



FAA
AVS-60, Organization Designation Authorization Office

Scorecard Participation Worksheet

Instruction Guide

Field Name	How to Answer	Instructions
Header Section		
Company Name	Type in Name	Name of the Organization Designation Authorization (ODA) Company ("Company")
Counting Compliance	Select from Dropdown	<p>An identification of the method used to calculate the Percent Retained value. There are two methods available; Compliance Findings – percent retained by compliance finding, and Compliance Documents – percent retained by compliance document (i.e., checklist item or project deliverable).</p> <p><i>Best Practice.</i> Supplemental type certificate (STC) and type certificate (TC)-Type Design Scorecards should use the Compliance Findings method; TC-Major Programs Scorecards should use the Compliance Documents method. In any case, once a method is established for a Company's scorecard(s), subsequent scorecards should use the same method to ensure that effective trending information is maintained.</p>
Issue Papers Started	Enter a Number	<p>This is the number of issue papers that have been started between the FAA and Company (see reporting period information below).</p> <p><i>Information.</i> An issue paper is considered to be "started" when it has been formally established by receiving its first signatures. This typically occurs with the issue paper written at Stage 1; however, more mature or routine issue papers may receive their first signatures with the issue paper written at a later stage.</p> <p><i>Information.</i> The reporting period for this count is the same 12-month period as the current annual scorecard cycle; it may not necessarily be the same as the Participation Reporting Period used for the rest of the information on the Participation Tab.</p>
Participation Reporting Period	Enter Dates	<p>This is the reporting period for all data on this tab (except for Issue Papers Started), and is preset to the current 12-month reporting period. Available options are 12-month, 6-month, or 3-month periods that end at the same time as the end of the current annual scorecard cycle.</p> <p><i>Best Practice.</i> The FAA managing office should discuss the appropriate reporting period with the company and come to agreement on the most reflective and efficient sampling period to select.</p>

Field Name	How to Answer	Instructions
Participation Name		
Project Name / Project Number	Type in Name(s)	<p>A listing of unique names and numbers for any ODA-managed certification projects for which a project participation decision was made during the Participation Reporting Period, regardless of whether the project is open or closed on the last day of the reporting period. This includes projects initiated without a program notification letter (PNL) and certification plans that did not need to be submitted for FAA review. Minor change projects are excluded from the list.</p> <p><i>Information.</i> The list contains Project Name/Project Number for STC and TC-Type Design Scorecard Types, and Program Name/Certification Plan Number for TC-Major Programs Scorecard Types.</p> <p><i>Information.</i> The intent of the Major Programs worksheet is to collect data for the entire length of a major program, which will likely span multiple scorecard cycles. The drop-down list in the Participation Reporting Period field controls the data set that is used to populate the scorecard at any given time.</p> <p><i>Information.</i> This list includes PNLs and certification plans that were submitted to the FAA where the FAA made the participation decision, as well as those not submitted where the decision was made by the company or via established procedures.</p> <p><i>Best Practice.</i> The FAA managing office should discuss the company's No-PNL and major TC programs certification plan submittal processes with the Company and come to agreement on how No-PNL projects and certain major TC program certification plans are accounted for in the Participation Reporting Period established for a given scorecard.</p>
Project Notification Required?	Yes or No	This field provides a yes/no indication of whether or not a PNL was required for a STC or TC-Type Design project, or whether or not a particular certification plan was required to be submitted as part of a TC-Major Programs project.
Date PNL or Cert Plan Submitted / Date of Final Response	Enter Date(s)	<p>The submittal date and final response date for each listed project number, or certification plan number, for which a submittal was made. These dates are used to calculate the Days to Final Response.</p> <p><i>Information.</i> Final response is considered to be the point at which all FAA participation decisions for the project, or certification plan, have been made and the OMT provides this information to the ODA holder, authorizing them to conduct the project activity accordingly.</p> <p>Important: In order to collect data for projects, or certification plans, that do not get submitted (e.g., No-PNL), the project number, or certification plan number, must be listed with a Date of Final Response that falls within the reporting period. The Date PNL/Cert Plan Submitted should be left blank so that the worksheet does not calculate a false FAA response time.</p> <p><i>Information.</i> If the Date of Final Response falls outside of the currently selected Participation Reporting Period, then the project will not count in the roll-up metrics.</p> <p><i>Best Practice.</i> The FAA managing office and Company should discuss and come to agreement on the date to be used for “first submittal” (e.g., the date the ODA holder submits the PNL or certification plan, or the date that the FAA receives the submittal).</p>
Number of Review Cycles	Enter a whole number	For each listed project, or certification plan, the number of times the PNL (or documents included in the PNL data package), or certification plan for TC-Major Programs Scorecards, were submitted by the Company to obtain the final response. If the PNL or certification plan were not submitted, then leave this cell empty and do not enter a zero value.
FAA Participation	Yes or No	If FAA participated in the Project, please indicate Yes or No here.

Field Name	How to Answer	Instructions
Participation Data		
Inherently Governmental	Yes or BLANK	This includes, but is not limited to, issue paper development, interpretations of airworthiness standards, application of Equivalent level of safety (ELOS) provisions applied under the provisions of 14 CFR part 21, elimination or revision of AFM limitations that were incorporated as a result of an airworthiness directive, and reduction of life limits on life-limited components, or new or different inspection requirements to address an unsafe condition.
Mandatory w/ Retention: AED ICA (Not Authorized)	Yes or BLANK	Participation limited to Aircraft Evaluation Division (AED) review and acceptance, recommendation of acceptance, or concurrence of instructions for continued airworthiness (ICA) when ODAs do not have the associated authority (i.e., the ODA is not authorized to utilize function code 8180 for TC or 11180 for STC).
Mandatory w/ Retention: AED Functions (Not Delegable-Flight Manuals)	Yes or BLANK	AED review and acceptance of Aircraft Flight Manuals (AFM) and AFM supplements, and Rotorcraft Flight Manuals (RFM) and RFM supplements.
Mandatory w/ Retention: AED Functions (Not Delegable-Other)	Yes or BLANK	AED participation in areas reserved for the FAA (excluding review and acceptance, recommendation of acceptance, or concurrence of AFM/RFM and their supplements). Includes: - Approval of the MMEL (original or changes), - Review of operational suitability (e.g., flight crew operating manual), crew training, and evacuation demonstrations, and - Review and acceptance, recommendation of acceptance, or concurrence of ICA for projects that use the maintenance review board (MRB) or maintenance type board (MTB) process, or for changes associated with airworthiness directives (ADs) (including alternative methods of compliance (AMOC)) whether ODAs have the associated authority or not.
Mandatory w/ Retention: Part 26 (EWIS) (Not Authorized)	Yes or BLANK	Participation is limited to electrical wiring interconnection systems (EWIS) ICA approval for ODAs that do not have the associated authority (i.e., the ODA is not authorized to utilize function code 8190 for TC or 11190 for STC).
Mandatory w/ Retention: Noise, Emission(Not Authorized)	Yes or BLANK	Participation in an area related to noise or emission for which the ODA is not authorized.
Mandatory w/ Retention: Other	Yes or BLANK	This applies to mandatory retention that is not covered by any of the other Mandatory Reasons above. It applies to areas for which the ODA is authorized, but procedures manual limitations apply (e.g., FAA involvement on a Boeing 787 project when the procedures manual states that avionic and electrical system installations are limited to Boeing 727, 737, and 747 series aircraft). It also applies to cases where the ODA is authorized, but the ODA holder does not currently have qualified unit members available to make the associated compliance findings.
Discretionary w/out Retention: AED ICA (Authorized)	Yes or BLANK	Participation without retention for any of the discretionary reasons below, limited to activities related to AED review and acceptance/recommendation of acceptance/concurrence of ICA when the ODA is authorized to utilize function codes 8180 for TC or 11180 for STC.
Discretionary w/out Retention: Performance Issues	Yes or BLANK	Participation without retention in activities or areas in which the ODA holder needs to improve performance, including technical compliance areas or project management activities.
Discretionary w/out Retention: Insufficient Demonstration	Yes or BLANK	Participation without retention in activities or areas in which the ODA holder has not had the opportunity to demonstrate their ability to determine compliance or conduct project management activity. This participation is appropriate to consider when regulations, policy, or procedures have changed since the ODA holder's last type certification program in a way that impacts their ability to determine compliance, or if the project involves new or unique design features, or new or differing methods of compliance, with which the ODA holder does not have sufficient experience.
Discretionary w/out Retention: Areas Critical to Safety/High Risk	Yes or BLANK	Participation without retention in activities or areas in which the FAA has determined that involvement is necessary due to high safety risk. Could include testing of critical areas/characteristics, especially those areas that are subjective or warrant independent review.
Discretionary w/out Retention: Service Difficulty	Yes or BLANK	Participation without retention in activities or areas in which the ODA holder's previous approvals have resulted in service difficulties or safety related problems.
Discretionary w/out Retention: Other	Yes or BLANK	This applies to discretionary participation without retention that is not covered by any of the other Discretionary Reasons above.
Discretionary w/ Retention: AED ICA (Authorized)	Yes or BLANK	Retention for any of the discretionary reasons below, limited to AED review and acceptance/recommendation of acceptance/concurrence of ICA when the ODA is authorized to utilize function codes 8180 for TC or 11180 for STC. It also applies to cases where FAA participation is mandated by rule (e.g., Title 14, Code of Federal Regulations (CFR) section 26.21(b), section 26.43(b), etc.).
Discretionary w/ Retention: Performance Issues	Yes or BLANK	Retention in activities or areas in which the ODA holder needs to improve performance, including technical compliance areas or project management activities.
<i>Best Practice.</i> When "Performance Issues" is identified as a reason for FAA participation in a project, the associated FAA oversight/surveillance, ODA holder self audit, or ODA holder corrective action identification information should be referenced in the Project Notes area on the right-hand side of the data collection area.		
Discretionary w/ Retention: Insufficient Demonstration	Yes or BLANK	Retention in activities or areas in which the ODA holder has not had the opportunity to demonstrate their ability to determine compliance or conduct project management activity. This participation is appropriate to consider when regulations, policy, or procedures have changed since the ODA holder's last type certification program in a way that impacts their ability to determine compliance, or if the project involves new or unique design features, or new or differing methods of compliance, with which the ODA holder does not have sufficient experience.
Discretionary w/ Retention: Areas Critical to Safety/High Risk	Yes or BLANK	Retention in activities or areas in which the FAA has determined that involvement is necessary due to high safety risk. Could include testing of critical areas/characteristics, especially those areas that are subjective or warrant independent review.
Discretionary w/ Retention: Service Difficulty	Yes or BLANK	Retention in activities or areas in which the ODA holder's previous approvals have resulted in service difficulties or safety related problems.

Field Name	How to Answer	Instructions
Discretionary w/ Retention: Other	Yes or BLANK	This applies to discretionary retention that is not covered by any of the other Discretionary Reasons above.
Project Knowledge	Yes or BLANK	Participation without retention in a project for the purpose of gaining familiarity with a particular delegated certification activity. This is typically done to supplement FAA experience for certification activities that do not take place often or may be unique to a particular company.
Oversight	Yes or BLANK	Participation (without retention) in any delegated activity or area of a project for the purpose of conducting oversight. This may include observing delegated tests or inspections being conducted by the ODA unit, or the review of decisions and compliance findings made by the ODA unit.

Field Name	How to Answer	Instructions
Participation Depth		
Total Compliance Documents / Retained Compliance Documents Method 1	Enter a Whole Number	<p>Method 1: Percent Retained by Compliance Finding</p> <p>This method calculates a percentage ratio of retained findings of compliance to total findings of compliance for a given project or certification plan. Primarily applicable for STC ODAs for Part 23, 25, 27 and 29 products, but may apply to other product types or TC ODAs. This method is the most detailed of the two and is likely the most accurate.</p> <p><i>Information.</i> The total number of compliance findings equals the sum of all instances of a compliance finding for each regulation.</p> <p><i>Best Practice.</i> For the purposes of the ODA Scorecard, any findings identified in the project or certification plan that require AED acceptance, recommendations of acceptance, concurrence, etc., should be included in this count.</p> <p><u>Method 1 STC/TC-Type Design Example:</u> Assume that Project SA12340SE-T had 24 regulations associated with it. Out of those 24 regulations, 18 regulations had a single compliance finding for each regulation, four regulations had three findings of compliance for each regulation, and two regulations had five findings of compliance for each regulation. The total number of compliance findings = $(18) + (12) + (10) = 40$. If the plan identifies that the FAA will make four of those findings of compliance, then the percentage of retention by the FAA for Project SA12340SE-T would be $4/40$, or 10%.</p> <p><u>Method 1 TC-Major Programs Example:</u> Assume that Program 1, CP-1-1, had 75 regulations associated with it. Out of those 75 regulations, 60 regulations had a single compliance finding for each regulation, eight regulations had two findings of compliance for each regulation, four regulations had three findings of compliance for each regulation, two regulations had four findings of compliance for each regulation, and one regulation had five findings of compliance for each regulation. The total number of compliance findings = $(60) + (16) + (12) + (8) + (5) = 101$. If the plan identifies that the FAA will make eight of those findings of compliance, then the percentage of retention by the FAA for Program 1, CP-1-1, would be $8/101$, or 8%.</p>
Total Compliance Documents / Retained Compliance Documents Method 2	Enter a Whole Number	<p>Method 2: Percent Retained by Compliance Document</p> <p>This method calculates a percentage ratio of retained compliance documents (e.g., checklist items or project deliverables) to total compliance documents for a given project or certification plan. Primarily applicable for STC ODAs with Part 33 and 35 products, and for all TC Major Program certification activities, as an alternative to Method 1 to more easily calculate the percent retention using the compliance checklist(s) associated with each engine project and/or certification plan.</p> <p><i>Best Practice.</i> For each of these projects, you may determine the total number of compliance checklist items and provide the percent that were retained by the FAA.</p> <p><i>Best Practice.</i> For the purposes of the ODA Scorecard, any document identified in the project or certification plan that requires AED acceptance, recommendation of acceptance, concurrence, etc., should be counted as a retained compliance document.</p> <p><u>Method 2 STC/TC-Type Design Example:</u> Assume that Project SA12340SE-T had 21 total checklist items associated with it. If the FAA retains eight of the items, then the percent retained is $8/21$, or 38%.</p> <p><u>Method 2 TC-Major Programs Example:</u> Assume that Program 1, CP-1-1, had 100 total compliance documents associated with it. If the FAA retains 29 of the documents, then the percent retained is $29/100$, or 29%.</p>

Field Name	How to Answer	Instructions
Total Tests / Retained Tests	Enter a Whole Number	<p>Total Tests is a count of all certification tests being conducted for each project or certification plan. It includes Engineering Tests and Flight Tests (see test type information below) and is typically counted as the number of test plans. However, if the applicant uses a “master” test plan that covers a variety of test types, the intent is to count by test type. Additionally, Total Tests is not necessarily equal to the total number of each test condition, point, article, flight, etc.</p> <p>Retained Tests are typically counted as any of the Total Tests where the FAA retains, witnesses, or inspects any portion of one of those tests.</p> <p><i>Information.</i> Engineering Tests are any certification tests, other than Flight Tests, used to generate substantiation data for the project, whether it is conducted by the applicant only (i.e., applicant showing only) or with FAA or unit member participation. Engineering Tests includes engineering inspections (e.g., cabin interior walks, electrical conformity inspections). The ODA holder should have primary responsibility for providing the total number of certification engineering tests given that the FAA may not have visibility of all planned tests. Note that Engineering Tests is not a count of tests conducted by the applicant to prepare for certification tests.</p> <p><i>Information.</i> Flight Tests are aircraft-level certification tests performed by Flight Test Pilots and Flight Test Engineers (e.g., performance, handling qualities, flight crew workload, etc.) to generate substantiation data for the project. This includes ground tests that are required to be performed by the Flight Test discipline, such as evaluation of cockpit controls and displays. The ODA holder should have primary responsibility for providing the total number of certification flight tests given that the FAA may not have visibility of all planned tests.</p> <p><i>Best Practice.</i> There are many acceptable ways to count Total Tests; an acceptable level of granularity is one that fairly characterizes FAA involvement in this testing. Local FAA offices and ODA holders should agree on the particular counting method and apply the method consistently across disciplines and scorecard types in that Company.</p>
Project Notes	Text	Additional notes and comments in regards to project.