CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

ORDER
8100.15B
CHG 1

National Policy

02/03/2014

SUBJ: Organization Designation Authorization Procedures

1. Purpose. This change transmits revised pages to Order 8100.15B, *Organization Designation Authorization Procedures.* Organization Designation Authorization (ODA) is the FAA program for authorizing an organization to act as a representative of the Administrator. This change incorporates various program improvements described in paragraph 3 below.

2. Who This Change Affects. This change affects all offices of the Flight Standards Service and the Aircraft Certification Service that manage ODA holders.

3. Explanation of Changes. This change—

a. Revises paragraph 3-9a and appendix B to clarify the types of ODA manual revisions which may be incorporated by the ODA holder without FAA review.

b. Revises paragraph 3-9b to clarify that procedures manual revisions incorporated without any FAA approval must be submitted to the Organization Management Team (OMT) within 30 days after incorporation of the revision.

c. Revises paragraph 3-10c to require certain manufacturing ODA unit members to attend the web-based Recurrent Manufacturing ODA Unit Member course and to require that engineering unit members only attend DER recurrent technical sessions.

d. Revises paragraph 3-13g to require an ODA holder to provide the OMT with contact information for a unit member removed for ODA-related performance.

e. Revises paragraph 3-19 to clarify that ODA holders must submit proposed corrective actions within 30 days of being notified by the OMT.

f. Revises figure 4-1 to remove the requirement for flight standards membership on the evaluation panel and OMT for supplemental type certification ODA (STC ODA).

g. Revises paragraph 5-2a to require the OMT lead to maintain a listing of OMT members.

h. Revises paragraph 5-3a to remove to requirement for AIR-110 coordination of procedures manual revisions.

i. Revises paragraph 5-4 to clarify supervision visit requirements for OMT members.

j. Revises paragraph 5-6d to provide for notification of proposed Designee Information Network (DIN) tracking to a removed unit member whose performance is determined to be misconduct.

k. Revises paragraph 8-3c to allow an ODA holder to be authorized to approve initial airworthiness limitations for turbine engines.

l. Revises paragraphs 8-7 and 11-8 to allow ODA prototype installations at facilities certificated by a foreign airworthiness authority.

m. Revises paragraphs 8-7f and 11-8f to only require OMT coordination with an off-site facility's principal inspector if there is a question regarding the facility's experience with the type of alteration being performed.

n. Revises paragraphs 8-3m and 11-3n to clarify that the "Perform Review and Acceptance of ICA" function includes providing concurrence on maintenance aspects of Electronic Wiring Interconnection System (EWIS) ICA.

o. Revises paragraph 8-9d to standardize the type certification ODA (TC ODA) documentation requirements for alternative methods of compliance approvals.

p. Revises paragraphs 8-12, 9-9, and 11-14 to require submittal of airworthiness certification packages to the Aircraft Registration Branch only when required by FAA Order 8130.2.

q. Revises paragraph 9-4 to clarify that PC ODA holders may only perform functions on products or articles manufactured by the ODA holder or in support of its projects.

r. Revises paragraph 11-7a(7) to allow certain STC ODA projects to be completed without submittal of a program notification letter (PNL).

s. Revises paragraph 11-7d to no longer require a "formal" response to a PNL. The requirement to respond to a STC PNL within 30 days has been eliminated.

t. Revises paragraph 12-3c(6) to prohibit MRA ODA units from issuing special flight permits for the purpose of conducting customer demonstration flights in new production aircraft.

u. Revises paragraph 16-5 to require AIR-110 to enter data documenting unit member misconduct into the DIN system.

v. Revises appendix D, Certification Plans, to allow an ODA holder to provide alternative information in lieu of identifying individual unit members on its compliance checklist.

4. Effective Date. This change is effective on March 10, 2014. All changes introduced in this change must be complied with on March 10, 2014 except for; item 3o above, which must be complied with by June 10, 2014. ODA holders must submit procedures manual revisions to address the requirements of this change by May 12, 2014.

5. Disposition of Transmittal Paragraph. Retain this transmittal sheet until the directive is cancelled by a new directive.

PAGE CHANGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
v thru vii		v thru vii	02/03/2014
3-7	05/16/2013	3-7	02/03/2014
3-9 thru 3-11	05/16/2013	3-9 thru 3-11	02/03/2014
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3-18	05/16/2013	3-18	02/03/2014
4-1	05/16/2013	4-1	02/03/2014
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12-2	05/16/2013	12-2	02/03/2014
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B-6 thru B-16	05/16/2013	B-6 thru B-17	02/03/2014
D-1 thru D-2	05/16/2013	D-1 thru D-2	02/03/2014
G-1 thru G-2	05/16/2013	G-1 thru G-2	02/03/2014

6. Administrative Information. You can find this order on the FAA Regulatory and Guidance Library (RGL) website at http://rgl.faa.gov.

/s/ Dorenda Baker
Director, Aircraft Certification Service

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Chapter 8. Type Certification Functions

Chapter 9. Production Certification Functions

Chapter 10. Technical Standard Order Authorization Holder Functions

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Chapter 11. Supplemental Type Certification Functions

Chapter 12. Major Repair, Major Alteration, and Airworthiness Functions

Chapter 13. Parts Manufacturer Approval Functions

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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. See appendix B, section III for more information.

(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 organizations 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.

OMT. The ODA holder must submit to the OMT any change to its manual which is incorporated without OMT approval within 30 calendar days after the manual is revised.

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. Exceptions to the Order 8100.8 seminar requirements include:

(a) Engineering unit members are only required to attend the on-line DER recurrent technical sessions. Attendance at the DER recurrent general session is not required.

Also, 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.

(b) ODA Unit members who only perform original airworthiness approvals or conformity inspections of engines, propellers and articles, must complete the web-based Recurrent Manufacturing ODA Unit Member Course as their recurrent training rather than the "Recurrent Engines, Propellers, and Articles Seminar" required by Order 8100.8. This course is not required for ODA unit members authorized to perform recurrent airworthiness functions or those unit members authorized to perform conformity and/or original airworthiness functions on a complete aircraft, who must attend the appropriate Recurrent Aircraft Certification Seminar.

(3) 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.

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 and provided contact information for the individual if the removal of a unit member from the active listing was based on ODA-related performance. (See paragraph 5-6d(5) 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

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 as required by the OMT. 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 being notified by the OMT. 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*

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	MIDO 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	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
RO - Flight Standards Regional Office
MIDO - Manufacturing Inspection District Office (includes Certificate Management Office, Certificate Management Unit, and Manufacturing Inspection Satellite Office)

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. The OMT lead must maintain a listing that identifies the ODA's OMT members and their responsibilities. All OMT members must have access to the listing and be aware of their ODA supervision responsibilities.

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, D*elegation 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. 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.

(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, in order to be considered a supervision visit, the visit must focus primarily on the assessment of some, but not necessarily all, of the required evaluation items. See paragraph 5-4h(1) of this order.

e. Manufacturing Supervision. OMT representatives oversee ODA manufacturing activity primarily through direct interaction with the ODA unit. While it may be possible for manufacturing OMT representatives to complete some supervision through documents review, onsite visits are still required. These visits are in addition to any other ODA inspection requirements in this order. Manufacturing OMT representative visits to a facility will vary from a minimum of one per fiscal year, to as often as necessary, based on size, activity, complexity,

and past performance of an ODA holder. It is not necessary for every OMT representative to assess each evaluation item on the supervision record during a given visit, however all items must be assessed by the OMT, over the course of the fiscal year. Manufacturing supervision may be possible through a combination of onsite visit(s) and documents review(s) as appropriate, but the intent is that the level of supervision is tailored specific to the ODA holder yet sufficiently thorough to verify compliance to regulatory and policy requirements. The below items are also integral to manufacturing supervision and, if applicable to the ODA holder, will be accomplished by the OMT over the fiscal year.

(1) Identify safety issues, if any.

(2) Observe one or more ODA unit members performing airworthiness or conformity inspections.

(3) Discuss self-audit results.

(4) Review implemented corrective actions, if applicable.

(5) Review project files.

(6) Review internal training and training records.

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

(8) Provide the latest guidance and policy.

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 airplane records reviews, airworthiness certificate or approval functions, or other delegated activities.

(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 unit member 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) When notified by the ODA holder of a ODA unit member removed for ODA-related performance, the OMT will investigate the details of the removal and determine whether the ODA unit member performance constitutes misconduct, including lack of care or judgment, or lack of integrity. The investigation should include contacting the individual's advisor (if a designee) to inform them of the action and obtain any information for consideration.

(6) With management concurrence, the OMT will provide written notification to any ODA unit member whose performance is determined to be misconduct and provide them the opportunity to provide additional information for consideration within 14 calendar days. If information is provided for consideration, the OMT will notify the individual when a final decision is reached.

(7) 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, which would prevent appointment at another ODA unit, or as a designee. Consult with AIR-110 to determine the appropriate method of DIN documentation. See paragraph 16-5 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 (See appendix A, figure 13 of this order.) or inspection report (See chapter 6 of this order.) 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 3 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 their 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 their 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.

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 a Quality System Audit (QSA), the OMT may schedule the QSA and the inspection 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 QSAs, 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.

(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 holders 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 (See appendix A, figure 20 of this order) 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 the 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.

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, except for turbine engine airworthiness limitations, which may be specifically authorized to the ODA holder by the OMT.

Note: Subject to the limitation in 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. This includes providing concurrence on maintenance aspects of Electronic Wiring Interconnection System (EWIS) ICA that must be approved by the ACO.

> **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. Reduction of life limits on life-limited components.

(4) 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*).

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

(6) 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* or provides concurrence on EWIS ICA to the ACO.

(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 authorized facilities.

Note: Any off-site prototype installation which is determined to require on-site FAA participation for FAA specific findings, ODA supervision or any other reason is subject to the availability of FAA funding and resources.

a. Authorized Facilities. Prototype installations may be authorized at the following types of facilities:

(1) Facilities authorized to perform the alteration and approve the type of altered product for return to service by 14 CFR part 43.

(2) CAA certificated facilities authorized to perform the alteration and approve the altered product for return to service. The facility must be located in a country with a Category 1 rating under the International Aviation Safety Assessment (IASA) program with no limitations or remedial work plan and have a bilateral agreement with the U.S. which includes design approval processes for products.

Note 1: ODA holders must have satisfactory experience and history conducting off-site projects at FAA certificated facilities before being authorized to conduct projects at CAA certificated facilities.

Note 2: Prototype installations on U.S.-registered products or projects classified as significant in accordance with 14 CFR 21.101 must be accomplished at FAA certificated facilities.

(3) Fixed repair facilities operated by the U.S. Armed Forces or their contractors. This is allowed only for prototype installations on military commercial derivative aircraft and the installation must be conducted by a FAA certificated repair station operating under the authority of 14 CFR 145.203(b). See paragraph 8-7h of this order.

b. 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. An on-site physical inspection is required as part of the assessment for facilities that are not FAA certificated. 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.

(4) For installations at CAA certificated facilities, the ODA holder must have oversight of personnel at the facility and remain directly in charge of the prototype alteration work performed at the facility.

c. 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.

d. 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.

e. 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.

f. FAA Notification of Off-site projects. If the project requires notification, the ODA holder should notify the OMT lead early in the project of any plans to perform an installation at an off-site facility. Also, for projects at non-FAA certificated facilities, the ODA holder must submit preliminary information to the OMT identifying the facility, description of alteration, planned installation dates and any other information requested by its OMT at least 60 days prior to any installation activity or planned assessment site visit. The ODA holder may want to get FAA concurrence on the project's location before spending significant effort on the project. The ODA holder must submit additional information with the PNL, including:

(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 or responsible CAA personnel.

(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.

g. 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 if there is any question regarding the facility's experience performing the types of alterations on the specific product (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 if any supervision will be conducted at the facility. The OMT should ensure that:

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

h. 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. 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 affected aircraft model, serial number and owner/operator of the product. For a global AMOC, identify the applicable aircraft for which the AMOC is approved. This can be accomplished through a listing of applicable operators, serial numbers, or other limiting criteria; or if the global AMOC applies to all serial numbers, so state;

(2) The AD number and paragraph(s) to which the AMOC applies;

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

(4) Any restrictions on the AMOC, such as special processes or time limitations;

(5) A statement as to whether or not the AMOC is transferrable;

(6) Reference(s) to substantiating data;

(7) A reference to the ODA procedures manual granting AMOC approval authority to the ODA holder;

(8) A statement that the approval meets the applicable sections of the aircraft type certification basis or other defined airworthiness standards. For example, an alternate inspection method requires an approved damage tolerance assessment. Specific 14 CFR paragraphs must be listed;

(9) The following statement: "Before using this AMOC, notify your appropriate principal inspector, or lacking a principal inspector, the manager of the local Flight Standards District Office/Certificate Holding District Office;" and

(10) 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. Any 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) when required by FAA Order 8130.2. 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.

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:

a. Perform any function on any aircraft, engine, propeller or article not originally manufactured by the PC ODA holder or that is not in support of the ODA holder's TC or STC projects.

b. Deviate from the FAA policy and guidance applicable to 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) when required by FAA Order 8130.2. 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. Export 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.

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. This includes providing concurrence on maintenance aspects of EWIS ICA that must be approved by the ACO.

> **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:

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 must be performed at authorized facilities (See paragraph 11-8 of this order). 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.

(7) **Requirement for Program Notification Letter.** At the OMT's discretion, ODA holders may be authorized to conduct certification activity without submittal of PNLs for the following types of activities. The scope and limitations of any type of activity not requiring a PNL must be defined in the ODA procedures manual and may only be authorized for STCs or major changes for which the OMT can establish beforehand that the project will not require FAA specific findings and that the ODA holder and unit have the appropriate knowledge and understanding of the product manufacturer's design philosophy, principles, operational assumptions and operator procedures. The ODA administrator must notify the OMT of any planned certification project if there is any question regarding the ODA holder's authority to complete the project. Procedural coordination requirements for CPNs, off site projects and the use of foreign registered aircraft must still be complied with for all STCs and any major change to type design. OMTs may establish procedures with their ODA holders for the submittal of any needed information for that coordination without submittal and review of a complete PNL. The following types of changes may be authorized without submittal of the PNL:

(a) New or amended STCs when:

1. The STC ODA holder is also the TC holder for the product being altered, or

2. The OMT is provided evidence of an association between the TC holder for the product and the STC ODA holder in which the TC ODA holder agrees to provide the STC ODA holder with access to any necessary type design data.

(b) Major changes in type design which do not result in amendment of the STC, i.e., revision to the face sheet or any continuation sheets. This authority is allowed for the following types of changes:

1. Material changes involving materials with similar properties and substantiation methods.

2. Process changes involving processes of similar complexity and skills.

3. Supplier changes.

4. Equipment substitutions (i.e., different radio, similar TSO'd article).

5. Relocation of equipment.

6. Addition of serial numbers to STC applicability.

7. Addition of models to approved model list (AML) STCs.

(8) **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 certification activity must be in support of an established certification project with make, model, and scope of alteration defined. The procedures manual must define the types of activities which are

authorized without specific written authorization. If the certification activity is not authorized by the procedures manual, the ODA holder must request authorization to conduct the activity either in the PNL or by other written request. If acceptable, the OMT will provide written authorization to conduct the activity. Any authorization to conduct certification activity should describe the scope of activity authorized.

(9) **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. Unless not required by paragraph 11-7a(7) above of this order, 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(8) 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 and description of any related major change incorporated or being incorporated without submittal of a PNL.

(9) 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 if there is any question regarding the facility's experience performing the types of alterations on the specific product (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 in writing after receiving a PNL. The use of stamps, etc. for response to the ODA holder is not permitted. The method used to convey the response must ensure the response is controlled and not revised by anyone other than the OMT lead. The response must include:

(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:

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

9. Reconciliation of ICA with design data.

10. Approval by an authorized ODA unit member of any sections that require specific FAA approval, such as the Airworthiness Limitations Section.

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

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

(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 holder may conduct off-site prototype installations only at authorized facilities.

Note: Any off-site prototype installation which is determined to require on-site FAA participation for FAA specific findings, ODA supervision or any other reason is subject to the availability of FAA funding and resources.

a. Authorized Facilities. Prototype installations may be authorized at the following types of facilities:

(1) Facilities authorized to perform the alteration and approve the type of altered product for return to service by 14 CFR part 43.

(2) CAA certificated facilities authorized to perform the alteration and approve the altered product for return to service. The facility must be located in a country with Category 1 rating under the International Aviation Safety Assessment (IASA) program with no limitations or remedial work plan and have a bilateral agreement with the U.S. which includes design approval processes for products. These facilities may not be used for prototype installations on U.S.-registered aircraft.

Note 1: ODA holders must have satisfactory experience and history conducting off-site projects at FAA certificated facilities before being authorized to conduct projects at CAA certificated facilities.

Note 2: Prototype installations on U.S.-registered products or projects classified as significant in accordance with 14 CFR 21.101 must be accomplished at FAA certificated facilities.

(3) Fixed repair facilities operated by the U.S. Armed Forces or their contractors. This is allowed only for prototype installations on military commercial derivative aircraft and the installation must be conducted by a FAA certificated repair station operating under the authority of 14 CFR 145.203(b). See paragraph 11-9 of this order.

b. 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. An on-site assessment is required for each project at facilities that are not FAA certificated unless the ODA holder has previously conducted an on-site assessment of the facility for the type of project being performed and identified the facility in its procedures manual in accordance with paragraph 11-6b of this order. 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.

(4) For installations at CAA certificated facilities, the ODA holder must have oversight of personnel at the facility and remain directly in charge of the prototype alteration work performed at the facility.

c. 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.

d. 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.

e. 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.

f. FAA Notification of Off-site projects. The ODA holder should notify the OMT lead early in the project of any plans for a prototype installation to be installed at an off-site facility. Also, for projects at non-FAA certificated facilities, the ODA holder must submit preliminary information to the OMT identifying the facility, description of alteration, planned installation dates and any other information requested by its OMT at least 60 days prior to any

installation activity or planned assessment site visit. The ODA holder may want to obtain FAA concurrence on the project's location before spending significant effort on the project. The ODA holder must submit additional information with the PNL, including:

(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.

g. 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 if there is any question regarding the facility's experience performing the type of alteration on the specific product (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 if any supervision will be conducted at the facility. 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. 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.

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 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. 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) when required by 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.

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.

(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), 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.

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 ODA Unit Member Misconduct.

a. For ODA unit members whose performance is determined to be misconduct, the OMT must provide the following email information to AIR-110 and any managing office where the individual holds existing designation:

(1) Name of ODA unit member, contact information and reason for termination.

(2) Electronic copy of supporting documentation, including correspondence with the unit member.

b. AIR-110 will ensure entry of the information into DIN and forward notice of the determination of misconduct to OMT lead email addresses maintained in DIN.

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 §§ 21.319 and 21.619) and major design changes (reference 14 CFR §§ 21.319 and 21.619) 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 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 §§ 21.319 and 21.619) and major design changes (reference 14 CFR §§ 21.319 and 21.619) 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 §§ 21.319 and 21.619) and major design changes (reference 14 CFR §§ 21.319 and 21.619) 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

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.)

The following types of changes are appropriate for incorporation by the ODA holder without OMT review. The procedures manual must fully describe the specific types of changes allowed and any limitations:

ADMINISTRATIVE CHANGES:

- *Spelling*
- *Grammar*
- *Typos*
- *Punctuation*
- *Abbreviations and Acronyms*
- *Cross References*
- *Table of Contents*
- *Revision Control Sheet Updates*
- *Formatting*
- *Page Numbers (not major section numbers)*
- *Sub-paragraph Numbers (not major section numbers)*
- *List of Controlled Manual Holders (as applicable)*

DEFINITIONS FORM UPDATES/REFERENCES:

- *Clarity additions to match FAA standard definitions*
- *Update to latest, most current FAA forms and/or instructions*
- *Internal company form number changes*
- *Minor changes to company/ODA forms that do not affect the intended purpose, content or usage of the form*
- *Update of the revision levels and paragraph citations of FAA orders/ACs as long as the manual procedures are not changed*

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FAA SIGNED AGREEMENTS

- *Incorporation of an update to an MOU and/or signed FAA agreement already contained or referenced in the manual*

CHANGES THAT DO NOT AFFECT PROCEDURES:

- *Addition of information required by revisions to FAA orders (for example: 8110.4; 8100.15; 8130.2, etc.), that provides additional clarification or guidance but does not make substantive changes to the procedures or requirements*
- *Minor revisions to clarify content without altering the intent or procedures*
- *Internal organizational name changes (not organizational structure). Any name change for the ODA holder or changes in the ODA holder/unit organizational structure must be submitted for approval*

Any revision which is incorporated without FAA approval must be submitted to the OMT within 30 calendar days after the manual is revised.

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)

INSERT COMPANY NAME, ODA NUMBER
ODA PROCEDURES MANUAL
COMPANY APPROVAL

Page Number _____
Revision Number ____
Date _____

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 recurrent airworthiness certificates for US-registered aircraft, import, or other 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.

INSERT COMPANY NAME, ODA NUMBER
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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. (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 authority. 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 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.

INSERT COMPANY NAME, ODA NUMBER **Page Number _____**
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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

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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 their 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 their 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, 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.

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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 FAA ORDER 8100.15 PARAGRAPH 3-16 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)

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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*.

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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.

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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 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. The description of the methods of compliance should be sufficient to identify all data necessary for FAA findings.

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

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

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

(d) Alternatively, if the OMT approves specific procedures for assignment of ODA unit members, certification plans may be submitted without any information about unit members.

However, such procedures must ensure that the ODA holder verifies that qualified/authorized unit members make findings of compliance, and include the unit member's agreement that they have the appropriate knowledge and authority for the regulation in question.

(e) In all cases, the unit member's authority must be clearly described in the ODA unit member listing. Note that if relying on a description of ODA unit member authority rather than identification of the unit member in the compliance checklist, the ODA unit member listing may require information in addition to that required by paragraph 3-13g.

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:

(a) Testing to determine operational suitability and compliance with the operational regulatory requirements.

(b) Recommended aircraft maintenance manual and maintenance program changes for acceptable compliance with ICA requirements, if required.

(c) Proposed master minimum equipment lists, if required; proposed flight crews operating manual procedures, if required.

(d) Proposed flight crew training requirements, if required.

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
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

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
QSA	Quality System Audit
RLCFM	Rotorcraft Load Combination Flight Manual
RO	Flight Standards Regional Office
SAAP	Streamlined Administrative Action Program