be coordinated with responsible CMACO prior to OMT concurrence.

f. ICA Acceptance. No ODA holder may accept ICA for:

(1) Security-related projects (military/homeland security, etc.).

(2) Changes associated with ADs, including AMOCs.

(3) 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.

13-5. Records.

a. In addition to the records required by paragraph 3-17 of this order, a PMA ODA holder must keep the following records for the duration of the ODA:

(1) Original PMA letter issued by the FAA.

(2) PMA supplements issued by the ODA unit.

(3) PMA application, design and substantiation data.

(4) PNLs, FAA responses and other project-related correspondence.

(5) Statements of completion for PMA supplements issued by the ODA unit.

(6) ICA.

(7) Documentation that the quality system has been evaluated and complies with 14 CFR 21.307.

(8) Licensing agreements.

13-6. PMA Test and Computation Approvals. A PMA ODA holder must use the same process the FAA uses for standard certification programs (see FAA Orders 8110.42 and 8110.4). 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 14 CFR 21.307. The ODA holder must use FAA forms that apply.

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 14 CFR 21.303(a)(5) certifying that it has complied with the applicable requirements prior to completion of the FAA Form 8100-11 by the ODA unit.

b. Program Notification Letter. An ODA holder must submit a PNL to the OMT lead for each PMA test and computation project. The PNL must include:

(1) PMA letter of application as described in FAA Order 8110.42.

(2) Certification plan that includes:

(a) Certification basis.

(b) Compliance checklist with applicable airworthiness standards and methods of compliance.

(c) Recommended areas for FAA specific findings based on paragraph 13-6c(4) of this order.

(d) Conformity plan or requirements for production aspects.

(e) Assessment of the criticality of the article.

(f) Service history considerations.

(g) Identification of the products the article may be installed on.

(h) Location of manufacturing operations.

(i) Quality system changes required for production of the article.

(j) Method of marking articles.

c. Program Notification Letter Review. The OMT will review the PNL and determine its involvement (the specific findings to be made by the FAA) in the project. Coordination with the CMACO is required for projects involving life-limited articles. Projects for critical articles PMA must be coordinated with the CMACO and accountable directorate by CPN as described in FAA Order 8110.42. The OMT will assess the following:

(1) Acceptability of the certification plan.

(2) ODA Unit Capability. The OMT must determine whether the proposed project is within the ODA unit's authority and capability.

(3) Undue Burden. 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. See FAA Order 8100.11 for information on undue burden decision papers.

(4) Specific Findings. The OMT will determine whether the FAA will make specific findings in any area based on the ODA unit's experience or knowledge, or as needed to oversee the organization's activity. The OMT will consider making specific findings for at least the following areas:

(a) Policy and Procedure Changes. When FAA policy or procedures have changed since the manufacturer's last PMA approval.

(b) Service Difficulty. Areas in which the ODA holder's previous approvals have resulted in service difficulties.

(c) Performance Issues. Areas in which the ODA holder needs to improve performance, has had minimal experience, or have been the focus of OMT corrective action.

(d) New or Unique Design Features. New or unique design features with which the ODA holder does not have experience (if approval is granted by ODA holder).

(e) Design Areas Critical to Safety. Those design areas or parts that are critical to safety or life-limited (if approval is granted by ODA holder).

(f) Changes to the Quality system. The FAA may review significant changes to the quality system.

d. 'Program Notification Letter 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) Compliance with Regulatory Requirements. Engineering ODA unit members determine if the PMA article complies with FAA regulations. Engineering ODA unit members must use the following forms to document compliance:

(a) FAA Form 8100-9, as shown in appendix A of this order. The ODA unit members must note on the FAA Form 8100-9 that the data approval supports an ODA PMA project. The ODA unit members should recommend approval on the form for any areas identified as specific findings.

(b) FAA Form 8120-10.

e. Compliance with Regulatory Requirements. Engineering ODA unit members determine compliance with the FAA regulations when required. Engineering or flight test representatives must approve or complete the following, as applicable, to document compliance:

(1) FAA Form 8100-9. The FAA Form 8100-9 must note that the data approval supports an ODA PMA project.

(2) FAA Form 8120-10.

f. 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 the Form 8100-1.

(1) Prior to any FAA conformity inspection, the product or article must be inspected in accordance with 14 CFR 21.33, and an FAA Form 8130-9 must be completed to satisfy 14 CFR 21.53. The ODA unit member determining conformity for the FAA may not sign the Form 8130-9.

Note: Complex subassemblies may require completion of more than one FAA Form 8130-9.

(2) 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.

(3) Prior to any compliance inspection or test, an ODA unit member must determine that the end product, in-process articles, or test articles conform with the type design. The ODA unit member must document conformity on the following (as applicable):

(a) FAA Form 8100-1.

(b) FAA Form 8130-3.

g. Instructions for Continued Airworthiness. The ODA holder must develop ICA for test and computation approvals (if applicable).

(1) **Instructions for Continued Airworthiness-Review by FAA.** The ODA holder must develop and submit ICA for any new or changed type design. Unless the ICA review and acceptance function has been authorized, the ICA must be coordinated with the AEG OMT representative early in the program to ensure that ICA development and acceptance does not delay the program. The AEG OMT representative will determine the level of involvement during the PNL review. The ODA unit must ensure the ICA is accepted upon delivery of the altered product or prior to issuance of the first standard or restricted airworthiness certificate for an altered aircraft, whichever occurs later.

(2) **Instructions for Continued Airworthiness-Review by ODA Holder.** If the ODA holder is authorized to review and accept ICA on behalf of the FAA, its procedures must contain:

(a) 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.

(b) A process to identify which ICA documents are affected by the project.

(c) 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, these may be identified in the procedures manual. The process must address:

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

2. Reconciliation of ICA with design data.

3. Approval by an authorized ODA unit member of any sections that require specific FAA approval, such as the airworthiness limitations section.

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

(d) A process by which the ODA administrator documents acceptance of the ICA. (The ODA administrator completes an FAA form 8100-11, which indicates compliance with 14 CFR XX. 1529.) This should include a quality control process to ensure that ICA development and review is complete, and the ICA meet the requirements of the regulations and FAA Order 8110.54.

h. Quality System. After the ODA unit has evaluated the PMA data package in accordance with FAA Order 8110.42, paragraph 9.c., and finds that the design data complies with all of the applicable airworthiness requirements and 14 CFR part 21, the ODA unit must:

(1) Verify design approval is complete.

(2) Verify that all conformity inspection reports have been completed.

(3) 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:

(a) Special processes performed by the manufacturer for the first time (e.g., heat treating, shot peening, friction welding).

(b) Articles produced using new tooling, jigs, equipment, etc.

(c) Articles that can only be inspected by using the tool that produced them.

(d) Articles produced at a new production facility.

(4) Verify that the ODA holder has completed a statement certifying that the quality system required by 14 CFR 21.307 has been established.

(5) Determine and document that the quality system satisfies the requirements of 14 CFR 21.307. When applicable, conduct an article conformity inspection in accordance with FAA Orders 8120.22 and 8120.23.

(6) Verify that processes are in place to ensure the articles will be marked as required by 14 CFR 45.15.

i. Issuing PMA Supplements. To issue a PMA supplement, the ODA administrator must:

(1) Ensure that the ODA holder has documented an applicant's certifying statement as required by 14 CFR 21.303(a)(5) prior to completion of the FAA Form 8100-11. The statement must be attested to by a designated agent of the ODA holder.

(2) Complete an FAA Form 8100-11 indicating all engineering, manufacturing, and production activities, including specific findings, of the program are complete.

(3) Issue the PMA supplement in the applicable format prescribed in appendix A, figures 21-24 of this order.

j. Data Submittal.

(1) The ODA unit must submit a copy of the PMA application, conformity inspection report, and the PMA supplement (including an electronic copy) to the geographic MIDO 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, required by paragraph 13-6.(i)(1) of this section, to the OMT lead within 14 calendar days of the date of issuance of the PMA supplement.

(3) The MIDO will electronically transmit the PMA supplement to AIR-110 for inclusion in the PMA database.

13-7. PMA 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 14 CFR parts 21 and 45, including the processes in FAA Order 8110.42.

a. Program Notification Letter. Prior to any certification activity, the ODA holder must submit a program notification to the manufacturing OMT member for each PMA project substantiated by licensing agreement or STC. The PNL must include:

(1) PMA letter of application as described in FAA Order 8110.42.

(2) Service history considerations (not applicable for STC based PMA).

(3) Quality system changes required for production of the article.

(4) Method of marking articles.

(5) Conformity plan or requirements for production of the article.

(6) List of articles being approved for PMA.

b. Program Notification Letter Review. The manufacturing OMT member will review the PNL and determine involvement (the specific findings to be made by the FAA) in the project. Coordination with the CM ACO is required for projects involving life-limited or critical articles. The OMT member will assess the following:

(1) ODA Unit Capability. The OMT will determine whether the proposed project is within the ODA unit's authority and capability.

(2) Undue Burden. 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. See FAA Order 8100.11 for information on undue burden decision papers.

(3) Specific Findings. The OMT may decide to participate in any aspect of the program based on the ODA unit's experience or knowledge or as needed to oversee the organization's activity. The OMT will consider making specific findings for at least the following areas:

(a) Service Difficulties. Areas in which the ODA holder's previous PMA approvals have resulted in service problems.

(b) Changes to the Quality system. The FAA may review significant changes to the quality system.

c. Program Notification Letter 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 required FAA involvement.

d. Quality system. Before issuing a PMA supplement based on licensing agreement or STC, the ODA unit must:

(1) Determine all of the necessary data is available according to a current licensing agreement and assist letter or by STC.

(2) 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:

(a) Special processes performed by the manufacturer for the first time (e.g., heat treating, shot peening, friction welding).

(b) Articles produced using new tooling, jigs, equipment, etc.

(c) Articles that can only be inspected by using the tool that produced them.

(d) Articles produced at a new production facility.

(3) Verify that the ODA holder has completed a statement certifying that the quality system required by 14 CFR 21.307 has been established.

(4) Verify the ODA holder has an agreement in place for approval of minor changes with the TC, STC or TSOA holder.

(5) Determine and document that the quality system satisfies the requirements of 14 CFR 21.307. When applicable, conduct an article conformity inspection in accordance with FAA Orders 8120.22 and 8120.23.

(6) Verify that all conformity inspection reports have been completed.

(7) Verify that processes are in place to ensure the articles will be marked as required by 14 CFR 45.15.

e. Issuing PMA Supplements. To issue a PMA supplement, the ODA administrator must:

(1) 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.

(2) If the basis for design approval is STC, verify reference to the STC number.

(3) Complete a FAA Form 8100-11 indicating that all manufacturing, and production activities, including specific findings, of the program are complete.

(4) Issue the PMA supplement in the format prescribed in appendix A of this order.

f. Data Submittal.

(1) The ODA unit must submit a copy of the PMA application, conformity inspection report, and the PMA supplement (including an electronic copy) to the geographic MIDO within 14 calendar days of the date of issuance of the PMA supplement.

(2) The ODA unit must submit a copy of the FAA Form 8100-11 to the OMT lead within 14 calendar days of the date of issuance of the PMA supplement.

(3) The MIDO will electronically transmit the PMA supplement to AIR-110 for inclusion in the PMA database.

13-8. 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 a 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 that states that the ODA unit is authorized to make those specific approvals. The ODA administrator must ensure that the ODA unit members making the approval are qualified and authorized with the appropriate delegated functions and authorized areas. The ODA holder must keep copies of the 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 ACO. The project ACO 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. The ODA unit must document these data approvals on FAA Form 8100-9. The FAA Form 8100-9 must clearly identify:

(1) The specific articles addressed by the approval,

(2) Whether all aspects of the repair are addressed,

(3) Those aspects of the repair that the form approves, and

(4) 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, Form 8100-9 approvals, or repair specifications.

13-9. Airworthiness Approvals.

a. Export Airworthiness Approvals. When exporting new articles (as defined by 14 CFR part 21), the ODA unit must determine that the requirements of 14 CFR part 21, subpart L are met. The ODA unit must ensure that the requirements in FAA Order 8130.2, AC 21-2, and the special requirements of the importing country are complied with before issuing an export airworthiness approval. The ODA unit must issue the FAA Form 8130-3 in accordance with FAA Orders 8130.21 and 8130.2.

b. Domestic Airworthiness Approvals. Domestic airworthiness approvals may be issued only for articles produced by the PMA holder that holds the PMA ODA. An FAA Form 8130-3 will be issued in accordance with FAA Orders 8130.21 and 8130.2.

13-10. 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. Prior to any FAA conformity inspection, the product or article must be inspected in accordance with 14 CFR 21.33 and an FAA Form 8130-9 must be completed to satisfy 14 CFR 21.53. The ODA unit member determining conformity for the FAA may not sign the Form 8130-9. The ODA unit must also receive an FAA Form 8120-10 from a designee or the FAA prior to performing any FAA conformity inspection.

b. The ODA holder's procedures manual must identify the specific forms and procedures used to identify and document inspection results. See FAA Order 8110.4 for examples of the forms and instructions on how to complete them.

c. An ODA unit member 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.

(2) FAA Form 8130-3.

(3) FAA Form 8120-10.

(4) FAA Form 8130-9.

(5) FAA Form 8110-(4, 5, 6, 7, 8 or 26, *Supplemental Type Inspection Report*) (part 1), as applicable.

13-11. 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.

13-12. Procedures Manual Requirements. In addition to the requirements of paragraph 3-9 of this order, the procedures manual must address the following elements in the "Procedures" section:

a. Program Notification Letter. The procedures section must include the procedures the ODA unit will follow for the submittal of the PNL. The PNL must contain the information referenced in paragraph 13-6b or 13-7a of this order. The procedures must address how the ODA holder will incorporate FAA specific findings or participation identified in the response to the PNL.

b. Development and Content of the Data Package (Test and Computation). The ODA unit members will review the data package and, upon finding that the data shows compliance with the applicable airworthiness requirements, will approve the data. The data package 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. Instructions for Continued Airworthiness. The procedures for coordination of any required ICA with the applicable AEG or the procedures for ICA development, review and acceptance.

d. Prototype Conformity Inspection. 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.

e. 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 14 CFR 21.307 and is capable of producing the new article conforming to the approved design.

f. Procedures manual. The procedures manual must contain the procedures and forms used for PMA projects, including the statement of completion and PMA supplement.

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

h. 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.

i. 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.

j. 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.

Chapter 14. Airman Knowledge Testing Functions

14-1. General. This chapter outlines the requirements and functions for airman knowledge testing (AKT) ODA holders. Primarily, an AKT ODA holder is responsible for testing center personnel and facility management, administration and delivery of airman knowledge tests, and issuance of airman knowledge test reports (AKTR) to airman applicants.

14-2. Eligibility. An organization is eligible for an AKT ODA if:

a. It meets the qualifications in paragraph 3-4 of this order.

b. It meets the following technical, support, experience, and statistical requirements.

c. Experience Requirements. The prospective ODA holder must clearly demonstrate competence in the following areas:

(1) Computer technology, software maintenance and support, centralized database management, technical training, facilities management, and customer support.

(2) Computer-based and/or Internet-based test administration and data transfer on an international scale.

(3) Maintenance and support for all aspects of the AKT delivery system, including communications data network, centralized database, hardware, software, facilities, and staffing.

d. Support Requirements. The prospective ODA holder must:

(1) Provide and maintain a minimum of 20 operational testing centers. This provision must include a plan that ensures each approved testing center has business hours that are convenient for the public.

(2) Provide an internal inspection program where the AKT ODA holder will physically inspect each approved testing center annually.

e. Technical Requirements.

(1) The prospective ODA holder must retain exclusive use of an approved computer-based and/or Internet-based testing program; and provide a method for registration of test applicants during normal business hours.

(2) The ODA holder's central processing computer must be secured and protected as U.S. Government *For Official Use Only* information. All airman testing data is the property of the FAA and may not be used for any purpose not authorized by the OMT.

(3) The ODA holder must own or have a binding contract or agreement for exclusive use of the central processing computer, testing center computers, and associated equipment used for testing.

(4) The ODA administrator must notify the OMT of any change(s) in network security applications, system access processes, IP address(es) of centralized servers that house FAA data, or any other significant testing system structure changes.

(5) There will be no access to airman personal and/or demographic information, and/or test data by unauthorized persons.

(6) Test question bank answers must reside in the central processing computer, and not at the testing center.

(7) Computer terminals utilized by the ODA holder for test delivery must not have a two-way communications feature operating during the test, which could provide unauthorized assistance to the applicant or contribute to test compromise.

Note: The ODA holder must ensure the airman applicant and FAA AKT program data are secure in accordance with all applicable FAA data and information security regulations, orders, and policies.

(8) The prospective ODA holder must provide and maintain the following on a continuing basis:

(a) Electronic mail connection(s) between the ODA holder and FAA point(s) of contact.

(b) The entire inventory of AKTs.

(c) An automated method of programmatically implementing question bank and form test updates to ensure accuracy and validity of question banks.

(d) A method for displaying on-screen graphics, performance charts, and other supplementary testing information.

(e) A plan for test and data security.

(f) The ODA holder is responsible for ensuring that airman applicant and FAA AKT program data is secure in accordance with all applicable FAA data and information security regulations, orders, and policies.

(g) A method for providing an introductory lesson to familiarize applicants with computer testing procedures.

(h) A method for randomly selecting test forms. The system must rotate all forms to make each form available for selection during this randomization.

(i) A display of multiple-choice and other question types, in their entirety, on one computer screen.

(j) A computer screen display of the time remaining for the completion of the test.

(k) A method (e.g., keyboard, touch screen, mouse) for answering test questions.

(l) A method for permitting an applicant to return to a test question for review or possible answer change.

(m) A method for saving test information after each answered item. The ODA holder's central computer system must save data at frequent, regular intervals, throughout the administration of every test so that exams may be resumed very near or at the point of last activity should a system or computer crash occur.

(n) Accurate applicant test records that strictly adhere to the approved formats.

(o) Accurate validation data records that strictly adhere to the approved format.

(p) Applicant survey data records that strictly adhere to the approved format.

(q) A secure method for accomplishing electronic transfer of applicant test data to the OMT on a daily basis, seven days per week.

(r) A daily backup of applicant test records stored in a secured location within the main office. A weekly backup of applicant test records must be stored in a safe deposit box, within a commercial bank vault. Only the ODA holder owner or one key employee and one secondary employee can have access to this safe deposit box. The ODA holder must encrypt files and records using no less than a 128-bit encryption method, and must maintain them for at least 26 months.

(s) A method for continual electronic access by AFS-630 to individual applicant records, total tests administered statistical reports, test bank items, and form test data from the ODA holder's central computer. Applicant data must be available on the first business day after an applicant completes a test.

(t) A method for continual electronic access to test scheduling records. This information must include:

1. Name of testing center,

2. Name of applicant,

3. Social Security Number or date of birth,

4. Type of test, and

5. Scheduled test time.

(u) A method for continual electronic access to a currently revised list of authorized ODA unit members, including changes as they occur. This list must contain the following information on each testing center:

1. Date of list certification,

2. Name of testing center,

3. Testing center identification code,

4. Names of ODA unit members, and

5. Dates of initial and recurrent training for ODA unit members.

(v) An acceptable method for continual electronic access to testing center facility layouts.

(w) The test delivery system must be capable of allowing applicants to view the questions missed at the end of an exam. The test delivery system must include the following specifications:

1. The applicant may see only the question stem at the conclusion of the exam;

2. The proctor must initiate and end the question viewing capability;

3. The ODA unit member must give ample time to applicants to review each question missed;

4. Applicants must not be able to print any exam questions; and

5. The ODA holder must capture and store an electronic notation (Y/N) of the applicant review.

(x) The test delivery system must have video capability.

(y) A plan for test and data security, including established procedures for protection of FAA sensitive unclassified information (SUI) in accordance with FAA Order 1600.75, *Protecting Sensitive Unclassified Information (SUI).*

f. Statistical Requirements. The prospective ODA holder must provide an electronic communications system based and maintained at the home office. The system must be capable of providing the OMT access to the statistical evaluation data, including an acceptable method for:

(1) Providing a statistical evaluation of a whole test (excluding validation questions) to include:

(a) Sample size.

(b) Frequency distribution.

(c) Average test score.

(d) Average score for each test section.

(e) Average score for each subject matter code.

(f) Average test time.

(g) Standard deviation.

(h) Pass/fail ratio.

(i) Reliability index.

(j) Measurement error.

(k) Skewness.

(l) Kurtosis.

(2) Providing statistical evaluation of individual test and validation questions to include:

(a) Number of responses.

(b) Number of applicants selecting each response.

(c) P value of each response.

(d) Point biserial coefficient of each response.

(e) Average question time.

(3) Providing a statistical evaluation to determine conformity with applicable FAA regulations and processing AKT related forms and documentation.

14-3. Functions.

a. The AKT ODA holder's procedures manual must identify the ODA holder's specific authorized functions and limitations.

b. The delivery of AKTs (function code 1401). The AKT ODA holder and unit members are responsible for the delivery of AKTs by identifying, authorizing, registering, and documenting applicants for AKTs. The AKT ODA holder must ensure the integrity of data and the knowledge testing process through the accurate implementation of test bank and form test updates in accordance with activation dates established by the OMT.

14-4. 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 unit members. No ODA unit may:

a. Perform any functions not authorized by the ODA holder's managing FAA office.

b. Deviate from specific FAA policy and guidance without approval from the OMT.

c. Allow a designated examiner to monitor or administer an AKT to an applicant/student.

d. Allow an individual who has provided an endorsement to an applicant in accordance with 14 CFR §§ 61.35 and 65.77 for the purpose of taking a knowledge test to proctor that knowledge test.

e. Allow AKT unit members proctoring an exam to provide additional instruction to any applicant who is retesting after failure.

f. Allow airman testing data to be destroyed without written permission from the OMT.

g. Allow a unit member to perform any authorized function on behalf of the FAA without successfully passing the Computer-Based FAA Proctor Exam.

h. Allow new testing centers to deliver airman knowledge tests without confirmation from the OMT that the new testing center has been added to the FAA database.

14-5. Records. In addition to the records required to be maintained by paragraph 3-17 of this order, approved ODA holders must maintain all facility, personnel, background check, applicant, airman knowledge test, and statistical data as specified in this order and in the ODA holder's procedures manual.

14-6. Procedures Manual Requirements. In addition to the requirements of paragraph 3-9 of this order, the AKT ODA procedures manual must address the following elements in the “Procedures” section:

a. Self-audit and internal inspection programs,

b. Qualifications and requirements for testing centers,

c. Procedures for approval, suspension, termination, and closure of proposed testing centers,

d. Qualifications and requirements for ODA unit members,

e. Procedures for approval, renewal, suspension, termination, and separation of proposed ODA unit members,

f. ODA unit member training program,

g. Procedures for exam delivery,

h. AKT eligibility requirements,

i. Data collection and test report specifications,

j. Applicant data handling and security, and

k. Procedures for communication from the ODA holder to all unit members regarding any important information; and communication from the ODA holder to the OMT for any changes in status of testing centers and unit members.

Chapter 15. Air Operator Certification Functions

15-1. General. This chapter 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. ODA for operational certifications may be expanded in future revisions of this order to include additional air operator, airman, air carrier, or air agency certification functions.

15-2. Eligibility. An AO ODA holder must meet the qualifications in paragraph 3-4 of this order and meet the following requirements:

a. Experience in:

(1) The specific AO functions sought,

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

(3) Conducting aircraft inspections to verify airworthiness,

(4) Conducting operational checks, and

(5) The administrative processing of certification forms and documentation.

b. An AO ODA holder must have the facilities, resources, personnel, and qualifications appropriate to the functions for the type of ODA sought.

15-3. Rotorcraft External-Load Operator Certification Functions. 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, also listed in figure 2-3 of this order, include:

a. Review Application for Operator Eligibility (function code 15010) 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.

b. Evaluate Rotorcraft Load Combination Flight Manual (RLCFM) (function code 15020) in accordance with 14 CFR133.47 and FAA Order 8900.1.

c. Administer Chief Pilot Knowledge and Skill Test (function code 15030) in accordance with 14 CFR 133.23 and FAA Order 8900.1.

d. Administer Operational Flight Check(s) (15040) in accordance with 14 CFR §§ 133.33 and 133.41, and FAA Order 8900.1.

e. Conduct Rotorcraft and Equipment Airworthiness Inspection (15050) in accordance with 14 CFR §§ 133.43 and 133.51, and FAA Order 8900.1.

f. Conduct Base Inspection (15060) in accordance with FAA Order 8900.1.

g. Issue Operating Certificate and Authorizations (15070). 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.

15-4. 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 unit members. 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 nor perform functions outside the United States.

15-5. Records. In addition to the requirements of paragraph 3-17 of this order, an AO ODA holder must maintain records at its facility as identified in the ODA procedures manual.

a. Records to be maintained for the duration of ODA:

(1) FAA Letter of Designation.

(2) A record of tests or evaluations conducted, including:

(a) The unit member performing the test or evaluation,

(b) The name of the individual being tested or evaluated,

(c) The address and telephone number of the individual,

(d) The type of test or evaluation,

(e) The date of test or evaluation, and

(f) The outcome of the test or evaluation.

(3) A record of inspection, including:

(a) The unit member conducting the inspection,

(b) The name, address, and telephone number of individual or company inspected,

(c) The date of the inspection, and

(d) The outcome of the inspection including any required documentation.

(4) A copy of the certification file for any air operator certification project.

(5) A record of any supporting documentation for any other authorized function performed by the ODA.

(6) Any administrative actions taken by the FAA against the ODA holder, including but not limited to warning letters, letters of correction, self disclosures, and SAAP letters.

(7) Any enforcement action taken by the FAA against the ODA holder.

b. Records to be Maintained on a Continuing Basis: A copy of the certification file for any air operator certification project, including but not limited to 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.

c. Records to be Maintained for Two Years:

(1) The complete file for any air operator certificate holder after the certificate has been surrendered and revoked.

(2) A record of any administrative actions, including warning letters, letters of correction, and SAAPs and any enforcement action taken by the FAA against any person identified in the procedures manual.

15-6. Certification Programs.

a. Before an ODA holder may accept an application for certification, it must coordinate with the respective geographic FSDO where the operator will be based. The respective FAA Regional Office and 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.

15-7. Procedures Manual Requirements. In addition to the requirements of paragraph 3-9 of this order, the procedures manual must address the following elements in the "Procedures" section:

a. Air Operator Certificates. The procedures must meet the applicable requirements of FAA regulations and FAA Order 8900.1

b. The Process for Selection and Appointment of AO ODA Unit Members. This process must be thoroughly reviewed and approved by the OMT, since designation for AO ODA unit members does not have a basis in individual designee evaluation.

c. Air Operator 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.

Chapter 16. Designee Information Network

16-1. Keeping The Designee Information Network Up To Date. The Designee Information Network (DIN) is the FAA system for managing individual designees and delegated organizations. This chapter details how to manage and track information in the DIN. Each OMT must maintain current data in DIN for each ODA holder it manages. Flight standards OMT members are also responsible for data entry in other systems such as the Vital Information Subsystem and the Program Tracking and Reporting Subsystem.

16-2. Designation Form. After receiving an application, the appointing office must create an ODA designation form in the DIN for the applicant's organization. If there is an existing facility ID in the DIN for the applicant, the appointing office will use this facility ID for the organization. The appointing office will note the type of ODA(s), OMT lead, address and phone number, and appointment date on the designation form. The appointing office should change the status on the designation form when a decision is made on the application.

16-3. ODA Numbers. The DIN generates the ODA holder's authorization number. The number will be in the following format:

a. The type of designation (that is, ODA);

b. The DIN-generated ID number (six digits); and

c. The geographical directorate or flight standards regional code.

Note: For example, an ODA appointed out of the Transport Airplane Directorate would be ODA-123456-NM.

16-4. Status Definitions. The following terms are used within the DIN to define the status of an ODA holder:

a. Active. An appointed ODA holder using delegated authority.

b. Applicant. The organization has submitted an application, which is under review by the FAA.

c. Denied. An ODA applicant that the FAA has determined does not meet the qualifications to be granted an ODA.

d. Suspended. The delegated authority of the ODA holder has been suspended temporarily.

e. Terminated. The delegated authority of the ODA holder has been removed for one of the following reasons:

(1) By Request. At the ODA holder's request.

(2) Misconduct. The ODA holder or unit has failed to properly perform the duties of the authorization.

(3) 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.

(4) Insufficient Activity. The ODA holder does not have sufficient work to warrant continuing the ODA.

(5) Lapse in Qualifications. The ODA holder's qualifications no longer meet the qualification requirements for the ODA.

(6) Certificate Suspension, Revocation or Surrender. When the ODA holder no longer holds a certificate required for the authorization.

(7) Any Other Reason. Any other reason the FAA finds necessary. The specific reasons for termination should be noted in the DIN status comment field.

f. Withdrawn. The ODA applicant has voluntarily withdrawn its application before appointment or denial.

16-5. DIN Documentation of Unit Members With Performance Problems. The OMT must ensure that DIN contains records of any unit member that has been removed for performance issues related to misconduct, including lack of care or judgment, or lack of integrity that would preclude appointment at another ODA unit, or as a designee. The OMT member responsible for the type of function performed by the individual must obtain written or email concurrence from his or her supervisor or office manager before updating the DIN records and consult with AIR-110 to determine the appropriate entry of DIN documentation.

Appendix A. Sample Forms and Letters

Figure 1. Sample FAA Form 8100-13, ODA Statement of Qualifications

US Department of Transportation
Federal Aviation Administration

ORGANIZATION DESIGNATION AUTHORIZATION
STATEMENT OF QUALIFICATIONS

OMB Control Number 2120-0704
Expiration Date 05/31/2015

Paperwork Reduction Act Statement:
This collection of information is to obtain information concerning the applicant's qualifications. The FAA uses the information provided to determine the suitability of the applicant to act as a representative of the administrator for the purpose of issuing FAA design and airworthiness approvals. The burden associated with new applications using this form is 5 hours. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The OMB control number for this form is 2120-0704. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to the FAA at: 800 Independence Ave. SW Washington DC, 20591, attn: Information Collection Clearance Officer, AES-200

1. COMPANY NAME:	2. PHONE NUMBER:

3. COMPANY ADDRESS: (*Number, street, city and ZIP code*)

4. TYPE OF ODA SOUGHT:

☐ TC	☐ PC	☐ TSO	☐ STC	☐ MRA	☐ PMA	☐ AKT	☐ AO	☐ Other

5. FUNCTIONS SOUGHT: (*Applicants shall identify below the specific function(s) for which appointment is sought, and identify any limitations based on experience, e.g., type and complexity of the product*).

6. EXPERIENCE WORKING WITH THE FAA AS APPROPRIATE FOR THE TYPE OF AUTHORIZATION SOUGHT: (*Use additional sheets as necessary*)

7. HOLD THE FOLLOWING FAA CERTIFICATE(S) REQUIRED FOR ELIGIBILITY OF THE TYPE OF ODA SOUGHT:

Certificate Type	Certificate Number	Ratings	Date Each Rating Issued

8. LOCATION(S) WHERE THE DELEGATED FUNCTIONS WILL BE PERFORMED: (*Use additional sheets as necessary*)

9. CERTIFICATION: I certify that the above statements are true to the best of my knowledge and that the organization is familiar with the Federal Aviation Regulations pertinent to the delegation sought.

Date	Signature (*Management representative of company requesting delegation*)

FAA Form 8100-13 (5-12)

Figure 2. 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 3. 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 4. 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 5. Sample FAA Form 8100-9 Used For ODA STC 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 L	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)

Figure 6. Sample FAA Form 8100-9 Used For ODA TC 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 Book	**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)

Figure 7. 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.

☐ Recommend approval of these data

I (We) Therefore ☒ Approve these data

SIGNATURE(S) OF UNIT MEMBER(S)	NAME	CLASSIFICATION(S)	Date
Adrian Peterso	**Adrian Peterson**	Elect Systems	12/20/05
Mangino Aircraft ODA-893993-CE			

FAA Form 8100-9 (2-02)

Figure 8. 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
Taj Gray	**Blake Griffin**	Structures	12/20/05
Mangino Aircraft -893993-CE			

FAA Form 8100-9 (2-02)

Figure 9. 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 Ke	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)

Figure 10. Sample Summary Activity Report

SUMMARY ACTIVITY REPORT (To be used by ODAs with Manufacturing / Airworthiness Functions)					
Company:			**ODA number:**		
Number of Unit Members Performing Functions on this Report:					
Reporting Period Beginning Date:			**Ending Date:**		
Functions	**TC Quantity**	**PC Quantity**	**TSO Quantity**	**STC Quantity**	**PMA Quantity**
Airworthiness					
Standard A/W Certificate (No. of 8100-2 certificates issued)					
Special A/W Certificate (No. of 8130-7 certificates issued)	*Purpose(s)*	*Purpose(s)*		*Purpose(s)*	
Issue Special Flight Permits (No. of 8130-7 certificates issued)	*Purpose(s)*	*Purpose(s)*		*Purpose(s)*	
Issue Special Airworthiness Certificates For Primary Category Aircraft (No. of 8130-7 certificates issued)					
Issue Special Airworthiness Certificates For Restricted Category Aircraft (No. of 8130-7 certificates issued)					
Issue Provisional Airworthiness Certificates (No. of 8130-7 certificates issued)					
Issue Replacement for a Lost, Stolen, or Mutilated Standard or Special Airworthiness Certificate (No. of certificates issued)					
Issue Domestic Airworthiness Approvals (No. of 8130-3 tags issued)					
Export					
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)					

(Page 1 of 2)

SUMMARY ACTIVITY REPORT (To be used by ODAs with Manufacturing / Airworthiness Functions)					
Company:			**ODA number:**		
Number of Unit Members Performing Functions on this Report:					
Reporting Period Beginning Date:			**Ending Date:**		
Functions	**TC Quantity**	**PC Quantity**	**TSO Quantity**	**STC Quantity**	**PMA Quantity**
Conformity					
Establish Conformity Inspection Requirements (No. of 8120-10s issued)					
Determine Conformity Of Parts & Test Articles (No. of 8120-10s completed)					
Determine Conformity of Test Setup (8120-10s completed)					
Determine Conformity of Installations, Including TIA Inspections on a Product (8120-10s, 8110-1s completed)					
Perform Approvals in Support of Other TC ODA Holder Projects (No. of 8120-10s completed)					
Production					
Evaluate Production Limitations 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:_____					

(Page 2 of 2)

Figure 11. Sample FAA Form 8100-11, Statement of Completion

US Department of Transportation Federal Aviation Administration	**Organization Designation Authorization** **Statement Of Completion**

GENERAL USE OF FORM: This form documents the completion of all FAA approvals required for the indicated project or repair or alteration. Signature by the organization's representative indicates that all required substantiation data has been reviewed and the design has been found to comply with all applicable regulatory requirements. For major repairs and major alterations, this form indicates that all required data to accomplish the repair or alteration are listed here and approved.

1. ODA HOLDER NAME:	2. AUTHORIZATION NUMBER:

3. **PROJECT DESCRIPTION:** (Include model and serial number for repairs and alterations)

4. TYPE OF PROJECT:

☐ **TC** ☐ **STC** ☐ **PMA** ☐ **Major Type Design Change**	**The type design, substantiating data, and operating limitations are complete, and comply with all applicable regulatory requirements. Authorized ODA unit members have accomplished and documented all required approvals and inspections. All actions defined by the agreed-to Program Notification Letter have been accomplished and FAA specific findings completed.**
☐ **Major Repair** ☐ **Major Alteration**	**The data listed here has been approved by authorized ODA unit members and found to comply with the listed airworthiness requirements. No other FAA data approvals are necessary for the repair or alteration as defined by this data.**

5. **AIRWORTHINESS REQUIREMENTS** (For major repair or major alteration only):

6. **LIST OF DATA** (For major repair or major alteration only):

7. **CERTIFICATION:** I certify that the above statements are true and that the organization has completed all necessary approvals.

Date	**Name** (ODA *Administrator or ODA Unit Member)*	**Signature**

FAA Form 8100-11 (1-12)

Figure 12. Sample FAA Form 8100-12 Production Limitation Record Report

US Department of Transportation
Federal Aviation Administration

ODA PRODUCTION LIMITATION RECORD (PLR) REPORT

A. PRODUCTION APPROVAL HOLDER'S NAME:	
B. FACILITY LOCATION(S):	
C. ODA NUMBER:	D. TC OR STC NUMBER TO BE ADDED TO PLR:
E. PC NUMBER:	F. AIRCRAFT MODEL NUMBER TO BE ADDED TO PLR:
G. AUDIT DATES:	H. QUALITY CONTROL DATA - TITLE, REVISION, FAA APPROVAL DATE:

I. LIST OF ODA UNIT MEMBERS PERFORMING PLR AUDIT

ODA UNIT MEMBER NAMES		AUTHORIZED FUNCTIONS

J. ODA PLR AUDIT RESULTS

SYSTEM ELEMENT	OBSERVATION NUMBER	LIST QC AREAS AUDITED	CORRECTIVE & REMEDIAL ACTIONS COMPLETE
1. Organization & Responsibility			
2. Design Data Control			
3. Software Quality Assurance			
4. Manufacturing Processes			
5. Special Manufacturing Processes			
6. Statistical Quality Control			

FAA Form 8100-12 (1-12)

7. Tool & Gauge Control			
8. Testing			
9. Nondestructive Inspection			
10. Supplier Control & Receiving Inspection			
11. Nonconforming Material			
12. Material Handling & Storage			
13. Airworthiness Determination			
14. Global Production			
15. Other			

CORRECTIVE AND REMEDIAL ACTIONS FOLLOWUP: I CERTIFY THAT THE ODA UNIT VERIFIED THE PC HOLDER COMPLETED CORRECTIVE AND REMEDAL ACTIONS, AND CONSIDERS THESE ACTIONS ACCEPTABLE.

_____ _____

ODA ADMINISTRATOR SIGNATURE **DATE:**

K. ODA PLR REPORT EXECUTIVE SUMMARY

FACILITY:	**PC NUMBER:**
DATE OF EVALUATION:	**ODA NUMBER:**

SUMMARIZE EACH FINDING AND OBSERVATION AND REFERENCE THE SYSTEM EVALUATION RECORD NUMBER.
(Attach sheets as necessary)

PLR REPORT: I CERTIFY THAT ALL FINDINGS AND OBSERVATIONS IN THIS REPORT HAVE BEEN RECORDED AND THE PC HOLDER NOTIFIED OF THESE RESULTS. THE PC HOLDER UNDERSTANDS THAT THEY MUST SUBMIT A WRITTEN RESPONSE TO THE ODA UNIT. I WILL SEND A COPY OF THIS REPORT TO THE MIDO/CMO.

_____ _____

ODA ADMINISTRATOR SIGNATURE **DATE:**

FAA Form 8100-12 (1-12)

Figure 13. Sample ODA Supervision Record

U.S. Department of Transportation
Federal Aviation Administration

ODA Supervision Record

Date:

☐ Completed By: | Office: | Type: ☐ Project Participation ☐ Routine Visit ☐ Other ☐ Record of Communication ☐ Corrective Action Follow-Up

Organization Name: | Authorization Number:

Place of Activity: | Project: (If Applicable)

Personnel Contacted:
☐ Organization administrator ☐ ODA Unit Members:
Names:

Name:

Evaluation Items	SAT	UNSAT	N/A
1. Verify that the ODA holder is performing within the limitations identified in its procedure manual. Projects have been specifically delegated by the OMT when necessary.	☐	☐	☐
2. Verify that only authorized ODA unit members perform FAA functions.	☐	☐	☐
3. Verify that ODA unit members have been selected and approved in accordance with the approved procedure manual.	☐	☐	☐
4. Verify ODA unit members have attended all required training and are knowledgeable of all current regulations, associated policies, FAA approved procedures manual, FAA Forms and revisions required to perform their duties.	☐	☐	☐
5. Review and discuss with the ODA unit members, changes to FAA regulations and policies.	☐	☐	☐
6. Verify ODA unit members are performing only authorized functions within their limitations in accordance with the pertinent regulations, related policies and FAA approved procedures manual.	☐	☐	☐
7. Verify that ODA unit members are making technically correct decisions.	☐	☐	☐
8. Review official documents and paperwork for any discrepancies.	☐	☐	☐
9. Verify that reviewed substantiating data is complete and authorized ODA unit members have made appropriate findings of compliance.	☐	☐	☐
10. Verify the ODA unit members are allowed sufficient time to study material related to assigned duties and to prepare reports and forms.	☐	☐	☐
11. Verify that the information furnished to the ODA unit members is adequate to assure that inspections of parts, processes, assemblies and installations will satisfy FAA conformity requirements. (ref FAA Order 8110.4)	☐	☐	☐
12. Verify that ODA unit members have sufficient authority within the organization to perform their authorized functions.	☐	☐	☐
13. Verify that if the ODA unit is allowed to use electronic signature facsimile, that the MIDO/FSDO has authorized its use, and that the ODA unit has direct control over the use. FAA Form 8130-3 only)	☐	☐	☐
14. Review and discuss the issuance of Airworthiness Certificates in accordance with applicable sections in FAA Order 8130.2 and Part 21.	☐	☐	☐
15. Review and discuss Certification Procedures and review documents in accordance with the applicable ACs and FAA Orders. (e.g. PNL, Conformity inspection reports, TIR/STIR, STC etc)	☐	☐	☐
16. Verify the ODA holder is performing self-evaluations and implementing corrective action to prevent reoccurrence as required by their procedures manual.	☐	☐	☐
17. Verify the ODA holder has implemented corrective action for conditions identified by the FAA.	☐	☐	☐
18. Other:	☐	☐	☐

☐ Corrective Action Required-(Describe in Items Requiring Corrective Action Block)

☐ Organization administrator or ODA unit member notified of findings identified on this record (Optional):

Name:_____ Date:_____

Summary of Visit or Communications:
Notable Conditions Encountered:
Items Requiring Corrective Action:
☐ **Corrective Action Verified:** **Date:** **Name:**
(If additional space is needed, continue on plain paper and attach it to this form).
INSTRUCTIONS A. Type (or legibly print) all information B. This record will be completed by any OMT member as a record of oversight activity. C. The entries for the top block are self-explanatory. D. For item blocks evaluated, rate each item as "Satisfactory", "Unsatisfactory" or "Not Applicable". If items were not evaluated as part of the activity, leave the item blank. Items rated as Unsatisfactory or other items requiring corrective action must be described in the "Items Requiring Corrective Action" block. E. Record other entries as required.

Figure 14. Memorandum of Understanding

Memorandum of Understanding

Between

Federal Aviation Administration

And

Earl's Airplane Services, Inc.
Organization Designation Authorization (ODA-383838-NM)
Seattle, Washington

This Memorandum of Understanding is effective upon the parties whose signatures are below. The Federal Aviation Administration 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 Appointing Office]. Whenever the authorization holder's signatories change, this memorandum must be re-issued and signed by all parties.

_____ _____
Earl Jones, Manager Date
Earl's Airplane Services

_____ _____
Hunter Woods, ODA administrator Date
Earl's Airplane Services

Basis and Requirements for Designation of Authority.

Title 49 of the U.S. Code is the legislative instrument governing U.S. aviation.

Section 44701(a) 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 FAA 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 the issuance of a certificate under this chapter; and

(b) Issuing the certificate.

(2) The FAA Administrator may rescind a designation under this subsection at any time for any reason which the Administrator considers appropriate."

Authorization and Role of a FAA Designation.

FAA Order 8100.15 sets out policy, procedures, and conditions under which an organization granted an Organization Designation Authorization.

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 Organization Designation Authorization 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 the responsibilities and obligations, as detailed in our Letter of Designation and FAA Orders [8100.15, 8100.8, 8110.4, 8110.42, (specify all that apply)] associated with those functions authorized by the Administrator.

As an authorized Supplemental Type Certification and PMA (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 products type design as well as the aircraft manufacturer's type design philosophy, principles, and operational assumptions when making findings of compliance;(TC/PMA/MRA/STC 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

(j) Provide the ODA administrator(s) the authority to manage the ODA's functions without influence from others;

(k) Ensure the ODA unit members 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) Notify the FAA if we violate the terms of this memorandum.

Figure 15. Sample Conformity Inspection Plan

PART I FAA Conformity Plan			**DATE:**	**Plan revision level:**
a. Applicant name:		**b. Project number:**		
b. Aircraft models to be modified:				
c. General description of project:				
PART II Enter names and phone numbers of focal points for project:				
a. Quality assurance:				
b. Test & evaluation:				
c. Engineering:				
d. Inspection ODA unit member(s)	**Article conformity:**			
	Installation conformity:			
	TIA/STIR:			
e. Engineering ODA unit member(s)				
PART III General Information				
a. Is an FAA-approved repair station doing the modification?			**YES**	**NO**
b. List the name of the facility and locations where the modification and or installation will be done:				
c. Describe the requirements for maintaining the aircraft during the project:				
d. Aircraft information	**Is aircraft U.S. registered**		**YES**	**NO**
	List aircraft registration number			
	TC/STC notification letter for foreign-registered aircraft and validation (or acceptance) of in-process TC/STC **Ref. AIR-40 policy memo 12-03**	**Date FAA sent letter:**	**Date CAA received reply:**	

Page 1

Part IV Inspections Systems		
a. Describe the type of planning, travelers, work orders, and so on, used for inspection:		
b. Will you use suppliers for the project?	**YES**	**NO**
c. If so, describe the suppliers and their involvement in the project:		
d. Did you approve the suppliers' quality systems?	**YES**	**NO**
e. Did you approve the suppliers' special processes for this project?	**YES**	**NO**
f. If you did not approve the suppliers for the special processes, explain how they will be approved:		
Part V Applicant Conformity Inspections		
a. List company inspection procedures for inspecting conformity:		
b. Are these procedures equal to the conformity inspection criteria in Order 8110.4 Chapter 5?	**YES**	**NO**
c. If not, what alternative procedures will you use to ensure the same level of inspections?		
d. Name of persons responsible to sign the FAA Form 8130-9**, Statement of Conformity, under 14 CFR 21.53 and 21.33:** ***If supplier will sign the statement of conformity, applicant must submit a letter of delegation in accordance with Order 8110.4, Chapter 5. You must assure the same level of conformity inspection is performed as outlined in 8110.4.***		

Part VI FAA Conformity Inspections Identification and Tracking	
a. Name of ODA unit members responsible to generate the 8120-10 request for conformity for this project:	
b. Explain how the 8120-10s will be coordinated with the ODA unit members	
c. Explain how the applicant will track the initiation and completion of Conformity Inspections:	
d. Name of person (s) responsible to track the conformity inspections for the applicant:	
Part VII FAA Conformity Description	
a. Article conformity	**Description of articles to be conformed:**
b. Installation conformity	**Description of articles / engines requiring installation conformity:**
c. Test conformity	**Description of test equipment being used requiring installation conformity:**
	Description of test set up conformity:
d. Flammability and Fire-blocking Test coupon conformity	**Provide a general description of material requiring conformity:**
f. Post Conformity Modifications and/or Replacements	**Description of how modifications or replacement of FAA conformed articles will be re-conformed:**
	Person responsible for tracking modifications or replacements:
g. Flight Testing	**Location(s) of TIA flight tests:**
	Estimated date of flight testing:
e. Conformity Inspection Deviations **ref. 8110.4 Chapter 5**	**Name of engineering ODA unit members 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 will apply for FAA Form 8130-6? **See AC 21-12**	**Experimental certificate:**
	Standard airworthiness certificate:
b. Describe the plan to incorporate all required design changes to the test aircraft to make the aircraft eligible for a Standard Airworthiness Certificate (if applicable):	
c. Name of company applying for PMA after issuance of TC or STC (if applicable):	

This conformity inspection plan describes how to modify and type design activities necessary to ensure all required conformity inspections and related activities support the TC/STC project. The plan establishes guidelines and policies for identification and tracking of FAA required Conformity Inspections performed by at the applicant's facility and it's approved suppliers.

The FAA will review and accept the conformity inspection plan before its implementation. FAA conformity inspections will be identified, coordinated and tracked for completion in accordance with procedures described above.

Changes to this plan require a revision number or letter. Implementation of this plan will be to established procedures written or referenced in the plan.

Applicant Quality Manager: Approval _____ Date:_____

Applicant Certification Engineer: Approval _____ Date:_____

Inspection ODA Unit Member Approval: _____ Date: _____

Engineering ODA Unit Member Approval: _____ Date:_____

Applicable Attachments:

Figure 16. Sample Inspection Notification Letter

U.S. Department
of Transportation
Federal Aviation

Administration

[Date]

[Organization's Name]

[Address]

The Federal Aviation Administration (FAA) has scheduled an inspection of your organization designation authorization. We approved your authorization contingent on the FAA's right to evaluate and inspect your organization, facilities, products, articles, and records.

We scheduled the inspection from (start date) to (end date) in accordance with the delegated organization inspection program described in FAA Order 8100.15. This broad inspection will include reviewing project management, design control, testing, conformity inspection, and technical assessment of the approvals and findings that your organization made. We also will examine procedures and records and witness relevant system processes "hands-on."

The FAA inspection team will consist of approximately (total number) members. The FAA team leader for this inspection is Mr./Ms. (name). You can reach him/her at (telephone number). His/her address is: (office address)."

Please inform Mr./Ms. (name of team leader) of all security requirements for this facility, so he/she can get appropriate clearances. Also, please give the name, title, address, and telephone number of your point of contact for this inspection."

We ask for attendance by a representative of senior management responsible for the facility to be evaluated, and cognizant technical and supervisory personnel, during the pre- and post-inspection conferences. We also suggest that you provide escorts, who are knowledgeable of the various areas to be visited, to ensure the inspection is smooth and with minimum disruption to your staff.

If you have any questions about the scheduling of this inspection, please feel free to contact me. If you have any questions about the conduct of the inspection, please contact the team leader, Mr./Ms. (name of team leader) at the above address and telephone number.

Figure 17. Sample Inspection Discrepancy Record

Authorization Holder:	**Authorization No.:**
Related Criteria No.(Identify one):_____	**Safety Related Yes ☐ No☐**
ODA Type (Identify one): Attachments:	**Discrepancy Number:** **Check one:** **Isolated: ☐** **Systemic: ☐**
Type of Discrepancy (Check One) **☐ Airworthiness Standard Non-compliance** **☐ Regulatory Non-compliance – Regulation _____** **☐ FAA Policy Non-Compliance** **☐ Procedures Manual Discrepancy** **☐ Technical Discrepancy** **☐ Special Emphasis Items**	
Required Condition:	
Encountered Condition:	
Evaluator's Name:_____ **Date:_____** **Office:_____** **Phone No.:_____**	
ODA Holder Representative: **_____** **Discrepancy discussed with the above representative who indicated understanding of the issue.**	**Date:_____**

Discrepancy Record Completion Instructions

1. Authorization Holder: Enter the ODA Holder's name (e.g., Earl's Airplane Services).

2. Authorization Number: Enter the FAA issued ODA holder's number (e.g., ODA-12345-NE).

3. Related Criteria Number: Enter the system element number from FAA Order 8100.15, Appendix C (e.g., 1-2).

4. Safety Related: Check either yes or no. If yes, the ACO will investigate further to determine if the issuance of an AD may be required.

5. ODA Type: Enter the ODA type with respect to the discrepancy (e.g., STC ODA). An inspection is performed on an STC and PMA ODA holder, but the discrepancy was related to the STC ODA authority.

6. Attachments: Enter the number of objective evidence pages attached to support the discrepancy.

7. Discrepancy Sequence Number: Enter the sequential number of the discrepancy for the inspection.

8. Isolated: A discrepancy which is classified as rare and unlikely a continuing problem

9. Systemic: A discrepancy which is classified as affecting the entire process and likely to have a reoccurring affect.

10. Type of Discrepancy: Select one discrepancy type per FAA Order 8100.15, Chapter 6.

11. Required Condition: Enter the requirement in which the ODA holder must follow as a delegated organization.

12. Encountered Condition: The specifics of the discrepancy discovered during the inspection.

13. Evaluator's Name: Enter the name of the person that discovered the discrepancy**.**

14. Office: Enter the office routing symbol of the person that discovered the discrepancy.

15. Date (Evaluator Block): Enter the date the discrepancy was discovered.

16. Phone Number: Enter the phone number of the person who discovered the discrepancy.

17. Date (ODA Holder Representative Signature Block): Enter the date that the ODA holder representative signed the discrepancy record.

18. ODA Holder Representative: Following the inspection team lead review of the discrepancy record, the discrepancy should be discussed with a representative of the ODA holder.

Figure 18. Sample Inspection Report Cover Sheet

Delegated Organization Inspection Program Report

Stoops Airlines
ODA-843132-NM

Conducted July 17-20, 2006

Inspection Team Leader: Jason White, ANM-120L

Inspection Team:

Adrian Peterson, ANM-130L
Courtney Paris, ANM-120L
Stacey Dales, LGB AEG
Sherri Coale, ANM-108L
Sam Bradford, ANM-110

Figure 19. Sample Inspection Survey Sheet

Delegated Organization Inspection Survey and Recommendations	Evaluated Organization:	Authorization Number:
Dates of Inspection:	Team Leader Name:	Office Symbol:

Satisfactory | Unsatisfactory | Not Applicable | Not Evaluated

1. Organization and Responsibility

- 1-1 Procedure Manual Content
- 1-2 Procedure Manual Compliance
- 1-3 Operating Within Authority
- 1-4 Continues to Meet Eligibility Requirements
- 1-5 Administrator/Staff Authority
- 1-6 ODA Unit Members Perform Within Authority
- 1-7 Provides In-house Training
- 1-8 ODA Unit Attends FAA Training
- 1-9 Record Retention
- 1-10 Documentation
- 1-11 Self Audit Procedures
- 1-12 ODA Unit Selection Procedures
- 1-13 ODA Unit Qualifications

2. Project Management

- 2-1 Certification Basis
- 2-2 Program Notification
- 2-3 Determination of Significance
- 2-4 Conformity Plan
- 2-5 Certification Plan
- 2-6 Cert Plan Compliance
- 2-7 Notification of Changes
- 2-8 Cert Basis Decisions
- 2-9 Cert Basis Appropriateness
- 2-10 Special Conditions/Exemptions
- 2-11 Equivalent Safety Findings
- 2-12 PNL Coordination
- 2-13 PNL Response
- 2-14 PNL Response Compliance
- 2-15 AD Evaluation
- 2-16 Internal Project Coordination
- 2-17 Resolution of Significant Issues
- 2-18 ODA Unit Communication
- 2-19 Compliance Inspections
- 2-20 Flight Manuals/Supplements
- 2-21 Type Inspection Authorization
- 2-22 Type Inspection Report
- 2-23 Approval of Data Changes
- 2-24 ODA Unit Project Coordination
- 2-25 ICA Acceptance
- 2-26 Type Certificate Verification
- 2-27 STC Completion

Satisfactory | Unsatisfactory | Not Applicable | Not Evaluated

3. Design Data Approval

- 3-1 Design Drawings, Substantiation
- 3-2 Drawing Completeness
- 3-3 Compliance Data
- 3-4 Type Design Data Control
- 3-5 Change Classification
- 3-6 Data Approval
- 3-7 Means of Compliance
- 3-8 Certification Plan Sufficiency
- 3-9 Materials and Process Specifications
- 3-10 Data Adequacy
- 3-11 Changes to Type Design
- 3-12 Manufacturing Deviations
- 3-13 System Safety Assessments
- 3-14 Test Plans
- 3-15 Flight Manual Completeness
- 3-16 Minor Change Approval
- 3-17 AD Incorporation
- 3-18 Software Configuration Management
- 3-19 Software Verification
- 3-20 Software Configuration Index
- 3-21 Software Problem Resolution
- 3-22 Computer Program Protection
- 3-23 Software Development

4. Conformity Inspection and Records

- 4-1 Statement of Conformity
- 4-2 Documentation of Conformity Inspections
- 4-3 Inspection Equipment Calibration
- 4-4 Conformity Inspection Records
- 4-5 Supplier Inspection
- 4-6 Disposition of Non-conforming Parts
- 4-7 Software Marking
- 4-8 Special Process Coordination
- 4-9 Multiple Installation Data
- 4-10 Conformity of Parts
- 4-11 Conformity Procedures
- 4-12 Compliance with Conformity Plan
- 4-13 Rationale for Conformity Inspections
- 4-14 Conformity Discrepancies

Delegated Organization Inspection Survey and Recommendations	Evaluated Organization:	Authorization Number:

Satisfactory | Unsatisfactory | Not Applicable | Not Evaluated

5. Testing

- ☐ 5-1 Compliance Testing
- ☐ 5-2 Test Plans
- ☐ 5-3 Pre-test Conformity
- ☐ 5-4 Non-conforming Parts Disposition
- ☐ 5-5 Test Equipment Accuracy
- ☐ 5-6 Test Results Approval
- ☐ 5-7 Disposition of Test Discrepancies
- ☐ 5-8 Unsafe Conditions Addressed
- ☐ 5-9 Test Data Backup
- ☐ 5-10 Secure Data Transfer
- ☐ 5-11 Data Encryption
- ☐ 5-12 Central Computer Access
- ☐ 5-13 Equipment Changes
- ☐ 5-14 Question Changes
- ☐ 5-15 Test Data Accuracy
- ☐ 5-16 Applicant Identification
- ☐ 5-17 AKT Reports Process

6. Airworthiness Certification

- ☐ 6-1 Application
- ☐ 6-2 Limitations and Conditions
- ☐ 6-3 Proper Airworthiness Certificates
- ☐ 6-4 Incorporation of ADs
- ☐ 6-5 Disposition of Discrepancies
- ☐ 6-6 Coordination of Export Approvals
- ☐ 6-7 Export Approvals
- ☐ 6-8 Required Data
- ☐ 6-9 Airworthiness Approval Tags

7. Flight Testing

- ☐ 7-1 Flight Safety Program
- ☐ 7-2 Compliance with Airworthiness Standards
- ☐ 7-3 Type Inspection Authorization
- ☐ 7-4 Type Inspection Report

Satisfactory | Unsatisfactory | Not Applicable | Not Evaluated

8. Continued Airworthiness

- ☐ 8-1 Instructions for Continued Airworthiness
- ☐ 8-2 Development of ICA
- ☐ 8-3 Inspection Criteria
- ☐ 8-4 In-service Feedback
- ☐ 8-5 Investigation of Service Problems
- ☐ 8-6 AD Corrective Action
- ☐ 8-7 Service Difficulty Records
- ☐ 8-8 Service information
- ☐ 8-9 Follow-on Lifecycle Testing
- ☐ 8-10 Approval of Service Bulletins and Manuals
- ☐ 8-11 Submittal of Manuals
- ☐ 8-12 Investigation of Unsafe Conditions

9. Production Approvals

- ☐ 9-1 ODA Unit Review of Application
- ☐ 9-2 Certification Plans
- ☐ 9-3 Certification
- ☐ 9-4 Approval of Minor QM changes
- ☐ 9-5 Engineering Data Approval
- ☐ 9-6 Specific Findings Completed
- ☐ 9-7 Conformity Inspections
- ☐ 9-8 ICA for PMA
- ☐ 9-9 Completion of PMA
- ☐ 9-10 PMA Supplements
- ☐ 9-11 Minor Change Approval
- ☐ 9-12 Coordination with Foreign Authorities
- ☐ 9-13 Export Approvals
- ☐ 9-14 Airworthiness Approval Tags
- ☐ 9-15 AD incorporation
- ☐ 9-16 Data Furnished Before Certification

10. Operations Certification

- ☐ 10-1 ODA Unit Review of Application
- ☐ 10-2 OMT Coordination
- ☐ 10-3 Certification Compliance
- ☐ 10-4 Manual Approval
- ☐ 10-5 Certification Completion

Figure 20. Sample Inspection Report Transmittal Letter

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

[Date]

[Organization's Name]
[Address]

Stoops Airlines
Organization Designation Authorization - ODA-843132-NM
Inspection Report

Enclosed is the Federal Aviation Administration (FAA) report detailing our inspection of your organization designation authorization. This report formally documents the results we discussed with you and your staff during our visit.

We reviewed four ODA-approved supplemental type certificates [air operator, air agency certificates, airman, or air carrier (as applicable)] and if you complied with approved procedures. We found two procedural manual non-compliances and four technical discrepancies that you must address. We list each item in detail in the enclosed report. You must develop corrective action for procedures manual discrepancy No. 3 and technical discrepancy No. 1. Please investigate these conditions and notify us of proposed corrective action within 30 days.

We appreciate you and your staff's professional attitude, cooperation, and sincere interest in maintaining a high standard of aviation safety. And, we appreciate the hospitality shown to our team during our visit.

If you have any questions or concerns after reviewing the report, please contact Jason White, telephone (425) 555-5555.

CC: AIR-110, AIR-230, AFS-600, AFS-800 (as applicable)

Figure 21. Sample PMA Supplement-Licensing

FAA - PARTS MANUFACTURER APPROVAL (PMA) SUPPLEMENT

SOONER AVIATION PARTS, INC.
4321 Aviation Parkway
Oklahoma City, OK 73008

PMA No. PQ0609SW
Supplement No. 35
Date. 10/1/2004

PART NAME	PART NUMBER	REPLACEMENT FOR	APPROVAL BASIS AND APPROVED DESIGN DATA	ELIGIBILITY (MAKE)	ELIGIBILITY (MODEL)
Force Trim Actuator	SAP813-507-03	Ace Aircraft P/N: 813-507-03	Identicality per 14 CFR § 21.303, Licensing agreement with Ace Aircraft Inc., File No. ALG10695-769, dtd. 10/18/03; Ace Drawing 813-507, Rev. B, dtd. 6/8/03 or later FAA approved revisions.	Ace Aircraft	A-700, -710

----------End of Listing----------

NOTE: The procedures that have been accepted by the type certificate (TC), supplemental type certificate (STC), or Technical Standard Order Authorization (TSOA) holder and their cognizant FAA Aircraft Certification Office, for minor changes to original parts used on type certificated products, are also acceptable for incorporating the same minor changes on identical FAA-PMA replacement parts. The FAA-PMA holder shall be able to show traceability relating to the TC, STC, or TSOA holder on all minor changes incorporated by this procedure. When these procedures are no longer applicable because of completion of the production contract or termination of the licensing agreement, all subsequent minor design changes (reference 14 CFR par 21 §§ 21.93 and 21.95) and major design changes (reference 14 CFR part 21 §§ 21.93 and 21.97) must be accomplished in accordance with the FAA approved PMA ODA procedures manual.

Kevin Durant
PMA ODA Administrator,
Sooner Aviation Parts, Inc.

Date

This Supplement is an attachment to your FAA-PMA approval letter dated: December 15, 2003

Page 1 of 1

Page 1 of 1

Figure 22. Sample PMA Supplement-Test and Computations

FAA - PARTS MANUFACTURER APPROVAL (PMA) SUPPLEMENT

SOONER AVIATION PARTS, INC.
4321 Aviation Parkway
Oklahoma City, Oklahoma 73008

PMA No. PQ0609SW
Supplement No. 35
Date 10/1/2004
Project No. PM2095SW

PART NAME	PART NUMBER	REPLACEMENT FOR	APPROVAL BASIS AND APPROVED DESIGN DATA	ELIGIBILITY (MAKE)	ELIGIBILITY (MODEL)
Flap Pin	SAP827-246-01	Ace Aircraft P/N: 827-246-01	Test and Computation per 14 CFR § 21.303, Dwg: SAP827-246, Rev: A, Dated: 3/31/04, or later FAA approved revisions.	Ace Aircraft	A-720, -30
Flap Hinge	SAP827-256-01	Ace Aircraft PN: 827-256-01	Test and Computation per 14 CFR § 21.303, Dwg: SAP827-256, Rev: B, Dated: 4/31/04, or later FAA approved revisions.	Ace Aircraft	A-720, -30

----------End of Listing----------

NOTE: Minor design changes (reference 14 CFR part 21 §§ 21.93 and 21.95) and major design changes (reference 14 CFR part 21 §§ 21.93 and 21.97) to drawings and specifications must be accomplished in accordance with the FAA approved PMA ODA procedures manual.

Kevin Durant
PMA ODA Administrator,
Sooner Aviation Parts, Inc.

Date

This Supplement is an attachment to FAA-PMA approval letter dated: December 15, 2003

Page 1 of 1

Figure 23. Sample PMA Supplement-STC

FAA - PARTS MANUFACTURER APPROVAL (PMA) SUPPLEMENT

SOONER AVIATION PARTS, INC.
4321 Aviation Parkway
Oklahoma City, OK 73008

PMA No. PQ0609SW
Supplement No. 35
Date: 10/1/2004

PART NAME	PART NUMBER	REPLACEMENT FOR	APPROVAL BASIS AND APPROVED DESIGN DATA	ELIGIBILITY (MAKE)	ELIGIBILITY (MODEL)
SAP Two-Axis Auto Pilot Kit	SAP700-100-01	Modification Part	STC SA1234SW Dated 4/15/04; Dwg: MDL SAP700-100, Rev: B, Dated: 3/29/04, or later FAA approved revisions.	Ace Aircraft	A-700, -710
SAP Primary Flight Display (PFD)	SAP950-100-01	Modification Part	STC SA5678SW Dated 4/25/04; Dwg: MDL SAP950-100, Rev: C, Dated: 3/11/04, or later FAA approved revisions.	Ace Aircraft	A-700, -710

----------End of Listing----------

NOTE: Minor design changes (reference 14 CFR part 21 §§ 21.93 and 21.95) and major design changes (reference 14 CFR part 21 §§ 21.93 and 21.97) to drawings and specifications must be accomplished in accordance with the FAA approved PMA ODA procedures manual.

Kevin Durant
PMA ODA Administrator,
Sooner Aviation Parts, Inc.

Date

This Supplement is an attachment to your FAA-PMA approval letter dated: December 15, 2003

Page 1 of 1

Figure 24. Sample PMA Supplement-All Types

PMA No. PQ0609 **Supplement No. 35** **Revision No. 2**

PART NAME	PART NUMBER	REPLACEMENT FOR	APPROVAL BASIS AND APPROVED DESIGN DATA	ELIGIBILITY (MAKE)	ELIGIBILITY (MODEL)

Page 2 of 2

Figure 25. Sample FAA Form 8130-31, Statement of Conformity-Military Aircraft

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

STATEMENT OF CONFORMITY – MILITARY AIRCRAFT

A. DESCRIPTION OF AIRCRAFT

Manufacturer	Model	Manufacturer's Serial No.	Military Model Designation	Military Serial No.

Contract No.	Registration Markings Displayed on Subject Aircraft

B. CONTRACTOR INFORMATION

Contractor Name and Facility Address:

_____
_____
_____
_____

FAA Delegated Organization? ☐ Yes ☐ N/A
FAA Delegated Organization: _____
FAA Repair Station No.

☐ New Aircraft Manufactured Under Production Certificate (Complete Section E)

☐ Modification of In-Service Aircraft Using FAA Approved Type Design (Complete Section F)

C. GROUND INSPECTION AND FLIGHT TEST

Contractor's Ground Inspection and Flight Test		FAA Ground Inspection and/or Flight Test	
Date Completed	Approved By	Date Completed	Approved By
_____	(Signature of Authorized Company Representative)	_____	(Signature of Authorized Representative)
	(Title)		(FAA Office, Delegated Organization, Repair Station, or Designee No.)

D. MILITARY ACCEPTANCE OF DEVIATIONS TO FAA APPROVED TYPE DESIGN

The cognizant receiving military authority acknowledges the identified deviations to the FAA approved type design for the subject commercial derivative aircraft and is responsible to determine airworthiness and final acceptance for the removal, or installation of, modifications, installations, or articles listed hereon.

_____ _____
(Responsible Military Airworthiness Authority or Authorized Designee) (Date)

FAA FORM 8130-31 (4-11) SUPERCEDES FAA FORM 8130-2 Page __1___ of __3___ Pages

STATEMENT OF CONFORMITY – MILITARY AIRCRAFT

E. STATEMENT OF CONFORMITY – INITIAL DELIVERY OF NEW AIRCRAFT

This certifies that the aircraft described above has been manufactured in conformity with the data forming the basis for Type Certificate No. _____, and any revision or modification thereof approved by the FAA, dated as of _____.
The subject aircraft has also been modified by installation of the following FAA Approved type design changes (i.e. Supplemental Type Certificate(s), Manufacturer's Approved Service Bulletin, etc).:

STC Number/Service Bulletin/Other	Description of Modification	STC Holder

☐ **There are no identified deviations to FAA approved type design.**

☐ **MILITARY DEVIATIONS. FAA conformity inspection(s) of the aircraft configuration have identified deviations in configuration from the FAA approved type design which are not FAA certified or approved, but may be required or specified by military contract. The deviations may include articles which have been either (REMOVED) or (ADDED) to the FAA approved type design configuration. (Deviations are listed in Part G of this Statement of Conformity)**

F. STATEMENT OF CONFORMITY – MODIFICATION OF IN-SERVICE MILITARY AIRCRAFT

The subject aircraft has been modified by installation of the following FAA Approved Supplemental Type Certificate(s) with the consent and permission of the Supplemental Type Certificate (STC) holder(s), Manufacturer's Approved Service Bulletins, or other listed FAA approved data. FAA inspection(s) of the subject installation(s) have determined that the modifications are in accordance with the approved data, and any revision or modification thereto approved by the FAA, dated as of _____.

STC Number/Service Bulletin/Other	Description of Modification	STC Holder

☐ **There are no identified deviations to FAA approved type design.**

☐ **MILITARY DEVIATIONS. FAA conformity inspection(s) of the aircraft configuration have identified deviations in configuration from the FAA approved type design which are not FAA certified or approved, but may be required or specified by military contract. The deviations may include articles which have been either (REMOVED) or (ADDED) to the FAA approved type design configuration. These deviations are listed in Part G of this statement of conformity.**

STATEMENT OF CONFORMITY – MILITARY AIRCRAFT

G. DEVIATIONS TO FAA APPROVED TYPE DESIGN

The following articles are part of the FAA approved type design configuration and have been found by FAA inspection to be (REMOVED), or never installed, on the subject aircraft. Installation of these articles will be required to restore the aircraft to an FAA approved configuration:

Type Design (Article Part Number and Installation Drawing Number)	Article Description	Quantity

The following articles are not included as part of the FAA approved type design configuration and have been found by FAA inspection(s) to be installed on the subject aircraft. Removal of these articles will be required to restore the aircraft to an FAA approved configuration:

FAA FORM 8130-31 (4-11) SUPERCEDES FAA FORM 8130-2 Page __3___ of __3___ Pages

Appendix B. Sample ODA Procedures Manual

Note: 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. *Clarifying or explanatory text is provided in italics.* (PLACEHOLDERS FOR ODA HOLDER DEVELOPED PROCEDURES IS PRESENTED AS ALL CAPS).

(INSERT COMPANY NAME)

(INSERT ODA AUTHORIZATION NUMBER)

(INSERT COMPANY ADDRESS)

ORGANIZATION DESIGNATION AUTHORIZATION
PROCEDURES MANUAL

SUBMITTED BY:

_____ DATE :_____

(INSERT ODA ADMINISTRATOR)

APPROVED BY:

_____ DATE APPROVED:_____
(INSERT APPOINTING OFFICE MANAGER)
MANAGER, (Appointing Office)

_____ DATE APPROVED:_____
(INSERT MANAGING OFFICE MANAGER(S))
(Managing Office)
(Repeat as necessary)

Note: Signatures may appear in a location other than the cover page.

INSERT COMPANY NAME, ODA NUMBER
ODA PROCEDURES MANUAL
COMPANY APPROVAL

Page Number _____
Revision Number ____
Date _____

TABLE OF CONTENTS

APPENDICES.

APPENDIX A. Memorandum of Understanding

APPENDIX B. ODA Holder and Unit Organizational Chart

APPENDIX C. ODA Facilities

APPENDIX D. Required ODA Unit Capabilities and Positions

APPENDIX E. Forms

APPENDIX F. Certification Plans (TC and STC ODAs)

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

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" 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

INSERT COMPANY NAME, ODA NUMBER
ODA PROCEDURES MANUAL
COMPANY APPROVAL

Page Number _____
Revision Number ____
Date _____

III. Manual Control

a. CHANGES REQUIRING FAA APPROVAL: Revisions to this manual, except those identified here, must be approved by the FAA before implementation.
(INSERT TYPES OF CHANGES THAT MAY BE INCORPORATED WITHOUT FAA APPROVAL, SUCH AS CORRECTION OF TYPOGRAPHICAL ERRORS, UPDATE OF MOU, ETC.)
(INSERT METHOD OF DOCUMENTING AND DETERMINING APPROVAL REQUIREMENTS FOR CHANGES IN FACILITIES OR ORGANIZATIONAL STRUCTURE.)

b. FAA CONTROL:

All revisions to this manual requiring FAA approval will be submitted by the organization's ODA administrator and approved by the FAA prior to incorporation into the manual.

c. (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)

1. PREFACE & 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 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:

(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 (function code 12061) for U.S.-registered aircraft	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

Limitation of the ODA must be clearly defined in accordance with FAA Order 8100.15 chapters 8-15. Limitations should define the specific authority of the organization in terms of specific products and models, or certificates if applicable.

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 AD requirements or airworthiness limitations. Unless specifically delegated, the ODA holder must obtain FAA approval for project that affects aircraft noise or fuel venting and exhaust 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 8 THRU 13)

3. 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 unit member's ODA duties, as well as any other duties a unit member may have. The management is responsible for establishing corporate policies that will not conflict with FAA regulations or policy. The management is responsible to remain independent of, and not interfere with, the findings and activities conducted under the ODA authority. The management is responsible to provide and maintain adequate qualified personnel to accomplish the ODA certification and production activities. The management is responsible to provide the necessary support and personnel when internal and FAA audits are being accomplished. Management is responsible to ensure all personnel receive the training required by FAA Order 8100.15. (INSERT ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES.)

4. ODA ADMINISTRATOR AND ODA UNIT DUTIES AND RESPONSIBILITIES (ALL ODAs).

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. 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.
If additional administrators with unique titles or responsibilities are needed, include additional paragraphs for each.

b. ODA Unit Member 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 unit members. All forms the ODA unit members are authorized to sign are listed in Appendix D. Each ODA unit member's authority

and limitations is maintained in the ODA unit listing. To have official FAA approval status, the ODA unit member's signature on documents must be signed by the individual and contain the ODA number. The manner and form of these reports, documents, forms will be in accordance with current FAA policy.

c. Each individual within the ODA unit is identified in the ODA unit listing by name, authority, functions and limitations. *The authority of engineering and flight test* ODA unit members must *be documented by function code(s) from FAA Order 8100.15 and the form of the DER charts defined in FAA Order 8110.37. The authority of* inspection ODA unit members and operations ODA unit members (if applicable*) must be clearly defined by function codes from FAA Order 8100.15.*

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. unit member's (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. *Each function described in Appendix D must correlate to at least one ODA unit member's. This section should explain that* ODA unit members do *not need direct FAA experience. In lieu of FAA experience,* a unit member may have *experience within the ODA holder's organization or as a staff member at another delegated organization. The* ODA unit members must *meet the requirements of* FAA Order 8100.8 *for designees performing similar functions.* (SPECIFY QUALIFICATION REQUIREMENTS FOR FUNCTIONS NOT SPECIFICALLY ADDRESSED IN FAA Order 8100.8, SUCH AS APPROVAL OF TEST PLANS, FLIGHT MANUAL SUPPLEMENTS, OPERATIONS CERTIFICATIONS, ETC)

6. ODA UNIT LISTING.
(INSERT THE ORGANIZATION'S METHOD FOR MAINTAINING THE LIST OF ODA UNIT MEMBERS. INCLUDE REQUIREMENTS AND METHOD TO COORDINATE CHANGES TO THE LIST WITH THE OMT. SEE PARAGRAPH 3-13. h OF THIS ORDER)

7. ODA UNIT SELECTION PROCEDURES. (INSERT COMPANY NAME) will determine that proposed ODA unit members are qualified to perform the authorized functions described in paragraph 5. (INSERT COMPANY NAME) will evaluate the proposed ODA unit members using the following process.

The basic unit member selection and appointment process, which follows the FAA process in FAA Order 8100.8 *and is depicted in figure 3-1 of this order, is as follows*:

a. *Initial administrative processing of application. This ensures the application is complete before forwarding the application to the advisor. An organization's corresponding*

step would be to make sure that the information required to be documented for the proposed staff member is completed. In this part of the process, the organization must notify the OMT of the proposed staff member. The procedures manual also needs to define exactly what information is documented, how coordination with the OMT will occur and the expected timeframe for FAA response. All forms used to document this process should be listed in Appendix E.

b. *Evaluation by Focal Point (Advisor). The advisor conducts a preliminary review of the application for general 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 the role of the advisor and how interviews are accomplished.*

c. *Evaluation Panel Review. 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 unit member 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. An organization's procedures manual needs to identify the people, not necessarily by name, but by position that may serve on the evaluation panel. The procedures manual should specify any forms used as part of the evaluation panel process.*

d. *Administrative Requirements. The organization should retain completed records to document the appointment of staff members.*

An organization may have a different process for proposed unit members that are existing individual designees or staff members at another delegated organization. If so, the organization may skip the evaluation panel portion of the selection process assuming the unit member will be performing the same functions already authorized. It still must be considered whether the individual has the right kind of experience and knowledge for a particular type of product or article. Initial notification to the OMT regarding a proposed staff member must be accomplished for existing designees. After determining the authority and limitations for the staff member, the organization would follow the process defined in Section 6 to update the unit member listing. (INSERT PROCEDURES TO EVALUATE PROPOSED STAFF MEMBERS. INCLUDE PROCEDURES FOR OMT COORDINATION OF ODA UNIT SELECTION DECISIONS, IF REQUIRED, AND REMOVAL OF ODA UNIT MEMBERS WHEN MANDATED BY THE OMT)

8. TRAINING. The ODA administrator and unit personnel will receive the following ODA holder provided training and FAA provided training: *This section will define the training required for each ODA unit member depending on the functions they perform and how often training is required. This section will 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 incorporate limited or lesser training for staff members performing temporary or limited functions. Such limited unit member training should be agreed to by the OMT before accomplishing. (INSERT TRAINING REQUIREMENTS FOR THE ODA ADMINISTRATOR AND UNIT PERSONNEL, AND A DESCRIPTION OF IN-HOUSE TRAINING.)
ODA holder provided training material will be made available for FAA review.

9. SELF AUDIT RESPONSIBILITIES. *The self-audit is an ODA holder audit of its ODA responsibilities. This section will define who is responsible for conducting the self-audit, the forms used to document the audit and the reporting requirements associated with the self audit. If specific people are not identified, the qualifications for people conducting the audit should be provided. Audit of unit member's performance will require people with the same technical expertise as the ODA unit member's. Although the evaluation criteria in appendix C of this order is a good starting point for the self-audit, there are other aspects of the organization's performance that should be evaluated, such as evaluation of the ODA unit member's performance. That portion of the self audit that reviews the ODA staff must follow the general guidelines and documentation prescribed for individual designee oversight in* FAA Order 8100.8. *This means that the organization should document and evaluate the performance of its staff members using similar forms and criteria that the FAA uses to evaluate individual designees. The unit members do not need to be "renewed", but the organization does need to perform the same type of assessment that the FAA accomplishes to renew individual designees.*

a. Self audits will be performed (INSERT FREQUENCY OF SELF AUDIT, NOT TO EXCEED ONE YEAR) and evaluate the personnel, procedures and records used to perform authorized functions and all administrative procedures followed by the organization. *Self-audit of personnel will follow the general guidelines and documentation prescribed for FAA designee oversight in* FAA Order 8100.8.

b. Self audits will consist of (INSERT DETAIL PROCEDURES AND REQUIREMENTS FOR SELF AUDIT). The self audit report will consist of (INSERT CONTENT OF SELF AUDIT DOCUMENTATTION AND REPORT).

c. Follow-up of audit corrective action will be performed as specified in the self-audit report**.**

10. GUIDANCE MATERIAL. (INSERT COMPANY NAME) will obtain and maintain FAA regulations, policy and guidance related to the authorized functions. *This section will describe how the organization will stay apprised of changes to FAA policies and regulations*

and how those changes will be communicated to the ODA unit members. (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.

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 working 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 DIFFICULTIES. (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 non-compliance with requirements of operational approvals.

e. Investigate suspected unsafe or non-compliant 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 administrator.

This section will address how the organization defines "service problems" that are monitored and how they are monitored. This section will also define how often service difficulties are monitored and the person(s) responsible for monitoring service difficulties. The requirements of this section apply to the ODA holder, not specifically to the ODA unit. Therefore, depending on the organizational structure it may be appropriate for the ODA unit to perform these functions. In other organizations, it may be personnel outside the ODA unit. In either case, the ODA unit will review and agree to the proposed corrective action. (INSERT COMPANY'S PROCEDURES TO PERFORM THE ABOVE)

15. PROCEDURES. *A good procedures section will follow the proper sequence of the certification process to the extent that those unfamiliar with FAA certification processes will understand it*. (See applicable requirements from FAA Order 8100.15, chapters 8-15)

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 3-17 AND CHAPTERS 8-15 OF THIS ORDER.)

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 or personnel as requested by the FAA. *This section will incorporate or address the requirements from paragraph 5-6 of this order. This section will also identify those responsible in the organization that will be involved in the development and internal review of proposed corrective actions and those responsible for follow up to ensure corrective action was effective*. (INSERT COMPANY PROCEDURES FOR DEVELOPMENT, COORDINATION, AND IMPLEMENTATION OF CORRECTIVE ACTIONS).

18. MANUFACTURING ACTIVITY REPORTING (If applicable). (INSERT COMPANY NAME) will submit manufacturing summary information reports for manufacturing/airworthiness work performed by the organization. The reports will be submitted to the managing MIDO (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 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.*

INSERT COMPANY NAME, ODA NUMBER
ODA PROCEDURES MANUAL
COMPANY APPROVAL

Page Number _____
Revision Number ____
Date _____

APPENDIX A. Memorandum Of Understanding

(INSERT A COPY OF THE SIGNED MEMORANDUM OF UNDERSTANDING)

APPENDIX B. ODA Holder and Unit Organizational Chart

This appendix should contain the company 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) *The information required in Appendix C may be referenced and located in a separate document*.

(INSERT A DESCRIPTION OF THE LOCATION AND FACILITY WHERE ANY OFFSITE ACTIVITY WILL BE PERFORMED —TC and STC ODAs only)

APPENDIX D. Required ODA Unit Capabilities and Positions

This appendix defines the required ODA unit capabilities and positions and the qualifications for each position. This appendix must define the engineering, flight test, maintenance, inspection and operations (as necessary) functions the ODA unit must be able to perform. The functions must be defined by function code from FAA Order 8100.15 with any associated limitations. Engineering and flight test functions must be further defined by the form of the DER charts in FAA Order 8110.37. The ODA holder is responsible to ensure that ODA unit members 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.

ODA unit positions should be defined here with general authority and duties of each type of ODA unit member (engineering, flight test, inspection, etc.) as well as a general number of ODA unit members of each type.

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

INSERT COMPANY NAME, ODA NUMBER
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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. FAA forms must be used unless an equivalent form is approved through the procedures manual. Completion instructions must be provided for all non-FAA forms.

Sample forms should be provided for the following areas:

ODA Unit Selection and Appointment
ODA Self Audit Documentation
Authorized FAA Functions and Related Documentation

APPENDIX F. Certification Plans (TC and STC ODAs)

SEE APPENDIX D OF THIS ORDER FOR INFORMATION THAT MUST BE IN THE CERTIFICATION PLAN.

Appendix C. Standardized DOIP Criteria

1. PURPOSE. This appendix provides standardized inspection criteria used to inspect ODA holders using the following system elements:

INSPECTION SYSTEM ELEMENTS

Section	System
1	Organization and Responsibility
2	Project Management
3	Design Data Approval
4	Conformity Inspection and Records
5	Testing
6	Airworthiness Certification
7	Flight Testing
8	Continued Airworthiness
9	Production Approvals
10	Operations Certification

2. DESCRIPTION OF SYSTEM ELEMENTS SECTION FORMAT. Each section addresses one of the ten system elements. Each section is formatted as follows:

a. System Element Description. This is a brief description of what the system is intended to accomplish or control.

b. System Element Standardized Inspection Criteria. Each criterion is formatted as follows:

(1) Standardized Inspection Criteria. Each criterion is identified by a numbered question within a box. The format of each question number is based on the system element number, the letter to identify the criteria as specific to delegated facilities, and the sequence within the system element. For example, question 1-8 would be the eighth question [8] under the Organization and Responsibility system element.

(2) Applicability. This specifies whether the criterion is applicable to each type of organization. A regulation reference indicates a requirement whose violation might requires compliance and enforcement activity and follow-up. Applicability marked by "X" indicates a requirement is based on the airworthiness standards or FAA policy requirements. If the criterion is not applicable to the type of authorization, it will be blank.

(3) Statement of Condition. The statement of condition provides examples of the requirements to satisfy the criterion. Evaluators may apply other standards based on their experience. The statement of condition assists the evaluator to determine the depth of the investigation that may be required to satisfactorily evaluate the criterion, and the appropriate criterion on which to document inspection results.

SECTION 1 ORGANIZATION AND RESPONSIBILITY

1. SYSTEM ELEMENT DESCRIPTION. The inspection of the organization and it's compliance with FAA regulations and policy requirements relative to delegation. Included are those items associated with function and operation of the organization.

2. SYSTEM ELEMENT STANDARDIZED INSPECTION CRITERIA. The following criteria are used to document the inspection of this system element. If possible, these criteria should be evaluated by a team member who is not a part of the OMT. Also, a single team member with engineering, manufacturing, or administrative background may evaluate these criteria.

1-1 Does the procedures manual contain the information required by the regulations and Order 8100.15?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
183.53	183.53	183.53	183.53	183.53	183.53	183.53	183.53

Statement of Condition:
The procedures manual must contain at a minimum:
The requirements outlined in 14 CFR 183.53.
The requirements outlined in FAA Order 8100.15 as applicable to the organization.
The procedures manual is approved.

1-2 Does the ODA holder comply with its procedures manual?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
183.57	183.57	183.57	183.57	183.57	183.57	183.57	183.57

Statement of Condition:
The organization complies with all of the procedures prescribed in its procedures manual.

1-3 Is the ODA holder operating within its approved delegated authority?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
183.49	183.49	183.49	183.49	183.49	183.49	183.49	183.49

Statement of Condition:
Approvals issued are within the limitations defined in the procedures manual.
Unless delegated, approvals involving acoustic and exhaust emissions changes are issued only after the FAA has determined that the requirements of 14 CFR part 34 or 36 have been met.

1-4 Does the ODA holder assure that it continues to meet the criteria for holding its authorization?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	183.55	183.55	183.55	183.55	183.55	183.55	183.55	183.55

Statement of Condition:
The organization continues to meet the requirements for the ODA.
The ODA holder notifies the FAA of any changes that impact its ability to perform any function.
The ODA holder MOU signatories have not changed.

1-5 Does the ODA administrator and staff have sufficient authority to administer the pertinent CFR effectively?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X	X	X	X	X	X	X

Statement of Condition:
The ODA administrator and staff is in an organizational position with sufficient authority to administer the pertinent CFR effectively.
The ODA administrator is actively involved in engineering processes and airworthiness activities or operations certification activities defined by the evaluated facility in order to administer the pertinent CFR effectively.
The ODA administrator and staff is not adversely influenced by company responsibilities when performing FAA functions.

1-6 Are the ODA unit members' authority clearly defined and do they operate within their authority?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X	X	X	X	X	X	X

Statement of Condition:
The ODA unit member's authorities and responsibilities are defined in the ODA unit list. The ODA unit members are knowledgeable of their authority and limitations. Authority for ODA unit members is defined in accordance with FAA Orders 8100.8, 8900.1 and the ODA holder's procedures manuals, as appropriate.
The ODA unit members perform only within the authority and limits established.

1-7 Does the ODA holder provide in-house training to its ODA unit members?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X	X	X	X	X	X	X

Statement of Condition:
The ODA holder has an established in-house training program structured for the organization's ODA unit members.
The in-house training is scheduled at least every two-years.
The training material includes:
Review of the functions delegated to the organization.
Review of the organization's processes/procedures manual.
Review of the ODA unit member's authority and responsibility when performing authorized functions.
Review of FAA rules, orders, policy and guidance material relative to the functions performed by the organization.
Review of documentation and forms used by the organization.
Technical training as required.
In-house training occurs at least every two years.
Training material is available to the FAA and if applicable, FAA is allowed to attend.

1-8 Do the ODA administrators and ODA unit members attend FAA sponsored training and/or seminars?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X	X	X	X	X		X

Statement of Condition:
ODA administrators have attended an ODA seminar or training as required by the FAA.
Engineering ODA unit members have completed initial and recurrent seminars as required by FAA Orders 8100.8 and 8100.15.
Manufacturing and Airworthiness Inspection ODA unit members have attended designee standardization and recurrent seminars as required.
The ODA holder maintains training records for each of its ODA administrators and ODA unit members.

1-9 Does the ODA holder retain records in accordance with the appropriate regulations?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	183.61	183.61	183.61	183.61	183.61	183.61	183.61	183.61

Statement of Condition:
A record retention system that complies with applicable regulations, orders, and data storage agreements has been established.

Technical data files, repair, rebuild, and alteration records, original application data, inspection records, ICA review and acceptance data, service difficulty records and operations certification records, as applicable, are maintained in accordance with the data storage agreements and made available to the FAA.
A listing of products, articles or operators for which the organization unit had performed an authorized function.
Procedures make the records and data that support approvals available to the FAA for examination.

1-10 Are documents and forms, identified and listed in the procedures manual used to document the approval of the data and to make findings of compliance?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X	X	X	X	X	X	X

Statement of Condition:
Procedures provide for documenting approved data and findings of compliance on specified forms.

1-11 Does the ODA holder have and comply with procedures prescribed in the procedures manual for performing self-audits?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	183.53	183.53	183.53	183.53	183.53	183.53	183.53	183.53

Statement of Condition:
The procedures manual provide for:
General requirements for scheduling and performing the audits.
Documenting the audit results.
Monitoring trends and providing necessary corrective actions.
Annual evaluation of the ODA unit member's performance using documentation, processes and oversight criteria contained in orders, FAA policy memorandums, and so on.
Annual process audits that evaluate procedures used to perform authorized functions and compliance with those procedures. Periodic process audits of completed operations certification files to ensure compliance with applicable certification standards.
Maintaining records of the self-audit and providing copies to the FAA upon completion.
The ODA holder complies with the self-audit requirements in its procedures manual.

1-12 Does the ODA holder have and comply with procedures for the appointment of ODA unit members?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	183.53	183.53	183.53	183.53	183.53	183.53	183.53	183.53

Statement of Condition:
The procedures manual must include as a minimum methods for:
Submitting application.
Application review.
Technical criteria for qualification review.
Interview processes.
Evaluation of interview results.
Rating applicant.
Providing initial orientation and training upon appointment.
Coordination with FAA.
The completed documentation must include at least:
ODA unit member's application (statement of qualifications) requesting appointment.
Documentation to support application in accordance with FAA Orders 8100.8, 8900.1, or other approved documents.
Evaluation forms.
Interview results and rating.
Documentation to support the appointment.
Training was completed in accordance with procedures upon appointment.

1-13 Are the ODA unit members qualified to perform the functions authorized as defined in FAA Order 8100.8, *Designee Management Handbook* or FAA Order 8900.1, *Flight Standards Information Management System* (as applicable)?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X	X	X	X	X		X

Statement of Condition:
ODA unit members must have as a minimum:
Knowledge and experience required by FAA Order 8100.15 to perform their authorized functions and keep current.
Be in a position that allows the ODA unit member to execute his/her approved authority without any company pressure.
Have access, as applicable, to the current 14 CFRs, policy and guidance material and the delegated organization's procedures manual.
Possess integrity, sound judgment, and cooperative attitude.
The appointment of ODA unit members based on existing FAA designation should at a minimum include:
The same function(s), as applicable, as existing FAA designation.
Documentation, in accordance with above, for expanded functions.

SECTION 2 PROJECT MANAGEMENT

1. **SYSTEM ELEMENT DESCRIPTION**. Project management includes those functions related to the overall management and approval of a project within the delegated facility's approved procedures manual or handbook.

2. **SYSTEM ELEMENT STANDARDIZED INSPECTION CRITERIA**. The following criteria are used to document the inspection of this system element.

2-1 Has the certification basis or airworthiness requirements been established and used for the project?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X			X	X		X

Statement of Condition:
Procedures include, as a minimum:
Method used to determine certification basis (regulatory requirements).
Method of documenting certification basis (regulatory) applicability.
Validation that the certification basis has been complied with.
There is evidence of observance to established procedures.

2-2 Did the program notification contain the information (certification plan, schedule, and so on) required by the FAA approved procedures manual?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X			X			X

Statement of Condition:
Project description, scope and schedule were properly described and communicated in the initial program notification. Information required by the FAA approved procedures manual was adequately provided for the project in question.
Projects which were determined not to require a program notification were properly determined as defined by the FAA approved procedures manual.

2-3 Does the ODA holder determine whether a project is significant or non-significant before submitting the program notification?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X			X			

Statement of Condition:
Procedures include, as a minimum:
(1) Method used to determine and document the project criticality assessment.

(2) Method to incorporate the assessment findings into the program notification or other program notification form.
There is evidence of observance to established procedures.

2-4 Was an adequate Conformity Plan containing all of the necessary elements written for each certification project as required by FAA approved procedures manual?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X			X			

Statement of Condition:
Each project has a conformity inspection plan that includes the following information as applicable:
General description of the aircraft modification.
Definitions of terms used in the plan.
Brief introduction of certification program.
Applicant conformity inspections (who is authorized to sign the FAA Form 8130-9).
FAA conformity inspection guidelines and exceptions.
FAA Conformity inspection identification and initiation of FAA Form 8120-10 or other acceptable document.
FAA conformity inspection tracking by applicant.
Applicant first article inspections.
Tooling inspection and control.
Material review prior to TC/STC and production approval.
Software conformity inspections.
Description and location of facilities to manufacture and test the product.
Description and location for final assembly of product.
Supplier agreements with applicant.
FAA conformity inspections of articles modified or replaced during FAA flight test.
FAA conformity inspections for test setup.
FAA conformity inspections conducted on ground test articles such as the flight test simulator, iron birds, vender qualification test articles, and so on.
FAA conformity of spare articles.
Experimental certification of aircraft including location of flight testing.
Flight test aircraft maintenance and re-inspection procedures to reestablish FAA conformity.
Supplier conformity requirements and procedures.
Identification of non-domestic suppliers.
Verifying the conformity of critical and major characteristics of articles.
Evaluating processes to ensure production of consistent and uniform products.
Observing tests of important functional parameters of systems, modules, components and completed products.

2-5 Was a Certification Plan written for each certification project and contain all of the necessary elements as required by FAA approved procedures manual?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X			

Statement of Condition:
A certification plan was written for each certification project as required in the procedures manual.
The certification plan for certification projects addresses the elements required by FAA Order 8100.15.

2-6 Was the certification project accomplished in accordance with the certification plan?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X			X

Statement of Condition:
Certification projects were accomplished in accordance with the certification plan.

2-7 Were significant changes to the program's scope or schedule adequately communicated to the FAA?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X						X

Statement of Condition:
Major changes, if applicable, to the scope or schedule of a project are communicated in writing to the FAA.
Changes to the certification plan were documented and communicated with the FAA.
Any changes not reported were correctly determined to be of a minor nature.

2-8 When determining the certification basis, has the ODA unit made a determination of compliance with the regulatory requirements for a design change to a type certificate or supplemental type certificate?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X						

Statement of Condition:
Procedures include, as a minimum:
Method of determining if the design change is “substantial”.
Method of determining if the design change is “significant” or “not significant”.

If the design change is determined to be "not significant", a method of determining if the existing certification basis is adequate.
If the existing certification is found to be inadequate, a method of updating the certification basis using later appropriate regulatory standards and special conditions (14 CFR 21.16).
Method of defining the cumulative effects of design changes. Include the resultant determination of the level of significance for the design change and the use of later appropriate regulatory requirements.
There is evidence of observance to established procedures:

- Method of documenting certification basis for all design changes.
- There is evidence of observance to established procedures.

2-9 Is the certification basis appropriate for the submitted type certificate design submitted (TC and STC)?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X			X			

Statement of Condition:
Procedures include, as a minimum:
Method of documenting certification basis (regulatory) applicability, including the position relative to complying with the later standards.
Method used in evaluating the basic regulatory requirements together with the applicable service experience.
It is documented (that is, compliance checklist) that the applicable regulatory requirements were addressed based on the date of application.
When determining the certification basis, the evaluated facility made a determination on the use of the latest airworthiness standards.
Applicable regulatory requirements can be from 14 CFR parts 21, 23, 25, 27, 29, 31, 33, 34, 35, 36, and 39 as recommended by the delegated authorization and concurred with by the managing FAA Aircraft Certification Office. Additional requirements may result from special conditions.
Changes to the certification basis were documented and communicated to the FAA appropriately and concurred by the FAA.

2-10 Were special conditions or an exemptions required and included in the certification basis and certification plan?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X						

Statement of Condition:
It is documented that special conditions or exemptions were addressed in certification plan.
Special conditions or exemptions were documented in the certification basis.

2-11 Were equivalent level of safety (ELOS) findings coordinated with the ACO?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X			X			

Statement of Condition:

2-12 Evidence exists that the FAA approved the use of the ELOS findings prior to the authorization holder's use.

Are program notification letters reviewed by the ODA unit prior to submittal to the FAA?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X			X			

Statement of Condition:
Procedures include a method to coordinate the program notification letter and certification plan internally with engineering, flight test, and inspection staff members prior to submitting the letter to the FAA.
There is evidence of observance to established procedures.

2-13 Is the FAA response to the program notification letters obtained prior to the issuance of the certificate?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X			X			

Statement of Condition:
Procedures include a method to disposition the FAA response or requirements to the Program Notification.
There is evidence of observance to established procedures.

2-14 Did the ODA holder follow the action specified, if any, in the response to the Program Notification Letter (PNL)?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X			X			

Statement of Condition:
Procedures ensure that:
FAA-requested participation and/or specific findings are included in the testing and inspection schedule.
FAA-requested participation and/or specific findings are completed and documented.
Evidence of observance to procedures.
Evidence that the authorization holder followed the instruction in the response.

2-15 Are ADs identified for the product evaluated for their effect on the change in the type design?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X	X		

Statement of Condition:
Procedures include, as a minimum:
Identification of applicable ADs.
Evaluation of the effect the AD has on the modified/repaired product.

2-16 Does the ODA holder coordinate milestones and unique project requirements with the appropriate disciplines within the facility ?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X			X

Statement of Condition:

Procedures provide for communicating milestones and unique project requirements with the appropriate ODA personnel.

There is evidence of observance to established procedures.

2-17 Are there means for the identification and resolution of significant technical, regulatory, and administrative issues that occur during the certification process within the facility, and with the OMT?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X			

Statement of Condition:
Procedures include, as a minimum, a method to:
Identify issue(s).
Identify staff member participation.
Request the FAA for an issue paper(s), if required.
Incorporate the findings of the issue paper into the type design.
There is evidence of observance to established procedures.

2-18 Do ODA unit members communicate with each other for project coordination and, when applicable, with the OMT?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X	X		X

Statement of Condition:
Procedures provide for:
Communication between ODA unit and management.
Communication between ODA unit members for project coordination.
Communication between ODA unit and the FAA.
Coordination of multi-discipline review and approval, for example, airframe, systems, propulsion, flight test, and inspection.
ODA unit members to review each data package for possible overlaps.
There is evidence of observance to established procedures.

2-19 Are compliance inspections being conducted by authorized staff members?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X			

Statement of Condition:
Procedures provide for:
Method to identify compliance inspection requirements.
Method to document and disposition the findings of the compliance inspection.
Identification of staff members authorized to conduct compliance inspections.

2-20 When applicable, is the AFM/AFMS (Aircraft Flight Manual or Aircraft Flight Manual Supplement) properly formatted, documented, coordinated, approved, and controlled?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X						

Statement of Condition:
Procedures include a method to:
Determine whether an AFM or AFMS is necessary.
Assure that the AFM or AFMS is properly formatted.
Assure that the document has been coordinated with all engineering disciplines.
Assure that the AFM or AFMS is approved and referenced properly on the approval certificate prior to the issuance of the type certificate or supplemental type certificate.
Process revisions to the AFM or AFMS.
There is evidence of observance to the established procedures.

2-21 Does the ODA unit process and approve a TIA?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X						

Statement of Condition:
Procedures include, as a minimum, a method to:
Document the required official certification inspections and tests.
Coordinate the TIA and flight test plans with all applicable ODA unit members.
Ensure approval of the risk assessment prior to approval of the TIA.
Approve the TIA before flight test.
Make and approve changes to the TIA.
Control and file the TIA.
Include FAA participation, as required.
There is evidence of observance to established procedures.

2-22 Does the ODA unit process and approve a document, such as a TIR/STIR, which documents those official conformity, airworthiness inspections, and flight tests necessary to fulfill the requirements for TC, STC, and amended TC certification?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X						

Statement of Condition:
Procedures include, as a minimum, a method to:
Document the results of the official certification inspections and tests.
Approve the required document, including, as applicable, coordination with other staff members.
Make and approve changes to this document.
Control and file this document.
Identify timely completion of the document.
Include FAA participation, as required.
The TIR or STIR contains all of the information required by FAA Order 8110.4.

2-23 Are changes to the approved data identified, documented, and approved?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X			X			

Statement of Condition

Procedures include a method to be used when approving changes to type design.

2-24 Does the ODA administrator obtain concurrence from the applicable staff members that all items are completed prior to the issuance of the TC/STC?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X			

Statement of Condition:

Procedures should include the process by which the evaluated facility will obtain concurrence from engineering, flight test, and inspection prior to the issuance of the TC/ STC to verify that all project items are completed. For example:
TC/STC product eligibility is correct.
Certification basis is documented.
Installation or drawing list is the latest approved revision.
All limitations and conditions are listed in the document.
Conformity inspections have been completed and documented.

2-25 Prior to issuance of the approval does the evaluated facility ensure that the Instructions for Continued Airworthiness have been accepted by the Aircraft Evaluation Group?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X			

Statement of Condition:
ICAs are submitted when required.
There is evidence of FAA acceptance of ICAs.

2-26 Prior to issuing an STC, does the evaluated facility ensure that a type certificate has been issued for the aircraft being modified and/or repaired?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X							

Statement of Condition:
A type certificate has been previously issued for the product being altered.

2-27 Are STC certificates properly completed?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X							

Statement of Condition:
Procedures include a method on how to properly complete the STC certificate (FAA Form 8110-2), to include the STC Continuation Sheet (FAA Form 8110-2-1), when required.

SECTION 3 DESIGN DATA APPROVAL

1. SYSTEM ELEMENT DESCRIPTION. The planning and integration of the evaluated facility's procedures for the approval of the design/repair data (including software) as delegated to the authorization holders. This system element is not applicable to AO ODA.

2. SYSTEM ELEMENT STANDARDIZED INSPECTION CRITERIA. The following criteria are used to document inspection of this system element.

3-1 Is the design, including changes, adequately described and substantiated? (drawings, specifications, reports, and so on)?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X	X		

Statement of Condition:
The data include as a minimum:
Sufficient detail to define the characteristics necessary to fabricate, alter, install, inspect and test the product/article.
Information on dimensions, material, processes necessary to define the structural strength of the product.
Adequate substantiation is provided for the type design and changes.
Airworthiness Limitations section of the Instructions for Continued Airworthiness as required by the applicable airworthiness standards.
Other data necessary to allow the determination of the airworthiness, noise characteristics, fuel venting, and exhaust emissions.
Life limited articles are properly identified on the drawings in accordance with 14 CFR part 45.

3-2 Do the drawing and specifications adequately call out dimensions, tolerances, materials, and processes?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X	X		

Statement of Condition:
The detail of the descriptive type design data includes as a minimum:
Listing of drawings and specifications.
Information on dimensions.
Specifications for materials and processes.
Sufficient detail to define the characteristics necessary to fabricate, modify, install and inspect the product/article.
Information on dimensions, material, processes necessary to define the structural strength of the product.
Airworthiness limitations as required to be part of the Instructions for Continued Airworthiness.

Other data, typically ground and flight tests, necessary to determine the airworthiness of the modified product.
Other data to assure the noise characteristics, fuel venting and exhaust emissions of later modified products are equivalent to the prototype installation.
Other data necessary to describe and substantiate the design of the product.
Critical and major characteristics are identified on the drawing(s).
Data submitted in any process for approval should not contain terms that are subject to various degrees of interpretation.
Procedures to qualify the product to the specification.

3-3 Does the substantiating data include all the information necessary to find compliance (for example, test results, analysis, and so on), and are they technically accurate and complete?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X	X		

Statement of Condition:
The descriptive data include as a minimum:
Airworthiness Limitations section of the Instructions for Continued Airworthiness as required by the applicable airworthiness standards.
Other data necessary to allow the determination of the airworthiness, noise characteristics, fuel venting, and exhaust emissions.
The compliance and substantiating data were reviewed and approved by the appropriate ODA unit members.
Did the assumptions, data, design, and test conditions used substantiate compliance?
The computer tools were accurate, validated and applicable to the design.
The software level for the system is adequate to meet the criticality level assigned in the hazard assessment or the system safety assessments and compliance with RTCA/DO-178( ) was shown.
The AEH level for the system is adequate to meet the criticality level assigned in the hazard assessment or the system safety assessments and compliance with RTCA/DO-254( ) was shown.

3-4 Is the type design data, technical data, and/or repair data (including changes) documented and controlled?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X	X		

Statement of Condition:
Procedures include, as a minimum:
Methods for documenting and retaining data approvals.
A means of controlling the issuance and distribution of approval documents.
A means of documenting and controlling test plans, reports, and data.

A means of documenting and controlling required documents, for example, instructions for continued airworthiness, flight manuals, installation/operation instructions.

3-5 During the approval process, does the ODA unit determine and classify the type of data being approved?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X				X		

Statement of Condition:
Procedures include, as a minimum:
Determination and classification of change in type design.
For organizations approving major repair data, determination and classification of repair as major or minor.
There is evidence of observance to established procedures.
There is evidence that changes to the design data, or a repair have been properly classified as major or minor.

3-6 Is the type design data, technical data, and/or repair data approved?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X	X		

Statement of Condition:
The procedures include, as a minimum:
Description of the data approval process, including personnel authorized to approve the data.
Methods to obtain complete design data and approval documents in accordance with the certification plan.
Methods to approve master document (data) and/or certification compliance checklist.
Methods to approve test plans, data, and reports.
Methods to approve required documents, for example, instructions for continued airworthiness, flight manuals, installation instructions.
There is evidence that the procedure is being used.

3-7 Are the means of compliance (MOC) correct to show compliance to the airworthiness standards?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X			

Statement of Condition:

The means of compliance are appropriate to substantiate compliance with the airworthiness standards:

- Any previously approved data used to substantiate compliance was applicable and valid.

- Required means of compliance is used when specified by the airworthiness standards-test, analysis, etc.

- If project did not require PNL, means of compliance were appropriate based on FAA Orders or policies, industry standards, or previously accepted means of compliance.

3-8 Did the Certification Plan, including compliance checklist, provide for adequate description (including test, analysis, and so on) and establish an FAA acceptable certification basis for each project/repair?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X			

Statement of Condition:
The certification basis is correctly identified in the compliance checklist along with the correct means of compliance.
The description of means of compliance for each regulation is sufficient to determine that all necessary FAA data would be collected and all findings could be made.
There is evidence that the FAA has accepted the proposed certification basis.
Changes to the certification basis has been forwarded to the FAA for coordination and approval.
The certification plan is in sufficient detail and updated as applicable for each project.
Special conditions or Equivalent Level of Safety (ELOS) findings have been forwarded to the FAA for approval.

3-9 Do the materials and process specifications follow appropriate industry practices?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X	X		

Statement of Condition:
When industry or military material or process specifications offer different materials or methods of operations or processing, the drawing should clearly identify which material or method of operation or processing must be used.

3-10 . Is there adequate data to support major design changes/major repairs, including instructions to accomplish the change/repair?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X	X		

Statement of Condition:
Major design changes at a minimum must include the following:
Substantiating and descriptive data.

Major repair data at a minimum must include the following:
Substantiating and descriptive data and amendments thereto.
Any tests conducted and results.
Work instructions necessary to accomplish the repair.

3-11 Is the incorporation of changes to type design /repair data done appropriately and accordance to approved procedures?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X	X		

Statement of Condition:
Ensure that all design changes have been incorporated into the drawing or data when engineering orders/change records were issued against that data.
Assure that the data on the engineering change orders/change records have been incorporated, in total, into the type design.
A procedure is used to ensure the incorporation of engineering changes on the drawing and in the production of the article.
Evidence of appropriate control of vendor design changes.
A procedure is in place to ensure the incorporation of changes in the repair documentation.

3-12 Were deviations to the type design appropriately addressed on the FAA Form 8130-9 and FAA Form 8100-1?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X			

Statement of Condition:
An engineering ODA unit member properly reviewed and dispositioned all deviations prior to FAA testing and TC/STC approval.
Previously produced articles were reviewed for any material review action or they were re-inspected and all deviations were recorded for engineering evaluation.
All articles were FAA-conformed unless it was shown that they had no adverse effects for the certification test.
Deviations were incorporated into the data as a one only or the drawings were revised.
Repairs or Use-As-Is dispositions are not rolled over (sustained) into numerous production articles.
Deviations are evaluated for root cause and corrective action.

3-13 If the System Safety Assessments (SSA) are required – Did they identify and properly addresses all failure conditions/modes including the failure conditions that prevent continued safe operation?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X			X			

Statement of Condition:
The various Functional Hazard Assessments (FHAs) methodically identify all failure conditions, provide an accurate description of the effects, classify each one's severity (minor, major, hazardous, catastrophic) according to published guidance, and the classifications are consistent with the effects described.
The FHAs are logically structured to cover all systems and to cover failure conditions that may cross multiple system boundaries.
The various System Safety Assessments (SSAs) address all failure conditions identified in the FHAs and include the appropriate depth of analysis according to published guidance.
In the SSAs, where Failure Modes and Effects Analysis (FMEAs) are used, it is methodical, complete, and shows there are no single point failures which would result in a catastrophic effect.
In the SSAs, where Fault Tree Analyses (FTAs) are used: the logic of the FTAs accurately reflect the architecture of the design; the base event failure rates are appropriate and justified if needed; any latencies are properly identified and their exposure timed accounted for in the calculations; and the tree has been properly "reduced" to ensure the validity of any redundancy claims via AND" gates.
The assumptions used in the FHA and SSA process are sound, valid, and conservative.
The computer tools used were accurate, validated, and applicable to the design.

3-14 Were test plans adequate to successfully conduct the test?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X			X	X		

Statement of Condition:
All certification test plans were approved by all appropriate ODA unit members.
The test plans were in sufficient detail to conduct the tests, including.
A description of the item(s) to be tested, including FAA conformity inspection requirements.
A list of applicable regulations/airworthiness standards.
A list of all test equipment necessary to conduct the test.
A description of how the equipment will be calibrated (calibration is required) and approved prior to the test.
A description of how the compliance will be shown prior to the test.
A test procedure written in a step-by-step format including pass-fail criteria for each applicable regulation/airworthiness standard.

3-15 When applicable, does the AFM/AFMS (Aircraft Flight Manual or Aircraft Flight Manual Supplement) contain all of the information needed?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X			X	X		

Statement of Condition:
The AFM/AFMS includes the information required by the regulations and FAA policy.
Operating Limitations.
Operating Procedures.
Performance Information.

3-16 Are minor design changes approved under a method acceptable to the FAA?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
21.95	21.95			X			

Statement of Condition:
There is evidence that the FAA has accepted a method to approve minor design changes and that the evaluated facility is using the approved method.

3-17 If an airworthiness directive was issued, were required design changes incorporated into the FAA-approved design?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
21.99	21.99						

Statement of Condition:
There is evidence that design changes necessary to correct unsafe conditions identified in ADs have been incorporated into the FAA-approved design.

3-18 Is there a Software Configuration Management Plan (SCMP) or procedure to control airborne software configuration?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X			X			

Statement of Condition:
Procedures provide for:
Installation of the correct version of the software in the certification test article or in the delivered product in accordance with the FAA-approved design in the certification program.
Method by which controlled software containing the FAA-approved design data is transitioned into production The software part number that is installed in the product is the approved

version, is under CM control, and is identified in the software configuration index with the life cycle data.
There is evidence of observance to established procedures.

3-19 Has the software level been properly assigned using SAE ARP 4754A or other acceptable assurance level assignment process and has the software verification been accomplished in accordance with RTCA/DO-178()?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X			X			

Statement of Condition:
Procedures provide for the proper assignment of a software level. Software verification plan, procedures and cases provide a documented verification process that is in accordance with RTCA/DO-178().

There is evidence of observance to established procedures.

3-20 Is there adequate documentation (e.g., Configuration Index Document, hardware configuration index, top-level drawing, etc.) listing all software documents under configuration control and defining the hardware and software configuration?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X			X			

Statement of Condition:
Procedures provide for traceability of hardware and software configuration to the drawing control system.
There is evidence of observance to established procedures.

3-21 Are there practices and procedures for reporting, tracking, categorizing, evaluating the operational impacts of, and dispositioning problem reports which may include software, AEH and systems problem reports?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X			X			

Statement of Condition:
Procedures provide for:
Methods for corrective action, for problems found, include provisions for airborne software and hardware/software combinations. Procedures may parallel or be part of hardware corrective action procedures.
Method to dispose and delete obsolete or non-current software.
There is evidence of observance to established procedures.

3-22 Are there methods and facilities to protect computer programs from unauthorized access, inadvertent damage, or degradation?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X		X	

Statement of Condition:
Procedures provide for:
Configuration control of the airborne software within the product design files.
Limited access to software files.
Separate archives for masters and duplicates.
That masters and duplicates are not reviewed by the same machine simultaneously.
Procedures provide for environmental control and special handling of programmed media.

There is evidence of observance to established procedures.

3-23 Are there procedures to ensure that the software development environment (that is, compilers, loaders, linkers, editors, emulators, and so on) is identified, documented and archived for each version of the delivered airborne software version?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X			

Statement of Condition:
Procedures provide for methods to identify, document, and archive the software development environment for each version of delivered airborne software.
There is evidence of observance to established procedures.

SECTION 4 CONFORMITY INSPECTION AND RECORDS

1. **SYSTEM ELEMENT DESCRIPTION**. The function which establishes control of the prototype/test article conformity to approved drawings. This system element is not applicable to AO ODA.

2. **SYSTEM ELEMENT STANDARDIZED INSPECTION CRITERIA**. The following criteria are used to document inspection of this system element.

4-1 Are FAA Forms 8130-9, Statements of Conformity properly submitted?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X		X	X			

Statement of Condition:
There is evidence that:
The method for verifying the statement of conformity has been submitted to the appropriate delegated facility staff member.
The statement of conformity has been signed by an authorized person who holds a responsible position in the manufacturing organization or repair station.
The applicant has only delegated inspections to qualified persons in accordance with FAA Order 8110.4.
The statements of conformity that are delegated by the applicant have the applicant's letter of delegation attached to the FAA Form 8130-9.

4-2 Are conformity inspections documented?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X	X	X	X			

Statement of Condition:
Procedures include, as a minimum, a method to:
Obtain a completed FAA Form 8130-9, Statement of Conformity from the applicant.
Conduct conformity inspections in accordance with the conformity plan and FAA Order 8110.4.
Complete the FAA Form 8100-1, conformity inspection records.
Document the detail article conformities recorded on the conformity inspection record, including design data revision level and release date of design data.
Document and coordinate disposition of nonconformities or deviations with authorized engineering ODA unit members.
Verify and/or conform that special processes called out in design data have been accomplished in accordance with the process requirements.

There is evidence of observance to established procedures.

4-3 Does equipment used for inspection have the degree of accuracy necessary to determine conformity of the characteristic being inspected?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X	X	X	X			

Statement of Condition:
Procedures provide for:
The degree of accuracy and a current calibration of all measurement devices and test equipment.
Measurement devices and test equipment capable of the accuracy necessary and adequate for the intended purpose, including measurement devices and test equipment substituted for those specified.
A list of measurement devices and test equipment used to determine conformity of characteristics being inspected.

There is evidence of observance to established procedures.

4-4 Are conformity inspection records generated and tracked for in-process conformity inspections and do these records reflect the final approved design?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X	X	X	X			

Statement of Condition:
Procedures provide for a method to assure that in-process conformity records:
Are generated and maintained.
Reflect the final approved design.

There is evidence of observance to established procedures.

4-5 Do the inspection ODA unit members conduct conformity inspections at the supplier/vendor when conformity cannot or will not be determined upon receipt?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X	X		X			

Statement of Condition:
Procedures provide for:
Only inspection ODA unit members may conduct conformity inspections.
Method to conduct conformity inspections at suppliers/vendors.
There is evidence of observance to established procedures.

4-6 Are methods for identification, control, and disposition of nonconforming products or articles provided?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X			

Statement of Condition:
Procedures provide for:
Methods used for identification, control, and disposition of nonconforming prototype products or articles.
Method to secure nonconforming material, with access limited to authorized personnel.
Engineering disposition of nonconforming items, including standard repairs.

There is evidence of observance to established procedures.

4-7 Is software identified and marked both externally and internally in accordance with the engineering design requirements?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X	X		X			

Statement of Condition:
Work instructions detail the identification and marking requirements.
Software header identification corresponds to marking on hardware.
There is evidence of observance to established instructions.

4-8 Are special processes evaluated and coordinated between engineering and inspection ODA unit members?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X			

Statement of Condition:
Procedures provide for the engineering and inspection organizations to review process specifications prior to release to ensure that:
It is capable of consistently producing articles that meets the requirements in the type design.
Inspection equipment is available that will adequately verify conformity to approved design, and that can be controlled for accuracy, when required.
There is evidence of observance to established procedures.

4-9 Do the inspection ODA unit members verify that the approved data are adequate for a multiple approval and determine that the installation is airworthy?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X	X		X			

Statement of Condition:

Procedures provide for a method to:
Verify that the approved data are adequate for multiple articles.
Determine that the installation is airworthy.
There is evidence of observance to established procedures.

4-10 Do products and articles conform to approved type design data?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X	X	X	X			

Statement of Condition:
The aircraft, assemblies and or article conforms to design data (select a sample and inspect as necessary).

Articles are adequately installed in conformance with the design data. (If available, select a sample and inspect as necessary).

4-11 Were FAA conformity inspections accomplished according to FAA approved procedures, including articles provided by suppliers?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
21.33	21.33	X	X	X			

Statement of Condition:
The FAA Form 8100-1 or other approved form used as the inspection records show:
Sufficient detail to determine the degree of inspections performed.
Inspection records show who did the inspection.
Special processes were done (for example, heat treatment, welding, chemical and so on) and were found to be in conformance.
In-process inspections were done for articles.
All non conformities and discrepancies are accurately documented.
Procedures are adequate to ensure re-inspection of any articles that are reworked or replaced. (This includes inspection of installation of new articles as well as inspection of the articles.)
The applicant accomplished appropriate root cause and corrective actions for any unsatisfactory dispositions that affect production articles.
Preparation of FAA Form 8100-1 is adequate.

FAA Form 8100-1 is signed by ODA unit member inspector that performed the FAA conformity inspection.
The ODA unit member inspector considers the following when performing conformity inspections:

Materials:

Raw materials used in the fabrication process were in conformity with the type design data and materials specifications.
Evidence was available to assure that chemical and/or physical properties were identified and checked as appropriate.
Documented evidence to show traceability from the raw stock to the prototype article.
Article and or process deviations are recorded against the submitted design data (including material review dispositions).

Processes and Processing:

There is a process specification for each special process.
The process specifications have been approved by an engineering ODA unit member.
The process will produce consistent conforming articles during production in accordance with the type design and there is statistical or other evidence to indicate this.
Is the process being operated in accordance with the process specification? Are any deviations recorded?

Critical and Major Characteristics:

The applicant identified and inspected all of the critical and major characteristics.
The applicant has a record of these inspections.
The inspection and surveillance indicates that the above inspections were accurate and adequate.

Workmanship:

The workmanship does not degrade the quality of the product.
The workmanship can be duplicated under production conditions.
Criteria have been established to identify workmanship practices.

Adequacy of Drawings and Related Change Records:

The article can be produced and inspected using the information on the drawing.
Drawing tolerances are practicable and attainable under production conditions and evidence supports this.
All of the changes incorporated into the drawing have been approved by engineering ODA unit members (including one-time only deviations in the prototype article submitted for FAA testing).
Type design engineering changes in production articles are properly documented and incorporated.

Non-conforming Articles:

Material review procedure is adequate to ensure appropriate disposition for non-conformities.
There is determination of root cause for observed non-conformities and adequate corrective action taken to prevent reoccurrence.
Use as is or repair dispositions for non-conformities have been approved by engineering ODA unit members, and have they been incorporated in the type design (one-time only engineering orders).

Software:

Software life cycle data, software configuration index, source code, object code, documentation, test procedures, and so on) are properly identified, including revision levels, when compared to the hardware and software engineering drawings.
Software problem reports have been properly disposition.
Records indicate that appropriate developmental procedures such as DO 178 have been placed under configuration control for all software products, including support software.
Verification and acceptance tests have been successfully executed, to approved test procedures, and recorded.
Records indicate that the object code was compiled from released source code in accordance with approved procedures.
Records indicate engineering ODA unit member approval of the software, prior to loading into the system or product.
The product loaded correctly with released object code.
The load was verified in accordance with applicable procedures, for example, checksums, cycle redundancy checks, load maps.

Dispositions of Unsatisfactory Conditions

Unsatisfactory conditions are recorded and corrected by engineering ODA unit member prior to FAA tests.

4-12 Was the conformity plan accomplished?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X						

Statement of Condition:

There is evidence that the conformity inspection plan was accomplished by sampling:
-All planned FAA conformity inspections were completed prior to testing and TC/STC certification.
-All applicant conformity inspections were completed and documented correctly on FAA Form 8130-9.
-All article, assembly and installation conformities have been identified and planned according to the conformity inspection selection guidelines and exceptions.
-All FAA conformity inspections are tracked to completion.
-Critical production tooling has been modified to the latest approved design configuration.
-Software conformity inspections were planned and accomplished as planned.
-FAA conformed articles that were subsequently modified or replaced during flight test were re conformed by ODA unit member inspectors.
FAA certification test setups were conformed and documented by the ODA unit member inspector prior to the test. (No post test conformity inspections).
Where ground test articles are used, FAA conformity inspections were properly accomplished prior to FAA certification tests (No post test conformity inspections).
Maintenance functions performed on the flight test aircraft, that may affect conformity and certification aspects of the test, are documented and reviewed by the ODA unit member.

4-13 Was valid rationale used to request or not request FAA conformity inspections?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X			

Statement of Condition:
There is evidence that the test article and design changes are reviewed by the ODA unit to determine the need for FAA conformity inspection.
The justification to request or not request FAA conformity inspections is provided for in the conformity inspection plan.

4-14 Were all discrepancies identified and documented by the applicant prior to FAA conformity inspections?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	21.33	21.33		X	X			

Statement of Condition:
Non-conformities/deviations are satisfactorily dispositioned by the appropriate ODA unit member.
Non-conformities/deviations are documented on 8130-9/8100-1.

SECTION 5 TESTING

1. **SYSTEM ELEMENT DESCRIPTION**. The function which provides for the testing, including both component and final product tests, required to establish that the approved design or changes thereof are in compliance with the applicable CFR. This section also covers the function providing for accurate, controlled, and secured knowledge testing to airman applicants.

2. **SYSTEM ELEMENT STANDARDIZED INSPECTION CRITERIA**. The following criteria are used to document inspection of this systems element.

5-1 Were tests conducted to show compliance with the applicable airworthiness standards?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	21.33	21.33			X			

Statement of Condition:
There is evidence that required tests were conducted.
Test plan deviations were appropriately dispositioned.
Re-tests were performed for unsatisfactory test results.

5-2 Were the conducted tests described in a test plan?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X			

Statement of Condition:
The appropriate ODA unit member approved all certification test plans.
The approved test plans were in sufficient detail to conduct the tests, including:
A description of the item(s) to be tested, including FAA conformity inspection requirements.
A description of the test setup and equipment necessary to conduct the test.
A description of how the equipment will be calibrated and approved prior to the test.
A description of how the compliance will be shown prior to the test.
A test procedure written in a step-by-step format.

5-3 Are conformity inspections completed prior to conducting certification tests?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X			

Statement of Condition:
Certification conformity inspections are accomplished; for example, articles, and/or test setup.
Conformity inspection records are reviewed.

5-4 Are nonconforming products/articles dispositioned by engineering ODA unit members prior to tests?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X			X			

Statement of Condition:
Procedures provide for engineering ODA unit members to determine:
Nonconformities do not affect the test results.
Nonconformities do not affect the functionality or interface of the equipment.
Design changes are incorporated into the type design, if necessary.
There is evidence of observance to established procedures.

5-5 Does test equipment have the degree of accuracy necessary to verify the characteristics measured or tested?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X			X	X		

Statement of Condition:
Test plans provide for:
Measurement devices and test equipment capable of the accuracy necessary and adequate for the intended purpose, including measurement devices and test equipment substituted for those specified.
Current calibration of all measurement devices and test equipment.
A list of measurement devices and test equipment used.

5-6 Are test results documented and approved?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X			X	X		

Statement of Condition:
Documentation includes as a minimum:
Test results reflect test plan requirements.
Approval of test results by appropriate ODA unit member.

5-7 Are certification test discrepancies documented and dispositioned?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X			X	X		

Statement of Condition:
Test discrepancies are documented.

Discrepancies are dispositioned appropriately, for example, re-evaluate test procedures, rework and re-conform test setup, redesign or retest.

5-8 Did the results of any testing identify an unsafe feature or characteristic?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X			X			

Statement of Condition:
Unsafe conditions were documented and addressed satisfactorily.

5-9 Does the central computer system frequently save and backup applicant test data?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
						X	

Statement of Condition:

The central computer must be capable of saving applicant test data at regular intervals, throughout every test administered.

There must be a daily backup of applicant test records stored in a secure location within the ODA holder's main office.

There must be a weekly backup of applicant test records stored in a safe deposit box, within a commercial bank vault

5-10 Is the method for transferring applicant data electronically to the FAA secure?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
						X	

Statement of Condition:

Methods and standard formats for transferring applicant data record layouts must be completed within the limitations of the procedures manual.

5-11 Are applicant test data files encrypted?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
						X	

Statement of Condition:

Applicant test data files and records must be encrypted using no less than a 128-bit encryption method, and maintained for at least 26 months.

5-12 Does the FAA have full access to the ODA Holder's central computer?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
						X	

Statement of Condition:

The OMT must have full access to applicant test records, test bank items, and form test data from the ODA holder's central computer.

This includes the following information:

Applicant information
Applicant test records
Test questions
Form test data,
Test bank items

5-13 Change in the ODA Holder's test delivery system or transfer of equipment?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
						X	

Statement of Condition:

Changes in the test download or delivery method?

Transfer of the initially established central computer to a new geographic location?

Any change in network security applications, system access processes, IP address(es) of centralized servers which house FAA data, or any other significant testing system structure changes.

5-14 Full implementation of question bank and form test cycle changes?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
							X	

Statement of Condition:

Failure to fully and accurately implement question and form test cycle changes.

5-15 Is applicant test data accurate, controlled, and secured?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
							X	

Statement of Condition:

The ODA holder must ensure the integrity of the knowledge testing process, and protect the integrity of applicant testing data.

Applicant data must not be used for any purposes not authorized.

ODA holder's central computer must be secured and protected as U.S. Government *For Official Use Only* information.

ODA holder's central processing computer, and any computers utilized to deliver airman knowledge tests must be owned, or be under a binding contract or agreement for exclusive use by the ODA holder.

Access to applicant personal and demographic information and test data by unauthorized persons is prohibited.

Test question bank answers must reside in the ODA holder's central processing computer and not on a computer that is utilized for test delivery.

5-16 Prior to administration of a test, are applicants properly identified, authorized, and eligible?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
							X	

Statement of Condition:

The time allowed for the completion of a test must be explained to the applicant during initial registration along with the proper use of aids, reference materials, and test materials.

Applicants must be properly identified, authorized, and be eligible prior to taking or retaking a airman knowledge test.

5-17 Is the process for issuing Airman Knowledge Test Reports standardized and consistent?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
						X	

Statement of Condition:

The process for issuing Airman Knowledge Test Reports must be standardized for all ODA unit members.

Airman Knowledge Test Report specifications must be standardized and consistent and issued within the limitations defined in the procedures manual.

Computers utilized for test delivery must not have a two-way communications feature operating during the test.

The facilities where ODA unit members administer tests to applicants must be within the limitations defined in the procedures manual.

SECTION 6 AIRWORTHINESS CERTIFICATION

1. SYSTEM ELEMENT DESCRIPTION. The function which provides for the issuance of appropriate airworthiness certificates.

2. SYSTEM ELEMENT STANDARDIZED INSPECTION CRITERIA. The following criteria are used to document inspection of this system element.

6-1 Have FAA Form 8130-6, Application for Airworthiness Certificate been properly completed and submitted to the FAA, as applicable?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X	X			X		

Statement of Condition:
The owner or owner's agent completed the application in accordance with FAA Order 8130.2.
The notarized owner's agent letter is submitted with the application if necessary.
The application may not be signed by the ODA unit member responsible to issue the certificate.

6-2 Have limitations and conditions been obtained prior to issuing experimental airworthiness certificates?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X	X					

Statement of Condition:
There is evidence that the necessary limitations and conditions have been obtained from the MIDO prior to issuing experimental airworthiness certificates.
Operating limitations must be appropriate in accordance with FAA Order 8130.2.

6-3 Have applicable airworthiness certificates been obtained for the purposes for which the aircraft is flown?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X	X			X		

Statement of Condition:
There is evidence that the proper airworthiness certificates have been obtained for the purposes for which the aircraft is flown.

6-4 Are AD incorporated?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	39.9	39.9	39.9		39.9	39.9		

Statement of Condition:
There is evidence that applicable ADs have been complied with prior to operating the product.

6-5 Were all discrepancies satisfactorily dispositioned prior to issuance or reinstatement of the standard Airworthiness Certificate (for example, going from experimental to standard)

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X	X			X		

Statement of Condition:
The aircraft conformed to the approved design and was in a condition for safe operation before the airworthiness certificate was issued.
After the test program, the test product was reworked to the approved design data prior to airworthiness certification.

6-6 If an export airworthiness approval has been issued, have the necessary documents and instructions been forwarded to the aviation authority of the importing country, or to other locations as specified in the special requirements of importing countries in AC 21-2?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
			X	X	X	X		

Statement of Condition:
There is evidence that all the documents and information necessary for proper operation of the product being exported have been forwarded to the cognizant aviation authority. For unassembled aircraft, this includes manufacturing assembly instructions and an FAA-approved flight test check off form.

6-7 Have export airworthiness approvals been obtained for all products, when required?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
			X	X	X	X		

Statement of Condition:
Procedures provide for:
Methods for applying for export airworthiness approvals, and the responsibilities of personnel authorized to submit applications.
A list of the products for which export airworthiness approvals are obtained.

All exported products to meet special requirements of the importing country listed in Appendix 6 of AC 21-2. Procedures provide for properly annotating any deviation on the exporting documentation, and including a letter of acceptance from the importing country for such deviations.
Retention of copies of FAA Form 8130-4, Export Certificate of Airworthiness, and/or FAA Form 8130-3, Authorized Release Certificates, as applicable.
There is evidence of observance to established procedures.

6-8 Are flight manuals, supplements, and current weight and balance data (if applicable) furnished with each aircraft before issuance of standard or restricted airworthiness certificate?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X				X		

Statement of Condition:
Procedures provide for the furnishing of aircraft flight manuals, supplements, and current weight and balance data with each aircraft.
There is evidence of observance to established procedures.

6-9 Have FAA Form 8130-3, Authorized Release Certificates, been properly issued by authorized ODA unit members?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X	X	X	X	X		

Statement of Condition:
Procedures provide for identification of ODA unit members authorized to issue FAA Form 8130-3, “Authorized Release Certificate, FAA Form 8130-3, Authorized Release Certificate.”
Authorized Release Certificates were completed in accordance with FAA Order 8130.21.
There is evidence of observance to established procedures.

SECTION 7 FLIGHT-TESTING

1. SYSTEM ELEMENT DESCRIPTION. Provides for inspection of the activities and data related to issuance of Type Inspection Authorization, conducting the required ground and flight test items, and documentation/approval of the results.

2. SYSTEM ELEMENT STANDARDIZED INSPECTION CRITERIA. The following criteria are used to document the inspection of this system.

7-1 In the case of aircraft, does the ODA holder have a flight safety program in accordance with FAA Order 4040.26?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X						

Statement of Condition:
Procedures provide for a flight safety program that includes, as a minimum:
Risk assessment and mitigation.
Monitoring of crew duty hours.
Periodic review of accidents and incidents.
Mandatory safety meetings.
Safety review board meetings for medium and high risk tests.
Identification of ODA unit members authorized to approve risk assessment.
There is evidence of observance to established procedures.

7-2 Was the aircraft or component in compliance or likely to comply prior to FAA flight testing?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X						

Statement of Condition:
The applicant conducted tests or otherwise showed compliance to the regulations prior to FAA flight tests.
FAA conformity inspections were completed and unsatisfactory conditions were properly dispositioned by the appropriate ODA unit member prior to FAA flight tests.

7-3 Was the Type Inspection Authorization, including revisions/supplements, complete and accurate?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X						

Statement of Condition:
All elements of the Type Inspection Authorization (TIA) were found acceptable in accordance with the following:
The required flight safety [risk] assessment was conducted in an acceptable manner and properly documented prior to conducting the flight tests.
The airworthiness certification of the flight test article was accomplished and appropriate for the TIA flight-testing.
The TIA identified all required limitations and information, including any special operating limitations required for the flight test article.
The TIA identified all FAA conformity inspections required to accomplish the flight tests.
The TIA identified all FAA ground and flight tests required to demonstrate compliance with the airworthiness standards.
Flight Test Plans adhered to all FAA policy and procedures, and deviations were properly coordinated.
The tests identified on the TIA are adequate to demonstrate compliance with the applicable airworthiness standards.
The testing included Human Factors evaluation, if required.
Verification that the flight test aircraft conforms to the type design prior to compliance testing.
Verification of each flight test configuration for compliance testing including test equipment.
Verification of product attributes applicable to the flight test, for example, weight and balance, flight control tensions and travels.
Witnessing ground operational tests.
Safety inspections.
Verification that the product is safe for operation.
Verification that other tests such as operational suitability are prescribed.
Verification of coordination with AEG Operation section (FOEB, FSB, and Flight Testing)
Specific airworthiness standards applicable to the product involved are reviewed to insure a complete and effective inspection is accomplished.

7-4 Did the (Supplemental) Type Inspection Report document results of all required ground tests, inspections, and flight tests?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X						

Statement of Condition:
The (Supplemental) Type Inspection Report (TIR) documented that all Type Inspection Authorization (TIA) requirements were accomplished, analyzed and found to comply with the criteria, requirements, and regulations in accordance with the following:

Part I to the TIR documented all FAA conformity requirements as specified in the TIA.
Part I to the TIR included proper documentation and disposition of any unsatisfactory conformity items.
Part II to the TIR included all required administrative items, including certification basis, serial effectivity, flight test log, and documentation of any unusual items or non-compliance with the airworthiness standards.
Part II to the TIR shows that each required flight test was accomplished satisfactorily in accordance with the TIA.
Part II to the TIR shows that any tests accomplished contrary to the instructions and conditions authorized by the TIA are documented and found to comply with the appropriate airworthiness standards.
Part II to the TIR documented results of each TIA flight test item, including any required analysis of test results and human factors evaluation (if required), and shows compliance to the appropriate airworthiness standards.
The TIR (Parts I and II) were reviewed by appropriate inspection and technical ODA unit members prior to approval.
The TIR was completed and approved within the required time.
Other tests such as operational suitability were successfully completed and documented in the TIR.
Deviations to the approved TIA and test plan were documented and approved prior to conducting the tests.
The flight test results and any discrepancies and non-compliances were documented and approved.
The TIR/STIR form includes references to the applicable airworthiness standards.
There is evidence of compliance with the FAA approved procedures manual.
The TIR/STIR report is completed accurately in accordance with the FAA approved procedures manual and is completed within the required time frame.

SECTION 8 CONTINUED AIRWORTHINESS

1. SYSTEM ELEMENT DESCRIPTION. The function which assures the continued airworthiness of the product.

2. SYSTEM ELEMENT STANDARDIZED INSPECTION CRITERIA. The following criteria are used to document inspection of this system element.

8-1 Does the ODA holder make available Instructions for Continued Airworthiness, including changes, to appropriate persons?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	21.50	21.50			X			

Statement of Condition:
There is evidence that the Instructions for Continued Airworthiness, including changes, have been furnished or made available, as applicable, to the appropriate persons.

8-2 Are Instructions for Continued Airworthiness developed for all design approvals or changes and major repairs/major alterations, when appropriate?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
Delegated ICA	X	X			X	X		

Statement of Condition:
Procedures provide for a method to:
Ensure ICA are developed for all design approvals or changes, to include the impact assessment if required.
Coordinate the ICA with the OMT and AEG.
Ensure the ICAs are in compliance with and FAA Order 8110.54.
There is evidence of observance to established procedures.

8-3 Does the ODA holder specify new inspection criteria or repair limits, when applicable?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X	X		

Statement of Condition:
Procedures include development of inspection criteria or repairable limits, for example, crack lengths, dent depth, and wear limits when applicable.

There is evidence of observance to established procedures.

8-4 Are there procedures for receiving feedback on service problems from users/installers of the product/article thereof?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X			X			

Statement of Condition:
Procedures provide for:
Identification of an individual to receive reports of service difficulties.
A system of tracking for accountability.
Maintaining the data files in accordance with the regulations.
Ensuring the information is complete.
There is evidence of observance to established procedures.

8-5 Are service problems investigated and prompt corrective actions taken, by the evaluated facility?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X			X	X		

Statement of Condition:
Procedures provide for:
A method of investigating, identifying, locating and reporting suspected unsafe products.
FAA notification of potential unsafe conditions.
Prompt corrective action, which includes, as a minimum:
Root cause determination and correction of deficient design or manufacturing.
A means of reporting, purging, tracking, and accountability of known unsafe products.
There is evidence of observance to established procedures.

8-6 When corrective action is required by ADs, is information on the design changes made available to all owners and operators of the product?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
21.99	21.99			21.99			

Statement of Condition:
There is evidence that all applicable descriptive data and information covering approved design changes made as a result of AD incorporation or improvements which contribute to the safety of the product have been made available to product users.

8-7 Is a record or file of reported service difficulties generated and maintained?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	183.63	183.63			183.63	183.63		

Statement of Condition:
There is evidence that a record, or file as applicable, has been generated and maintained.
When procedures for preparing a record or file of service difficulties have been established, they should provide for, as a minimum:
Dates of receipt, what was reported, and action taken.
Record legibility, completeness, and accuracy.
Requirements that tape files, microfilm, and so on, used for record retention exhibit legible data, acceptance stamps and/or signatures, as required.

8-8 Is there a means for keeping users of the product/article thereof informed of service information?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X	X		

Statement of Condition:
Procedures provide for informing product users of service-related information for suspected or known unsafe conditions, for example, service bulletins.
There is evidence of observance to established procedures.

8-9 Does the ODA holder evaluate the effect on continued airworthiness or service issues for the product based on results from follow-on life cycle testing?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X			

Statement of Condition:
Procedures provide for the evaluation of test results from follow-on life cycle testing for their effect on the continued airworthiness of the product.
There is evidence of observance to established procedures.

8-10 Do authorized personnel approve data for service bulletins and maintenance manuals?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X			X			

Statement of Condition:
Procedures define specific organizational and individual responsibilities for approving data in service bulletins and maintenance manuals.
There is evidence of observance to established procedures.

8-11 Are service bulletins, maintenance manuals, and changes thereto, forwarded to the delegation oversight ACO?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X			X			

Statement of Condition:
Procedures provide for the submittal of service bulletin and maintenance manual issuances, and changes thereto, to the managing ACO.
There is evidence of observance to established procedures.

8-12 Does the ODA holder investigate unairworthy conditions or unsafe features or characteristics reported by the FAA?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
183.63	183.63	183.63	183.63	183.63	183.63		

Statement of Condition:
There is evidence that the evaluated facility has:
Investigated reports of unairworthy conditions or unsafe features or characteristics reported by the FAA.
Reported investigation results and the action, if any, taken

SECTION 9 PRODUCTION APPROVALS

1. SYSTEM ELEMENT DESCRIPTION. The inspection of the organizations production approval process to determine if it is compliance with FAA regulations and policy requirements. Included are those items associated with the production approval of products or articles thereof accomplished by the delegated organization and designee system.

2. SYSTEM ELEMENT STANDARDIZED INSPECTION CRITERIA. The following criteria are used to document inspection of this system element.

9-1 Does the ODA unit obtain and review applications for production approvals and provide notification to the FAA OMT when a certification project is established?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
			X		X			

Statement of Condition:
The ODA receives and reviews production approval applications to ensure the project is within the scope of authority of the ODA.
The ODA performs work on the project only after it has been determined that the project is within the ODA's scope of authority. For PC approvals the applicant submits FAA Form 8110-12. For PMA approvals the applicant submits a PMA letter of application.
The ODA coordinates the project activity with the FAA OMT to determine if the FAA will be involved in the project.

9-2 Does the ODA unit provide program notification to the FAA OMT that includes the development and coordination of a certification and conformity plan for each production certification project?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
			X		X			

Statement of Condition:
Procedures provide for:
Notifying the FAA OMT of the intent to perform a certification project and obtain concurrence that project is within the scope of authority of the ODA.
Coordinating with the FAA OMT to determine if the FAA will be involved in the certification project. The ODA unit functions are to be performed only after FAA OMT coordination has been accomplished.
Notifying the FAA OMT if foreign suppliers will be used to produce articles.
Coordinating with the FAA OMT to determine if the FAA will participate in the PC-PLR audit.
For PMA approvals a certification plan is provided which includes the following:
Certification Basis

Compliance Checklist with applicable airworthiness standards and methods of compliance
Conformity Plan
Article Criticality Assessment
Service History Considerations
Installation Eligibility
Location of manufacturing operations
Quality system changes required for production

9-3 Is the ODA unit performing the required certification functions to ensure that the applicant has performed all conformity and quality requirements for the approval of new product models and/or articles thereof?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
		X		X			

Statement of Condition:
Procedures provide for:
Assuring the applicant has shown compliance with the applicable airworthiness standards and performed all required inspections and tests in accordance with certification and conformity plans.
Determining that the applicant has completed all company inspections and has properly submitted an FAA Form 8130-9 prior to accomplishing ODA conformity inspections.
Assuring the applicants quality data is in compliance with regulatory requirements.
Assuring that the applicant has completed and submitted all the required FAA forms and substantiation documentation.

9-4 Is the ODA unit approving minor changes to the applicant's quality procedures manual within the limits of its authority?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
			X		X			

Statement of Condition:
Procedures provide for:
The review and approval of changes to the applicant's quality procedures and incorporation of these changes into the applicants quality control system.

9-5 Is the engineering data to be used to produce PMA articles FAA approved?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
					X			

Statement of Condition:
Procedures provide for:
The issuance of FAA Form 8100-9 to approve engineering data prior to PMA supplement issuance.
Assuring that engineering ODA unit members are issuing FAA Form 8100-9 to approve engineering data within the limits of their authority.

9-6 Has the ODA unit ensured that all FAA OMT "Specific Findings" have been satisfied prior to the approval of design data?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
			X		X			

Statement of Condition:
Procedures provide for: issue resolution of "Specific Findings" related to changes in FAA policy, service history problems, compliance with new or unique design features, design areas critical to safety and changes to the applicants quality system, etc.

9-7 Are PMA ODA conformity inspections performed and documented in accordance with established requirements?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
			X		X			

Statement of Condition:
Procedures provide for:
The satisfactory completion and documentation of all FAA conformity inspections by authorized ODA unit members.
FAA Form 8130-9 has been satisfactory completed by the applicant prior to accomplishing any FAA conformity inspections.
PMA ODA conformity inspections by an authorized ODA unit member only after issuance of an FAA Form 8120-10.
PMA ODA conformity inspections are recorded on FAA Form 8100-1.
Issuing FAA Form 8130-3 for "prototype" purposes when articles are shipped to a different location for installation.
As applicable, completion of Part I Type and Supplemental Type Inspection Reports for aircraft ground and airworthiness inspections associated with TIA flight testing.
An applicant agent letter when a supplier is authorized to perform conformity inspections and sign FAA Form 8130-9 on the behalf of the applicant.

9-8 Are Instructions for Continued Airworthiness (ICAs) completed prior to PMA supplement issuance and have they been coordinated with the FAA Aircraft Evaluation Group (AEG) for involvement?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
					X			

Statement of Condition:
Procedures provide for:
Early coordination with the FAA AEG to allow FAA AEG involvement in the ICA process to prevent schedule delays.
Completion of ICAs and submittal to the FAA AEG for review and acceptance prior to issuance of PMA supplements.
Coordination and concurrence from the FAA OMT in the event the applicant requests the use of existing ICAs for PMA replacement articles.

9-9 Has the PMA ODA unit satisfied all requirements prior to PMA Supplement issuance including the completion of the "Statement of Design?"

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
				X			

Statement of Condition:
Procedures provide for:
An ODA evaluation of the design in accordance with FAA Order 8110.42.
An ODA determination that compliance with all applicable airworthiness standards and conformity inspection requirements have been satisfied.
FAA AEG acceptance of ICAs prior to PMA supplement issuance (Not applicable if ODA has ICA delegation authority).
Review and acceptance of ICA by ODA holder prior to PMA supplement issuance.
Completing the "Statement of Design Completion" only after all aspects of the design has been approved by the ODA.
An evaluation of applicants quality system to ensure it satisfies the requirements of 14 CFR 21.307.
An evaluation of the article to ensure there is no significant changes in the applicant's manufacturing operations or capabilities.

9-10 Are PMA Supplements completed in accordance with established requirements and signed by the ODA administrator?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
				X			

Statement of Condition:
Procedures provide for:
Completion of the PMA supplement consistent with the format requirements of FAA Order 8100.15.
The issuance of PMA supplements under a "license agreement" and/or on the basis of "test and computations" as identified in the PMA ODA limitations.
Signing the PMA supplement by the ODA administrator only after the ODA administrator has verified that the "Statement of Design Completion" has been completed, the applicants quality system satisfies the requirements of 14 CFR 21.307 and the article does not require significant changes in the applicant's manufacturing operations or capabilities.
Assuring the eligibility make referred to in the PMA supplement reflects the name of TC holder as identified in the body of the TCDS.
Assuring the eligibility model referred to in the PMA supplement reflects the model designation identified in the top right hand corner on the first page of the TCDS.

9-11 Are minor changes to type design data approved in accordance with established requirements?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
		X		X			

Statement of Condition:
Procedures provide for:
The approval of minor changes to the type design data by the ODA in a manner and form that is acceptable to the FAA OMT.
Assuring that engineering ODA unit members are approving minor changes to the type design data within the limits of their authority.
The release of approved minor design changes for integration in the applicant's manufacturing operations and quality system.

9-12 If an export airworthiness approval has been issued, have the necessary documents and instructions been forwarded to the aviation authority of the importing country, or to other locations as specified in the special requirements of importing countries in AC 21-2?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
		X	X	X			

Statement of Condition:
Procedures include provisions that all the documents and information required by AC 21-2 be provided to the cognizant aviation authority when exporting products or articles.

9-13 Have export airworthiness approvals been obtained for all products and articles exported?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
		X	X	X			

Statement of Condition:
Procedures provide for:
Methods for applying for export airworthiness approvals, and the responsibilities of personnel authorized to submit applications.
A list of the products for which export airworthiness approvals are obtained.
All exported products to meet special requirements of the importing country listed in AC 21-2.
Procedures provide for properly annotating any deviation on the exporting documentation and including a letter of acceptance from the importing country for such deviations.
Retention of copies of FAA Form 8130-4, Export Certificate of Airworthiness, and/or FAA Form 8130-3, Airworthiness Approval Tags, as applicable.

9-14 Have airworthiness approval tags (FAA Form 8130-3) been issued by authorized personnel?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
			X	X	X			

Statement of Condition:
Procedures provide for identification of ODA unit members responsible for issuing approval tags?

9-15 Are Airworthiness Directives (AD) incorporated?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
			X					

Statement of Condition:
There is evidence that applicable ADs have been complied with prior to operating the product.

9-16 Are flight manuals, supplements, and current weight and balance data furnished with each aircraft before issuance of standard or restricted airworthiness certificate?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
			X					

Statement of Condition:
Procedures provide for the furnishing of aircraft flight manuals, supplements, and current weight and balance data with each aircraft.

SECTION 10 OPERATIONS CERTIFICATION

1. SYSTEM ELEMENT DESCRIPTION. The function used for issuing appropriate operating certificates.

2. SYSTEM ELEMENT STANDARDIZED INSPECTION CRITERIA. The following criteria are used to document inspection of this system element.

10-1 Does the ODA unit properly review applications for operations certification and provide notification to the FAA OMT when a new application is received?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
							X

Statement of Condition:
The ODA receives and reviews operations certification applications to ensure the project is within the scope of authority of the ODA.
The ODA performs work on the project only after it has been determined that the project is within the ODA's scope of authority and after the OMT verifies that resources necessary to manage a new operator.
The ODA coordinates the project activity with the FAA OMT to determine to what extent the OMT will be involved in the project.

10-2 Does the ODA unit coordinate with the FAA OMT when a portion of the certification process is not an authorized function of the ODA?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
							X

Statement of Condition:
Procedures provide for:
Coordinating with the FAA OMT when assistance is needed to perform a function within the certification project.

10-3 Does the ODA unit complete the required certification phases to ensure that the applicant complies with all requirements for certification?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
							X

Statement of Condition:
Procedures provide for:
Assuring the applicant has completed all required inspections and tests in accordance with certification plans.
Assuring that the applicant has completed and submitted all the required FAA forms and substantiation documentation.

10-4 When applicable, are required manuals properly formatted, documented, coordinated, and approved?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
							X

Statement of Condition:
Procedures include a method to:
Assure that the manual is properly formatted.
Assure that the document has been coordinated with operations and airworthiness disciplines as necessary.
There is evidence of observance to the established procedures.

10-5 Are the finalized certification packages sent to the OMT by the ODA complete?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
							X

Statement of Condition:
Procedures include a method to:
Assure that all phases of certification are completed properly prior to submission of the certification package to the OMT.
Assure that all appropriate documentation for certification is included in the certification package.
There is evidence of observance to the established procedures.

Appendix D. Certification Plans (TC and STC ODAs)

(THE FOLLOWING INFORMATION MUST BE IN THE CERTIFICATION PLAN:)

1. Description of the proposed design change.

2. Copy of FAA Form 8110-12, *Application for TC*, when required.

3. For new products, the intended regulatory operating environment (for example, 14 CFR parts 91, 121, and 137). This should identify the kinds of operations for which the product will be used, and the kind of program under which the product will be maintained.

4. The proposed certification basis including applicable regulation paragraphs and subparagraphs with amendment levels. Include any existing or proposed exemptions, equivalent level of safety findings, and special conditions.

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

6. Identification of any novel or unusual features that may require issue papers to be developed.

7. A proposed project schedule including major milestones, such as preliminary hazard analysis submittal dates, substantiating data submittal dates, conformity test and completion dates, and expected date of final certification.

8. Identification of proposed ground or flight tests.

9. The proposed Airworthiness Certificate Category for Flight Testing.

10. Identification of Manuals (maintenance, wiring diagram, illustrated parts catalog, and so on) are planned to be issued or revised.

11. State if a flight manual supplement is required or will be revised.

12. State how equipment is qualified. (For example, RTCA DO-160, PMA, TSO, DO-178 and DO 254 (including criticality levels), and so on)

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

14. Proposed compliance methods to demonstrate the operational aspects of:

(1) Testing to determine operational suitability and compliance with the operational regulatory requirements.

(2) Recommended aircraft maintenance manual and maintenance program changes for acceptable compliance with ICA requirements, if required.

(3) Proposed master minimum equipment lists, if required; proposed flight crews operating manual procedures, if required.

(4) Proposed flight crew training requirements, if required.

Appendix E. 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 FAA orders website http://www.faa.gov/regulations_policies/orders_notices/ , http://www.faa.gov/regulations_policies/advisory_circulars/, and our Regulatory and Guidance library (RGL) at www.airweb.faa.gov/rgl.

2. FAA Advisory Circulars (AC).

AC 00-58	*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	*Instruction for Continued Airworthiness*
AC 35.4-1	*Propeller Instruction for Continued Airworthiness*
AC 120-27	*Aircraft Weight and Balance Control*
AC 133-1	*Rotorcraft External-Load Operations in Accordance with Federal Aviation Regulations Part 133*

3. FAA Orders.

Order 0000.1	*FAA Standard Subject Classification System*
Order 1350.14	*Records Management*
Order 1350.15	*Records, Organization, Transfer, and Destruction Standards*
Order 2150.3	*Compliance and Enforcement Program*
Order 4040.26	*Aircraft Certification Service Flight Test Risk Management Program*
Order 8040.1	*Airworthiness Directives*
Order 8080.6	*Conduct of Airman Knowledge Tests*
Order 8100.8	*Designee Management Handbook*
Order 8100.11	*Decision Paper Requirements for Undue Burden and No Undue Burden Determinations under 14 CFR Part 21 for Production and Export Airworthiness Approvals*

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 8120.22 *Production Approval Procedures*

Order 8120.23 *Certificate Management of Production Approval Holders*

Order 8130.2 *Airworthiness Certification of Aircraft and Related Products*

Order 8130.21 *Procedures for Completion and Use of the Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag*

Order 8130.29 *Issuance of a Special Airworthiness Certificate for Show Compliance Flight Testing*

Order 8900.1 *Flight Standards Information Management System*

Order 8900.2 *General Aviation Airman Designee Handbook*

4. FAA Manuals.

FAA-IR-M 8040.1 *Airworthiness Directives Manual*

Appendix F. Definitions

The following definitions apply to this order:

1. Aircraft Certification Office (ACO). When used in this order, ACO may also refer to another FAA organization established to manage an ODA holder's certification activity.

2. Aircraft Flight Manual (AFM) is either the airplane flight manual or rotorcraft flight manual (as applicable).

3. Appeal Panel consists of two or more office managers and an engineer or inspector or flight test pilot within the directorate or regional office. When an applicant appeals the FAA's decision, this panel determines if the agency properly conducted the appointment process.

4. Appointing Office is the lead office, as appropriate, responsible for selection, appointment and oversight of ODA holders.

5. Compliance Inspection are physical inspections of a product to determine if it complies with the regulations. These inspections are performed when necessary to determine compliance.

6. Conformity Inspections verify and provide objective documentation that test articles and test set-ups conform to the design and attributes that are specified.

7. Corrective Action includes both the action to correct an error, non-compliance or discrepancy, and the action needed to prevent occurrence or reoccurrence of an error, non-compliance or discrepancy.

8. Consultant Groups, as used here, refer to organizations that do not hold type or production certificates, PMAs, TSOs, and so on.

9. Designee Information Network (DIN) is an FAA information system that contains designee information.

10. 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 appropriate permanent headquarters policy representatives.

11. Flight Standards District Office (FSDO). As used in this order, FSDO may also refer to any flight standards certificate management office responsible for appointment or oversight of an ODA holder.

12. Letter of Designation. The letter specifying the authorized functions, expiration date, and any associated limitations, for which the ODA is authorized.

13. Managing Office. The FAA offices responsible for selection, appointment and oversight of ODA holders. The lead managing office is referred to as the appointing office.

14. Maintenance. As defined in 14 CFR 1.1 means inspection, overhaul, repair, preservation, and the replacement of articles, but excludes preventive maintenance.

15. Manufacturing Inspection District Office (MIDO). When used in this order, MIDO may also refer to any manufacturing inspection satellite office or manufacturing certificate management office responsible for appointment or oversight of an ODA holder.

16. ODA Administrators. The focal points for the ODA holder who is 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.

17. ODA Applicant. An organization that consists of at least two individuals applying for an ODA designation.

18. ODA Holder is the organization that obtained the ODA letter of designation.

19. ODA Unit. An identifiable unit of two or more individuals within an organization that performs the delegated functions on behalf of the FAA.

20. OMT Lead. Member of the OMT from the appointing office that acts as the focal point for the OMT.

21. 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, manpower supportability, natural environmental effects and impacts, and documentation and training requirements.

22. Organization Designation Authorization (ODA). An authorization by the FAA for an organization, comprised of an ODA unit(s) using approved procedures, to make approvals on behalf of the FAA.

23. 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-ACO, AEG, FSDO, MIDO 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.

24. Person. As defined in 14 CFR 1.1 means an individual, firm, partnership, corporation, company, association, joint-stock association, or governmental entity. It includes a trustee, receiver, assignee, or similar representatives of any of them.

25. Production Approval Holder is a person who holds a production certificate (PC), parts manufacturer approval (PMA), or technical standard order (TSO) authorization, issued under 14 CFR part 21.

26. Standard Procedures refers to obtaining FAA certificates or approvals through usual certification processes. This includes applying to the FAA and the use of individual designees.

Appendix G. Acronyms

The following is a list of acronyms used in this order:

14 CFR	Title 14 of the Code of Federal Regulations
ACO	Aircraft Certification Office
ACSEP	Aircraft Certification Systems Evaluation Program
AD	Airworthiness Directive
AEG	Aircraft evaluation group
AFM	Aircraft Flight manual
AFS	Flight Standards Service
AIR	Aircraft Certification Service
AKT	Airmen Knowledge Test
AKTR	Airmen knowledge test reports
ALI	Airworthiness Limitations Information
AMOC	Alternative Methods of Compliance
AO	Air Operator
ATC	Amended Type Certificate
CAA	Civil Aviation Authority
CFR	Code of Federal Regulations
CMACO	Certificate Management Aircraft Certification Office
CMO	Certificate Management Office
CPN	Certification Project Notification
DAS	Designated Alteration Station
DER	Designated Engineering Representative
DIN	Designee Information Network
DOA	Delegation Option Authorization
DPE	Designated Pilot Examiner
ELOS	Equivalent Level of Safety

EP	Evaluation Panel
EU	European Union
FAA	Federal Aviation Administration
FHA	Functional Hazard Assessment
FMEA	Failure Modes and Effects Analysis
FOEB	Flight Operations Evaluation Board
FSB	Flight Standardization Board
FSDO	Flight standards District Office
ICAs	Instructions for Continued Airworthiness
IFO	International Field Office
IFR	Instrument Flight Rules
IPA	Implementation Procedures for Airworthiness
MCDA	Military Commercial Derivative Aircraft
MCO	Military Certification Office
MIDO	Manufacturing Inspection District Office
MIO	Manufacturing Inspection Office
MOU	Memorandum of Understanding
MRA	Major Repairs, Major Alterations and Airworthiness
MRB	Maintenance Review Board
MTB	Maintenance Type Board
ODA	Organization Designation Authorization
OMT	Organization Management Team
PC	Production Certificate (or Production Certification, when used in conjunction with ODA)
PLR	Production Limitation Record
PMA	Parts Manufacturer Approval
PNL	Program Notification Letter
RLCFM	Rotorcraft Load Combination Flight Manual
RO	Flight Standards Regional Office
SAAP	Streamlined Administrative Action Program

SFAR	Special Federal Aviation Regulation
SSA	System Safety Analysis
STC	Supplemental Type certificate (or Supplemental Type Certification, when used in conjunction with ODA)
SUI	Sensitive Unclassified Information
TC	Type Certificate (or Type Certification, when used in conjunction with ODA)
TCDS	Type Certificate Data Sheet
TIA	Type Inspection Authorization
TIR	Type Inspection Report
TSO	Technical Standard Order
TSOA	Technical Standard Order Authorization
U. S. C.	United States Code

Appendix H. Administrative Information

H-1. Distribution. This order is distributed to the Washington headquarters branch levels of the Aircraft Certification Service, Flight Standards Service, and the Regulatory Support Division; to the Aviation System Standards Office; to the branch level in the Aircraft Certification directorates and regional Flight Standards divisions; to all Aircraft Certification Offices; to all Manufacturing Inspection District and Satellite Offices; to all Flight Standards District Offices; to the Aircraft Certification Branch, and Operations and Airworthiness branches at the FAA Academy; to the Brussels International Policy Branch and to all International Field Offices.

H-2. Authority to Change This Order. The issuance, revision, or cancellation of the material in this order is the responsibility of the Aircraft Certification Service, Aircraft Engineering Division (AIR-100), Production and Airworthiness Division (AIR-200) and the Regulatory Support Division (AFS-600).

H-3. Deviations. You must 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 – AIR-100, AIR-200, or AFS-600, as applicable. If deviation is necessary, be sure to substantiate and document the deviations, and get approval from your supervisor and AIR-100, AIR-200, or AFS-600, as applicable. If you urgently need an interpretation, contact Engineering Procedures Office, AIR-110 at 405-954-7072. Always use Form 1320-19 to follow up each verbal conversation.

H-4. Records Management. Refer to FAA Orders 0000.1, *FAA Standard Subject Classification System*; 1350.14, *Records Management*; and 1350.15, *Records, Organization, Transfer, and Destruction Standards*; or your office Records Management Officer or Directives Management Officer for guidance regarding retention or disposition of records.

H-5. Directive Feedback. If you find deficiencies, need clarification, or want to suggest improvements to this order, send FAA Form 1320-19, Directive Feedback Information (written or electronically), to:

The Aircraft Certification Service
Administrative Services Branch, AIR-510
Attention: Directives Management Officer.
Orville Wright Bldg. (FOB10A), FAA National Headquarters
800 Independence Ave., SW
Washington, DC 20591

Appendix I. FAA Directive Feedback Form

Directive Feedback Information

Please submit any written comments or recommendation for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: Order **8100.15B**

To: Directive Management Officer, **AIR-510**

(Please check all appropriate line items)

☐ An error (procedural or typographical) has been noted in paragraph _____ on page _____ .

☐ Recommend paragraph _____ on page _____ be changed as follows: *(attached 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 (10-98)