CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

ORDER
8100.15B
CHG 2

National Policy

09/06/2016

SUBJ: Organization Designation Authorization Procedures

1. Purpose. This change transmits revised pages to Federal Aviation Administration (FAA) 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 provides allowances for delegation of noise and emissions functions, standardizes the reasons for FAA project participation, and incorporates various changes outlined in paragraph 3 below.

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

3. Explanation of Changes. This change—

a. Removes references to the former AIR-200, Production and Airworthiness Division.

b. Makes revisions to accommodate the delegation of findings of compliance for Title 14 of the Code of Federal Regulations (14 CFR) part 34 and part 36.

c. Clarifies ODA unit member (UM) training requirements. Allows for equivalent training to be provided to ODA UMs in lieu of FAA seminars when determined acceptable by AIR-160 or AFS-600.

d. Clarifies Organization Management Team (OMT) training requirements and incorporates new requirements OMT members and personnel participating in ODA inspections to attend audit training and on-line OMT training by December 31, 2017.

e. Updates corrective action processes to align with the Administrator's compliance and enforcement philosophy and changes to FAA Order 2150.3, *FAA Compliance and Enforcement Program*.

f. Removes the requirement for ODA holders to provide quarterly reports of ODA inspection unit member training status.

g. Clarifies that 14 CFR part 183 regulatory violations are eligible under the Voluntary Disclosure Reporting Program.

h. Clarifies suspension and termination procedures, including sample memos.

i. Standardizes the reasons for FAA participation in ODA projects.

j. Allows for Type Certification (TC) ODA holders to approve alternative methods of compliance (AMOC) to airworthiness directives (AD) for a number of products operated by a single operator. Also provides for AMOC approvals in areas other than structures, for deviations not relevant to the unsafe condition addressed by the AD.

k. Allows for design approvals to be based on an applicant's showing of compliance in lieu of specific ODA unit member approvals.

l. Allows for ODA prototype installations at any location determined to be capable by the ODA holder and as required for return to service.

m. Allows for additional supplemental type certificate (STC) and parts manufacturer approval projects to be conducted without submittal of a program notification letter (PNL).

n. Clarifies that an STC ODA holder may approve new, or changed, airworthiness limitations associated with an STC it issues.

o. Allows STC ODA holders to re-issue STCs for correcting administrative errors.

p. Removes limitation on ODA acceptance of instructions for continued airworthiness (ICA) for security-related projects.

q. Clarifies that Major Repair, Major Alteration and Airworthiness (MRA) ODA holders may conduct compliance inspections under function code 12130.

r. Clarifies notification requirements for MRA ODA holders working outside of their geographic boundaries.

s. References the new FAA Form 8110-31, *Type Inspection Report.*

4. Effective Date. This change is effective on October 7, 2016. ODA holders must incorporate any needed procedures manual revisions to address the requirements of this change by April 8, 2017.

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

PAGE CHANGE CONTROL CHART

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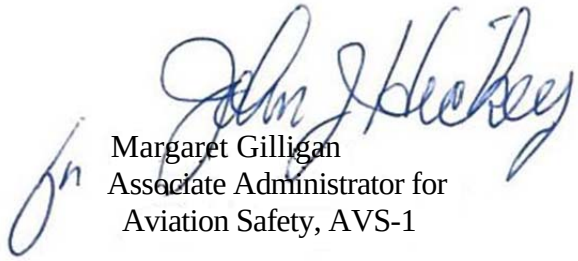
6. Administrative Information. You can find this order on the FAA Regulatory and Guidance Library (RGL) website at http://rgl.faa.gov.



Margaret Gilligan
Associate Administrator for
Aviation Safety, AVS-1

Paragraph *Page*

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) Except for AKT ODA administrators, 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 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. The AKT ODA OMT lead may administer program-specific training to AKT ODA lead administrators every calendar year at an annual meeting as a substitute for attending the ODA seminar.

(2) Each ODA unit member performing certain functions must attend FAA training seminars as described at http://www.faa.gov/other_visit/aviation_industry/designees_delegations/training/ or equivalent training that is determined acceptable by AIR-160 or AFS-600. If an ODA holder desires to rely

on equivalent training it must inform the OMT. If the OMT determines that the ODA holder is capable of conducting equivalent training, the OMT will coordinate with AIR-160 or AFS-600 regarding training materials and delivery requirements.

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 and Designee Management System (DMS) 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. FAA pre-screening is not required for proposed AKT ODA unit members unless directed by the OMT or the AKT ODA managing office.

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

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

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

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

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

3-15. Self-Disclosure. Pursuant to FAA Order 2150.3, *FAA Compliance and Enforcement Program*, the FAA may elect not to seek a civil penalty for 14 CFR part 183 regulatory violations if the ODA holder notifies us of the noncompliance in accordance with the criteria of AC 00-58, *Voluntary Disclosure Reporting Program*. See FAA Order 2150.3 and AC 00-58, for more information.

3-16. Work Activity Reports.

a. Manufacturing and Airworthiness. The ODA unit must complete and document its manufacturing and airworthiness activity on the summary activity report; an example is shown in appendix A, figure 10 of this order. Use of a similar form to report this information is also acceptable. Unless directed to do so more frequently, the ODA holder must submit this report to the OMT on a quarterly basis.

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

c. Design Change Activity Reports. A TC ODA holder must provide quarterly reports to the OMT lead identifying any type design change approved by the ODA unit that did not require program notification. The report must include the information specified by the OMT.

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

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

authorizations it holds in addition to an ODA. At the OMT's request, an ODA holder must make the records available for examination at any time without undue delay. The ODA holder must make the records usually maintained by suppliers available at its facility for FAA inspections when requested. The ODA holder must identify all records and submit them to the OMT lead as soon as the ODA is surrendered or terminated.

a. The following must be retained for the duration of the authorization:

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

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

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

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

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

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

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

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

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

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

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

(9) The procedures manual, including all revisions.

b. The following must be retained for five years:

(1) Records of the ODA holder's self-audits and implementation of corrective action.

(2) Records of any reported service difficulties associated with any design approval or certificate (including TCs, STCs, PMA by test and computation, and repair and alteration data) issued under the ODA.

c. Records Storage and Identification. The OMT and the ODA holder must agree on how to store and identify all required records for future retrieval. Certification records should be arranged by project number for easy retrieval. All ODA documentation and data must be consistent with that required by the FAA for its own records and organized in a manner that is compatible with the FAA records control system described in FAA Order 1350.14, *Records Management.*

3-18. Data Review and Service Experience. The ODA holder must provide continued support for approvals or certificates issued under ODA procedures in accordance with 14 CFR §§ 183.63 and 183.65. Procedures for monitoring service information, investigation, and FAA notification must be included in the procedures manual.

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

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

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

(1) Might result in an unsafe condition.

(2) Requires corrective action.

(3) Does not meet the airworthiness standards.

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

(5) Does not meet applicable operational certification requirements.

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

d. Investigating Safety Concerns.

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

(a) Determine the cause of the condition.

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

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

(d) Develop and propose corrective action acceptable to the OMT.

(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 Correction. The ODA holder must submit to the OMT the determination of the cause of the condition and proposed corrective action as required by the OMT.

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, the OMT will develop an undue burden decision paper as described in FAA Order 8100.11, *Decision Paper Requirements for Undue Burden and No Undue Burden Determinations Under 14 CFR part 21 for Production and Export Airworthiness Approvals*. Further information about working with bilateral partners on type validation

activities can be found in FAA Order 8110.52, Type Validation and Post Type Validation Procedures.

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

3-22. Inspection Unit Members at Suppliers. ODA unit members employed by and located at a supplier facility must perform their authorized functions at that supplier's facility, or a sub-tier facility for that same supplier. The unit member's work must support the same products or articles produced by the supplier for the supported ODA holder.

4-3. Selection Process.

a. Initial Application Screening.

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

(a) All required documentation is complete.

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

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

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

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

b. Evaluation Panel (EP) Makeup.

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

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

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

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

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

(1) Aircraft Certification OMT members, OMT leads, and ACO or MIDO managers must complete the training requirements contained in the AIR OMT Training Requirements Guide found at https://my.faa.gov/org/linebusiness/avs/offices/air/air_training/policy.html.

(2) Flight Standards OMT members, OMT leads, and managers must complete the training requirements contained in the Flight Standards Training Guide found at https://my.faa.gov/org/linebusiness/avs/offices/afs/divisions/hq_region/afs500.html.

> **NOTE:** AKT OMT leads may attend program specific on-the-job training provided by the AFS-630 branch manager once every calendar year in lieu of attending an ODA seminar.

(3) AIR DOIP participants, including the DOIP team leaders, must complete basic compliance auditing training (or both the ASI job functions course and the Quality System Audit Course) by December 31, 2017.

(4) All DOIP participants, including the DOIP team leaders, must complete course number 27200087 by December 31, 2017.

(5) All DOIP team leaders must complete course number 27200088 by December 31, 2017.

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 project participation is required. The OMT may delegate all aspects of the program, or retain those items which require FAA approval.

b. Guidance and Feedback.

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

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

c. Assessing Performance.

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

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

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

d. Maintaining Oversight Documentation. Proper documentation provides the OMT with the information it needs to oversee the organization properly. Documentation also provides a history of the organization's performance, in case OMT members change or the ODA holder seeks additional authority.

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

(a) Approved ODA application package.

(b) Evaluation panel documentation and rationale.

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

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

(e) Copy of the current procedures manual.

(f) Delegated organization supervision records and inspection reports.

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

(h) Enforcement history.

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

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

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

(a) Supervision records.

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

e. Type Certification Records. Rather than the ACO or MIDO retaining all of the FAA project records as required by FAA Order 8110.4, the OMT will maintain limited records for approvals issued by the ODA holder. These records include:

(1) Copy of all project-related correspondence or data submitted by the ODA holder.

(2) Responses to PNL, records of specific findings, etc. provided by the OMT.

(3) A copy of certificates issued or records of design change approvals.

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

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

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

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

d. Engineering Supervision. Engineering OMT representatives can accomplish most of their supervision activity by reviewing data. This may not require on-site visits to the organization's facility. The OMT will determine the number of visits needed. At least one engineering OMT representative must make at least one supervision visit to the ODA holder's facility each year, in addition to the inspection requirements of chapter 6 of this order. The OMT member may combine this supervision visit with specific project activity, such as witnessing tests or participating in flight tests. However, 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 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 (See appendix A, Figure 13). Additional information fields may be added to the electronic record as desired. Each OMT member must complete at least one supervision record per year to document their assessment of those evaluation items they have observed.

(1) **Required Evaluation Items.** The OMT must evaluate the applicable items listed on the record at least once a year. The OMT must evaluate each of the items with respect to all technical disciplines, if necessary. For example, items number 7 and 8 would be evaluated by every engineering discipline and manufacturing representatives of the OMT. Other items such as numbers 2 and 3 might be evaluated by a single individual. The OMT should establish during supervision planning as required by paragraph 5-4a which items each OMT member will be responsible to assess. 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 the OMT lead's service office (AIR or AFS) compliance and enforcement policy.

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 or as otherwise agreed to by the OMT.

(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. Follow the procedures of paragraph 5-6a of this order for 14 CFR part 21 non-compliances.

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

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

(2) Require the ODA holder to:

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

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

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

(d) Develop any proposed corrective action.

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

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

(4) Verify that appropriate corrective action is implemented.

d. ODA Unit Member Performance Problems.

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

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

or oversight by the ODA holder as warranted by the performance problem. The ODA holder will be provided the opportunity to improve the unit member's performance.

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

(4) Upon receipt of the initial notification of removal, the ODA holder must ensure that the ODA unit member does not perform any further authorized functions. The ODA holder must remove the unit member from the ODA unit listing within 48 hours of initial notification. If the ODA holder desires to appeal the removal decision, it may submit any information or proposed corrective action supporting reinstatement for the OMT's consideration. However, the individual may not perform any functions and may not remain on the UM listing during the appeal process. The OMT will consider any submitted information and may authorize reinstatement of the individual as it determines is warranted.

(5) 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-160 or AFS-650 to determine the appropriate method of DIN documentation. See chapter 16 of this order.

e. Other Conditions Requiring Correction. The OMT lead will notify the ODA holder of any condition requiring correction. 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. Notification and obtaining correction will be done in accordance with the compliance action guidance found in the OMT lead’s service office (AIR or AFS) compliance and enforcement policy.

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. The OMT lead should initiate suspension or termination immediately if the OMT determines that termination is warranted. The OMT should not wait for the renewal period to decide on performance-related termination action.

b. Request for Renewal. An ODA holder must submit a letter requesting renewal of its ODA at least 60 calendar days prior to expiration. If the ODA holder does not request renewal, the OMT should initiate termination action. The renewal letter must include an overview of the activity performed under the ODA, and identify any increase in activity planned for the next renewal period. If the ODA holder seeks additional functions or a different type of ODA, they must apply for the changes in accordance with chapter 4 of this order.

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

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

(a) Through its continual oversight of the ODA holder, the OMT will be aware of any performance issues. The ODA holder must be technically proficient in all authorized areas and require a level of oversight commensurate with the value the ODA holder provides to the FAA.

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

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

(2) **Determine Need and Ability to Manage.**

(a) The OMT will consider the amount of activity by the ODA unit to confirm that continued delegation to the organization is of benefit to the FAA.

(b) The OMT must also consider the level of oversight required by the ODA holder. If the ODA holder requires a level of oversight greater than the benefit provided to the FAA, or the managing offices lack the resources to manage the ODA holder, then the OMT should initiate steps to terminate the authorization.

d. Re-issuance of Authorization. If the OMT determines that an ODA holder is functioning satisfactorily, and there is a continuing need and ability to manage, the OMT will issue a new letter of designation after completing a new MOU with the organization. If the performance or activity level does not warrant renewal, the OMT will initiate suspension or termination procedures in accordance with chapter 7 of this order.

Chapter 6. Delegated Organization Inspection Program

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

a. The ODA procedures are adequate,

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

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

6-2. Responsibilities.

a. The appointing office manager will:

(1) Select the inspection team leader.

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

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

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

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

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

f. Each OMT will:

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

(2) Ensure the organization implements required corrective action.

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

g. AIR-160, AFS-600, and AFS-800 will jointly manage and coordinate the inspection program. These offices will:

(1) Manage the program database.

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

(3) Review the database information.

(4) Provide requested data to other FAA organizations.

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-160, 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 compliance and enforcement training, 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.) Inspection team leads must complete the training as required by paragraph 5-2f(3), (4) and (5) by December 31, 2017.

(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 or flight standards surveillance activities. Inspection team members must complete the training required by paragraph 5-2f(3) by December 31, 2017.

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

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

e. Team Coordination.

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

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

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

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

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

(2) Planned dates of inspection.

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

(4) Lodging information.

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

(6) Names of team leader and members.

(7) Description of projects being evaluated.

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

(9) Date of the approved procedures manual.

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

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

(12) Special emphasis items recommended by the OMT.

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

6-5. Performing the Inspection.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(3) Encourage the ODA holder to submit any feedback regarding the inspection to AIR-160.

6-6. Post-Inspection Activity.

a. Preparing the Inspection Report. Within 30 calendar days after completing the inspection, the team leader will provide the original report with supporting objective evidence to the OMT lead. The inspection team leader will also provide a copy of the report to the OMT personnel’s office managers, AFS-600 and AIR-160. The team leader must provide AIR-160 an electronic Microsoft Word version of the report. The report should contain:

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

(2) A description of the discrepancies.

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

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

b. OMT Follow-Up. The OMT must review the inspection report and verify those discrepancies that require corrective action. If corrective action is required, the OMT must process the discrepancies in accordance with paragraph 5-6 of this order. 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.

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

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

Chapter 7. Suspension and Termination of an ODA

7-1. General. This chapter outlines the procedures for suspending or terminating an ODA. Suspension is the temporary removal of the ODA holder's authority and is appropriate when specific actions can be taken within a specified time frame to correct any deficiencies in performance or address administrative issues. For example, suspension would be appropriate when the ODA holder inadvertently did not request renewal, or when an ODA administrator unexpectedly leaves the organization.

a. Like other designations, the FAA may suspend or terminate an ODA at any time. However, in some cases the FAA provides terminated ODA holders the opportunity to appeal the termination. The FAA does not allow appeal of suspensions. Appeal of a termination is not available if the termination is based on:

(1) An ODA holder's request for the suspension or termination;

(2) Failure of an ODA administrator or an ODA unit member to complete required training;

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

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

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

c. In addition to suspension or termination, an ODA holder may be subject to civil penalty actions if it violates the regulations in 14 CFR part 183. This chapter does not address processing of regulatory violations; they are described in FAA Order 2150.3.

7-2. Cause for Suspension or Termination of ODA. The following are the primary reasons for the FAA to suspend or terminate an ODA. This list is not exhaustive, and the FAA may find other reasons to suspend or terminate an ODA.

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

b. Failure to Request Renewal. When the ODA holder did not request renewal as required by this order.

c. Improper Performance. When the ODA holder fails to properly perform the functions granted in the authorization, or fails to perform the administrative responsibilities associated with the authorization. This includes, but is not limited to:

(1) **Lack of Care or Judgment.** When the ODA holder does not exercise the care or judgement required to properly exercise the ODA, resulting in authorized functions being performed unsatisfactorily.

(2) **Misconduct.** Evidence of misconduct, including wrongful intent, falsification, collusion, conflict of interest, compromise, or other negligent acts that might jeopardize the proper performance of the authorized functions.

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

(4) **Failure to Attend Required Training.** When an ODA administrator or an ODA unit member does not complete required FAA training.

d. Lack of FAA Need or Ability to Manage. When the FAA managing office no longer needs the ODA holder or no longer has adequate resources to manage the ODA holder, including when the ODA holder does not have sufficient work to warrant continuing the ODA.

e. Lapse of Qualifications. When the ODA holder's qualifications for a specific activity no longer meet the qualification requirements for the ODA. This includes but is not limited to:

(1) **Certificate Suspension, Revocation, or Surrender.** When the ODA holder no longer holds a certificate that is required to be eligible for the ODA.

(2) **Loss of Required Personnel.** When the ODA holder no longer has a suitable administrator identified or ODA unit member needed to perform the functions authorized.

7-3. Documentation of Suspension or Termination Decisions. The OMT must document why the ODA was suspended or terminated, including the specific reasons and rationale, as well as identification of the OMT members involved in the suspension or termination decision. Along with this documentation, the OMT should assemble any supporting records, such as supervision records, requests for corrective actions, etc., that might be needed for an appeal panel review of the termination decision. This information, along with any information submitted by the former ODA holder, will be considered in case of appeal.

7-4. Coordination of Suspension or Termination Decisions. When the FAA suspends or terminates ODA authority, the FAA may not necessarily suspend or terminate all ODA types held by the organization. Similarly, suspension or termination of a particular ODA function may not result in suspension or termination of all ODA functions held by the organization. Before the appointing office notifies the ODA holder of any termination action, the OMT will coordinate the planned action with the appropriate Aircraft Certification Directorate(s) and any Flight Standards Regional Offices that are involved. Regional counsel will be notified before termination or suspension is initiated, and will collaborate on any notices sent to an ODA holder.

7-5. Notice of Suspension or Termination.

a. Notice of Termination or Suspension. The FAA appointing office will provide written notice by certified mail (return receipt requested) to the former ODA holder. See appendix A, figures 26 and 27 for sample termination and suspension letters. In the notice, the appointing office must state the reasons for the suspension or termination of the ODA or authorized function(s).

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

(1) **Reason(s) for Action.** Specific reasons for the proposed action, including examples, when applicable. Attachments of additional information, such as records of correspondence or supervision records, may be included. The notice must include any information that might be needed to assess the termination decision by an appeal panel.

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

(3) **Appeal Rights.** When allowed for termination actions, a statement informing the former ODA holder of the opportunity to appeal the action with the office manager that sent the notice. A former ODA holder has 14 calendar days after receipt of the notice to file an appeal.

(4) **Record of Appeal.** When allowed for termination actions, a statement that the FAA will prepare and maintain a record of any appeal, any evidence submitted, and any meetings held. The notice must also inform the former ODA holder that it may choose to have legal counsel present at any meeting with the FAA.

(5) Required Actions for Reinstatement. For suspension actions, a description of the corrective actions required for reinstatement

7-6. Appeal Procedures.

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

b. Timeliness of Appeal. A former ODA holder must submit the basis for the appeal in writing to the terminating office manager within 14 calendar days after receiving the termination notice.

c. Submittal of Information for the Appeal Panel. The former ODA holder may submit written material with the appeal, or at any time not later than 20 calendar days after submitting the notice of appeal. The ODA holder may also request a meeting with the appeal panel to present written or oral information supporting the appeal (see paragraph 7-6e. below). If the former ODA holder does not request a meeting with the appeal panel, the FAA will base its decision solely on the written material submitted.

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

e. Meeting with the Former ODA Holder. If requested, a meeting will be held where the former ODA holder may present a written or oral response to the reasons for termination.

(1) **Scheduling.** The appeal panel must schedule any requested meeting with the appellant within 20 calendar days of receipt of the notice of appeal.

(2) **Participants.** The ODA holder's representatives and the appeal panel may attend the meeting. If the former ODA holder chooses to have legal counsel attend the meeting, the appeal panel will arrange to have an attorney from the regional counsel's office attend.

(3) **Record.** The appeal panel will keep a record of the meeting and send a copy of the meeting record to the former ODA holder within 15 calendar days of the meeting. Unless the meeting is recorded verbatim by some means, the former ODA holder may send comments or proposed corrections.

f. Appeal Panel Decision. The appeal panel will consider the evidence provided by the former ODA holder and the agency's records on the decision to terminate the ODA. The appeal panel will either uphold or override the termination decision. The appeal panel will document its deliberations and rationale for its decision within 45 calendar days of the date of appeal. The directorate or regional office manager will notify the appointing office and former ODA holder (by certified mail) of the appeal panel's decision within 15 calendar days after the appeal panel makes its decision. The notice must contain the following:

(1) **Reasons for Decision.** The notice must state the decision and justification for it, including a response to the arguments presented by the former ODA holder. If the termination decision is reversed, the notice will state the effective date of the reinstatement, and any actions required on the ODA holder's part to resume the performance of authorized functions.

(2) **No Further Appeal.** If the termination decision is upheld, the notice must state that no further FAA review is available and the matter is closed.

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

7-7. Surrender of Records. If terminated or not renewed, the former ODA holder must send the OMT lead all records required by 14 CFR 183.61 to be submitted.

7-8. Additional Information on Suspension or Termination of AKT ODA.

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

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

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

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

(4) Obsolescence. Obsolete equipment or inadequate facilities.

(5) Security. Degradation of security.

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

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

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

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

(10) Allegations of fraud or abuse.

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

(12) Failure to provide required surveillance during testing.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

e. Destruction of Data. Upon receipt of the final letter terminating the designation, all test bank data residing within the ODA holder's testing system must be deleted, and applicant data not previously submitted must be returned no later than 5 business days following the date the designation is canceled.

7-9. DIN Status. If the appointing office suspends, terminates, or does not renew an ODA, the OMT must ensure that the Designee Information Network (DIN) is updated to reflect the terminated or suspended status.

Chapter 8. Type Certification Functions

8-1. General. This chapter outlines the requirements and functions for TC ODA holders. Primarily, a TC ODA holder finds if a product or a change to a product complies with the airworthiness standards. A TC ODA holder is not authorized to issue a type certificate. Only the FAA will issue an original TC or amended TC. A TC ODA holder may issue airworthiness certificates supporting its certification programs.

8-2. Eligibility.

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

b. Facilities. An ODA holder must have facilities that can accommodate ODA personnel and records.

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

a. Approve Technical Data and Find Compliance to the Airworthiness Standards (function code 8010).

(1) A TC ODA unit may approve type design and substantiation data for new TCs, TC amendments and design changes. The authority may include, but is not limited to, finding compliance with the FAA regulations of 14 CFR part 23, 25, 27, 29, 31, 33, 34, 35, or 36. This approval may involve:

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

(b) Witnessing tests.

(c) Approving test article deviations.

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

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

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

(1) Interpretations of the airworthiness standards.

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

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

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

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

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

(7) Issue Papers.

c. An ODA unit may issue airworthiness certificates and special flight permits only as required as part of a certification project performed by the ODA holder.

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

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

(2) 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 and Recognition of Applicant Showings.

(1) **Showing of Compliance.** In addition to finding compliance through the ODA unit procedures, the ODA holder is responsible as the project applicant to show compliance to the airworthiness standards and provide a statement per 14 CFR 21.20 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.

(2) **Recognition of Applicant Showings.** OMTs may authorize ODA holders to base an approval on the applicant's showing of compliance rather than a specific approval by the ODA unit. The OMT must recognize any specific applicant showing activity prior to its use on any specific project, and the ODA procedures manual must address the requirements of paragraph 8-15i.

(a) The ODA holder may propose an applicant showing activity for recognition or the OMT may propose it to the ODA holder. When proposed, the OMT will use an approved risk based decision making (RBDM) tool to determine the level of risk associated with the regulations being addressed by the activity. Activities may be recognized for applicant showing when RBDM tool determines the risk for the regulations associated with the activity is "low" or when the RBDM tool determines the risk is "medium" and the OMT's office manager documents why the activity should be considered low risk. Additionally, the following criteria must be met:

1. The ODA holder has evidence of successfully obtaining FAA approval for that type of specific compliance data on past projects, including projects of comparable complexity:

2. The ODA holder's compliance methodology is the same as on past FAA projects; and

3. The ODA holder uses the same person(s) in making the showing, or an auditable documented company process for the compliance methodology is used to develop the specific substantiating data.

(b) Any RBDM tool results, including rationale for disagreement with the tool output, upon which applicant showings are recognized, must be retained in the OMT's records. Additionally OMTs should periodically assess the quality of applicant showing activity to the extent necessary to continue recognition. Although this might be done by OMT member sampling and reviewing applicant data, it could also be assessed through ODA Unit Member reviews or feedback, or through an ODA holder's self-audit system. Recognition of applicant showing should be suspended or terminated if the showings of compliance are deemed inadequate.

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 project involvement 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 project participation 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 any project participation 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 of compliance 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. FAA Project Participation. After reviewing and coordinating the proposed certification and conformity plans, the OMT must advise the ODA holder of any activities or areas in which the FAA will participate, including the making of specific findings of compliance.

(1) **Mandatory (Non-Discretionary) Participation.** The FAA must perform any activity that cannot be delegated and those for which the ODA holder is not authorized**.** This includes those items identified in paragraph 8-4b and other activities that require specific FAA participation such as AEG review of operational suitability, changes to the master minimum equipment list, aircraft flight manuals, crew training, and emergency evacuation demonstrations.

(2) **Discretionary Participation.** The FAA may identify participation in activities or areas in which the ODA holder is authorized and could be delegated. This could include conducting or witnessing tests or inspections, or making specific findings of compliance. These activities must be performed by the FAA during completion of the project and the ODA holder must account for FAA participation within the project schedule. This type of participation is appropriate for the following:

(a) Performance Issues. Those activities or areas in which the ODA holder needs to improve performance, including technical compliance areas or project management activities.

(b) Insufficient Demonstration of Ability. Those activities or areas in which the ODA holder has not demonstrated the ability to determine compliance. This is appropriate for the following:

1. Regulation Changes. When regulation changes impact the ODA holder's ability to determine compliance.

2. Policy and Procedure Changes. When FAA policy or procedures changes since the ODA holder's last type certification program impact the ODA holder’s ability to determine compliance.

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

4. New or Differing Methods of Compliance. Those areas involving methods of compliance or substantiation to regulations with which the ODA holder has not demonstrated experience.

(c) Service Difficulties. Activities or areas in which the ODA holder's previous approvals have resulted in service difficulties or safety related problems.

(d) Areas Critical to Safety. Certain high risk certification activities or design areas critical to safety including testing of critical areas/characteristics, especially those areas that are subjective or warrant independent review. This does not restrict the delegation of regulations identified by the RBDM tool as high-risk. Regulations identified as high risk by the RBDM tool should be authorized to the ODA holder when possible.

(3) Oversight Participation. The OMT may identify any delegated activities or areas of the project in which it wants to participate for the purposes of project-related knowledge or ODA oversight. This could include observing tests or inspections, or reviewing compliance findings made by the ODA unit. The ODA holder should keep the OMT informed of the schedule for these activities, but the ODA holder may proceed with the project if the OMT is not able to participate in these activities.

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, including the making of specific findings of compliance.

(5) Coordinate program scheduling necessary to accomplish the required FAA participation.

(6) Establish that areas requiring FAA participation have been satisfactorily completed.

(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 8110-31, *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 8110-5, (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 participation 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 of compliance, 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-400). 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 of compliance that might be necessary with regard to the supplier's ODA unit. The TC ODA holder's OMT is responsible for making any specific findings of compliance, but may request the assistance of the supplier ODA holder's OMT. The supplier ODA holder's OMT may also choose to participate in some aspects of the project, not to make specific findings of compliance, but to supervise the supplier's ODA unit.

(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 at any location by any entity determined by the ODA holder's evaluation per paragraph 8-7a. as having the appropriate skills and equipment needed to ensure the conformity of the prototype installation. This may include repair stations operating under the authority of 14 CFR 145.203.

Note 1: If the prototype aircraft is being approved for return to service, the ODA holder must ensure that the prototype installation is conducted in accordance with the applicable regulations or requirements of the airworthiness authority of the state of registry or other entity responsible for the airworthiness of the product.

Note 2: Any prototype installation which requires on-site FAA participation as part of the project is subject to the availability of FAA funding and resources.

Note 3: Prototype installations for projects classified as significant in accordance with 14 CFR 21.101 must be accomplished at FAA certificated facilities authorized to approve the type of altered product for return to service.

a. Off-site Facility Management. The procedures manual must contain procedures for managing off-site prototype alterations, including a checklist for either the ODA holder or the ODA unit to evaluate the off-site facility. 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.

b. Off-site Personnel and Processes.

(1) Inspection ODA unit members must follow the project-specific conformity plan. The inspection procedures must describe how to track the status of required conformity inspections. Conformity inspections must satisfy FAA Order 8110.4 and the ODA procedures manual.

(2) An inspection ODA unit member must be present at the off-site facility during the installation portion of the project as needed to perform in-process and final installation conformity inspections. The ODA unit member must be present if any repair or alteration activity could affect any previously conformed articles or installations whose conformity could not be subsequently re-established. The ODA holder must have sufficient control over the activity to ensure that unit members complete any required conformity inspections on encased or otherwise not readily visible installations.

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

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

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

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

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

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

(2) Appropriate for the alteration, and

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

d. Off-site Purchasing and Receiving. To prevent the use of nonconforming or unsafe articles obtained from outside sources, the ODA holder must keep an effective purchasing and receiving inspection system that ensures:

(1) Purchase orders and contracts contain sufficiently detailed specifications (such as control drawings), design data, inspections, tests, and FAA requirements to ensure articles or services purchased meet the requirements of the type design data.

(2) Conformity of processes and raw materials to design data is independently verified by inspections or tests. For raw materials, conformance starts by reviewing the suppliers' certificate of conformance, but an ODA unit member may not accept materials solely upon review of a certificate of conformance from the supplier.

(3) The ODA holder maintains configuration control and final design change approvals for all items, including supplier-designed articles. The ODA holder may not delegate these responsibilities to off-site facilities or suppliers.

(4) All purchase documents given to suppliers specify all applicable FAA and technical requirements, including inspections and tests necessary to show that the supplied items conform.

(5) Drawings must clearly identify which method or process to use when industry or military process specifications offer alternate methods of operation or special processes. When the specifications call for written procedures or procedure qualification, the ODA unit member must evaluate these procedures to determine if they are easy to understand and if they adequately described.

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

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

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

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

e. FAA Notification of Off-site projects. If the project requires notification, the ODA holder should notify the OMT lead early in the project of any plans to perform an installation at an off-site facility. 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.

f. Off-site Project Coordination within the FAA. If project notification is required, the OMT must review and approve each off-site project before any prototype installation starts. The OMT must also consider its own ability to participate in the project, including oversight, 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.

g. Off-site Prototype Installations on Military Commercial Derivative Aircraft. Prototype installations on military commercial derivative aircraft (MCDA) may be performed at any location and by any entity agreed to by the military service responsible for the airworthiness of the product. The ODA holder's evaluation must determine that the appropriate skills and equipment needed to ensure the conformity of the prototype installation will be utilized.

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 8 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. Approval of AMOCs for Specific ADs with Structural Aspects. A TC ODA holder may be authorized to approve AMOCs for specific ADs with structural aspects (i.e., structural ADs or ADs involving other disciplines in which structure may be affected by repair, modification, or alteration). This authority may be granted only for aircraft on the ODA holder's TC when the OMT determines that the intent of the AD is to restore an aircraft to its type certification basis or other known defined, and published standards. This authority is not applicable to engines and propellers.

(1) **Authorizing the ODA Holder.** The ODA holder will work with the OMT to determine which ADs are appropriate for delegation. The ODA holder must identify the specific AMOC authority of each ODA 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.

(2) **Limitations.** The ODA holder may approve AMOCs defining deviations for repairs and/or alterations to a single aircraft. However, the same AMOC may be approved repeatedly on separate FAA Form 8100-9s for multiple aircraft that are determined eligible. In rare circumstances, when the ODA holder has documented a pattern of identical approvals, and in coordination with the OMT, the ODA holder may be authorized to approve a global AMOC or an AMOC applicable to a number of products operated by a single operator. Also, the 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:

(a) Adjustments to the compliance times.

(b) Changes to operational limitations specified in ADs.

(c) Discretionary judgments of acceptability.

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

(e) Any area other than aircraft structures, except as provided for in paragraph 8-9b.

(3) **Temporary Repair AMOC Requirements.** A temporary repair may be approved as an AMOC only when:

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

(b) The durability of the temporary repair must be at least twice the structural maintenance period, but not less than 18 months (based on projected aircraft utilization).

(c) The temporary repair must be replaced by a permanent repair (or terminating action in the case of an AMOC) by the next structural maintenance check, but not later than 24 months.

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

b. Approval of AMOCs not Relevant to the Unsafe Condition. A transport category aircraft TC ODA holder may be authorized to approve AMOC requests for deviations, including areas other than structures, that are not relevant to the unsafe condition addressed by the AD. The deviation must not have an adverse impact on the prescribed corrective action intended to address the identified unsafe condition described in the AD. For example, if the

location of a bracket is a part of, or the cause of, the unsafe condition described in the AD, it is not appropriate for an AMOC under these provisions to allow a deviation from the bracket relocation requirement specified in the AD. The ODA procedures manual and ODA unit member listing must clearly define the boundaries and limitations of AMOC approval authority provided for under these provisions. The activities that may be authorized include:

(1) Modifications not Associated with the Unsafe Condition;

(a) Trimming of non-airframe brackets or clamps for systems hardware;

(b) Relocation of brackets, clamps, wire bundles for systems hardware;

(c) Drilling or mounting location deviations for systems hardware brackets, clamps or panels;

(d) Instructions for drilling holes required for installing systems parts;

(e) Splicing wire (allowed on non-fuel quantity indicating system (FQIS) electrical systems only);

(f) Alternate wire caps, grommets, terminal blocks, ground blocks, lugs;

(g) Alternate relay positions;

(h) Alternate wire routing instructions (2” minimum wire separation required from FQIS wiring);

(i) Movement of wires to alternate connector pins;

(j) Movement of wires to alternate terminal blocks (2" separation required from FQIS wiring);

(k) Movement of wires to alternate splices;

(l) Approval to retain wire that is long enough to meet re-routing requirement where instructions says to discard;

(m) Replacing existing wire with longer wire where instructions specify use of existing wire;

(n) Retaining replaced wires as spares instead of discarding;

(o) Wire bundle wrapping differences;

(p) Alternate means to re-label electrical panels;

(q) Deviations from cleaning instructions;

(r) Errors in sealant part number/alternate sealant; and

(s) Replace removed bolts/nuts/washers with new hardware instead of reinstalling old ones.

(2) Alternate service instructions not affecting the unsafe condition:

(a) Request to remove more or fewer parts/components than the instructions require to gain required access to service area;

(b) Alternate method of removing components than instructions specify;

(c) Allow flight controls to be deactivated in other positions than what instructions specify;

(d) Allow for servicing over two maintenance periods instead of one within required compliance time;

(e) Allow maintenance actions to be completed with aircraft electrical power removed;

(f) Allow for modifications of components at bench level instead of on airplane; and

(g) Allow for alternate inspection methods to verify part or component manufacturer, if available.

(h) Correction of spelling errors, and isolated instances of part number errors. This does not include part number changes throughout the service instructions.

c. Documentation. Delegated AMOCs must be distributed in accordance with FAA Order 8110.103, *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 or multiple product AMOC, identify the applicable aircraft for which the AMOC is approved. This can be accomplished through a listing of applicable operators, serial numbers, or other limiting criteria; or if the global AMOC applies to all serial numbers, so state;

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

(3) A complete and detailed description of the AMOC, including part names, numbers, and serial numbers (if applicable). A description of damage, modifications, alterations, 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.

d. ODA Holder Responsibilities. The ODA holder must:

(1) Notify the operator of the terms of any life limited ODA-unit approved temporary repair for a particular AD. The notification must include a copy of 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.

e. OMT Review. The OMT must monitor and review such approvals ensuring that they continue to achieve the required level of safety imposed by the AD. The ACO must revoke any AMOC granted by the ODA unit that no longer achieves an acceptable level of safety, and take appropriate corrective action, including revocation of the delegation if necessary.

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

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

(1) A definition of acceptable changes,

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

(3) Method of approval, and

(4) Documentation.

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

8-11. Airworthiness Certification.

a. Before issuing a standard or special airworthiness certificate, or a special flight permit, ODA unit members must inspect the aircraft, and document the results of the inspection as described in FAA Order 8130.2. Before issuing an experimental certificate or special flight permit, the ODA unit must get written approval from the geographic MIDO where the aircraft is located of any limitations, conditions and flight test areas the FAA considers necessary for safety. The ODA unit should recommend limitations, conditions and flight test areas, if necessary, in the applicant's program letter to the FAA. The ODA unit members must review and complete the following, as applicable:

(1) FAA Form 8100-1,

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

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

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

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

8-12. Special Flight Permits. Before issuing a special flight permit, the ODA unit must obtain from the MIDO, in writing, any limitations, conditions, and areas of operation the FAA considers necessary for safety. The ODA unit must issue the special flight permit, FAA Form 8130-7, in accordance with FAA Order 8130.2. The MIDO will send the original airworthiness certification package (including the application, supporting documentation, and the certificate) to the Aircraft Registration Branch (AFS-750) 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 Design, Manufacturing, and Airworthiness 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 in any aspects of the project they feel is necessary for oversight of the ODA holder. If the project is acceptable, the OMT lead will provide the 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 participation, 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 of compliance 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. FAA Project Participation. The FAA will notify the ODA unit of areas in which the FAA will participate. Based on the information received at the familiarization meeting and preliminary type certification board meeting, the FAA will provide formal notification of each area in which direct participation is planned. The level of FAA participation depends on the complexity of the product, 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 project participation, including the making of specific findings of compliance. The procedures manual must explain how the ODA unit is to accomplish and handle these activities.

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 of compliance are identified, the ODA unit may begin making engineering compliance determinations. The ODA unit is responsible for providing sufficient notice to the FAA whenever the agency is involved. The procedures for compliance determinations are essentially the same as those the FAA would use to conduct a standard certification program. The processes and procedures to be used must be explained in the procedures manual.

i. Applicant Showings. In order to rely on applicant showings, the procedures manual must address the following:

(1) **Applicant Showing Recognition Procedures**. – These procedures must describe:

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

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

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

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

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

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

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

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

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

approval.

j. 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 Order 8130.2.

k. 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.

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

m. 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.

n. 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.

o. 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.

p. 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.

q. 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.

r. 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.

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

t. 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.

u. 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.

v. 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.

w. 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.

x. 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.

y. 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.

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

aa. 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.

(3) FAA Form 8130-3,

(4) FAA Form 8130-9,

(5) FAA Form 8110-31, Type Inspection Report – Part 1.

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

(2) FAA Form 8130-3.

(3) FAA Forms 8110-31 (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. 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*

b. An ODA unit may issue airworthiness approvals only for those articles produced under the ODA holder's TSOA. The procedures manual must specify the articles covered by the authorization. The ODA unit may determine conformity in support of FAA managed certification projects for installation approvals, such as TC or STC only for those articles produced under the ODA holder's TSOA.

10-5. Records. In addition to the records required by paragraph 3-17 of this order, a TSOA ODA holder must keep conformity inspection records that the ODA unit has completed, such as Forms 8100-1, 8120-10, 8130-9, 8130-3, 8110-31, 8110-6, 8110-7, and 8110-8.

10-6. Conformity Functions. Inspection personnel in the ODA unit may conduct conformity inspections in support of FAA and or CAA managed certification programs. Conformity inspections must be accomplished in accordance with the guidance in FAA Order 8110.4.

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

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

c. Prior to any compliance inspection or test, an ODA unit member must complete the following (as applicable) to document conformity of the end product, in-process articles, or test articles with the type design:

(1) FAA Form 8100-1,

(2) FAA Form 8130-3, and

(3) FAA Form 8110-31 (part 1).

10-7. Airworthiness Approvals.

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

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

Chapter 11. Supplemental Type Certification Functions

11-1. General. This chapter outlines the requirements and functions for STC ODA holders. An STC ODA holder may issue STCs and related airworthiness certificates, approve data in support of FAA-managed projects, and approve repair and alteration data in support of STCs it has issued.

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

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

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

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

d. An STC ODA holder must have facilities that can accommodate ODA personnel and records. Installation of STC prototypes may only be done at facilities or locations as described in paragraphs 11-6 of this order.

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

11-3. Functions. Figures 2-2 and 2-3 of this order list the ODA function codes. An STC ODA holder must be able to perform all of the functions required for the alterations for which it may issue an STC. The STC ODA holder's procedures manual must identify the ODA holder's specific authorized functions and limitations. The available STC ODA functions are:

a. Approve Technical Data and Find Compliance to the Airworthiness Standards (function code 11010). An STC ODA unit may approve type design and substantiation data, including changes to the data. This includes:

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

(2) Witnessing tests,

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

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

b. Issue STCs and/or Amendments (function code 11020). An STC ODA unit may issue an STC if it finds that the requirements of 14 CFR §§ 21.20, 21.113 and 21.115 for issuance of an STC are met.

c. Approve Operational or Repair Information (function code 11040). An STC ODA unit may approve operational information. The specific authority must be defined in the procedures manual. Under this function code the ODA unit may approve an aircraft flight manual (AFM) supplement and any associated information such as cargo loading or weight and balance (including revisions) for an STC it issues.

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

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

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

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

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

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

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

(6) **Issue a Replacement Airworthiness Certificate (function code 110610)** when a certificate is declared lost, has been mutilated, is no longer legible, or contains inaccurate and/or erroneous information following the policy contained in FAA Order 8130.2.

> **Note:** This function is limited to an aircraft being modified under an STC project. This function includes the replacement of a certificate when the aircraft registration number changes.

f. Establish Conformity Inspection Requirements (function code 11070). An STC ODA unit may set requirements for the extent and kind of conformity inspections required, and may issue a request for conformity or TIA, as applicable.

g. Determine Conformity of Articles Including Test Articles (function code 11080). An STC ODA unit may determine whether engines, propellers, articles, or test articles conform to the design data.

h. Determine Conformity of Test Setup (function code 11090). An STC ODA unit may determine whether a test setup conforms to its design data.

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

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

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

(1) Interpretations of the airworthiness standards.

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

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

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

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

(6) Changes to the flight crew operating manual.

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

(8) Issue papers.

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

(1) Changes associated with ADs, including AMOCs.

(2) Projects using the MRB or MTB process.

Note: The OMT may limit delegated ICA review and acceptance by project/product types. The OMT may also reduce or remove these limitations once the ODA holder has proven to the OMT that its process results in acceptable ICA.

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

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

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

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

d. A list of products by make, model, manufacturer's serial number, and registration number altered to substantiate an STC issued by the ODA unit.

e. An STC ODA holder must submit quarterly reports identifying major repair or major alteration data approved by the ODA unit.

11-6. Alteration Locations.

a. General. All prototype alterations must be performed at the ODA holder's facilities or other locations determined to be appropriate by the ODA holder. (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 any location agreed to by the military service responsible for the airworthiness of the aircraft. See paragraph 11-9 of this order.

b. Authorized Locations. The STC ODA procedures manual may identify the authorized facilities where prototype alterations may be performed. The facilities may be the ODA holder's certificated facilities, or other certificated off-site facilities qualified by the ODA holder and agreed to by the OMT. An STC ODA holder may identify off site facilities in the procedures manual (with OMT concurrence) after evaluating them in accordance with paragraph 11-8 of this order. Every two years an ODA holder must re-evaluate those off-site facilities identified in its ODA procedures manual. Consultant group STC ODAs perform all prototype activity at off-site facilities. A prototype installation in support of an STC ODA project may be performed at an off-site facility not identified in the ODA holder's procedures manual only after the ODA holder determines the facility is qualified in accordance with paragraph 11-8 of this order and coordinates with the OMT.

11-7. Supplemental Type Certification Programs. A STC ODA holder must use the same process the FAA uses for standard certification programs (see FAA Order 8110.4 and AC 21-40, *Guide for Obtaining a Supplemental Type Certificate*).

a. STC Program Considerations. The ODA is based upon the ODA unit's demonstrated experience and capability to determine that alteration designs comply with the airworthiness standards and are in a condition for safe operation.

(1) **STC Program Data Approval Requirements.** All data approvals and conformity inspections necessary for the STC program (except data approvals provided by the product's TC holder ODA) must be accomplished by the STC ODA holder's unit members, unless retained by the FAA.

(2) **Working with Other STC Applicants.** An STC ODA unit may issue an STC to an applicant other than the ODA holder. When issuing the STC to another applicant, the ODA holder must act as an agent for the applicant. The ODA holder's program notification letter must include a letter from the STC applicant noting that the ODA holder is acting on the applicant's behalf and that the applicant understands the responsibilities of an STC holder. The ODA holder will maintain the project file as required by section 3-17 and will ensure that the STC holder has a copy of the descriptive and substantiating data.

(3) **Data Development Responsibilities.** An STC applicant must provide substantiating data to show compliance with the applicable airworthiness requirements.

(a) An ODA unit may approve a design only when the ODA unit has a complete understanding of the design, and takes full responsibility for the integrity and completeness of compliance findings for the design and installation of the alteration. An ODA holder, as the STC applicant or its agent, is responsible for overall alteration development, including design integration, development of design and substantiation data, prototype installation, and certification. An ODA holder must substantiate compliance with all airworthiness requirements for the design and installation of the systems and all components (including items previously approved and used in other applications) involved in the STC.

(b) Lower level design/substantiation data developed by suppliers is acceptable, if the ODA holder is involved in all aspects of showing compliance for the integration of the design and substantiation data.

(c) An ODA holder must review and validate that all data developed by other parties apply to the alteration and provide necessary substantiation of compliance with airworthiness standards. Proper compliance with the airworthiness standards can be established only when type certification requirements are considered early in the design development process. This mandates early involvement by an ODA holder in any program leading to issuance of an STC. This responsibility is in addition to the ODA unit's responsibility when making the findings of compliance for the project.

(4) **Additional Party Involvement.** Projects that involve numerous parties in the design or manufacture of articles require additional scrutiny on the part of both the ODA unit and the OMT. The OMT must evaluate the capability of an ODA holder to perform such projects, considering the experience and competence of the other parties involved, during the review of the PNL.

(5) **Additional Knowledge.** In addition to showing compliance to the airworthiness standards, an ODA holder is also responsible for finding that the altered product is of a proper design for safe operation. In order to determine this, the ODA holder must consider the product manufacturer's design philosophy, principles, and operational assumptions. Such information may be obtained by reviewing available data such as: original type design data, TCDS, flight manuals, flight crew operations manuals, or by past experience of the ODA unit. An ODA holder must also consider the procedures employed by the operator of the product and the impact of any alterations previously made to the product. The OMT should assess the ODA unit's experience and knowledge of these considerations when reviewing PNLs and determining the level of FAA participation in a project.

(6) **Adherence to Policy Requirements.** As a representative of the FAA, an ODA holder is expected to comply with any certification guidance and policy applicable to the project. Each ODA holder must stay informed of the latest policies applicable to the projects it performs and propose certification plans that conform to these policies. Certification policies can be reviewed on the internet at http://www.airweb.faa.gov/rgl.

(7) **Requirement for Program Notification Letter.**

(a) At the OMT's discretion, ODA holders may be authorized to issue, amend, or reissue STCs without submittal of a PNL. The scope and limitations of any type of activity not requiring a PNL must be defined in the ODA procedures manual and may only be authorized for STCs or major changes for which the OMT can establish beforehand that:

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

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

(b) The ODA administrator must notify the OMT of any planned certification project if there is any question regarding the ODA holder's authority to complete the project without submittal of the PNL. Although a PNL need not be submitted under these provisions, the ODA holder must still prepare and maintain all of the documentation normally included with a PNL. Procedural coordination requirements for CPN, off-site installations, and the use of foreign-registered aircraft must still be complied with for all STCs and any major change to type design. ODA procedures manuals must specify the procedures for submitting information for that coordination. Also, CPN information must highlight the project as a "No PNL ODA Project" in the project description field of the CPN database. The ODA procedures must ensure any FAA participation required as part of the project is completed, such as coordination with the AEG for ICA or operational suitability aspects or the ACO for any needed approvals.

(c) A PNL is required for any project:

1. That is a significant change pursuant to 14 CFR 21.101.

2. Involving items on the applicable directorate's issues list, unless the issue has been dispositioned on that ODA holder's previous project through a completed stage 4 issue paper, the issue paper is marked for reuse, and all reuse conditions are met or in another manner acceptable to the accountable directorate as documented in the ODA procedures manual. Such an issue paper or other documentation must be referenced in the certification plan and noted in the CPN.

3. Requiring issuance of an equivalent safety finding, exemption, or special condition (that is, one that does not already exist as part of the product's certification basis).

4. Requiring a determination of compliance to a requirement for which the ODA holder has not previously demonstrated experience..

5. Involving a novel or unusual design feature not previously introduced or a method of compliance not previously accepted by the OMT for use on the ODA holder's projects.

6. Involving issuance of a new approved model list STC.

7. Involving a change that is the subject of a planned airworthiness directive (AD) or affects compliance with an existing AD (for example, an alternative method of compliance is required).

8. Involving approval of any automatic dependent surveillance-broadcast (ADS-B) and position source pairings not previously qualified in accordance with the latest revision of Appendix 2 of Advisory Circular 20-165, *Airworthiness Approval of Automatic Dependent Surveillance-Broadcast (ADS-B) Out Systems*. When in doubt, the ODA holder should contact the ADS-B equipment manufacturer or the OMT for pairing information.

9. For which the required FAA project participation pursuant to paragraph 11-7d cannot be established in advance.

(d) If required by the OMT, the ODA holder must submit activity reports including information about any projects completed without submittal of a PNL.

(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.

(10) **Recognition of Applicant Showings.** OMTs may authorize ODA holders to base an approval on the applicant's showing of compliance rather than a specific approval by the ODA unit. The OMT must recognize any specific applicant showing activity prior to its use on any specific project, and the ODA procedures manual must address the requirements of paragraph 11-16l.

(a) The ODA holder may propose an applicant showing activity for recognition or the OMT may propose it to the ODA holder. When proposed, the OMT will use an approved risk based decision making (RBDM) tool to determine the level of risk associated

with the regulations being addressed by the activity. Activities may be recognized for applicant showing when RBDM tool determines the risk for the regulations associated with the activity is "low" or when the RBDM tool determines the risk is "medium" and the OMT's office manager documents why the activity should be considered low risk. Any reliance on applicant showings for projects in which the ODA holder is not the applicant is limited to show-compliance activities performed by the ODA holder on behalf of the applicant as agreed to by the OMT. Additionally, the following criteria must be met:

1. The ODA holder has evidence of successfully obtaining FAA approval for that type of specific compliance data on past projects, including projects of comparable complexity:

2. The ODA holder's compliance methodology is the same as on past FAA projects; and

3. The ODA holder uses the same person(s) in making the showing, or an auditable documented company process for the compliance methodology is used to develop the specific substantiating data.

(b) Any RBDM tool results, including rationale for disagreement with the tool output, upon which applicant showings are recognized, must be retained in the OMT's records. Additionally OMTs should periodically assess the quality of applicant showing activity to the extent necessary to continue recognition. Although this might be done by OMT member sampling and reviewing applicant data, it could also be assessed through ODA Unit Member reviews or feedback, or through an ODA holder's self-audit system. Recognition of applicant showing should be suspended or terminated if the showings of compliance are deemed inadequate.

b. Program Notification Letter. When required, 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 meeting the criteria for directorate involvement according to FAA Order 8110.115.

(7) Identification of any recommended areas for FAA project participation 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(s) (make and model) that the project involves. The OMT will also consider its own ability participate in the project, including oversight, 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 project participation.

(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. FAA Project Participation. After reviewing and coordinating the proposed certification and conformity plans, the OMT must advise the ODA holder of any activities or areas in which the FAA will participate, including the making of specific findings of compliance.

(1) **Mandatory (Non-Discretionary) Participation.** The FAA must perform any activity that cannot be delegated and those for which the ODA holder is not authorized**.** This includes those items identified in paragraph 11-4c and other activities that require specific FAA participation such as AEG review of operational suitability, changes to the master minimum equipment list, aircraft flight manual, crew training, and emergency evacuation demonstrations.

(2) **Discretionary Participation.** The FAA may identify participation in activities or areas in which the ODA holder is authorized and could be delegated. This could include the conducting or witnessing tests or inspections, or making specific findings of compliance. These activities must be performed by the FAA during completion of the project and the ODA holder must account for FAA participation within the project schedule. This type of participation is appropriate for the following:

(a) Performance Issues. Those activities or areas in which the ODA holder needs to improve performance, including technical compliance areas or project management activities.

(b) Insufficient Demonstration of Ability. Those activities or areas in which the ODA holder has not demonstrated the ability to determine compliance. This is appropriate for the following:

1. Regulation Changes. When regulation changes impact the ODA unit's ability to determine compliance.

2. When FAA policy or procedures changes since the ODA holder's last type certification program impact the ODA holder’s ability to determine compliance.

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

4. New or Differing Methods of Compliance. Those areas involving methods of compliance or substantiation to regulations with which the ODA holder has not demonstrated experience.

(c) Service Difficulties. Activities or areas in which the ODA holder's previous approvals have resulted in service difficulties or safety related problems.

(d) Areas Critical to Safety. Certain high risk certification activities or design areas critical to safety including testing of critical areas/characteristics, especially those areas that are subjective or warrant independent review. This does not restrict the delegation of regulations identified by the RBDM tool as high-risk. Regulations identified as high risk by the

RBDM tool should be authorized to the ODA holder when possible..

(3) Oversight Participation. The OMT may identify any delegated activities or areas of the project in which it wants to participate for the purposes of project-related knowledge or ODA oversight. This could include witnessing of tests or inspections, or reviewing compliance findings made by the ODA unit. The ODA holder should keep the OMT informed of the schedule for these activities, but the ODA holder may proceed with the project if the OMT is not able to participate in these activities.

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 FAA participation, including the making of specific findings of compliance, and the rationale for participating. The PNL response must include instruction to the ODA holder to provide adequate notice to the FAA of activities in which the FAA will participate. The FAA response should include direction to the ODA 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 participate, including the making of specific findings of compliance.

(5) Coordinate program scheduling necessary to accomplish the required FAA participation.

(6) Establish that areas requiring FAA participation have been satisfactorily completed by the FAA.

(7) Review the certification plan and conformity inspection plan.

(8) Review the applicable noise requirements and establish the nature and extent of tests and substantiation expected from the ODA holder.

g. 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. If a PNL is submitted, the AEG OMT representative will determine the level of project participation during the PNL review. The ODA unit must ensure the ICA is accepted upon delivery of the altered product or prior to issuance of the first standard or restricted airworthiness certificate for an altered aircraft, whichever occurs later.

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

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

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

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

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

2. Reconciliation of ICA with design data.

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

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

5. A process to ensure that ICA development and review is complete, and the ICA meet the requirements of the regulations and FAA Order 8110.54 before the ODA administrator documents acceptance of the ICA by completing FAA Form 8100-11 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) A completed FAA Form 8110-12, if not provided with a PNL.

(e) 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 an electronic copy of the STC (with or without signature) to AIR-141 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 or Reissuance of an Existing STC. Any STC amendment issued by an ODA holder requires submittal of a PNL except as provided for in paragraph 11-7a(7). 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. The ODA holder may reissue STCs to correct administrative errors or detail, incorporate name changes for the

existing holder, replace a lost or destroyed certificate, or for other purposes as allowed by its OMT.

11-8. Off-Site Project Requirements. An ODA holder may conduct off-site prototype installations at any location by any entity determined by the ODA holder's evaluation per paragraph 11-8a as having the appropriate skills and equipment needed to ensure the conformity of the prototype installation. This may include repair stations operating under the authority of 14 CFR 145.203.

Note 1: If the prototype aircraft is being approved for return to service, the ODA holder must ensure that the prototype installation is conducted in accordance with the applicable regulations or requirements of the airworthiness authority of the state of registry or other entity responsible for the airworthiness of the product.

Note 2: Any prototype installation which requires on-site FAA participation as part of the project is subject to the availability of FAA funding and resources.

Note 3: Prototype installations on projects classified as significant in accordance with 14 CFR 21.101 must be accomplished at FAA certificated facilities, or, for MCDA, at facilities agreed to by the military service responsible for the product.

a. Off-site Facility Management. The procedures manual must contain procedures for managing off-site prototype alterations, including a checklist for either the ODA holder or the ODA unit to evaluate the off-site facility. 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.

b. Off-site Personnel and Processes.

(1) Inspection ODA unit members must follow the project-specific conformity plan. The inspection procedures must describe how to track the status of required conformity inspections. Conformity inspections must satisfy FAA Order 8110.4 and the ODA procedures manual.

(2) An inspection ODA unit member must be present at the off-site facility during the installation portion of the project as needed to perform in-process and final installation conformity inspections. The ODA unit member must be present if any repair or alteration activity could affect any previously conformed articles or installations whose conformity could not be subsequently re-established. The ODA holder must have sufficient control over the activity to ensure that unit members complete any required conformity inspections on encased or otherwise not readily visible installations.

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

(4) ODA unit members must be able to provide advisory and technical assistance to support a project at an off-site location.

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

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

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

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

(2) Appropriate for the alteration; and

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

d. Off-site Purchasing and Receiving. To prevent the use of nonconforming or unsafe articles obtained from outside sources, the ODA holder must keep an effective purchasing and receiving inspection system that ensures:

(1) Purchase orders and contracts contain sufficiently detailed specifications (such as control drawings), design data, inspection, tests, and FAA requirements to ensure purchased articles or services meet the requirements of the type design data.

(2) Conformity of processes and raw materials to design data is independently verified by inspections or tests. For raw materials, the conformity determination begins with a review of a supplier's certificate of conformance. An ODA unit member may not accept materials solely upon review of a certificate of conformance from the supplier.

(3) The ODA holder maintains configuration control and final design change approvals for all items, including supplier-designed articles. The ODA holder may not delegate these responsibilities to off-site facilities or suppliers.

(4) All purchase documents given to suppliers specify all applicable FAA and technical requirements, including inspections and tests necessary to show that the supplied items conform to the applicable data.

(5) Drawings must clearly identify which method or process is to be used when industry or military process specifications offer alternate methods of operation or special processes. When the specifications call for written procedures or procedure qualification, the ODA unit member must evaluate these procedures to determine if they are easy to understand and adequately described.

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

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

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

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

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

(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 ODA unit members, by discipline, it expects to participate. The ODA holder must inform the OMT when the number or disciplines of additional ODA unit members are confirmed or change.

(4) Pertinent details of the project, including the off-site facility's involvement in engineering data development, conformity inspections, and any certification testing, including ground and flight testing.

f. Off-Site Project Coordination within the FAA. The OMT must review and approve each off-site STC project before any prototype installation starts. In addition to existing project management and coordination requirements, the OMT must coordinate with the off-site facility's principal maintenance inspector or principal avionics inspector if there is any question regarding the facility's experience performing the type of alteration on the specific products (make and model) the project involves. The OMT must also consider its own ability to participate in the project, including oversight 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 project participation, including oversight.

(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.

11-9. Off-Site Prototype Installations on Military Commercial-Derivative Aircraft. Prototype installations on MCDA may be performed at any location and by any entity agreed to by the military service responsible for the airworthiness of the product. The ODA holder's evaluation must determine that the appropriate skills and equipment needed to ensure the conformity of the prototype installation will be utilized.

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-400). 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 in any aspects of the project they feel is necessary for oversight of the ODA holder. If the project is acceptable, the OMT lead will provide the 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 participation, 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 of compliance 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 applicant showings, if applicable, and FAA specific findings of compliance.

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. Applicant Showings. In order to rely on applicant showings, the procedures manual must address the following:

(1) **Applicant Showing Recognition Procedures**. – These procedures must describe:

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

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

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

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

(a) How recognized applicant showings are identified on each project's

certification plan/compliance checklist.

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

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

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

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

m. 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 applicant showings and FAA specific findings of compliance are complete, and the procedures for completion of the FAA Form 8100-11.

n. 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.

o. 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.

p. Airworthiness Certification and Issuance of Special Flight Permits. The procedures used should be explained in the procedures manual and meet the requirements of FAA Order 8130.2.

q. 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.

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

s. Approval of Major Repair or Major Alteration Data. The procedures for coordination and approval of major repair or major alteration data.

d. Approve Data for Major Alterations and/or Major Repairs (function code 12130). An MRA ODA unit may approve technical data for major repairs (including repair specifications) and major alterations. This includes:

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

(2) Witnessing tests or performing compliance inspections to determine compliance with the applicable certification regulations.

(3) Reviewing test data to ensure the test was conducted in accordance with the test plan.

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

e. Perform Aging Aircraft Inspections and Records Reviews (function code 12140). An MRA ODA unit may issue notification of completion to air carriers after conducting records reviews and aircraft inspections required by 14 CFR §§ 121.1105, 129.105, or 135.422.

12-4. Limitations.

a. The OMT may impose any limitations on an MRA ODA holder's authority as warranted by the ODA holder's staffing and experience that the OMT determines appropriate. The OMT must limit the authority based upon the qualifications and capabilities of the ODA unit members. The OMT should carefully evaluate an ODA holder's capability and experience prior to delegating approval of repair and alteration data.

b. The procedures manual must specify the makes/models and types of repair or alteration data the ODA holder is authorized to approve. It must also specify any limitations on airworthiness approvals.

c. No ODA unit may:

(1) Change the engine-airframe combination.

(2) Approve data for alterations which must be approved by STC as prescribed in FAA Order 8900.1 or other FAA policy.

12-5. Records. In addition to the records required by paragraph 3-17 of this order, an MRA ODA holder must keep the following records:

a. For each major alteration or major repair data approval, project records that must be kept for the duration of the MRA ODA include:

(1) The design and substantiation data approved in support of the major alteration or major repair including flight manual supplements and airworthiness limitations, if applicable.

12-9. Activity Outside Geographic Area.

a. MRA ODA units with airworthiness certificate and approval functions are authorized to perform their authorized functions within the geographic boundaries of the Flight Standards office(s) that are OMT members. However, a Flight Standards OMT member may authorize an MRA ODA unit to perform authorized function(s) outside the geographic boundaries (including other countries) on a case-by-case basis when the ability of the FAA to adequately monitor the ODA activity is maintained.

b. MRA ODA holders requesting authority to perform work outside of the geographic boundaries of their managing Flight Standards office must submit a written request to their Flight Standards OMT member by email, fax, or other electronics methods as determined appropriate by the Flight Standards OMT member at least 7 calendar days before the scheduled activity. The request must include the following:

(1) Date of expansion request.

(2) MRA ODA number.

(3) MRA ODA company name.

(4) Unit member point of contact (POC) telephone number.

(5) Function code requested.

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

(7) Name of facility.

(8) Facility address.

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

(10) Facility telephone number.

(11) Facility POC for FAA oversight.

(12) Proposed start date.

(13) Estimated time required to complete activity.

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

(15) Copy of the FAA Form 8130-6 submitted by the applicant as required by FAA Order 8130.2.

c. The Flight Standards OMT member will coordinate the request with the Flight Standards office responsible for the geographic area. The Flight Standards office with

geographical responsibility for the location where the MRA ODA unit will accomplish the work must agree to the request in writing or by FAA email between FAA offices. Both offices must maintain a record of the MRA ODA holder's request and geographic approval. In all cases, the authorization should not exceed 30 calendar days unless a written justification is provided and both offices agree to the justification in writing. The geographic office (where the function is being performed) should address any concerns about the proposed airworthiness activity with the Flight Standards OMT member. Geographic offices may deny the activity if there are known concerns with the aircraft in relation to the proposed activity or if the FAA office wishes to accomplish the work themselves (to not delegate the work). In either case, the OMT is responsible for providing the written authorization or denial to the ODA holder.

> **Note:** For organizations that hold multiple ODA types, the notification requirements above only apply to airworthiness certificate and approval functions performed under their MRA ODA unless additional notification requirements are included in their FAA-approved procedures manual.

12-10. Procedures Manual Requirements. In addition to the requirements of paragraph 3-9 of this order, the procedures manual must address the following elements in the "Procedures" section:

a. Repairs and Alterations.

(1) Differentiating between repairs and alterations.

(2) Determining whether major alterations require an STC.

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

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

(b) Coordination of data with all applicable ODA unit engineering disciplines.

(c) Disposition of non-conforming articles and materials for owner-operator manufactured articles when the ODA holder is the owner-operator.

(d) Damage tolerance assessment of structure.

(e) Damage limits of repairs by FAA-accepted methodology.

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

(5) Ensuring that the ICA or impact assessment was prepared by the applicant and that the ICA was prepared in accordance with the ICA checklist in FAA Order 8110.54. The

procedures manual must also include a requirement to identify the impact assessment or the ICA on the FAA Form 8100-11 before the FAA Form 8100-11 is signed.

> **Note**: Neither the FAA, nor the ODA holder acting on behalf of the FAA, is required to make a distinct acceptance of either the ICA or the impact assessment. The applicant is responsible to prepare ICA or impact assessments that are acceptable to the FAA.

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

b. Airworthiness Certification and Issuance of Special Flight Permits. The procedures must meet the requirements of FAA Order 8130.2. Refer to paragraph 12-9 of this order for procedures relating to requesting authority to perform airworthiness certificate and approval functions outside of the geographic boundaries of the managing Flight Standards office.

project involving articles manufactured by the ODA holder. See paragraph 13-8a of this order.

13-4. Limitations.

a. The OMT may impose any limitations on an ODA holder's authority, as warranted by the ODA holder's staffing and experience, that the OMT determines appropriate. The OMT must limit the authority based upon the qualifications and capabilities of the ODA unit members.

b. PMA Procedures. A PMA ODA holder must use the same general process the FAA uses for standard certification programs (see FAA Orders 8110.42, 8120.22, and 8120.23). The ODA holder's procedures manual must contain the specific forms and procedures. The ODA holder must use FAA forms that apply.

c. Design Approval by Test and Computation. PMA ODA holders may grant test and computation design approval only for the types of articles for which they have demonstrated design and manufacturing experience. The ODA holder's procedures manual limitations must specify the types of articles authorized under the ODA.

d. Limitation on Individual Functions. The OMT may establish restrictions or limitations on individual functions approved for a PMA ODA holder. If applicable, such restrictions will be listed in the limitations section of the FAA-approved procedures manual.

e. Life Limited or Critical Articles. Any PMA design approval involving life-limited or critical articles requires the PNL to be coordinated with responsible CMACO prior to OMT concurrence.

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

(1) Changes associated with ADs, including AMOCs.

(2) Projects using the MRB or MTB process.

Note: The OMT may limit delegated ICA review and acceptance by project/product types. The OMT may also reduce or remove these limitations once the ODA holder has proven to the OMT that its process results in acceptable ICA.

13-5. Records.

a. In addition to the records required by paragraph 3-17 of this order, a PMA ODA holder must keep the following records for the duration of the ODA:

(1) Original PMA letter issued by the FAA.

(2) PMA supplements issued by the ODA unit.

(3) PMA application, design and substantiation data.

(4) PNLs, FAA responses and other project-related correspondence.

(5) Statements of completion for PMA supplements issued by the ODA unit.

(6) ICA.

(7) Documentation that the quality system has been evaluated and complies with 14 CFR 21.307.

(8) Licensing agreements.

13-6. PMA Test and Computation Approvals. A PMA ODA holder must use the same process the FAA uses for standard certification programs (see FAA Orders 8110.42 and 8110.4). The ODA holder's procedures manual must contain the specific forms and procedures used to determine and document compliance to the applicable airworthiness standards and 14 CFR 21.307. The ODA holder must use FAA forms that apply.

a. Showing of Compliance and Recognition of Applicant Showings.

(1) **Showing of Compliance.** In addition to finding compliance through the ODA unit procedures, the ODA holder is responsible as the project applicant to show compliance to the airworthiness standards and provide the statement required by 14 CFR 21.303(a)(5) certifying that it has complied with the applicable requirements prior to completion of the FAA Form 8100-11 by the ODA unit.

(2) **Recognition of Applicant Showings.** OMTs may authorize ODA holders to base an approval on the applicant's showing of compliance rather than a specific approval by the ODA unit. The OMT must recognize any specific applicant showing activity prior to its use on any specific project, and the ODA procedures manual must address the requirements of paragraph 13-12c.

(a) The ODA holder may propose an applicant showing activity for recognition or the OMT may propose it to the ODA holder. When proposed, the OMT will use an approved risk based decision making (RBDM) tool to determine the level of risk associated with the regulations being addressed by the activity. Activities may be recognized for applicant showing when RBDM tool determines the risk for the regulations associated with the activity is "low" or when the RBDM tool determines the risk is "medium" and the OMT's office manager documents why the activity should be considered low risk. Additionally, the following criteria must be met:

1. The ODA holder has evidence of successfully obtaining FAA approval for that type of specific compliance data on past projects, including projects of comparable complexity:

2. The ODA holder's compliance methodology is the same as on past FAA projects; and

3. The ODA holder uses the same person(s) in making the showing, or an auditable documented company process for the compliance methodology is used to develop the specific substantiating data.

(b) Any RBDM tool results, including rationale for disagreement with the tool output, upon which applicant showings are recognized, must be retained in the OMT's records. Additionally OMTs should periodically assess the quality of applicant showing activity to the extent necessary to continue recognition. Although this might be done by OMT member sampling and reviewing applicant data, it could also be assessed through ODA Unit Member reviews or feedback, or through an ODA holder's self-audit system. Recognition of applicant showing should be suspended or terminated if the showings of compliance are deemed inadequate.

b. Program Notification Letter.

(1) Requirement for Program Notification Letter. At the OMT's discretion, ODA holders may be authorized to issue PMAs based on test and computations without submittal of a PNL. The scope and limitations of any type of activity not requiring a PNL must be defined in the ODA procedures manual and may only be authorized for the types of PMA activity for which the OMT can establish beforehand that previous PMA projects of a similar nature have been conducted satisfactorily by the ODA holder,

(a) The ODA administrator must notify the OMT of any planned PMA project if there is any question regarding the ODA holder's authority to complete the project without submittal of the PNL. Although a PNL need not be submitted under these provisions, the ODA holder must still prepare and maintain all of the documentation normally included with a PNL.

(b) A PNL is required for any project:

1. That is a significant change pursuant to 14 CFR 21.101.

2. Involving items on the applicable directorate's issues list, unless the issue has been dispositioned on that ODA holder's previous project through a completed stage 4 issue paper, the issue paper is marked for reuse, and all reuse conditions are met. Such an issue paper must be referenced in the certification plan and noted in the CPN.

3. Requiring issuance of an equivalent safety finding, exemption, or special condition (that is, one that does not already exist as part of the product's certification basis).

4. Requiring a determination of compliance to a requirement for which the ODA holder has not previously demonstrated experience..

5. Involving a novel or unusual design feature not previously introduced or a method of compliance not previously accepted by the OMT for use on the ODA holder's projects.

6. Involving a change that is the subject of a planned airworthiness directive (AD) or affects compliance with an existing AD (for example, an alternative method of compliance is required).

7. For which the required FAA project participation pursuant to paragraph 13-6c(4) cannot be established in advance.

8. That involves the manufacture of a PMA part different in type or nature from those already authorized under the PMA.

(c) If required by the OMT, the ODA holder must submit activity reports including information about any projects completed without submittal of a PNL.

(2) f required to submit a PNL, the ODA holder must submit it to the OMT lead and include:

(a) PMA letter of application as described in FAA Order 8110.42.

(b) Certification plan that includes:

1. Certification basis.

2. Compliance checklist with applicable airworthiness standards and methods of compliance.

3. Recommended areas for FAA project participation based on paragraph 13-6c(4) of this order.

4. Conformity plan or requirements for production aspects.

5. Assessment of the criticality of the article.

6. Service history considerations.

7. Identification of the products the article may be installed on.

8. Location of manufacturing operations.

9. Quality system changes required for production of the article.

10. Method of marking articles.

c. Program Notification Letter Review. The OMT will review the PNL and determine its participation in the project. Coordination with the CMACO is required for projects involving life-limited articles. Projects for critical articles PMA must be coordinated

with the CMACO and accountable directorate by CPN as described in FAA Order 8110.42. The OMT will assess the following:

(1) Acceptability of the certification plan.

(2) ODA Unit Capability. The OMT must determine whether the proposed project is within the ODA unit's authority and capability.

(3) Undue Burden. If the manufacturing location is outside the United States, the OMT must determine that the location does not create an undue burden on the FAA before authorizing the project. See FAA Order 8100.11 for information on undue burden decision papers.

(4) FAA Project Participation.

(a) Mandatory (Non-Discretionary) Participation. The FAA must perform any activity that cannot be delegated and those for which the ODA holder is not authorized.

(b) Discretionary Participation. The FAA may identify participation in activities or areas in which the ODA holder is authorized and could be delegated. This could include the conducting or witnessing tests or inspections, or making specific findings of compliance. These activities must be performed by the FAA during completion of the project and the ODA holder must account for FAA participation within the project schedule. This type of participation is appropriate for the following:

1. Performance Issues. Those activities or areas in which the ODA holder needs to improve performance, including technical compliance areas or project management activities.

2. Insufficient Demonstration of Ability. Those activities or areas in which the ODA holder has not demonstrated the ability to determine compliance. This is appropriate for the following:

a. Regulation Changes. When regulation changes impact the ODA unit's ability to determine compliance.

b. When FAA policy or procedures changes since the ODA holder's last type certification program impact the ODA holder’s ability to determine compliance.

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

3. Service Difficulties. Activities or areas in which the ODA holder's previous approvals have resulted in service difficulties.

4. Areas Critical to Safety. Certain high risk certification activities or design areas critical to safety including testing of critical areas/characteristics, especially those areas that are subjective or warrant independent review. This does not restrict the delegation of

regulations identified by the RBDM tool as high-risk. Regulations identified as high risk by the RBDM tool should be authorized to the ODA holder when possible.

(c) Oversight Participation. The OMT may identify any delegated activity or areas of the project in which it wants to participate for the purposes of project-related knowledge or ODA oversight. This could include witnessing of tests or inspections, or reviewing compliance findings made by the ODA unit. The ODA holder should keep the OMT informed of the schedule for these activities, but the ODA holder may proceed with the project if the OMT is not able to participate in these activities.

(d) Changes to the Quality system. The FAA may review significant changes to the quality system.

d. Program Notification Letter Response. If the OMT determines the ODA unit is capable of performing the project, the OMT will authorize the project in writing and notify the ODA unit of any project participation.

e. Compliance with Regulatory Requirements. Engineering ODA unit members determine compliance with the FAA regulations when required. Engineering or flight test representatives must approve or complete the following, as applicable, to document compliance:

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

(2) FAA Form 8120-10.

f. Conformity. Inspection personnel in the ODA unit conduct and document conformity inspections, and determine the producibility of the article. The conformity determinations of producibility must be recorded on the Form 8100-1.

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

> **Note:** Complex subassemblies may require completion of more than one FAA Form 8130-9.

(2) The ODA holder's procedures manual must identify and document inspection results. The procedures manual must identify the procedures used to develop and approve the conformity inspection plan.

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

(a) FAA Form 8100-1.

(b) FAA Form 8130-3.

g. Instructions for Continued Airworthiness. The ODA holder must develop ICA for test and computation approvals (if applicable).

(1) **Instructions for Continued Airworthiness-Review by FAA.** The ODA holder must develop and submit ICA for any new or changed type design. Unless the ICA review and acceptance function has been authorized, the ICA must be coordinated with the AEG OMT representative early in the program to ensure that ICA development and acceptance does not delay the program. The AEG OMT representative will determine the level of project participation during the PNL review. The ODA unit must ensure the ICA is accepted upon delivery of the altered product or prior to issuance of the first standard or restricted airworthiness certificate for an altered aircraft, whichever occurs later.

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

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

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

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

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

2. Reconciliation of ICA with design data.

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

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

(d) A process by which the ODA administrator documents acceptance of the ICA. (The ODA administrator completes an FAA form 8100-11, which indicates compliance with 14 CFR XX. 1529.) This should include a quality control process to ensure that ICA development and review is complete, and the ICA meet the requirements of the regulations and FAA Order 8110.54.

h. Quality System. After the ODA unit has evaluated the PMA data package in accordance with FAA Order 8110.42, paragraph 9.c., and finds that the design data complies with all of the applicable airworthiness requirements and 14 CFR part 21, the ODA unit must:

(1) Verify design approval is complete.

(2) Verify that all conformity inspection reports have been completed.

(3) Verify that the manufacture of the article does not require significant changes in the manufacturer's operations or capabilities. Any PMA supplement that requires significant changes in the manufacturer's operations or capabilities must be coordinated with the OMT before the supplement is issued. Significant changes to the manufacturer's operations or abilities include but are not limited to:

(a) Special processes performed by the manufacturer for the first time (e.g., heat treating, shot peening, friction welding).

(b) Articles produced using new tooling, jigs, equipment, etc.

(c) Articles that can only be inspected by using the tool that produced them.

(d) Articles produced at a new production facility.

(4) Verify that the ODA holder has completed a statement certifying that the quality system required by 14 CFR 21.307 has been established.

(5) Determine and document that the quality system satisfies the requirements of 14 CFR 21.307. When applicable, conduct an article conformity inspection in accordance with FAA Orders 8120.22 and 8120.23.

(6) Verify that processes are in place to ensure the articles will be marked as required by 14 CFR 45.15.

i. Issuing PMA Supplements. To issue a PMA supplement, the ODA administrator must:

(1) Ensure that the ODA holder has documented an applicant's certifying statement as required by 14 CFR 21.303(a)(5) prior to completion of the FAA Form 8100-11. The statement must be attested to by a designated agent of the ODA holder.

(2) Complete an FAA Form 8100-11 indicating all engineering, manufacturing, and production activities, including specific findings of compliance, of the program are complete.

(3) Issue the PMA supplement in the applicable format prescribed in appendix A, figures 21-24 of this order.

j. Data Submittal.

(1) The ODA unit must submit a copy of the PMA application, conformity inspection report, and the PMA supplement (including an electronic copy) to the geographic MIDO within 14 calendar days of the date of issuance of the PMA supplement.

(2) The ODA unit must submit a copy of FAA Form 8100-11, required by paragraph 13-6.(i)(1) of this section, to the OMT lead within 14 calendar days of the date of issuance of the PMA supplement.

(3) The MIDO will electronically transmit the PMA supplement to AIR-141 for inclusion in the PMA database.

13-7. PMA Approvals Based on Licensing Agreement or STC. A PMA ODA unit may issue PMA supplements based upon a licensing agreement or STC only for the same types of articles the PMA holder is authorized to produce at its approved location. A licensing agreement may only be used if received directly from the holder of an FAA-approved TC, STC, or TSOA and the agreement is between the TC, STC, or TSOA holder and the PMA ODA holder. The ODA holder's procedures manual must contain the specific forms, checklists and procedures used to determine and document compliance to 14 CFR parts 21 and 45, including the processes in FAA Order 8110.42.

a. Program Notification Letter.

(1) Requirement for Program Notification Letter. At the OMT's discretion, ODA holders may be authorized to issue PMAs based on licensing agreements or STCs without submittal of a PNL. The scope and limitations of any type of activity not requiring a PNL must be defined in the ODA procedures manual and may only be authorized for the types of PMA activity for which the OMT can establish beforehand that previous PMA projects of a similar nature have been conducted satisfactorily by the ODA holder,

(a) The ODA administrator must notify the OMT of any planned PMA project if there is any question regarding the ODA holder's authority to complete the project without submittal of the PNL. Although a PNL need not be submitted under these provisions, the ODA holder must still prepare and maintain all of the documentation normally included with a PNL.

(b) A PNL is required for any project that involves the manufacture of a PMA part different in type or nature from those already authorized under the PMA.

(c) If required by the OMT, the ODA holder must submit activity reports including information about any projects completed without submittal of a PNL.

(2) If required to submit a PNL, the ODA holder must submit it to the OMT lead and include:

(a) PMA letter of application as described in FAA Order 8110.22, *Production Approval Procedures*.

(b) Service history considerations (not applicable for STC based PMA).

(c) Quality system changes required for production of the article.

(d) Method of marking articles.

(e) Conformity plan or requirements for production of the article.

(f) List of articles being approved for PMA.

b. Program Notification Letter Review. The manufacturing OMT member will review the PNL and determine participation (including the specific findings of compliance to be retained by the FAA) in the project. Coordination with the CM ACO is required for projects involving life-limited or critical articles. The OMT member will assess the following:

(1) ODA Unit Capability. The OMT will determine whether the proposed project is within the ODA unit's authority and capability.

(2) Undue Burden. If the manufacturing location is outside the United States, the OMT must determine that the location does not create an undue burden on the FAA before authorizing the project. See FAA Order 8100.11 for information on undue burden decision papers.

(3) FAA Project Participation. The OMT may decide to participate in any aspect of the program based on the ODA unit's experience or knowledge or as needed to oversee the organization's activity. The OMT will consider participating in at least the following areas:

(a) Service Difficulties. Areas in which the ODA holder's previous PMA approvals have resulted in service problems.

(b) Changes to the Quality system. The FAA may review significant changes to the quality system.

c. Program Notification Letter Response. If the OMT determines the ODA unit is capable of performing the project, the OMT will authorize the project in writing and notify the ODA unit of any required FAA participation.

d. Quality system. Before issuing a PMA supplement based on licensing agreement or STC, the ODA unit must:

(1) Determine all of the necessary data is available according to a current licensing agreement and assist letter or by STC.

(2) Verify that the manufacture of the article does not require significant changes in the manufacturer's operations or capabilities. PMA supplements that require significant changes in the manufacturer's operations or capabilities must be coordinated with the OMT before the supplement is issued. Significant changes to the manufacturer's operations or abilities include but are not limited to:

(a) Special processes performed by the manufacturer for the first time (e.g., heat treating, shot peening, friction welding).

(b) Articles produced using new tooling, jigs, equipment, etc.

(c) Articles that can only be inspected by using the tool that produced them.

(d) Articles produced at a new production facility.

(3) Verify that the ODA holder has completed a statement certifying that the quality system required by 14 CFR 21.307 has been established.

(4) Verify the ODA holder has an agreement in place for approval of minor changes with the TC, STC or TSOA holder.

(5) Determine and document that the quality system satisfies the requirements of 14 CFR 21.307. When applicable, conduct an article conformity inspection in accordance with FAA Orders 8120.22 and 8120.23.

(6) Verify that all conformity inspection reports have been completed.

(7) Verify that processes are in place to ensure the articles will be marked as required by 14 CFR 45.15.

e. Issuing PMA Supplements. To issue a PMA supplement, the ODA administrator must:

(1) If the basis for design approval is identicality by licensing agreement, verify that documentation from the TC, STC, or TSOA holder (PMA assist letter) exists authorizing use of its data package.

(2) If the basis for design approval is STC, verify reference to the STC number.

(3) Complete a FAA Form 8100-11 indicating that all manufacturing, and production activities, including specific findings of compliance, of the program are complete.

(4) Issue the PMA supplement in the format prescribed in appendix A of this order.

f. Data Submittal.

(1) The ODA unit must submit a copy of the PMA application, conformity inspection report, and the PMA supplement (including an electronic copy) to the geographic MIDO within 14 calendar days of the date of issuance of the PMA supplement.

(2) The ODA unit must submit a copy of the FAA Form 8100-11 to the OMT lead within 14 calendar days of the date of issuance of the PMA supplement.

(3) The MIDO will electronically transmit the PMA supplement to AIR-141 for inclusion in the PMA database.

13-8. Other Approval Functions.

a. Data Approvals Supporting FAA-Managed Projects. The ODA unit may perform function codes 13010, 13040, 13050, 13070, and 13110 in support of a FAA-managed (non-ODA) certification projects involving articles manufactured by the ODA holder. If providing approvals in support of another applicant, the ODA administrator must provide a letter to both the project applicant and the OMT that identifies the approvals to be performed by the ODA unit and that states that the ODA unit is authorized to make those specific approvals. The ODA administrator must ensure that the ODA unit members making the approval are qualified and authorized with the appropriate delegated functions and authorized areas. The ODA holder must keep copies of the FAA Form 8100-9 and all data approved in support of FAA-managed project applicants. A project applicant must discuss intentions to use ODA approvals as part of the certification project with the project ACO. The project ACO will coordinate with the OMT regarding the data approvals as it believes necessary.

b. Data Approvals/Conformity Inspections Supporting TC ODA Projects. If authorized function code 13160, the ODA unit may approve data and conduct conformity inspections in support of TC ODA projects if the ODA holder designs and manufactures the articles and conducts all of the conformity inspections necessary.

c. Major Repair Data. The ODA unit may approve major repair data for articles manufactured by the ODA holder. The ODA unit must document these data approvals on FAA Form 8100-9. The FAA Form 8100-9 must clearly identify:

(1) The specific articles addressed by the approval,

(2) Whether all aspects of the repair are addressed,

(3) Those aspects of the repair that the form approves, and

(4) That other data approvals may be required (if necessary).

Note: A PMA ODA may be authorized to issue multiple use repair data approvals in the form of service documents, Form 8100-9 approvals, or repair specifications.

13-9. Airworthiness Approvals.

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

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

13-10. Conformity Determinations. Inspection personnel in the ODA unit may conduct conformity inspections in support of FAA and/or CAA managed certification programs. Conformity inspections must be accomplished in accordance with the guidance in FAA Order 8110.4.

a. Prior to any FAA conformity inspection, the product or article must be inspected in accordance with 14 CFR 21.33 and an FAA Form 8130-9 must be completed to satisfy 14 CFR 21.53. The ODA unit member determining conformity for the FAA may not sign the Form 8130-9. The ODA unit must also receive an FAA Form 8120-10 from a designee or the FAA prior to performing any FAA conformity inspection.

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

c. An ODA unit member must complete the following (as applicable) to document conformity of the end product, in-process articles, or test articles with the type design:

(1) FAA Form 8100-1.

(2) FAA Form 8130-3.

(3) FAA Form 8120-10.

(4) FAA Form 8130-9.

(5) FAA Form 8110-31, or FAA Form 26, *Supplemental Type Inspection Report*) (part 1), as applicable.

13-11. Data Review and Service Experience. If the OMT finds that a supplement was issued for an article not eligible for a PMA, the OMT will immediately notify the ODA holder. The ODA holder must submit a corrective action proposal to the FAA within 24 hours. The corrective action proposal must address how the ineligible articles will be removed from service and how the ODA holder will prevent a reoccurrence.

13-12. Procedures Manual Requirements. In addition to the requirements of paragraph 3-9 of this order, the procedures manual must address the following elements in the "Procedures" section:

a. Program Notification Letter. The procedures section must include the procedures the ODA unit will follow for the submittal of the PNL. The PNL must contain the information referenced in paragraph 13-6b or 13-7a of this order. The procedures must address how the ODA holder will incorporate FAA participation, including the making of specific findings of compliance, identified in the response to the PNL.

b. Development and Content of the Data Package (Test and Computation). The ODA unit members will review the data package and, upon finding that the data shows compliance with the applicable airworthiness requirements, will approve the data. The data package must include (as applicable):

(1) Certification plan,

(2) Conformity plan,

(3) Top/master drawing list and other drawings,

(4) Specifications,

(5) Technical reports,

(6) Electrical load analysis,

(7) Stress analysis,

(8) Test plans and reports,

(9) Equipment qualification plans and reports, and

(10) ICA.

c. Applicant Showings (Test and Computation). In order to rely on applicant showings, the procedures manual must address the following:

(1) **Applicant Showing Recognition Procedures**. – These procedures must describe:

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

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

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

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

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

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

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

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

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

d. Instructions for Continued Airworthiness. The procedures for coordination of any required ICA with the applicable AEG or the procedures for ICA development, review and acceptance.

e. Prototype Conformity Inspection. The article production (or test) conformity procedures must address:

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

(2) How deviations will be addressed and resolved;

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

(4) The need for a post-test conformity.

f. Quality system. The procedures manual must contain the procedures used by the ODA unit to assess changes to the quality system required to manufacture newly approved PMA articles. The ODA unit must determine that the quality system complies with 14 CFR 21.307 and is capable of producing the new article conforming to the approved design.

g. Procedures manual. The procedures manual must contain the procedures and forms used for PMA projects, including the statement of completion and PMA supplement.

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

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

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

k. Major Repair Data. If the ODA holder is authorized to approve major repair data, the procedures manual must contain the procedures for coordination and approval of major repair data.

the test.

(k) A method (e.g., keyboard, touch screen, mouse) for answering test questions.

(l) A method for permitting an applicant to return to a test question for review or possible answer change.

(m) A method for saving test information after each answered item. The ODA holder's central computer system must save data at frequent, regular intervals, throughout the administration of every test so that exams may be resumed very near or at the point of last activity should a system or computer crash occur.

(n) Accurate applicant test records that strictly adhere to the approved formats.

(o) Accurate validation data records that strictly adhere to the approved format.

(p) Applicant survey data records that strictly adhere to the approved format.

(q) A secure method for accomplishing electronic transfer of applicant test data to the OMT on a daily basis, seven days per week.

(r) A daily backup of applicant test records stored in a secured location within the main office. A weekly backup of applicant test records must be stored in a safe deposit box, within a commercial bank vault. Only the ODA holder owner or one key employee and one secondary employee can have access to this safe deposit box. The ODA holder must encrypt files and records using no less than a 128-bit encryption method, and must maintain them for at least 26 months. The ODA holder may choose to store the weekly backup at an off-site data storage facility instead of a safe deposit box in a commercial bank vault. If used, the ODA holder must own or have a binding contract or agreement for exclusive use of the off-site data storage location (and have) security controls on the stored data, as agreed upon with the OMT.

(s) A method for continual electronic access by AFS-630 to individual applicant records, total tests administered statistical reports, test bank items, and form test data from the ODA holder's central computer. Applicant data must be available on the first business day after an applicant completes a test.

(t) A method for continual electronic access to test scheduling records. This information must include:

1. Name of testing center,

2. Name of applicant,

3. Social Security Number or date of birth,

4. Type of test, and

5. Scheduled test time.

(u) A method for continual electronic access to a currently revised list of authorized ODA unit members, including changes as they occur. This list must contain the following information on each testing center:

1. Date of list certification,

2. Name of testing center,

3. Testing center identification code,

4. Names of ODA unit members, and

5. Dates of initial and recurrent training for ODA unit members.

(v) An acceptable method for continual electronic access to testing center facility layouts.

(w) The test delivery system must have video capability.

(x) A plan for test and data security, including established procedures for protection of FAA sensitive unclassified information (SUI) in accordance with FAA Order 1600.75, *Protecting Sensitive Unclassified Information (SUI).*

f. Statistical Requirements. The prospective ODA holder must provide an electronic communications system based and maintained at the home office. The system must be capable of providing the OMT access to the statistical evaluation data, including an acceptable method for:

(1) Providing a statistical evaluation of a whole test (excluding validation questions) to include:

(a) Sample size.

(b) Frequency distribution.

(c) Average test score.

(d) Average score for each test section.

(e) Average score for each subject matter code.

(f) Average test time.

(g) Standard deviation.

(h) Pass/fail ratio.

(i) Reliability index.

(j) Measurement error.

(k) Skewness.

(l) Kurtosis.

(2) Providing statistical evaluation of individual test and validation questions to include:

(a) Number of responses.

(b) Number of applicants selecting each response.

(c) P value of each response.

(d) Point biserial coefficient of each response.

(e) Average question time.

(3) Providing a statistical evaluation to determine conformity with applicable FAA regulations and processing AKT related forms and documentation.

14-3. Functions.

a. The AKT ODA holder's procedures manual must identify the ODA holder's specific authorized functions and limitations.

b. The delivery of AKTs (function code 1401). The AKT ODA holder and unit members are responsible for the delivery of AKTs by identifying, authorizing, registering, and documenting applicants for AKTs. The AKT ODA holder must ensure the integrity of data and the knowledge testing process through the accurate implementation of test bank and form test updates in accordance with activation dates established by the OMT.

14-4. Limitations. The OMT may impose any limitations on an ODA holder's authority, as warranted by the ODA holder's staffing and experience, that the OMT determines appropriate. The OMT must limit the authority based upon the qualifications and capabilities of the ODA unit members. No ODA unit may:

a. Perform any functions not authorized by the ODA holder's managing FAA office.

b. Deviate from specific FAA policy and guidance without approval from the OMT.

c. Allow a designated examiner to monitor or administer an AKT to an applicant/student.

d. Allow an individual who has provided an endorsement to an applicant in accordance with 14 CFR §§ 61.35 and 65.77 for the purpose of taking a knowledge test to proctor that knowledge test.

e. Allow AKT unit members proctoring an exam to provide additional instruction to any applicant who is retesting after failure.

f. Allow airman testing data to be destroyed without written permission from the OMT.

g. Allow new testing centers to deliver airman knowledge tests without confirmation from the OMT that the new testing center has been added to the FAA database.

14-5. Records. In addition to the records required to be maintained by paragraph 3-17 of this order, approved ODA holders must maintain all facility, personnel, background check, applicant, airman knowledge test, and statistical data as specified in this order and in the ODA holder's procedures manual.

14-6. Procedures Manual Requirements. In addition to the requirements of paragraph 3-9 of this order, the AKT ODA procedures manual must address the following elements in the "Procedures" section:

a. Self-audit and internal inspection programs,

b. Qualifications and requirements for testing centers,

c. Procedures for approval, suspension, termination, and closure of proposed testing centers,

d. Qualifications and requirements for ODA unit members,

e. Procedures for approval, renewal, suspension, termination, and separation of proposed ODA unit members,

f. ODA unit member training program,

g. Procedures for exam delivery,

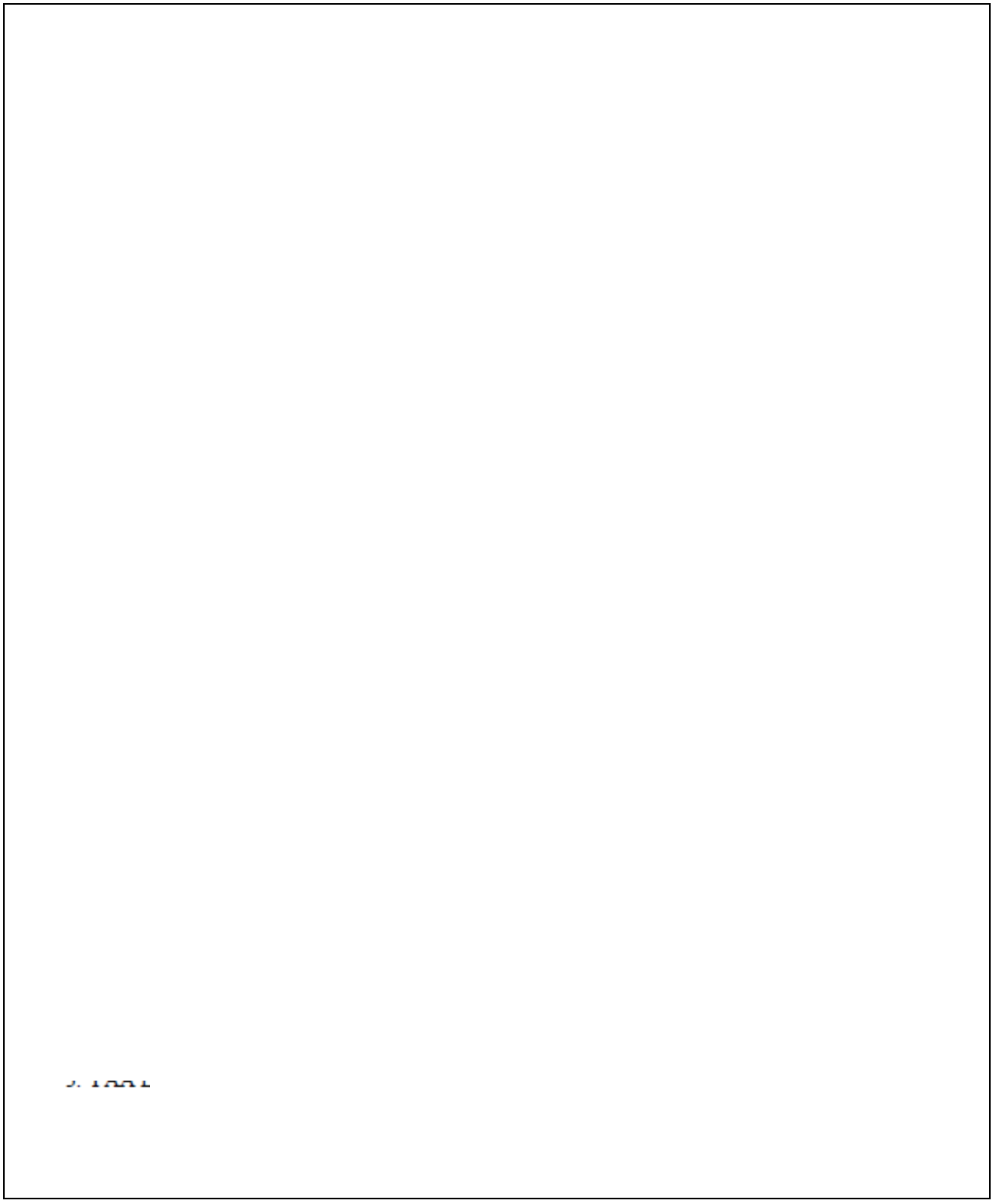
h. AKT eligibility requirements,

i. Data collection and test report specifications,

j. Applicant data handling and security, and

k. Procedures for communication from the ODA holder to all unit members regarding any important information; and communication from the ODA holder to the OMT for any changes in status of testing centers and unit members.

Figure 26. Sample ODA Termination Letter



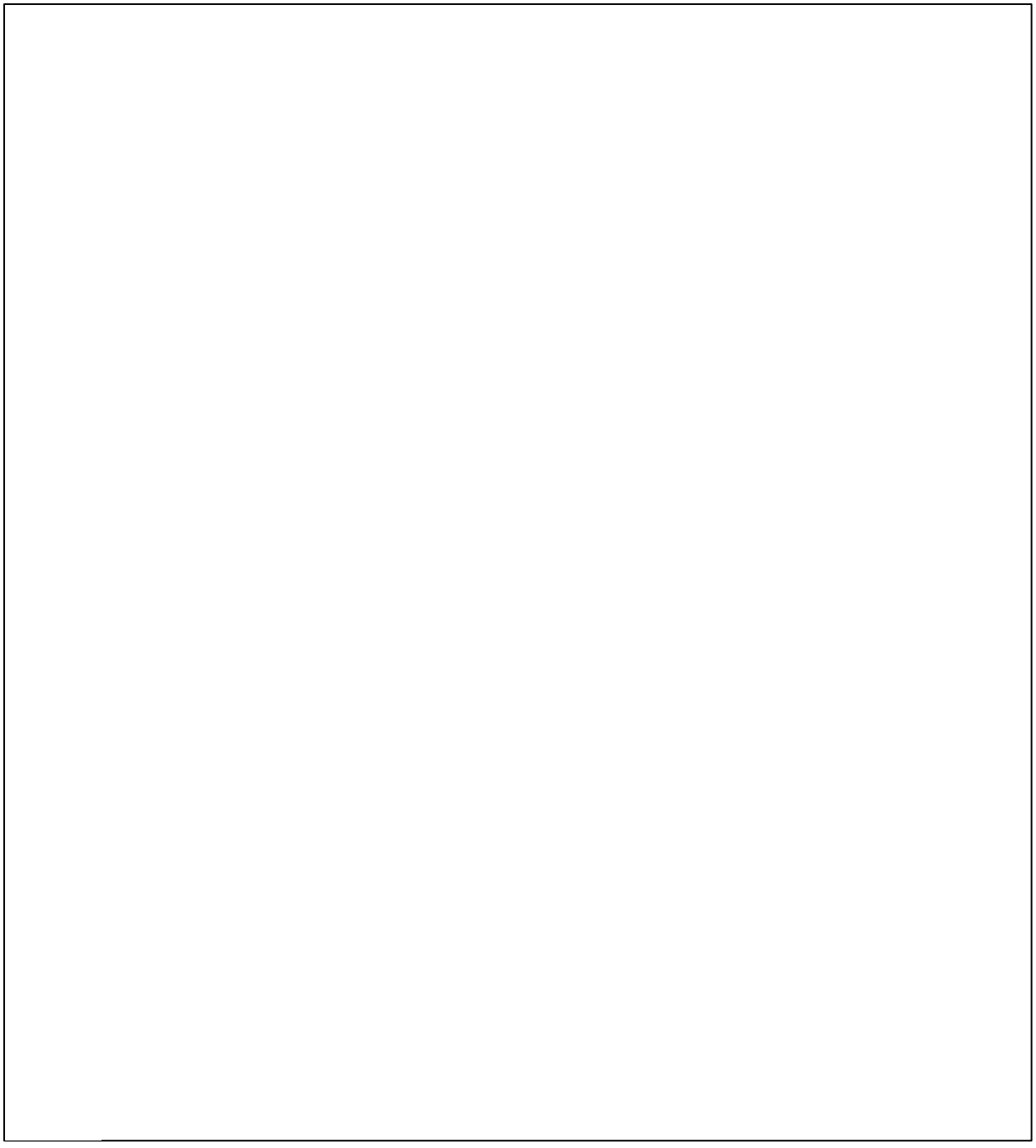
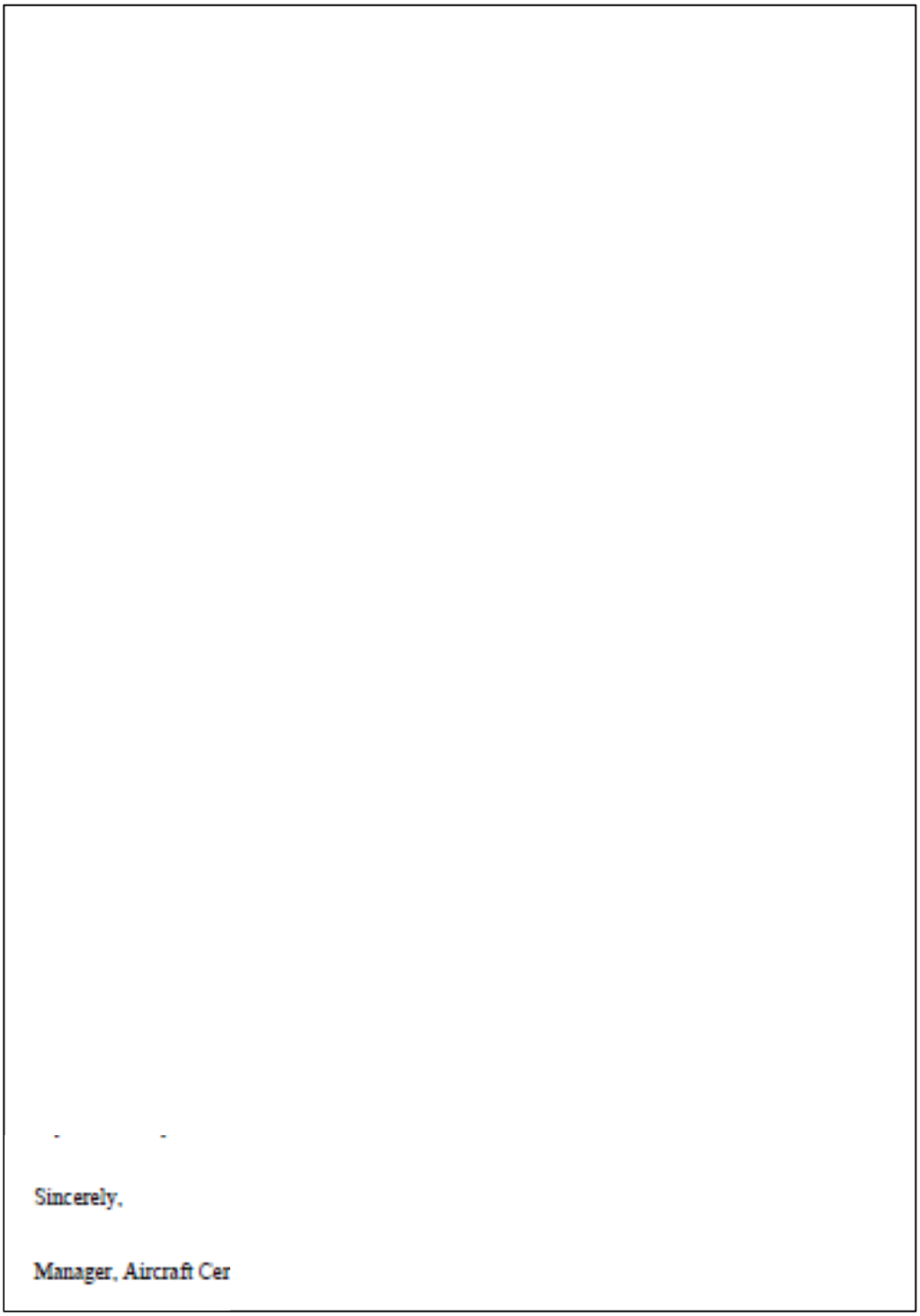


Figure 27. Sample ODA Suspension Letter



Sincerely,

Manager, Aircraft Cer

b. All formal communications with the FAA will be conducted with (INSERT THE NAME AND TELEPHONE NUMBER OF THE ODA ADMINISTRATOR.)

c. (INSERT GUIDANCE REGARDING APPROPRIATE ODA HOLDER/FAA COMMUNICATIONS AND PROCEDURES FOR COMMUNICATING WITH OMT OFFICES).

2. AUTHORIZED FUNCTIONS AND LIMITATIONS

(INSERT COMPANY NAME) is authorized to perform the following functions under 14 CFR part 183, subpart D, and FAA Order 8100.15:

(INSERT TYPE OF ODA AND AUTHORIZED FUNCTIONS, AND LIMITATIONS, REPEAT FOR EACH TYPE OF ODA)

For Example-Major Repair, Major Alteration and Airworthiness Functions would be shown as

Function Code	Function	Limitations
12061	Issue/Amend Recurrent Standard Airworthiness Certificates (function code 12061) for U.S.-registered aircraft	Types of products maintained under Repair Station Certificate xxxxxx
12140	Approve Data for Major Alterations and/or Major Repairs	Major Repairs only. Boeing 737 Series, Structures, landing gear systems

Limitation of the ODA must be clearly defined in accordance with FAA Order 8100.15 chapters 8-15. Limitations should define the specific authority of the organization in terms of specific products and models, or certificates if applicable.

a. Limitations. The ODA holder must obtain FAA concurrence on the application of all Equivalent Level of Safety (ELOS) provisions. The ODA holder must obtain FAA concurrence before accomplishing an alteration that affects any AD requirements or airworthiness limitations. Unless specifically delegated, the ODA holder must obtain FAA approval for any project that affects aircraft noise or emissions.

SECTION 1 ORGANIZATION AND RESPONSIBILITY

1. SYSTEM ELEMENT DESCRIPTION. The inspection of the organization and it's compliance with FAA regulations and policy requirements relative to delegation. Included are those items associated with function and operation of the organization.

2. SYSTEM ELEMENT STANDARDIZED INSPECTION CRITERIA. The following criteria are used to document the inspection of this system element. If possible, these criteria should be evaluated by a team member who is not a part of the OMT. Also, a single team member with engineering, manufacturing, or administrative background may evaluate these criteria.

1-1 Does the procedures manual contain the information required by the regulations and Order 8100.15?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	183.53	183.53	183.53	183.53	183.53	183.53	183.53	183.53

Statement of Condition:
The procedures manual must contain at a minimum:
The requirements outlined in 14 CFR 183.53.
The requirements outlined in FAA Order 8100.15 as applicable to the organization.
The procedures manual is approved.

1-2 Does the ODA holder comply with its procedures manual?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	183.57	183.57	183.57	183.57	183.57	183.57	183.57	183.57

Statement of Condition:
The organization complies with all of the procedures prescribed in its procedures manual.

1-3 Is the ODA holder operating within its approved delegated authority?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	183.49	183.49	183.49	183.49	183.49	183.49	183.49	183.49

Statement of Condition:
Approvals issued are within the limitations defined in the procedures manual.
Unless delegated, approvals involving acoustic and emissions changes are issued only after the FAA has determined that the requirements of 14 CFR part 34 or 36 have been met.

SECTION 3 DESIGN DATA APPROVAL

1. SYSTEM ELEMENT DESCRIPTION. The planning and integration of the evaluated facility's procedures for the approval of the design/repair data (including software) as delegated to the authorization holders. This system element is not applicable to AO ODA.

2. SYSTEM ELEMENT STANDARDIZED INSPECTION CRITERIA. The following criteria are used to document inspection of this system element.

3-1 Is the design, including changes, adequately described and substantiated? (drawings, specifications, reports, and so on)?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X	X		

Statement of Condition:
The data include as a minimum:
Sufficient detail to define the characteristics necessary to fabricate, alter, install, inspect and test the product/article.
Information on dimensions, material, processes necessary to define the structural strength of the product.
Adequate substantiation is provided for the type design and changes.
Airworthiness Limitations section of the Instructions for Continued Airworthiness as required by the applicable airworthiness standards.
Other data necessary to allow the determination of the airworthiness, noise characteristics, and emissions.
Life limited articles are properly identified on the drawings in accordance with 14 CFR part 45.

3-2 Do the drawing and specifications adequately call out dimensions, tolerances, materials, and processes?

Applicability:	STC	TC	PC	TSOA	PMA	MRA	AKT	AO
	X	X			X	X		

Statement of Condition:
The detail of the descriptive type design data includes as a minimum:
Listing of drawings and specifications.
Information on dimensions.
Specifications for materials and processes.
Sufficient detail to define the characteristics necessary to fabricate, modify, install and inspect the product/article.
Information on dimensions, material, processes necessary to define the structural strength of the product.
Airworthiness limitations as required to be part of the Instructions for Continued Airworthiness.
Other data, typically ground and flight tests, necessary to determine the airworthiness of the modified product.

Other data to ensure the noise characteristics and emissions of later modified products are equivalent to the prototype installation.
Other data necessary to describe and substantiate the design of the product.
Critical and major characteristics are identified on the drawing(s).
Data submitted in any process for approval should not contain terms that are subject to various degrees of interpretation.
Procedures to qualify the product to the specification.

3-3 Does the substantiating data include all the information necessary to find compliance (for example, test results, analysis, and so on), and are they technically accurate and complete?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X			X	X		

Statement of Condition:
The descriptive data include as a minimum:
Airworthiness Limitations section of the Instructions for Continued Airworthiness as required by the applicable airworthiness standards.
Other data necessary to allow the determination of the airworthiness, noise characteristics, and emissions.
The compliance and substantiating data were reviewed and approved by the appropriate ODA unit members.
Did the assumptions, data, design, and test conditions used substantiate compliance?
The computer tools were accurate, validated and applicable to the design.
The software level for the system is adequate to meet the criticality level assigned in the hazard assessment or the system safety assessments and compliance with RTCA/DO-178( ) was shown.
The AEH level for the system is adequate to meet the criticality level assigned in the hazard assessment or the system safety assessments and compliance with RTCA/DO-254( ) was shown.

3-4 Is the type design data, technical data, and/or repair data (including changes) documented and controlled?

Applicability:

STC	TC	PC	TSOA	PMA	MRA	AKT	AO
X	X			X	X		

Statement of Condition:
Procedures include, as a minimum:
Methods for documenting and retaining data approvals.
A means of controlling the issuance and distribution of approval documents.
A means of documenting and controlling test plans, reports, and data.
A means of documenting and controlling required documents, for example, instructions for continued airworthiness, flight manuals, installation/operation instruction

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 planned dates for; submittal of preliminary hazard analysis, submittal of substantiating data, completion of conformity or airworthiness inspections, tests, and 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. Activities proposed for:

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

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

(c) Development of master minimum equipment lists and flight crews operating manual procedures, if required.

(d) Determination of flight crew training requirements, if required.

Appendix H. Administrative Information

H-1. Distribution. This order is distributed to the Washington headquarters branch levels of the Aircraft Certification Service, Flight Standards Service, and the Regulatory Support Division; to the Aviation System Standards Office; to the branch level in the Aircraft Certification directorates and regional Flight Standards divisions; to all Aircraft Certification Offices; to all Manufacturing Inspection District and Satellite Offices; to all Flight Standards District Offices; to the Aircraft Certification Branch, and Operations and Airworthiness branches at the FAA Academy; to the Brussels International Policy Branch and to all International Field Offices.

H-2. Authority to Change This Order. The issuance, revision, or cancellation of the material in this order is the responsibility of the Aircraft Certification Service's Design, Manufacturing, and Airworthiness Division (AIR-100) and the Flight Standards Service's Regulatory Support Division (AFS-600).

H-3. Deviations. You must follow the procedures in this order to ensure uniform administration of this directive. To deviate from this material, you must coordinate with—and get approval from—AIR-100, or AFS-600, as applicable. If deviation is necessary, be sure to substantiate and document the deviations, and get approval from your supervisor and AIR-100, or AFS-600, as applicable. If you urgently need an interpretation, contact the Delegation and Organizational Procedures Branch, AIR-160 at 202-267-1575. Always use Form 1320-19 to follow up each verbal conversation.

H-4. Records Management. Refer to FAA Orders 0000.1, *FAA Standard Subject Classification System*; 1350.14, *Records Management*; and 1350.15, *Records, Organization, Transfer, and Destruction Standards*; or your office Records Management Officer or Directives Management Officer for guidance regarding retention or disposition of records.

H-5. Directive Feedback. If you find deficiencies, need clarification, or want to suggest improvements to this order, send FAA Form 1320-19, Directive Feedback Information (written or electronically), to:

The Aircraft Certification Service
Administrative Services Branch, AIR-510
Attention: Directives Management Officer.
Orville Wright Bldg. (FOB10A), FAA National Headquarters
800 Independence Ave., SW
Washington, DC 20591