CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

ORDER 8100.15
CHG 1

9/18/08

National Policy

SUBJ: Organization Designation Authorization Procedures

1. Purpose. This change incorporates the following training requirements for Organization Designation Authorization (ODA) administrators and Organization Management Team (OMT) members:

a. Paragraph 3-10b(1) clarifies that ODA administrators must attend ODA applicant training before appointment and a delegation workshop every 24 months.

b. Paragraph 5-1 is revised to replace bullets with paragraph identifiers.

b. Paragraph 5-2e is added and requires that OMT members and their managers attend FAA academy training as currently required in Order 8000.93 and that OMT leads attend a delegation workshop at least every 24 months.

2. Who this change affects. This change affects FAA personnel serving as an OMT member and applicants for ODA.

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

PAGE CHANGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
iii	**8/18/06**	**iii**	**8/18/06**
iv	**8/18/06**	**iv**	**9/18/08**
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for Alvenda A. Baker
John J. Hickey
Director, Aircraft Certification Service, AIR

ORDER

8100.15

ORGANIZATION DESIGNATION AUTHORIZATION PROCEDURES

8/18/06

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

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RECORD OF CHANGES

DIRECTIVE NO. 8100.15

CHANGE TO BASIC	SUPPLEMENTS			OPTIONAL	CHANGE TO BASIC	SUPPLEMENTS			OPTIONAL

FOREWORD

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

If you find any deficiencies, need clarification, or want to suggest improvements on this order, send a copy of FAA Form 1320-19, Directive Feedback Information (written or electronically), to the Aircraft Certification Service, Planning and Financial Resources Management Branch, AIR-530, Attention: Directives Management Officer. Form 1320-19 is on the last page of this order. You may also send a copy to the Aircraft Engineering Division, AIR-100, Attention: Comments to Order 8100.15. If you urgently need an interpretation, contact AIR-140 at 405-954-7066. Always use Form 1320-19 to follow up each verbal conversation.

Nicholas A. Sabatini
Associate Administrator for Aviation Safety

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CHAPTER 1. INTRODUCTION

1-1. PURPOSE. This order outlines the Federal Aviation Administration's (FAA) Organization Designation Authorization (ODA) program. Under this program, we (the FAA) can delegate certain types of authority to organizations. We wrote this order for Aircraft Certification Service (AIR) and Flight Standards Service (AFS) personnel, who manage delegated organizations. We also wrote this for organizations granted an ODA to act on the FAA's behalf. This order addresses how to qualify, appoint, and oversee organizations in the ODA program.

1-2. 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 Flight Standards Staff; and to all International Field Offices.

1-3. EFFECTIVE DATE. Each FAA managing office must immediately adopt the practices in this order concerning the selection and oversight of ODA holders. Any organization listed below must apply for and obtain an ODA by November 14, 2009 if it wants to retain its delegated authority:

- A holder of a Delegation Option Authorization (DOA),
- A Designated Alteration Station (DAS),
- An operator or repair station authorized under Special Federal Aviation Regulation Number 36 (SFAR 36), or
- A Organizational Designated Airworthiness Representative (ODAR).

1-4. GENERAL.

a. Under title 49 section 44702(d), the FAA Administrator may delegate to a qualified private person a matter related to issuing certificates, or related to the examination, testing, and inspection necessary to issue a certificate the FAA Administrator is authorized by statute to issue under §44702(a).

b. We established the ODA program in 14 CFR part 183, subpart D, which addresses all FAA delegations to organizations. This program will replace the DOA, DAS, ODAR, and SFAR 36 delegation programs.

c. Because some ODAs involve both AIR and AFS functions, AIR and AFS personnel must work simultaneously or in coordination with each other to oversee these ODAs.

d. The ODA program does not affect how we delegate authority to *individuals* under 14 CFR part 183, subparts A through C. However, we anticipate that organizations that get an ODA will use significantly fewer individual designees.

1-5. CHANGES TO THIS ORDER. The authority to revise or cancel material in this order rests with the Aircraft Certification Service, Aircraft Engineering Division (AIR-100), Production and Airworthiness Division (AIR-200) and the Flight Standards Service Aircraft Maintenance Division (AFS-300).

1-6. DEVIATIONS. You must follow the procedures in this order to ensure uniform administration of this directive. To deviate from this material, you must coordinate with – and get approval from – AIR-100, AIR-200, or AFS-300, as applicable. If deviation is necessary, be sure to substantiate and document the deviations, and get approval from your supervisor and AIR-100, AIR-200, or AFS-300, as applicable.

1-7. 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 see your office Records Management Officer or Directives Management Officer for guidance on keeping or disposing of records.

1-8. CERTIFICATION ACTIVITY. Organizations that are not eligible for or do not want an ODA may continue to use standard certification procedures, including individual designees. Organizations with ODAs may perform some functions or projects under an ODA and other functions or projects using standard certification procedures, as approved by the FAA. However, effective November 14, 2009, FAA delegations to organizations under the DOA, DAS, ODAR and SFAR 36 delegation programs will be terminated.

1-9. REFERENCE MATERIAL. See the following for material referenced in this order:

- Appendix 1 - Examples of forms, letters, and formats
- Appendix 4 - Related FAA publications
- Appendix 5 - Definitions
- Appendix 6 - Acronyms

CHAPTER 2. PROGRAM OVERVIEW

2-1. FAA APPOINTMENT OF ODAs. We may not grant an ODA to every qualified applicant. We will only grant ODAs when we determine the following:

- The organization's FAA workload is large enough to warrant approval;
- The FAA will benefit from granting the ODA; and
- We have the resources available to manage the authorization.

2-2. ELIGIBILITY FOR ODA. Any organization consisting of two or more individuals may apply for an ODA. However, every organization is not eligible for every ODA type. For some ODA types, the organization must be a certificate holder or meet specific eligibility requirements. For example, only a parts manufacturer approval (PMA) holder can get a PMA ODA. Other program types are available to any type of organization.

2-3. MEANING OF ODA HOLDER AND ODA UNIT. An ODA holder is the organization to which we grant the ODA. It may be a certificate holder, such as a repair station or aircraft operator, or a consultant group. The ODA unit is the group of individuals (at least two) within the ODA holder that perform the authorized functions. For consultant groups, the ODA holder may consist entirely of the ODA unit. In this order, some requirements apply specifically to the ODA holder, others to the unit. Ultimately, the ODA holder must administer the ODA unit, and meet all requirements of this order.

2-4. ORGANIZATION MANAGEMENT TEAM. The organization management team (OMT) is the group of FAA personnel responsible for oversight of the ODA holder. See paragraph 5-2 of this order for information about OMTs.

2-5. TRANSITION OF EXISTING DELEGATION HOLDERS. The ODA rule provides for the existing DAS, DOA, and SFAR 36 authorization rules to be phased out on November 14, 2009. Additionally, ODARs will no longer be appointed under 14 CFR part 183, subpart A, and will have to be re-appointed as an ODA holder by the same date. Figure 2-1 shows how existing delegated organizations will transition into the ODA program.

a. The FAA's priority during the transition period will be to ensure that existing delegated organizations are appointed during that time. New ODA applicants will be appointed only if it will benefit the FAA. The ability of any particular FAA field office to appoint new ODA holders is variable, and depends on the number of existing delegated organizations they manage. During the initial 3 year period, we expect to appoint only those new applicants (those with no existing organizational delegation) with a history of a high level of certification work whose workloads could be better managed under an ODA.

b. Individual FAA managing offices will manage the transition of existing delegated organizations based on:

- Benefit to the FAA.
- The organizations level of certification activity.
- Benefit of other ODA applicants.

c. First priority will be given to existing, eligible delegated organizations that have a high level of workload in new areas authorized under the ODA rule. For example, existing DASs that desire to have both STC and PMA functions under an ODA would be a higher transition priority than a DAS that would not be adding any ability under ODA. Additionally, it may be of more benefit to the FAA to appoint a new ODA with a higher workload than transition an existing organization with a lower workload.

d. Each FAA field office will develop its own management strategy for ODA applications based on the considerations discussed above. We anticipate that existing delegated organizations will cooperate with their managing offices in the submittal of their ODA applications. The FAA managing offices will work with their existing delegated organizations and develop a transition schedule that meets the organization's desired transition plan as much as possible based on workload and the factors listed above. Existing organizations are free to submit ODA applications as of November 14, 2006, but should be aware that review and processing of those applications will be prioritized as explained, and the FAA may not take action on any one application until a later date. Existing delegated organizations should apply for ODA not later than April, 2008 to ensure that they will receive their authorizations before their current authority expires.

e. We anticipate that DAS, DOA, and SFAR 36 organizations will be able to transition to an ODA program with minimal changes to their existing procedures. These organizations will have to submit applications and make minimal changes to their procedures manuals in order to be appointed under ODA. The FAA will review the certification activity and performance history of each existing delegated organization to determine whether it is still in the FAA's interest to appoint the organization as an ODA holder. We anticipate that there will be greater impact to existing ODAR organizations, which will have to develop new procedures, such as in-house training, which are not part of existing ODAR requirements. Existing authorized representatives for all types of delegated organizations may be granted the same level of authority under the ODA program without additional review of their qualifications.

f. The FAA will provide transition training for existing DAS, DOA, and SFAR 36 administrators to address the differences between ODA and existing DAS, DOA, and SFAR 36 programs. This training is required for the administrators of these organizations before an ODA will be issued. The FAA will also require ODA administrator training for new ODA applicants. This training will more comprehensively address all aspects of the ODA program. Because ODA represents a significant increase in requirements compared with the ODAR program, existing ODARs must attend this comprehensive applicant training.

FIGURE 2-1. EXISTING DELEGATION TRANSITION

If a holder's existing delegation authority is:	Then the holder can obtain:					
	TC ODA	PC ODA	TSOA ODA	STC ODA	MRA ODA	PMA ODA
DAS				X		
DOA	X	X				
SFAR 36					X	
PC ODAR or seeking TC/PC		X				
PMA ODAR						X
Operator or 145 ODAR					X	
TSOA ODAR			X			

2-6. TYPES OF ODAs. There are six types of ODA programs shown in Figure 2-1. Each type has a chapter in this order that addresses qualifications and functions. To perform functions available to a certain ODA type, organizations must meet certain eligibility requirements. These organizations, when performing delegated functions, must follow all applicable FAA regulations and policies appropriate to those functions. See figures 2-2 and 2-3 of this order for an overview of the available functions. Other types of ODA programs may be added by the appropriate headquarters policy office by future changes to this order.

a. TYPE CERTIFICATION ODA (TC ODA). A TC ODA holder may manage and make findings for type certification programs. In addition to the engineering and manufacturing approvals that are part of the certification program, a TC ODA holder may issue airworthiness certificates, but may not issue an original type certificate (TC) or amended TC. A TC ODA is available to organizations holding a type certificate issued by the FAA.

b. PRODUCTION CERTIFICATION ODA (PC ODA). A PC ODA holder may issue airworthiness certificates and approvals, determine conformity, perform evaluation leading to amendment of its production limitation record, and approve minor changes to its quality control manual. To qualify for a PC ODA, an applicant must be an existing production certificate (PC) holder, or have applied for a TC and PC.

c. SUPPLEMENTAL TYPE CERTIFICATION ODA (STC ODA). Holders of an STC ODA may develop and issue supplemental type certificates (STCs) and related airworthiness certificates. An STC ODA is intended primarily for repair stations, operators, and manufacturers,

but consultant groups with the required knowledge and experience may also qualify for an STC ODA.

d. TECHNICAL STANDARD ORDER AUTHORIZATION HOLDER ODA (TSOA ODA). Holders of a TSOA ODA may issue airworthiness approvals and determine conformity in support of FAA-managed certification projects. Only existing technical standard order (TSO) authorization holders qualify for a TSOA ODA.

e. MAJOR REPAIR, ALTERATION, AND AIRWORTHINESS ODA (MRA ODA). Holders of an MRA ODA may approve data for major repairs and alterations, issue airworthiness certificates and approvals, and perform aging aircraft inspections and records reviews. Repair stations, operators, and consultant groups are eligible for an MRA ODA.

f. PARTS MANUFACTURER APPROVAL ODA (PMA ODA). Holders of this ODA may issue PMA supplements based on test and computation approvals, STCs, or licensing agreements. Only existing PMA holders qualify for this ODA type.

2-7. MULTIPLE ODA TYPES. An organization that seeks an ODA may apply for as many types of ODA for which it qualifies. An organization may have separate procedures manuals for each type of ODA, or a common procedures manual that addresses all types of ODAs. We may require separate manuals if necessary to manage the organization. We will only issue one ODA letter of designation, and assign one ODA number. In the letter of designation, we will list each type of ODA and detail the authorized functions for each type.

FIGURE 2-2. ODA FUNCTIONS

AVAILABLE FUNCTIONS	CHAP 8 TC ODA	CHAP 9 PC ODA	CHAP 10 TSOA ODA	CHAP 11 STC ODA	CHAP 12 MRA ODA	CHAP 13 PMA ODA
APPROVE TECHNICAL DATA AND FIND COMPLIANCE TO THE AIRWORTHINESS STANDARDS	8010 E			11010 E		13010 E
ISSUE STCS and/or AMENDMENTS				11020 E		
ISSUE and REVISE PMA SUPPLEMENTS						
BASED ON TEST AND COMPUTATIONS						13031 M
BASED ON LICENSING AGREEMENT OR STC						13032 M
APPROVE OPERATIONAL AND REPAIR INFORMATION	8040 E			11040 E	12040 E	13040 E
APPROVE AIRWORTHINESS LIMITATIONS INFORMATION	8050 E			11050 E	12050 E	13050 E
ISSUE AIRWORTHINESS CERTIFICATES & APPROVALS	See Figure 2-3 for Airworthiness Functions					
ESTABLISH CONFORMITY INSPECTION REQUIREMENTS	8070 E	9070 M		11070 E		13070 E, M
DETERMINE CONFORMITY OF PARTS & TEST ARTICLES	8080 M	9080 M	10080 M	11080 M		13080 M
DETERMINE CONFORMITY OF TEST SETUP	8090 M	9090 M	10090 M	11090 M		13090 M
DETERMINE CONFORMITY OF INSTALLATIONS, INCLUDING TIA INSPECTIONS ON A PRODUCT	8100 M	9100 M		11100 M		13100 M
PERFORM COMPLIANCE INSPECTIONS	8110 E			11110 E		13110 E
EVALUATE PRODUCTION LIMITATIONS RECORD CHANGES		9120 M				
APPROVE DATA FOR MAJOR ALTERATIONS AND/OR MAJOR REPAIRS	8130, E				12130 E	
PERFORM AGING AIRCRAFT INSPECTIONS AND RECORDS REVIEWS					12140 O	
APPROVE MINOR CHANGES TO QUALITY CONTROL MANUAL/PROCEDURES		9150 M				
PERFORM APPROVALS IN SUPPORT OF OTHER TC ODA HOLDER PROJECTS	8160			11160		13160

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

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

FIGURE 2-3 AIRWORTHINESS CERTIFICATE AND APPROVAL FUNCTIONS

AVAILABLE FUNCTION CODES	CHAPTER 8 TC ODA	CHAPTER 9 PC ODA	CHAPTER 10 TSO ODA	CHAPTER 11 STC ODA	CHAPTER 12 MRA ODA	CHAPTER 13 PMA ODA
ISSUE STANDARD AIRWORTHINESS CERTIFICATES		9061 M		11061 M	12061 O	
ISSUE SPECIAL AIRWORTHIENSS CERTIFICATES	8062 M	9062 M		11062 M	12062 O	
ISSUE DOMESTIC AIRWORTHINESS APPROVALS		9063 M	10063 M		12063 O	13063 M
ISSUE EXPORT APPROVALS		9064 M	10064 M		12064 O	13064 M
ISSUE EXPORT APPROVALS		9065 M			12065 O	
ISSUE SPECIAL FLIGHT PERMITS	8066 M	9066 M		11066 M	12066 O	
ISSUE SPECIAL AIRWORTHINESS CERTIFICATES FOR PRIMARY CATEGORY AIRCRAFT		9067 M		11067 M		
ISSUE SPECIAL AIRWORTHINESS CERTIFICATES FOR RESTRICTED CATEGORY AIRCRAFT		9068 M		11068 M	12068 O	
ISSUE PROVISIONAL AIRWORTHINESS CERTIFICATES		9069 M				
ISSUE REPLACEMENT FOR A LOST, STOLEN, OR MUTILATED STANDARD OR SPECIAL AIRWORTHINESS CERTIFICATE				110610 M	120610 O	

Legend: Primary FAA Office – M=MIDO; and O=FSDO

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

CHAPTER 3. QUALIFICATIONS, RESPONSIBILITIES, AND AUTHORITY

3-1. GRANTING AN ODA. This chapter outlines the general ODA eligibility and qualification requirements. It also sets out the general procedures for getting and keeping an ODA, and describes the general functions and limitations that apply to all ODAs. We address the specific requirements for the various types of ODAs in chapters 8 through 13 of this order.

3-2. REDUCING DESIGNEES. The designee system leverages the FAA's resources by authorizing individuals and organizations to perform functions for the agency. Managing organizations is more efficient for the FAA than managing the activity of many individual designees. We expect an ODA applicant that employs individual designees to significantly reduce the number of designees for the type of ODA functions it seeks. An ODA holder may retain individual designees to operate under standard procedures, when necessary.

3-3. ODA HOLDER LOCATION. Each ODA holder must be located in the United States. However, ODA unit members may be located apart from the ODA holder's facility if agreed to by the OMT. An ODA holder may appoint ODA unit members in another country only after the OMT decides the ODA unit member's location poses no undue burden on the FAA. The ODA holder must make at least one on-site visit per year to manage the ODA unit member's activity. The ODA unit member must attend all required training, and meet with the OMT yearly if required by the OMT.

3-4. ODA HOLDER QUALIFICATIONS. Every applicant must meet the qualifications in this paragraph as well as the eligibility requirements in chapters 8 through 13 of this order for the specific type of ODA requested:

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

b. Organizational Model. One key to the success of the ODA system is that the ODA holder's executive management fully supports the ODA unit. The ODA unit also must be free to do its duties. The organizational model for ODAs will vary significantly depending on the ODA holder's functions, size, and corporate structure. The model must meet the following:

(1) The ODA administrator must ensure that the organization performs all authorized functions in accordance with the regulations and applicable FAA policy. (Terms used in this order, such as "ODA administrator," are defined in appendix 5 of this order.) The ODA administrator must also ensure that the organization always complies with its ODA procedures manual. The ODA administrator must be in a position that provides him the authority to act in the FAA's interest.

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

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

c. Experience. Each applicant must have experience and a thorough working knowledge of the FAA regulations, methods of compliance, policy, processes, and procedures applicable to the authorized functions sought. Additionally, applicants seeking a TC, STC, or PMA ODA must have a recent and successful history performing certification work and have completed projects as an organization. For these ODA types, newly formed organizations must complete projects under standard procedures in order to be eligible for ODA even if the ODA unit members are experienced individuals. An applicant for type and production certificates may be appointed as a PC ODA if it is expected to obtain a production certificate.

d. Resources. Each applicant must have sufficient administrative and technical resources to satisfy all the requirements of the requested authorization. It must employ an ODA administrator and have available an ODA unit consisting of the appropriate personnel capable of performing the authorized functions. The lead ODA administrator must be a full-time employee of the ODA holder. Other ODA administrators need not be full-time employees, but must meet all ODA administrator qualification requirements. Except for the administrator, an ODA unit may consist solely of individuals who are not employed full time by the organization.

e. Facilities. Each ODA holder's facilities must be in the United States. The facilities must be appropriate for the ODA sought, as detailed in chapters 8 through 13 of this order.

3-5. ODA STAFF QUALIFICATIONS. Qualifications for the ODA administrator and ODA unit follow:

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

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

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

(3) Demonstrated sound judgment and integrity.

(4) Sufficient technical knowledge, training, skill, and experience for the type of ODA sought.

b. Engineering and Flight Test ODA Unit Members.

(1) An engineering or flight test ODA unit member must meet the qualifications for a DER. We define these qualifications in FAA Order 8100.8, Designee Management Handbook. The ODA unit members need to meet only those requirements for the functions and areas they will

perform. However, the requirement to have direct working experience with the FAA may be satisfied by having direct working experience within an ODA holder's or other delegated organization.

(2) Qualification Requirements for an ODA Unit Member Making Findings to Foreign Requirements. The OMT may authorize an ODA holder to make findings of compliance with foreign regulations in support of TC or STC validation programs. Each ODA unit member authorized to make such findings must thoroughly understand the foreign requirements and be knowledgeable of their application. This knowledge typically will be evidenced by participation on previous validation programs with the foreign authority and the FAA. The ODA unit member listing must identify, for each ODA unit member, the foreign requirements to which the ODA unit member is authorized to make findings.

c. Manufacturing and Maintenance ODA Unit Members.

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

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

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

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

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

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

a. ODA Holder. The ODA holder must ensure that its ODA administrators and ODA units remain free to perform their authorized functions in accordance with FAA regulations. In addition to performing their authorized functions, the ODA unit members must have enough time and resources to keep up to date on the current FAA regulations, directives, and guidance applicable to the authorized functions.

b. ODA Administrator. The ODA administrator manages the ODA unit activities and communicates with the OMT. The ODA administrator must ensure that the ODA unit has sufficient organizational authority and resources to perform its authorized functions in accordance with FAA requirements. The ODA administrator must report to a level of management that is senior enough to enable the ODA unit to administer duties for the FAA, without undue pressure or influence from other organizational segments or individuals. The ODA administrator must ensure that the organization follows the procedures in its procedures manual and that the processes comply with all applicable FAA regulations and policy. If the ODA holder has more than one ODA administrator, a lead ODA administrator must be identified.

c. ODA Unit. Each ODA unit member must be aware of, and avoid potential conflicts of interest between, his responsibilities to the FAA and his role as the ODA holder's employee. Each ODA unit member must:

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

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

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

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

3-7. MEMORANDUM OF UNDERSTANDING.

a. ODA Holder's Commitment. An ODA holder agrees to use the same care, diligence, judgment, and responsibility when performing the authorized functions as the FAA would use in performing the function. This commitment starts at the senior management level of the ODA holder and extends through the ODA administrator, ODA unit, and the rest of the applicant's organization. As proof of that commitment, senior management of the organization and the FAA managing office(s) will sign a memorandum of understanding (MOU) that outlines the charter, authority, and responsibility of the ODA holder.

b. Preparing an MOU. The prospective OMT and ODA holder jointly prepare the MOU. The ODA holder's senior management and FAA's managing office(s) must sign the MOU before issuing the ODA. Also, any time a signatory of the MOU changes, the replacement must sign a revised MOU. If an ODA holder's new senior management refuses to sign the MOU, we must terminate the ODA. Appendix 1, figure 14 of this order contains an example of an acceptable MOU. All personnel within the ODA holder that manage ODA unit members in any capacity must read and understand the MOU.

3-8. AUTHORITY AND FUNCTIONS.

a. Functions Available. We list the functions we may grant in figures 2-2 and 2-3 of this order. Each chapter in this order that covers an ODA type gives specific function code descriptions. Limitations for each ODA type are given in chapters 8 through 13 as well. Individual limitations will be identified in the ODA letter of designation and the approved procedures manual.

b. Authorized Functions. We will list the functions we authorize in the ODA letter of designation. In the letter of designation, we will also list any limitations the FAA deems appropriate. See appendix 1, figure 3 of this order for an example of an ODA letter of designation. To add functions, an ODA holder must apply in accordance with 14 CFR §183.43 and paragraph 4-3 of this order. The FAA must approve any changes in functions before they may be performed.

c. Products, Parts, Processes, or Appliances Selected. The ODA is limited to the products, parts, processes, or appliances identified in the procedures manual.

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

a. Content. The procedures manual may incorporate any previous agreements between the ODA holder and the FAA managing offices that comply with the limitations of this order. The procedures manual must contain at least the following (See appendix 2 of this order for format and chapters 8 through 13 for detailed requirements.):

(1) Cover page with signature blocks for the FAA managing office(s) and ODA administrators.

(2) General – table of contents, log of revisions, list of effective pages.

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

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

(b) Method of documenting OMT approval of changes.

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

(4) Preface and Introduction, including procedures for FAA and ODA holder communications.

(5) Authorized functions and limitations.

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

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

(8) Required capabilities and ODA unit positions.

(9) The location and procedure for maintaining a list of ODA unit members. The list must contain the names, location, name of the company (if other than ODA holder), signatures, and responsibilities of ODA unit members. Revisions to the list must be provided to the FAA.

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

(11) Description of the training courses each ODA unit member and ODA administrator must take, and where the training will take place. Include both standardization, recurrent, and in-house training.

(12) Self-audit procedures and responsibilities.

(13) Procedures to maintain all applicable FAA guidance material.

(14) Duration of the ODA.

(15) Maintenance of Eligibility.

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

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

(18) Procedures for performing authorized functions.

(19) Records maintenance and submittal requirements.

(20) Corrective action procedures.

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

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

(23) Appendices:

- Memorandum of Understanding.
- Organization charts of ODA holder and unit and company interface.
- Facility descriptions and addresses of ODA unit members, including remote locations.
- ODA unit position descriptions and required qualifications.
- Sample forms used within the ODA system.
- Sample forms.
- Certification plans.

b. Approval. The OMT must review and approve those changes that require approval before the ODA unit performs any function affected by the change. Approval by the OMT will be indicated by FAA signature on the log of revisions page.

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 functions delegated to the authorization.

(2) The ODA holder's processes, and its procedures manual.

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

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

Temporary or limited use ODA unit members 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 part 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.

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

(1) Each ODA lead administrator must attend ODA applicant training prior to appointment and a delegation workshop at least every 24 months.

(2) Each ODA unit member must attend FAA training seminars. This includes those seminars that individual designees performing similar functions are required to take by other FAA Orders, such as FAA Order 8100.8 or FAA Order 8130.33, Designated Airworthiness Representatives: Amateur-Built and Light-Sport Aircraft Certification Functions. Additionally, ODA unit members performing functions specific to an ODA, such as evaluation of production limitation record changes, must attend seminars as required by the OMT.

c. 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 APPOINTMENT. An ODA is effective until the expiration date listed on the letter of designation. See paragraphs 4-5 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 which results only in a name change with 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 and remedial 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. If an ODA holder's basis of eligibility is a PC, 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 in accordance with 14 CFR §21.147 since a PC is not transferable (see 14 CFR §21.155). In this case, the company would have to apply for a PC extension or a new PC in accordance with 14 CFR §21.133.

g. If an ODA holder's basis of eligibility is a PMA, 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 in accordance with 14 CFR §21.303. 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 §21.621. In this case, the company would have to apply for TSOA in accordance with 14 CFR §21.607.

3-13. SELECTION AND APPOINTMENT OF ODA UNIT MEMBERS.

a. Overview. An 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. Additionally, in some cases the OMT may review ODA unit member appointments before the ODA holder may add a new ODA unit member to the staff. See paragraph 3-13d of this order. The ODA unit member selection process must include coordination with the OMT regarding each proposed ODA unit member. The OMT must inform the ODA holder if any information in the FAA databases indicates that the proposed ODA unit member has demonstrated a lack of care, judgement, or integrity.

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

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

d. FAA Review of ODA Unit Member Appointment Decisions. It is the FAA's intention for ODA holders ultimately to appoint ODA unit members without OMT concurrence on appointment decisions. However, the OMT may decide to review an ODA holder's unit appointments until the ODA holder has proven that it can appoint ODA unit members that meet the qualification requirements.

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

(2) For a period of two years after the initial ODA appointment, selection decisions for proposed ODA unit members, who are not currently designees or ODA unit members at other delegated organizations, may be reviewed by the OMT prior to the ODA unit member performing any authorized function for the ODA unit. The OMT should review enough appointment decisions to determine that the ODA holder is appointing qualified ODA unit members.

(3) After two years, the OMT should not need to review any ODA unit member appointment decisions unless:

(a) There are documented problems with the ODA holder's appointment process or performance. The OMT must document these problems and actively pursue corrective action with the ODA holder to improve the ODA holder's appointment process or performance. The appointment records of ODA unit members must be reviewed during subsequent oversight or inspections, or;

(b) The ODA holder has not had sufficient activity appointing ODA unit members.

e. ODA Unit Performance Problems. If the OMT identifies performance issues with an ODA unit member, the OMT must document the deficiency and require corrective action by the ODA holder, which may include removal of that ODA unit member from the ODA unit staff.

f. Appointment of ODA Unit Members at Foreign Locations. Appointment of ODA unit members at foreign locations may not pose an undue burden on the FAA. If the ODA holder desires to appoint an ODA unit member at a foreign location, it must get OMT concurrence on the location and functions to be performed by the ODA unit member. The ODA unit member is subject to the same training and oversight requirements as domestic ODA unit members.

3-14. SELF-AUDIT. The ODA holder must perform self-audits that evaluate the ODA unit members, the ODA processes, and compliance with all applicable FAA regulations and policy. A self-audit must be performed annually, and as requested by the OMT. The self-audit does not replace the FAA inspection required by this order. The procedures manual must contain the ODA holder's general audit procedures.

a. Personnel. The self-audit must include evaluation of the ODA unit members using the processes and criteria contained in FAA Order 8100.8 and Order 8300.10, Airworthiness Inspector's Handbook, as appropriate. The self-audit must include review of individual ODA unit members' work for accuracy. This includes ODA unit members located at suppliers or at other locations away from the ODA holder's facility.

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.

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

3-15. WORK ACTIVITY. The ODA unit must complete and document its manufacturing and airworthiness work on the summary activity report, as described in FAA Order 8100.8. The OMT will determine how often an ODA holder must submit this report.

3-16. RECORDS. The ODA holder must ensure that the records described below are maintained. The ODA holder must also ensure the records specific to the authorizations described in chapters 8 through 13 are maintained. The records may be kept by the ODA holder, its suppliers, or others, as agreed to by the OMT. 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 DAS, DOA or 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, components, parts, or appliances 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.

3-17. 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. 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 or certificates issued 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.

d. Investigating Safety Concerns.

(1) For any approvals or certificates issued under an ODA, the ODA holder must investigate potentially unsafe, or non-compliant conditions in any product, part, article, or appliance, as required by the FAA.

(2) An ODA holder must report to the FAA the results of the investigation and any action it takes or proposes. 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.

3-18. ACTIVITY OUTSIDE THE U.S. The ODA holder must notify the OMT prior to performing any function in a foreign country. The OMT must notify foreign Civil Aviation Authorities (CAA) of any ODA holder activity according to existing policy. The OMT will coordinate any necessary technical assistance support from bilateral partners through the CAA, in lieu of ODA holder personnel, if the CAA restricts the use of ODA holder personnel. When required for TC, or production approvals, the OMT will develop an undue burden decision paper as described in FAA Order 8100.11.

CHAPTER 4. APPLICATION, SELECTION AND APPOINTMENT

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

FIGURE 4-1. APPOINTING/MANAGING OFFICES

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

FAA Offices:

ACO-Aircraft Certification Office

AEG-Aircraft Evaluation Group

FSDO-Flight Standards District Office (includes Certificate Management Office)

MIDO-Manufacturing Inspection District Office (includes Certificate Management Office, Certificate Management Unit, and Manufacturing Inspection Satellite Office)

MIO-Manufacturing Inspection Office

4-2. EXISTING DELEGATED ORGANIZATIONS. An existing DAS, DOA, SFAR 36 or ODAR organization must apply for an ODA according to paragraph 4-3 of this order. However, it need not provide detailed experience and qualification information on the proposed individuals within the ODA units if the ODA unit members will be performing the same functions as currently authorized. The appointing office and evaluation panels for these organizations do not need to review the qualifications of existing staff members who are qualified under existing delegation programs, but must consider and determine that the applicant satisfies the other appointment considerations.

4-3. APPLICATION. Applications must be submitted to the appropriate appointing office as shown in figure 4-1 of this order. If an applicant is applying for more than one type of ODA that will involve multiple appointing offices, it should coordinate with all appropriate appointing offices prior to submitting its application. The appointing offices will establish a lead office responsible for accepting the application and conducting the evaluation. An appointing MIO may delegate selection and appointment responsibilities to the MIDO. Each application must include:

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

b. A cover letter stating the authority and limitations requested for the authorization, including the products for which the authorization will be used. The cover letter must also contain a brief statement describing the applicant's eligibility under 14 CFR §183.47.

c. A detailed description of how the applicant meets the eligibility and qualification requirements defined in paragraphs 3-4 and 3-5 of this order, and the specific eligibility requirements defined in chapters 8 through 13 of this order.

d. A detailed description of the applicant's proposed ODA setup, including the ODA holder's organizational structure, the ODA unit's relationship to the applicant's organization, and facilities.

e. The ODA administrator's name, experience, and qualifications in a resume that clearly demonstrates that the proposed ODA administrator meets the qualifications of chapter 3.

f. A list of the proposed ODA unit members and information outlining the experience, qualifications, proposed functions, and limitations of each ODA unit member. Existing DAS, DOA, SFAR 36, and ODAR organizations need not provide experience and qualifications information on current staff members unless the staff members will be authorized to perform different functions under the ODA.

(1) If the applicant does not currently hold a DAS, DOA, SFAR 36 or ODAR authorization, the applicant must evaluate the proposed ODA unit members to determine that they meet all qualifications before application. The applicant must use a process that is similar to that used by the FAA to evaluate designee applicants. See FAA Order 8100.8. Proposed ODA unit members that are existing designees need not be evaluated if they will be performing the same functions as under a current designation.

(2) If the applicant proposes to use ODA unit members at locations outside the U.S., the applicant must include (with its application) a letter from the host country CAA. In the letter, the aviation authority should state it has no objection to an ODA unit member performing his authorized functions in its country.

g. A draft procedures manual that includes the information required by paragraph 3-9 of this order, and the specific information outlined in the procedures manual example in appendix 2 and chapters 8-13.

4-4. 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 13 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 1, 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 EP of FAA personnel that will evaluate the application. An appointing office representative will manage the EP. The EP will consist of the following:

- Representatives from each relevant FAA organization in figure 4-1 of this order.
- 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 headquarters office representative(s) of all ODA applications it receives. Headquarters specialists from AIR-100, AIR-200, or AFS-300 may participate in evaluation panel activity as they determine necessary. Each headquarters office will determine its participation based on the desired functions and the need to be involved in the appointment decision.

(2) The EP must be qualified, familiar with the functional areas of delegation requested, and experienced with the applicable certification processes.

c. Appointment Considerations. The EP must consider the following to determine whether we will grant the ODA:

(1) The applicant must employ or have available a staff of qualified personnel appropriate to the authorization requested.

(2) The applicant must have adequate resources, facilities in the United States, equipment, tools, and manuals appropriate for the authorization.

(3) The ODA administrator(s) and unit must possess integrity, sound judgment, and a cooperative attitude.

(4) The organization must have a history of enough work to justify the appointment.

(5) The FAA must have the appropriate resources to oversee, manage, and support the appointment.

(6) The ODA administrator(s) must meet the qualifications of paragraph 3-5a of this order.

(7) The procedures manual must contain the information required by the regulations and this order.

d. Evaluation of the Application. The EP will review each application to determine whether the applicant qualifies for the authorization. The EP will thoroughly evaluate the application, the proposed procedures manual, the applicant's qualifications, the proposed ODA administrator's and ODA unit members' qualifications, and the organization's resources and structure. The EP must verify the accuracy and authenticity of the information in the application. The EP must verify that the information in the application and procedures manual complies with all applicable regulations and this order.

(1) Evaluation Panel Documentation. The EP must create and maintain documentation such as meeting minutes, email, or other correspondence about its evaluation.

(2) Interviews. The EP may interview the proposed ODA administrator, ODA unit members, or ODA applicant's management to verify the information in the application and determine whether the ODA applicant understands the requirements its organization must meet. While interviewing staff members, the EP may evaluate their knowledge of the certification procedures and technical responsibilities for which the ODA holder will be responsible.

(3) Site Visits. The EP may conduct site visits to evaluate an organization's facilities and abilities. Although existing certificate holders usually have existing facilities known to the FAA that may not require inspection, the EP will usually need to inspect consultant groups' facilities to verify they have the facilities necessary for the authorization.

(4) Procedures Manual Review. The EP must approve each applicant's procedures manual prior to appointment. During an evaluation, the EP must review the proposed procedures manual and ensure that it:

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

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

e. Denial of ODA Applications. The appointing office will notify the applicant if it denies its application. The appointing office must send the applicant the denial in writing via registered mail within 30 days of the decision. The denial letter must explain the reasons for the denial and detail what steps the applicant must take before the FAA will reconsider the application. (See appendix 1, figure 4 of this order for an example of the ODA denial letter.)

f. Appeals. If denied, an applicant may usually appeal the FAA decision in writing and request a review by an appeal panel. Denial decisions based on failure to attend required training, lack of benefit to the FAA or the FAA's inability to manage the organization may not be appealed. An applicant must submit its appeal within 60 calendar days of receiving notification of the denial.

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

(2) Functioning of the Appeal Panel.

(a) The appeal panel must determine if the appointing office conducted the appointment process properly. If the appeal panel finds discrepancies, it must take appropriate actions to ensure the integrity of the appointment process. To determine whether the appointing office conducted the appointment process properly, the appeal panel may interview members of the EP and review:

- The documentation in the applicant's file,
- The EP's written justification for the denial, and
- Other information it determines appropriate.

(b) The appeal panel must complete its deliberations within 45 calendar days from the date of the appeal, and must document its decision. Each panel member must sign the decision before the panel sends it to the directorate or regional office manager. The directorate or regional office manager will notify the applicant and appointing office of the appeal panel's decision by registered mail within 15 calendar days of the appeal panel's decision.

(3) Appeal Panel Decisions. The appeal panel may:

(a) Uphold the previous decision;

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

(c) Request that any part of the appointment process be repeated citing new information that the EP must review, or issue additional instructions and clarifications to the EP. The appeal panel may direct that the previous EP review the application, or it may direct the appointing office to appoint a new EP.

4-5. APPOINTMENT. If an EP approves an application, the OMT and ODA holder must prepare an MOU, as described in paragraph 3-7 of this order. The appointing office managers and at least one member of the applicant's senior level management – typically the organization's chief executive officer – sign the MOU. After completing the selection process (including getting the MOU signed), the appointing office will provide the applicant a letter of designation. The letter of designation must be signed by the OMT's office manager(s). The letter of designation must note the organization, types of ODA, authorization number, and expiration date for the ODA. The ODA letter of designation must also include the location of facilities and the functions and limitations of the authorization. The scope of the limitations may be in any form appropriate to the authorization. For example, limitations may be imposed based on a lack of certain experience, equipment, or limited to certain types of aircraft. See appendix 1, figure 3 of this order for a sample letter of designation. New ODAs will be granted for two years; existing delegated organizations may be granted an ODA for up to five years. See paragraph 5-8 of this order for appointment duration considerations for existing delegated organizations.

CHAPTER 5. OVERSIGHT

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

a. System, personnel, and procedures;

b. Projects and activities; and

c. Overall performance.

5-2. ORGANIZATION MANAGEMENT TEAM (OMT). An OMT of FAA personnel oversees the ODA holder. The OMT includes members of the Aircraft Certification and Flight Standards field offices and AEG as needed to oversee the ODA holder. Participation will vary depending on the functions the ODA holder is authorized to perform. The OMT members must be knowledgeable and experienced in the functions the ODA unit performs.

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

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

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

d. An AEG representative is responsible for acceptance of Instructions for Continued Airworthiness (ICA) and maintenance and operational issues on certification projects.

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

(1) The OMT members must attend FAA Academy Course No. 23005, Designee Management for AIR & AFS, or equivalent as provided for in Order 8000.93, Aircraft Certification Service National Technical Training Plan. Individuals that have more than 1 year of experience working for the FAA who have not attended the required course may serve on the OMT if assigned a mentor from within their office that has attended. The mentor will assist the OMT member on ODA oversight issues.

(2) The OMT members must attend recurrent FAA designee seminars as required by Order 8100.8 that are relevant to the discipline within the ODA that they oversee as an OMT member. Engineering and flight test OMT members must attend these seminars every 4 years, inspection and airworthiness OMT members must attend every 3 years. If an OMT member does not oversee specific technical functions, the OMT member may choose which seminar sessions to attend. In addition, the OMT lead must attend a delegation workshop at least every 24 months.

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

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

a. Managing the Organization's Activity.

(1) Defining and Understanding the Authority and Limitations of the Organization. The procedures manual defines an ODA holder's authority and limitations. The ODA holder's authority and limitations determine the functions it may perform. The OMT must ensure that the ODA holder's authority and limitations continue to be appropriate based on the organization's capability, experience, and history.

(2) Approving the Organization's Procedures. By approving the procedures, the OMT ensures that the functions performed by the organization result in products and approvals 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 procedures manual changes before the ODA holder implements them.

(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. The OMT must determine whether the ODA holder may perform its authorized functions on a particular project. The OMT must review each program notification letter and determine what FAA involvement is required. The OMT may delegate all aspects of the program, or retain some parts for FAA approval as it determines necessary.

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 should be considered when deciding the amount of review needed. The OMT must review samples of completed project records, such as airworthiness, conformity, compliance, and type design data. If the OMT requires personal meetings or inspections with the ODA holder or unit, it 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, 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 a file for each authorization he manages. (The OMT members must provide any records not available to the OMT lead.) The file must contain 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.

(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 maintain a file documenting their specific activity in support of the OMT. Their files should include:

(a) Supervision records.

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

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 complete the Delegated Organization Supervision Record (see appendix 1, figure 13 of this order) to document their supervision activities.

a. Required Evaluation Items. The OMT must assess annually the required evaluation items on the Delegated Organization Supervision Record. 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 all supervision activity. 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 entire OMT will 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 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.

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. The OMT member may combine this supervision visit with specific project activity, such as witnessing tests or participating in flight tests. However, the focus of the visit must be for the OMT member to:

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

(2) Discuss self-audit results.

(3) Review implemented corrective actions.

(4) Review project files.

(5) Review internal training and training records.

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

(7) Provide the latest guidance and policy.

(8) Interact with the ODA unit members.

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

(1) Determine compliance with regulatory requirements.

(2) Identify safety issues.

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

(4) Discuss self-audit results.

(5) Review implemented corrective actions.

(6) Review project files.

(7) Review internal training and training records.

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

(9) Provide the latest guidance and policy.

(10) Interact with the ODA unit members.

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

(1) Determine compliance with regulatory requirements.

(2) Identify safety issues.

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

(4) Discuss self-audit results.

(5) Review implemented corrective actions.

(6) Review certification files.

(7) Review internal training and training records.

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

(9) Provide the latest guidance and policy.

(10) Interact with the ODA unit members.

g. Aircraft Evaluation Group Supervision. The AEG's primary activities are to coordinate and review the Instructions for Continued Airworthiness, and support the ACO in determining operational suitability. Since the FAA does not delegate AEG functions to the organization, supervision activity by the AEG is usually limited to its participation during the certification program. The AEG will not normally visit the facility other than during inspections, but may do so if they determine a visit is necessary.

h. Documenting Supervision. The OMT will document supervision activity and significant communications with the ODA holder using the Delegated Organization Supervision Record in appendix 1, figure 13 of this order. The record is used to document both general supervision activity and any unsatisfactory performance.

(1) Required Evaluation Items. The OMT must evaluate the applicable items listed on the record at least once a year. Each OMT member must evaluate each of the items applicable to his technical discipline. Not every interaction with the ODA holder needs to be

recorded, but every supervision visit to the organization's facility must be recorded. The OMT member performing the supervision should rate each item assessed as satisfactory, unsatisfactory, or not applicable. If an evaluation item is not assessed during the activity, leave the item blank. Corrective action must be implemented for all items rated as unsatisfactory.

(2) Text Blocks on Back of Form.

(a) Summary of Visit or Communication. Provide a summary of 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 OMT members regarding items identified as needing corrective action. If the OMT lead concurs that corrective action is required, he 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 his 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 informed that he will be further notified of such items.

5-5. DELEGATED ORGANIZATION INSPECTION PROGRAM. Under the inspection program described in chapter 6, the OMT 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 OMT to assess whether:

- The ODA holder's procedures are adequate,
- The ODA unit has complied with the procedures, and
- The ODA unit makes technical decisions that are acceptable.

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

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

NOTE: The OMT lead must be familiar with the FAA's compliance and enforcement program and must attend the FAA's compliance and enforcement training. If he has not, he must coordinate any compliance and enforcement activity with other members of the OMT who are familiar with the program's requirements. Manufacturing and flight standards OMT members usually have experience with compliance and enforcement procedures.

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 organization of the unsafe condition or non-compliance and:

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

(2) Pursue AD action if necessary.

NOTE: The FAA uses the AD process to mandate product changes or repairs for unsafe conditions. If a non-compliant condition in a product does not result in an unsafe condition, the OMT may ask the organization to correct the condition. The OMT must document when the ODA holder does not take corrective action for non-compliant conditions. The OMT will consider this when assessing the ODA holder's performance.

(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 or remedial action.

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

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

(5) Verify that appropriate corrective or remedial action is implemented.

c. Other Conditions Requiring Corrective Action. The OMT lead will notify the ODA holder of any condition requiring corrective action. The OMT must document the condition on a supervision record or inspection report in the FAA's files and notify the ODA holder of the item in writing. The OMT must notify the ODA holder within 30 calendar days of identifying the condition. The ODA holder must submit its determination of the cause of the condition and

proposed remedial action within 30 calendar days. The OMT lead must retain the organization's response and any related correspondence in the OMT's files.

d. Following Up on Corrective Action. The OMT must ensure the ODA holder implements corrective action. All corrective action must be verified during a 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. FAA personnel may need to oversee ODA holders with facilities in different geographic areas. The OMT lead will coordinate with the FAA offices having geographic responsibility. The geographic FAA office will supervise at the additional facility, if necessary.

5-8. ODA RENEWAL.

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

b. Request for Renewal. An ODA holder must submit a letter requesting renewal of its ODA at least 60 calendar days prior to expiration. If the ODA holder does not request renewal, the OMT should initiate termination action. The renewal letter must include an overview of the activity performed under the ODA, and identify any increase in activity planned for the next renewal period. If the ODA holder seeks additional functions under the ODA or a different type of ODA, they must apply for the changes in accordance with chapter 3 of this order.

c. OMT Renewal Responsibilities: When it receives a request for renewal, the OMT must evaluate the performance of the ODA holder to confirm that it is performing satisfactorily. The OMT should 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 OMT 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 OMT to assess whether:

- The ODA procedures are adequate,
- The ODA holder has complied with the procedures, and
- 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 his 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. The Delegation and Airworthiness Programs Branch (AIR-140), the Airworthiness Certification Branch, (AIR-230), and the Aircraft Maintenance Division, (AFS-300) 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) Analyze the database information to identify trends related to their functional responsibilities.

(4) Provide requested data to other FAA organizations.

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

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

(7) Take part in a limited number of inspections each year.

6-3. INSPECTION SCHEDULING.

a. Determining Frequency of Inspections. An OMT must evaluate each ODA holder at least every two years. The OMT may schedule inspections more frequently, and conduct unscheduled inspections whenever it determines inspections are necessary. Factors that might warrant more frequent inspections or could warrant an unscheduled inspection include:

(1) Request by the ODA holder.

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

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

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

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

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

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

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

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

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

b. Schedule Planning. By the end of each fiscal year, the OMT lead should schedule and budget inspections for the following 12 months. The OMT lead must coordinate with the ODA holders, necessary OMT members, and other needed evaluators to ensure they're available for the dates scheduled. If the ODA holder is also scheduled for an Aircraft Certification Systems Evaluation Program (ACSEP) evaluation, the OMT may schedule them consecutively or concurrently. This minimizes the impact on the ODA holder and more efficiently uses FAA resources to support both programs. The OMT lead must give the projected schedule to AIR-140, and keep them informed of any changes. The schedule will be coordinated with the schedule planners for the ACSEP by AIR-140.

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 discretion. The inspection team leader should have experience in conducting both process and technical evaluations, and an understanding of the certification and approval processes. The team leader must have the communication and management skills necessary to direct the inspection team's activity. The team leader should also have the skills required of the inspection team members. (See paragraph 6-4b of this order.)

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

(3) AEG Involvement. The level of participation by an AEG depends on how much it participated during the completion of projects performed by the organization. If an AEG has reviewed all content of ICA packages developed during a project, it does not need to participate on the inspection team. If an AEG routinely accepts the ICA without reviewing it, it 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.

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) Certification Procedures. The team members must understand the certification requirements of FAA Orders applicable to the functions they are reviewing, such as FAA Orders 8110.4, Type Certification, or 8130.2, Airworthiness Certification of Aircraft and Related Products. Team members may get this knowledge by attending courses at the FAA Academy, through on the job training, and participation in certification 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. They get this experience by participating in previous delegated organization inspections or audits or evaluations, such as ACSEP or flight standards surveillance activities.

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 1, 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 3 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 not tell the ODA holder this information before the inspection. 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 responsibility of each team member and the criteria he is 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 3 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 he will evaluate, 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 on the inspection discrepancy record shown in appendix 1, figure 17 of this order; ensure all applicable blocks are complete; and ensure true copies of objective evidence are attached to the appropriate discrepancy forms, appropriately referenced, and clearly identified as described in FAA Order 2150.3 (if necessary).

h. Classification of Discrepancies. The team must identify a discrepancy as safety-related if it could cause an unsafe condition. The team will classify 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.

(3) Procedures Manual Non-compliance. The organization did not comply with the FAA-approved procedures manual (or referenced internal procedures) in effect at the time the discrepancy occurred.

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

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

(6) 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.

(7) 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-140.

6-6. POST-INSPECTION ACTIVITY.

a. Preparing the Inspection Report. Within 30 calendar days after completing the inspection, the team leader will prepare a report outlining the discrepancies found during the inspection. The original report and supporting objective evidence must be provided to the OMT lead. The inspection team leader must provide copies of the report to the ACO, MIDO, and FSDO managers, AIR-230, AFS-300 and AIR-140. The report should contain:

(1) A cover sheet as shown in appendix 1, 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) Overview of the team's findings and observations about the ODA holder.

(3) Copies of the inspection discrepancy records and supporting evidence.

(4) Inspection survey shown appendix 1, figure 19 of this order.

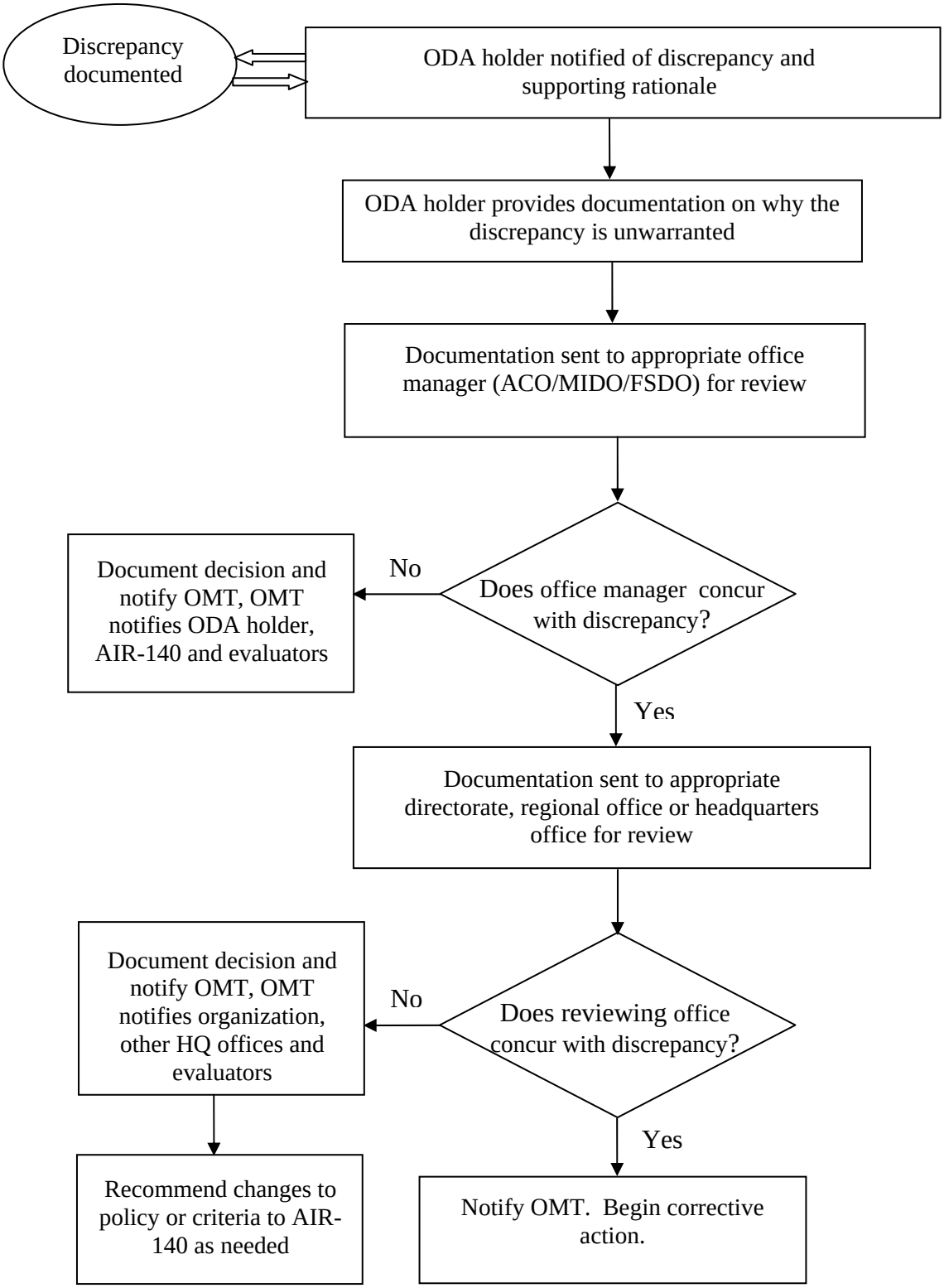
b. OMT Follow-Up. The OMT should review the inspection report and verify those discrepancies that require corrective action. The OMT must process violations of regulations (other than the airworthiness standards), in accordance with FAA Order 2150.3. The ODA holders must correct all discrepancies, unless the OMT determines otherwise. The OMT must document the justification for any discrepancies not needing corrective action. The OMT lead will send the ODA holder the report within 30 calendar days of receipt of the report. With the report, the OMT lead will attach a transmittal letter identifying those discrepancies that need corrective action. The OMT lead will send a copy of the transmittal letter to AIR-140. See paragraph 5-6 of this order for corrective action procedures.

c. Organization Response. Within 30 calendar days after receipt of the inspection report and transmittal letter from the OMT lead, the ODA holder should send the OMT a written response to the transmittal letter and inspection report. The response should contain the ODA holder's plan for taking corrective and remedial action for the discrepancies.

d. 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.

e. Corrective Action. The authorization holder must correct each discrepancy identified in the report. The ODA holder and the OMT lead must agree on a schedule to correct each discrepancy. The OMT lead will ensure that the ODA holder takes appropriate corrective action. The OMT lead may have the OMT members follow up on issues related to their technical specialty.

FIGURE 6-1. INSPECTION DISAGREEMENT RESOLUTION FLOW CHART



CHAPTER 7. SUSPENSION AND TERMINATION OF AN ODA

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

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

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

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

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

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

b. Neither designations nor authorizations are "certificates" within the meaning of 49 U.S.C. section 44709. The procedures for appealing actions for those certificates are not applicable to ODAs.

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 ODAS. The following are the primary reasons for the FAA to suspend or terminate an ODA. This list is not exhaustive, and the FAA may find other reasons to terminate an ODA.

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

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

c. Lack of Care, Judgment, or Integrity. When the ODA holder fails to show the care, judgment, or integrity required to exercise the ODA properly.

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.

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

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

g. Certificate Suspension, Revocation, or Cancellation. When the ODA holder no longer holds a certificate required for eligibility as an ODA.

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

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

7-3. COORDINATION OF SUSPENSION OR TERMINATION DECISIONS. When we suspend or terminate an ODA, we 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 Regions that are involved. Regional counsel will be notified before termination or suspension is initiated, and will collaborate on any notices sent to an ODA holder.

7-4. NOTICE OF SUSPENSION OR TERMINATION.

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

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

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

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

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

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

7-5. APPEAL PROCEDURES.

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

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

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

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

e. Meeting with the Former ODA Holder.

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

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

(3) Record. We will keep a record of the meeting and send a copy of the meeting record to the former ODA holder within 15 days of the meeting. The former ODA holder may send comments or proposed corrections.

f. Appeal Panel Decision. The appeal panel will consider the evidence provided by the former ODA holder and the agency's records on the decision to terminate the ODA. The appeal panel will document its deliberations and rationale for its decision within 45 days of the date of appeal. The directorate or regional office manager will notify the appointing office and former ODA holder (by certified mail) of the decision within 15 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 to be submitted.

7-6. SURRENDER OF RECORDS. If terminated, a former ODA holder must send the OMT lead all records required by 14 CFR §183.61 to be submitted.

7-7. DIN STATUS. If the appointing office suspends, terminates, or does not renew an ODA, the OMT must update the Designee Information Network 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 complies with the airworthiness standards before the FAA issues a TC. 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 we find 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.

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

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

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

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

- Approving technical data such as test plans, test data, or analyses
- Witnessing tests
- Approving test article deviations
- Reviewing test data to ensure that the test followed the test plan
- For analytical data, ensuring that appropriate and validated analytical models or systems are used

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

b. Approve Operational or Repair Information (function code 8040). A TC ODA unit may approve operational or repair information as required or allowed by the regulations.

The specific authority must be defined in the procedures manual. Under this function code, the ODA unit may approve those portions of the following manuals (including revisions) that require FAA approval.

- Aircraft Flight Manual and associated manuals such as cargo loading manual, weight and balance manual, etc.
- Aircraft Flight Manual Supplements
- Structural repair manual

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

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

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

(2) Issue Special Flight Permits (function code 8066) to alter aircraft; to deliver or export an aircraft; to conduct production flight tests; to evacuate the aircraft from areas of impending danger; to conduct overweight operations; or to conduct customer demonstration flights.

e. Establish Conformity Inspection Requirements (function code 8070). A TC ODA unit may set requirements for the extent and kind of conformity inspections required, and may issue a Request for Conformity or TIA, as applicable.

f. Determine Conformity of Parts and Test Articles (function code 8080). A TC ODA unit may determine whether engines, propellers, products, components, parts, appliances, or test articles conform to the design data.

g. Determine Conformity of Test Setup (function code 8090). A TC ODA unit may determine whether a test setup conforms to the design data as required by approved test plans.

h. Determine Conformity of Installations, Including TIA Inspections on a Product (function code 8100). A TC ODA unit may determine whether installations of components, parts, or appliances on a product conform to the design data and perform TIA inspections.

i. Perform Compliance Inspections (function code 8110). A TC ODA unit may perform compliance inspections to determine whether products comply with the 14 CFR.

j. Approve Data for Major Repairs and Major Alterations (function code 8130). A TC ODA unit may approve data for specific major alterations or major repairs involving the ODA holder's type certificated products.

k. Perform Approvals in Support of TC ODA Holder Projects. (function code 8160). A TC ODA unit may supply data approvals and conformity determinations that are used within another TC ODA holder's system. These approvals are limited to the types of approvals authorized as part of the ODA holder's TC authority. The procedures manual must define the types of airworthiness standards and products for which this authority applies.

8-4. LIMITATIONS.

a. The OMT may impose any limitations on an ODA holder's authority, as warranted by the ODA holder's staffing and experience, that the OMT determines appropriate. The OMT must limit the authority based upon the qualifications and capabilities of the ODA unit members. The OMT may, for example, retain authority for the approval of test plans, requiring them to be submitted for approval by the ACO. The OMT should carefully evaluate an ODA holder's capability and experience prior to delegating approval of test plans.

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

(1) Interpretations of the airworthiness standards.

(2) Compliance findings involving the acoustical change requirements of 14 CFR part 36, or the exhaust emissions requirements of 14 CFR part 34.

(3) The application of equivalent safety provisions applied under the provisions of 14 CFR part 21.

(4) Changes to the master minimum equipment list.

(5) Elimination or extension of life limits on life-limited components (see FAA-AIR-M 8040.1, Airworthiness Directives Manual and FAA Order 8040.1, Airworthiness Directives).

(6) The elimination or revision of Aircraft Flight Manual (AFM) limitations that were incorporated as a result of an Airworthiness Directive (see FAA-AIR-M 8040.1 and FAA Order 8040.1).

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

8-5. RECORDS. In addition to the records required to be maintained by paragraph 3-16 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 quarterly reports to the OMT lead identifying the approvals it has issued. The report should identify the make and model 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). Figure 8-1, ODA Type Certification Process, shows the usual order of certification events.

a. Program Notification Letter. The ODA holder must notify – and apply to – the OMT for each new aircraft, aircraft engine, propeller, amended TC, or major type design change. For changes to existing products, an ODA unit may conduct certification activities without notifying the FAA beforehand as allowed by its ODA procedures manual. The ODA procedures manual must define the types of projects that may be performed without notification. The ODA administrator must report any planned certification programs to the FAA if he questions the ODA holder's authority. The ODA administrator must submit the following to the ACO with each program notification letter (PNL):

(1) A proposed certification plan as shown in appendix 2 of this order.

(2) A conformity plan as shown in appendix 1 figure 15 of this order.

(3) An application for type certificate (as applicable).

b. FAA Coordination. After receiving the application and certification and conformity plans, the OMT lead will coordinate them with the responsible OMT members. The OMT members will determine their involvement in the program. The OMT lead will respond to the ODA administrator in writing. The FAA response should include direction to the ODA unit to recommend approval, on FAA Form 8100-9, Statement of Compliance With Airworthiness Standards, of those specific findings to be made by the FAA. In addition, the ACO is responsible for the normal directorate project notification requirements. When required, the OMT will develop an undue burden decision paper as described in FAA Order 8100.11, Developing Undue Burden and No Undue Burden Decision Papers Under 14 CFR Part 21.

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

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

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

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

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

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

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

(7) AEG Functions. The AEG will make determinations in areas identified in FAA Order 8110.4 as requiring AEG involvement, including evaluation of operational suitability, changes to the Master Minimum Equipment List, Aircraft Flight Manual, Flight Crew Operating Manual; crew training, and emergency evacuation demonstrations.

d. TC Board Meetings. As applicable, the ODA holder will hold TC board meetings in accordance with FAA Order 8110.4. Except where the OMT leader elects to chair the TC board, the ODA administrator will chair preliminary, interim, pre-flight, and final TC board meetings on major projects. The ODA administrator will also chair any other meetings to meet the objectives in these procedures. The ODA holder must document the minutes of all board meetings. The ODA administrator must coordinate scheduling of and FAA participation in the meetings with the FAA OMT lead. During the meetings, the FAA will:

(1) Establish the applicable certification basis.

(2) Identify any areas requiring formulation of special conditions.

(3) Offer special attention, information, and guidance to address new design concepts, service difficulties, FAA policy, and current state-of-the-art considerations.

(4) Set those areas of the TC program where the FAA will participate in findings or make specific findings.

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

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

(7) Review the certification and conformity inspection plans.

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

e. 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 the following records, as applicable, to document compliance:

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

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

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

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

(5) Flight manuals and supplements, as required.

f. Compliance Findings for Equivalent Safety Provisions. After the FAA defines any equivalent safety provisions, engineering and flight test ODA unit members may determine whether the product complies with them. The ODA unit must submit equivalent safety finding results in writing to the OMT for approval.

g. Conformity. Inspection personnel in the ODA unit conduct and document conformity inspections and establish the airworthiness of the product. Conformity inspections must be accomplished 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 determining conformity for the FAA may not sign the 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 necessary, the FAA will issue conformity inspection requests to foreign airworthiness authorities.

(3) Prior to any compliance inspection or test, the ODA unit members must complete the following reports (as applicable) to document conformity with the type design of the end product, in-process parts, or test articles:

(a) FAA Form 8100-1, Conformity Inspection Record.

(b) FAA Form 8130-3, Authorized Release Certificate.

(c) FAA Form 8120-10.

(d) FAA Form 8110-(4, 5, 6, 7, or 8), (part 1).

h. AEG Functions.

(1) Instructions for Continued Airworthiness. 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 the AEG's involvement during the program notification review. The ODA unit 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.

NOTE: Delegation of ICA will be provided for in the next revision to this order.

(2) 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.

i. Type Certificate Issuance.

(1) Data Submittal. After determining that the product complies with FAA regulations, and obtaining FAA approval of all specific findings, the ODA holder must submit the following:

(a) An FAA Form 8100-11, ODA Statement of Completion, as shown in appendix 1, figure 11 of this order, certifying that the design complies with the FAA regulations.

(b) A proposed TC data sheet.

(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 TC data sheet in accordance with FAA Order 8110.4.

j. 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 program notification letter. 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 a alteration, the ODA holder must verify that the aircraft conforms to its approved type design as needed to substantiate the alteration.

(3) An ODA unit may not issue an airworthiness certificate or special flight authorization for a foreign-registered aircraft. Only the FAA may issue special flight authorizations for foreign-registered aircraft. We require 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.

k. 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 implementation procedures for airworthiness contained in a bilateral aviation safety agreement, or other written FAA-approved arrangement with that country (after consultation with the International Policy Office, AIR-40). The ODA unit must submit the original FAA Forms 8100-9 to the OMT. The ODA unit must also submit the substantiating data to the OMT if the “Recommend Approval” block is checked, or make it available if the “Approval” block is checked. The OMT will send FAA approval to the foreign authority.

l. Supplier Working Arrangements. Two methods of using supplier resources for a certification project are available to the ODA holder:

- **Addition of ODA Unit Members.** The ODA holder may appoint ODA unit members located at the supplier.
- **Use Other ODA Holder's Approvals.** Another ODA holder may, within its limitations, provide approvals for a project.

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.

(1) 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 his 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 because he has no 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.

(2) 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 providing the engineering design approval, manufacture, and conformity determinations for parts or assemblies supplied for the project; and

(c) The supplier's ODA unit is authorized to find compliance and determine conformity for the parts or assemblies being supplied.

(3) 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. The plan must be reviewed and agreed to by the administrators of both ODA holders and submitted with the program notification letter 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 parts or assemblies 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.

(4) FAA Coordination. A TC ODA holder's OMT must coordinate the certification plan with the supplier ODA holder's OMT. The supplier ODA holder's OMT should advise the TC ODA holder's OMT on the supplier ODA holder's capability to perform the functions defined in the supplier management plan. Ultimately the TC ODA holder's OMT decides whether to delegate the proposed functions to the supplier's ODA unit. The OMTs involved should also coordinate and agree to the specific findings that might be necessary with regards to the supplier's ODA unit. The TC ODA holder's OMT is responsible for making any specific findings, but may request the assistance of the supplier ODA's OMT. The supplier ODA's OMT may also choose to participate in some aspects of the project, not to make specific findings, but to supervise the supplier's ODA unit.

(5) 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.

FIGURE 8-1. ODA TYPE CERTIFICATION PROCESS (PAGE 1 OF 2)

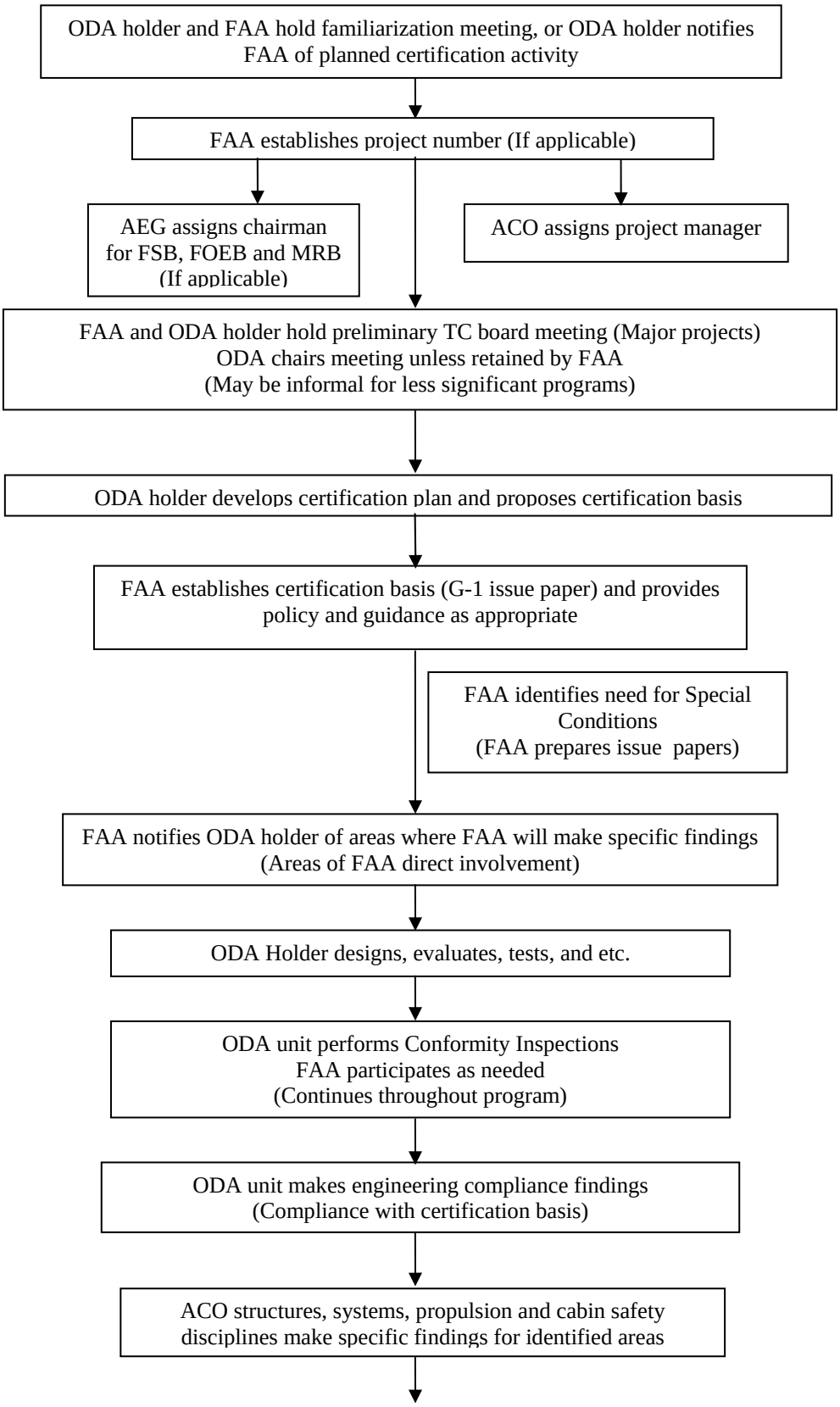
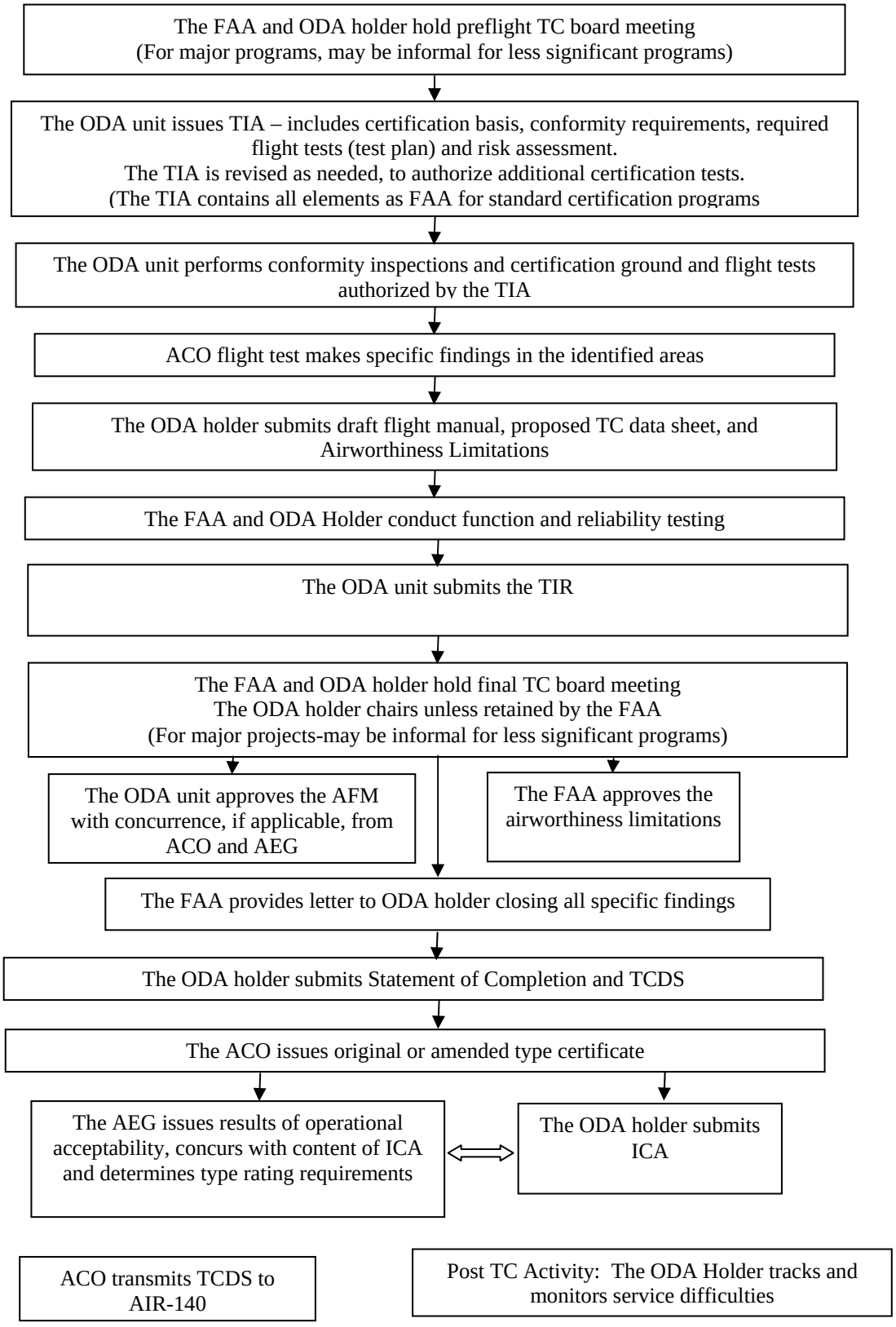


FIGURE 8-1. ODA TYPE CERTIFICATION PROCESS (PAGE 2 OF 2) ⇩



8-7. OFF-SITE PROJECT REQUIREMENTS. An ODA holder may conduct off-site prototype installations only at facilities authorized to approve the altered product for return to service in accordance with 14 CFR part 43.

a. Off-site Facility Management. The procedures manual must contain procedures for managing off-site prototype alterations, including a checklist for either the ODA holder or the ODA unit to evaluate the off-site facility. If the ODA holder evaluates the facility and finds it acceptable, the ODA unit must verify the findings. The ODA holder must document the findings and make them available to the FAA. The procedures manual requirements and the evaluation of the off-site facility must ensure the following:

(1) The off-site facility has experience performing similar types of alterations on the make and model product being altered;

(2) Decisions about workmanship, quality, conformity, deviations, and safety are made without undue influence or pressure; and

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

b. Off-site Personnel and Processes.

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

(2) An inspection ODA unit member must be at the off-site facility during the installation portion of the project. If the product undergoes other repairs or alterations during the project, the ODA unit member must be present if the other activity could affect any portion of the prototype alteration.

(3) Engineering ODA unit members must review and document acceptance on FAA Form 8100-9 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. We do 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 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 parts. 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 describe how to operate the product.

(6) The off-site facility receives prototype articles or parts 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 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. If the project requires notification, the ODA holder should notify the OMT lead early in the project of any plans to perform an installation at an off-site facility. The ODA holder may want to get FAA concurrence on the project's location before spending significant effort on the project. The ODA holder must submit additional information with the PNL, including:

(1) Location, ratings, and limitations of the off-site facility, including the off-site facility's certificate number and the name of the facility's FSDO principal inspector.

(2) Documentation of the evaluation of the off-site facility (if the facility is not identified in the procedures manual as an authorized off-site location).

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

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

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

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

(2) The ODA holder has satisfactory experience on similar projects on the same product and model type.

(3) The ODA holder has enough experience and knowledge to manage the off-site project.

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

8-8. OTHER OFF SITE AND INTERNATIONAL ACTIVITIES.

a. Activity outside the United States. The ODA holder must notify the OMT prior to performing any function in a foreign country. The ACO must notify the cognizant foreign

airworthiness authorities of ODA holder activities according to existing policy. If the foreign authority restricts the use of ODA holder personnel, then the managing ACO will coordinate technical assistance support needed for the project through the foreign authority. When required, the OMT will develop an undue burden decision paper as described in FAA Order 8100.11, Developing Undue Burden and No Undue Burden Decision Papers Under 14 CFR Part 21.

NOTE: Refer to FAA Order 8100.14, Interim Procedures for Working with the European Community on Airworthiness Certification and Continued Airworthiness, for additional guidance when dealing with European Union states.

b. Off Site Airworthiness or Manufacturing Functions. If an ODA unit plans to perform an authorized function outside the managing MIDO's geographical area, the ODA holder must notify the geographic MIDO. The geographic MIDO will provide any additional instruction to the ODA unit members involved.

8-9. APPROVAL OF MAJOR ALTERATION OR MAJOR REPAIR DATA.

a. Limitations of Approval. An ODA unit may approve major repair and major alteration data for product types manufactured by the ODA holder. An ODA unit may approve data for major alterations or repairs only for a specific product. Each data approval is valid for one alteration only. The data may be used for subsequent alterations or repairs to similar products only after the ODA unit determines that the subsequent repair or alteration complies with the applicable airworthiness standards. In documenting each approval, the ODA unit must identify the applicable product by make, model and serial number.

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 1, figure 9 of this order for a sample data approval form. The FAA Form 8100-9 must clearly identify:

(1) The specific product involved.

(2) Whether all aspects of the repair or alteration are addressed.

(3) Those aspects of the repair or alteration that the form approves.

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

8-10. DATA APPROVALS IN SUPPORT OF STC APPLICANTS. The ODA unit may approve data in support of an STC project involving a product manufactured by the ODA holder. As part of the project planning, the ODA administrator must provide a letter to both the STC 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 maintain copies of the FAA Form 8100-9 and all data approved in support of STC applicants. A project

applicant must discuss his intention to use ODA approvals as part of his certification project with the project ACO. The project ACO will coordinate with the OMT regarding the data approvals as it believes necessary.

8-11. APPROVALS OF ALTERNATIVE METHODS OF COMPLIANCE TO AIRWORTHINESS DIRECTIVES (AD) AND AD-MANDATED REPAIRS. A TC ODA holder may be authorized to approve alternative methods of compliance (AMOC) to ADs applicable to aircraft on its type certificate. This authorization may be granted when the OMT determines that the intent of the AD is to restore an aircraft with damaged structure to compliance with its type certification basis or other defined airworthiness standards.

a. Authorizing the ODA Holder. The OMT must determine which ADs are appropriate for AMOC delegation and provide an up-to-date list of these ADs to the ODA holder. The ODA holder must identify the specific AMOC authority of each ODA unit member in the ODA holder ODA unit member listing. The ODA unit member's authority must be defined for each applicable AD and include the applicable airworthiness standards and acceptable deviations to the AD requirements such as short edge margins, fastener or material substitutions, or finish differences.

b. Limitations. The AMOC authority is limited to approving defined deviations for repairs and or alterations to a single aircraft. No approvals for multiple aircraft may be made by the ODA unit. The following may not be authorized:

(1) Adjustments to the compliance times, inspection thresholds or intervals, or airworthiness or operational limitations specified in ADs.

(2) Discretionary judgments of acceptability.

(3) Alternative inspection methods.

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

(5) Any area other than aircraft structures.

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

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

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

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

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

d. Documentation. The ODA unit member must specify the following on the FAA Form 8100-9:

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

(2) Aircraft model, serial number and operator of the product.

(3) A description of the AMOC, including part names and numbers, part serial number (if applicable), description of damage or cracks, and repair.

(4) Compliance with the applicable requirements of the certification basis or other defined airworthiness standard for that AD. The specific paragraphs must be listed where applicable.

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

e. ODA Holder Responsibilities. The ODA holder must:

(1) Notify the operator of the terms of any life limited ODA-unit approved temporary repair for a particular AD. The notification must include a copy of the FAA Form 8100-9 indicating approval and stating that the approval is time limited and must be removed on or before a specific date (or flight cycle limit, time limit, etc.).

(2) Notify the OMT of such an approval within 72 hours or as agreed to by the OMT.

(3) Keep all records (telexes, stress and life analyses, letters, etc.) for a period of time consistent with normal continuing airworthiness record keeping requirements, but not less than one year after the removal of said temporary repair from the aircraft.

(4) Have available the necessary paperwork to support any audits that the cognizant OMT deems necessary to oversee the system.

f. OMT Review. The OMT must monitor and review such approvals ensuring that they continue to achieve the required level of safety imposed by the AD. The ACO must take appropriate action as necessary to correct any repairs that do not achieve the required level of safety, including revocation of the approval and delegation if necessary. The OMT may rescind any AMOC approval granted by the ODA unit; however, this should be done only after consultation with the operator of the affected aircraft and in consideration of the operator's needs.

8-12. AIRWORTHINESS CERTIFICATION. 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 MIDO approval 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 records, as applicable:

- FAA Form 8100-1
- FAA Form 8100-2, Standard Airworthiness Certificate
- FAA Form 8130-6, Application for Airworthiness Certificate
- FAA Form 8130-7, Special Airworthiness Certificate

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).

8-13. SPECIAL FLIGHT PERMITS. Before issuing a Special Flight Permit, the ODA unit must obtain from the MIDO, in writing, any limitations, conditions, and areas of operation the FAA considers necessary for safety. The ODA unit must issue the Special Flight Permit, FAA Form 8130-7, in accordance with FAA Order 8130.2. The MIDO will send the original airworthiness certification package (including the application, supporting documentation, and the certificate) to the Aircraft Registration Branch (AFS-750). The ODA holder should establish procedures for a special flight permit for production flight testing for each aircraft that needs to be covered.

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

8-14. 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 are also applicable to the development of amended type certificates, 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 FAA for each new product. 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, Application for Type Certificate, Production Certificate, or Supplemental Type Certificate, 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 type certificate, amended type certificate 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 type certificate, amended type certificate 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 FAA Order 8110.4. 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 FAA policy and guidance for new or changed products. The ODA holder should be prepared to submit these items at the Preliminary Type Certification Board Meeting. The FAA establishes the certification basis by means of an issue paper (if applicable). The ODA administrator is responsible for cooperating with the FAA in this process and providing a company position when requested. The procedures manual must establish the procedures for development and coordination of the certification basis.

f. Coordination of Issue Papers. When necessary, the FAA will develop issue papers as a means of resolving certification issues. The ODA administrator must cooperate with the FAA in this process and provide a company position when requested. The procedures manual must establish the procedures necessary to coordinate issue papers.

g. Specific Findings. The FAA will notify the ODA unit of areas in which the FAA will make specific findings. Based on the information received at the familiarization meeting and preliminary type certification board meeting, the FAA will provide formal notification of each area in which direct participation is planned. The level of FAA participation depends on the complexity of the product, previous experience in similar certification activities, service experience, and problems on similar products. The ODA holder and unit are responsible for

cooperating and assisting the FAA in making these specific findings. The procedures manual must explain how the ODA unit is to accomplish and handle these activities.

h. Compliance Determinations. The ODA unit makes engineering compliance determinations in accordance with the FAA certification basis. Once the certification basis has been established and specific findings are identified, the ODA unit may begin making engineering compliance determinations. The ODA unit is responsible for providing sufficient notice to the FAA whenever the agency is involved. The procedures for compliance determinations are essentially the same as those the FAA would use to conduct a standard certification program. The processes and procedures to be used must be explained in the procedures manual.

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

j. Type Inspection Authorization. The ODA unit should prepare the TIA so that it may be formally issued at the Preflight Type Certification Board Meeting. Revisions should be prepared if the initial issue is incomplete. The TIA must identify conformity requirements, authorized flight tests, special limitations deemed appropriate for test articles, and a formal assessment of the risks associated with the flight tests in accordance with paragraph l below. The processes and procedures to be used must be explained in the procedures manual.

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

l. Risk Assessment. The ODA unit procedures for meeting the requirements of FAA Order 4040.26, Aircraft Certification Service Flight Safety Program must be defined in the procedures manual.

m. Other Type Certification Board Meeting. The ODA unit should hold a Preflight and/or Interim Type Certification Board Meeting as described in FAA Order 8110.4.

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

o. Submittal of AFM, Proposed Type Certificate Data Sheet (TCDS), Noise and Emissions Data, if Applicable, and Airworthiness Limitations. The AFM, if required, will be submitted to the FAA for review. The FAA ACO will function as the primary contact for AFM submittals and will coordinate with the FAA Aircraft Evaluation Group, when necessary. The ODA unit must submit proposed TCDS entries to the ACO; the FAA will coordinate and prepare the TCDS. The ODA unit must submit the initial Airworthiness Limitations to the ACO for review and approval. The ODA unit may approve subsequent revisions to the Airworthiness Limitations if the procedures for this approval process are contained in its procedures manual. The draft AFM is required prior to start of function and reliability testing. The TCDS and Airworthiness limitations must be submitted no later than the Final Type Certification Board

Meeting. The procedures to be used for coordination and submittal of these items must be explained in the procedures manual.

p. Function and Reliability Testing. If applicable, function and reliability testing must be accomplished as described in FAA Order 8110.4. The types of programs that require function and reliability testing, and procedures to be used, must be explained in the procedures manual.

q. Report Preparation, Submittal, and Storage. The ODA Unit reviews the required reports and data and makes findings of compliance with regulations identified in the certification basis. The procedures manual should detail the kinds of reports required and the timing for approval with respect to preparing the Statement of Completion. The procedures manual must specify the procedures to be used for supplier ODA findings and determinations and how discrepancies in those approvals will be resolved. Any data retention procedures or agreements must be clearly identified in the procedures manual. The types and locations of FAA files maintained by the ODA holder should also be explained in the procedures manual.

r. Specific Findings Close Out. The FAA will provide a letter to the ODA unit informing them when all specific findings are complete.

s. Statement of Completion. When the documentation required for a particular program has been satisfactorily accomplished, the ODA administrator prepares a Statement of Completion as shown in appendix 1 of this order. The conditions for issuance and required contents, such as a certification checklist must be explained in the procedures manual.

t. Final Type Certification Board Meeting. The ODA unit should hold a Final Type Certification Board Meeting for each new type certificate, amended type certificate 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 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 type certificate, if applicable. The procedures to be used must be explained in the procedures manual.

u. Type Certificate Issuance. Issuance of a type certificate is conditioned on receipt of a Statement of Completion and recommendation for product approval. These actions are usually accomplished at the Final Type Certification Board Meeting.

v. Instructions For Continued Airworthiness. The ODA holder must develop and submit Instructions for Continued Airworthiness for any new or changed type design. The procedures manual must specify the procedures for the coordination of the ICA with the ACO/AEG, and the procedures for obtaining acceptance of the ICA prior to airworthiness certification.

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 program notification letter. 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 AD alternative methods of compliance 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. Airworthiness Approvals. The procedures manual must specify the processes for issuing airworthiness approvals and certificates.

z. 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.

CHAPTER 9. PRODUCTION CERTIFICATION FUNCTIONS

9-1. GENERAL. This chapter outlines the requirements and functions for PC ODA holders. Primarily, a PC ODA holder determines that a product conforms to its type design and is in a condition for safe operation. A PC ODA holder may also issue airworthiness certificates and export airworthiness approvals. In addition, a PC ODA holder may perform an evaluation leading to amendment of PLR and approve a minor change to its quality manual. A PC ODA holder is not authorized to issue the original production certificate (PC) or amend the PLR. Only the FAA may perform these functions.

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

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

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

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

(1) Have sufficient detail to provide positive control of parts or components, materials, and special processes during the type certification program.

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

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

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

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

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

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

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

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

(3) Issue Domestic Airworthiness Approvals (function code 9063) for shipments to identify the airworthiness approval status of new or rebuilt products parts and appliances produced and located in the United States.

(4) Issue Export Airworthiness Approvals (function code 9064) for new products or for rebuilt class II or III products.

(5) Issue Export Airworthiness Approvals (function code 9065) for class I products.

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

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

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

(9) Issue Provisional Airworthiness Certificates (function code 9069). Original class I provisional airworthiness certificates may be issued under this function.

b. Establish Conformity Inspection Requirements (function code 9070). A PC ODA unit may set requirements for the extent and kind of conformity inspections required, such as airworthiness inspection, change of supplier, or change of manufacturing location. An ODA unit may issue a Request for Conformity.

c. Determine Conformity of Parts and Test Articles (function code 9080). A PC ODA unit may determine whether engines, propellers, products, components, parts, appliances, or test articles conform to the design data.

d. Determine Conformity of Test Setup (function code 9090). A PC ODA unit may determine whether a test setup conforms to the design data as required by approved test plans.

e. Determine Conformity of Installations, Including TIA Inspections on a Product (function code 9100). A PC ODA unit may determine whether installations of components, parts, or appliances on a product conform to the design data and perform TIA inspections.

f. Evaluate Production Limitations Record Changes (function code 9120). A PC ODA unit may perform an evaluation of the ODA holder's quality control system to address a new TC model, STC design, or process. The PLR may be amended by the FAA if the ODA unit finds the quality control system complies with 14 CFR §§ 21.139, 21.143, 21.147, and 21.153.

g. Approve Minor Changes to Quality Control Manual/Procedures (function code 9150). A PC ODA unit may approve minor changes to the quality control data required by 14 CFR §21.143. A minor quality control change is one that is not substantive, such as correction of a typographical error, organizational name, form number, or format change.

9-4. LIMITATIONS. The OMT may impose any limitation on an ODA holder's authority as warranted by the ODA holder's staffing and experience that the OMT determines appropriate. The OMT must limit the authority based upon the qualifications and capabilities of the ODA unit members. No ODA unit may:

a. Perform any function on any aircraft, engine, propeller or product not manufactured under the ODA holder's Production Certificate or in support of the ODA holder's TC or STC projects.

b. Deviate from specific FAA policy and guidance.

9-5. RECORDS. In addition to the records required by paragraph 3-16 of this order, an ODA holder must maintain the following records:

a. Records to Keep for the Duration of the PC ODA include:

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

(2) Data that supports changes to the PLR.

(3) Conformity inspection records that the ODA unit has completed, such as FAA Forms 8100-1, 8120-10, 8130-3, 8130-9, 8110-5, 8110-6, 8110-7, or 8110-8.

(4) Changes to the quality control manual.

9-6. PRODUCTION CERTIFICATE AND PLR CHANGES. An ODA holder must use the same process the FAA uses for standard certification programs (see FAA Order 8120.2, Production Approval and Surveillance Procedures).

a. Inspection personnel in the ODA unit must determine that the requirements of 14 CFR § 21.153 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 Order 8120.2).

b. 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.

c. The ODA unit must review the FAA Form 8110-12 and review it 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 a PLR certification and conformity inspection plan in accordance with FAA Order 8110.4.

d. The ODA unit must coordinate with the OMT to obtain any needed instruction or establish any areas of the quality system that require FAA participation prior to the PLR audit.

e. The ODA unit must schedule and conduct a PLR audit as described in FAA Order 8120.2 and document the PLR audit results on FAA Form 8100-12, Production Limitation Record Report. The ODA unit must notify the ODA holder in writing of the results of the PLR audit.

f. The ODA unit must perform any conformity inspections required in support of the PLR audit. If a conformity inspection is required to substantiate the ODA holder's capability to produce parts or articles that conform to the new design, the ODA unit must complete an FAA Form 8100-1.

g. The ODA unit will notify the ODA holder of the results of the PLR audit and will request corrective and remedial actions for the findings made during the PLR audit. The ODA holder must develop corrective and remedial action for any non-compliance identified during the PLR audit. The ODA unit must verify that the ODA holder implements corrective and remedial action for any non-compliance identified during the PLR audit. The ODA unit must record the results of any implemented corrective or remedial action on FAA Form 8100-12 before the FAA will amend the PLR.

h. Before a new TC model, new STC design, or process is added to the PLR, the ODA unit must ensure that all design paperwork is complete and the design has been approved. The ODA unit must use applicable FAA forms. Inspection personnel in the ODA unit must approve the following forms, as applicable, to document compliance:

- FAA Form 8100-12.
- A conformity inspection report, FAA Form 8100-1 documenting that the ODA unit completed all FAA conformity inspections and that any unsatisfactory conditions have been corrected.

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

9-7. TC/STC CONFORMITY. Inspection personnel in the ODA unit may conduct conformity inspections in support of FAA-managed type 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.

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 determine that the end product, in-process parts, or test articles conform with the type design. The ODA unit member must document conformity on the following forms (as applicable):

- FAA Form 8100-1.
- FAA Form 8130-3.
- FAA Form 8110-(4, 5, 6, 7, 8 or 26) (part 1).

9-8. AIRWORTHINESS CERTIFICATES. 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 records, as applicable:

- FAA Form 8100-1.
- FAA Form 8100-2.
- FAA Form 8130-6.
- FAA Form 8130-7.

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).

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

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

9-10. EXPORT AIRWORTHINESS APPROVALS.

a. Export Airworthiness Approvals. When exporting class I, II or III products, the ODA unit must determine that the requirements of 14 CFR part 21, subpart L are met. The ODA holder must complete an FAA Form 8130-1, Application for Export Airworthiness Approval, in accordance with 14 CFR §21.327 and AC 21-2, Export Airworthiness Approval Procedures. For

class I products, the ODA unit must issue an FAA Form 8130-4, Export Certificate of Airworthiness, and Aeronautical Center Form 8050-72, Export Certificate Number Assignment Card, in accordance with FAA Order 8130.2 and AC 21-2. For class II and III products, the ODA unit must issue an FAA Form 8130-3 in accordance with FAA Order 8130.21 and AC 21-2.

b. Airworthiness Approvals. The ODA unit may issue airworthiness approvals (FAA Form 8130-3) for new, rebuilt or altered products produced by the ODA holder. Each product must be inspected using FAA-approved design and the ODA holder's approved quality system before being presented to the ODA unit. Prior to issuing an FAA Form 8130-3, the ODA unit must determine compliance with the applicable requirements of part 21 and part 43. The FAA Form 8130-3 must be issued in accordance with FAA Orders 8130.21 and 8130.2.

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

a. Production Certificate and PLR Changes.

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

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

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

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

(5) Procedures for development and implementation of corrective or remedial actions as warranted by the PLR audit. The procedures should include ODA unit concurrence on all proposed corrective action.

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

b. Conformity Inspections.

(1) Procedures for receiving and processing a Request for Conformity or TIA.

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

(3) Procedures for completion of conformity inspections.

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

c. Issue Airworthiness Certificates and Export Airworthiness Approvals. The processes and procedures for issuance of these certificates must meet the requirements of FAA Orders 8130.2 and 8130.29.

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

CHAPTER 10. TECHNICAL STANDARD ORDER AUTHORIZATION HOLDER FUNCTIONS

10-1. GENERAL. This chapter outlines the requirements and functions for TSOA ODA holders. A TSOA ODA holder may determine conformity with type design for articles it produces in support of certification projects and issue airworthiness and export approvals.

10-2. ELIGIBILITY. A TSOA ODA holder must:

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

b. Hold a current TSO authorization.

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

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

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

(1) Issue Domestic Airworthiness Approvals (function code 10063) for new or rebuilt products.

(2) Issue Export Airworthiness Approvals (function code 10064) for new or rebuilt class II or III products.

b. Determine Conformity of Parts and Test Articles (function code 10080). A TSOA ODA unit may determine whether materials, parts, appliances, or test articles conform to the design data.

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

10-4. LIMITATIONS.

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

b. An ODA unit may issue airworthiness approvals only for those articles or parts produced under the ODA holder's TSOA. The procedures manual must specify the articles or parts covered by the authorization. The ODA unit may determine conformity in support of certification programs only for those articles produced under the ODA holder's TSOA.

10-5. RECORDS. In addition to the records required by paragraph 3-16 of this order, a TSOA ODA holder must keep conformity inspection records that the ODA unit has completed, such as Forms 8100-1, 8120-10, 8130-9, 8130-3, 8110-5, 8110-6, 8110-7, and 8110-8.

10-6. CONFORMITY FUNCTIONS. Inspection personnel in the ODA unit may conduct conformity inspections in support of 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.

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 conformity inspection records (as applicable) to document conformity of the end product, in-process parts, or test articles with the type design:

- FAA Form 8100-1
- FAA Form 8130-3
- FAA Form 8110-(4, 5, 6, 7, 8 or 26) (part 1), as applicable

10-7. AIRWORTHINESS APPROVALS.

a. Export Airworthiness Approvals. When exporting class II or III products, the ODA unit must determine that the requirements of 14 CFR part 21, subpart L are met. The ODA holder must complete an application in accordance with subpart L. The ODA unit must review the application and ensure the requirements in FAA Order 8130.2, AC 21-2, and the special requirements of importing countries are complied with 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 new parts produced by the ODA holder. The FAA Form 8130-3 will be issued in accordance with FAA Orders 8130.21 and Order 8130.2.

10-8. PROCEDURES MANUAL REQUIREMENTS. In addition to the requirements of paragraph 3-9 of this order, the procedures manual must address:

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

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

c. Procedures for performing and tracking conformity inspections.

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

CHAPTER 11. SUPPLEMENTAL TYPE CERTIFICATION FUNCTIONS

11-1. GENERAL. This chapter outlines the requirements and functions for STC ODA holders. An STC ODA holder may issue STCs and related airworthiness certificates.

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

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

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

- Approving technical data such as test plans, test data, or analyses
- Witnessing tests
- Reviewing test data to ensure that the test was conducted in accordance with the test plan
- 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 §§ 21.113 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 Supplement and any associated information such as cargo loading or weight and balance (including revisions) for an STC it issues.

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

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

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

(2) Issue 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 Special Airworthiness Certificates (function code 11067) for primary category aircraft.

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

(6) Issue a Replacement for a Lost, Stolen, or Mutilated Standard or Special Airworthiness Certificate (function code 110610) if the proper documentation can be obtained from the applicant.

> **NOTE:** This function is limited to an aircraft being modified under an STC project. This function may also include 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 Parts and Test Articles (function code 11080). An STC ODA unit may determine whether engines, propellers, products, components, parts, appliances, or test articles conform to the design data.

h. Determine Conformity of Test Setup (function code 11090). An STC ODA unit may determine whether test setups conform to the design data as required by approved test plans.

i. Determine Conformity for Installation and TIA Inspections on a Product (function code 11100). An STC ODA unit may determine whether installations of components, parts, or appliances on a product conform to design data and perform TIA inspections.

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

k. Perform Approvals in Support of TC ODA Holder Projects (function code 11160). An STC ODA unit may supply data approvals and conformity determinations that are used within a TC ODA holder's system. These approvals are limited to the types of approvals included in the ODA holder's STC authority. The procedures manual must specify the types of airworthiness standards and products for which this authority applies.

11-4. LIMITATIONS.

a. The OMT may impose any limitations on an STC ODA holder's authority as warranted by the ODA holder's staffing and experience that the OMT determines appropriate. The OMT must limit the authority based upon the qualifications and capabilities of the ODA unit members. The OMT may, for example, retain the authority for the approval of test plans, requiring them to be submitted for approval by the ACO.

b. The OMT must limit the ODA holder's authority based upon the experience and capability the ODA holder has demonstrated. The ODA holder's procedures manual must specify the makes and models of products covered by the authorization, and the types of alterations the ODA holder is authorized to approve. For example, a procedures manual limitation may include:

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

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

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

(1) Interpretations of the airworthiness standards.

(2) Compliance findings involving the acoustical change requirements of 14 CFR part 36 or the exhaust emissions requirements of 14 CFR part 34.

(3) The application of equivalent safety provisions applied under the provisions of 14 CFR part 21.

(4) Changes to the master minimum equipment list.

(5) Elimination or extension of life limits on life-limited components (see FAA-M 8040.1 and FAA Order 8040.1).

(6) The elimination or revision of AFM limitations that were incorporated as a result of an Airworthiness Directive (see FAA-M 8040.1 and FAA Order 8040.1).

(7) Changes to the flight crew operating manual.

d. An ODA unit may issue airworthiness certificates and special flight permits only as required as part of an STC project performed by the ODA holder.

11-5. RECORDS. In addition to the records required to be maintained by paragraph 3-16 of this order, an STC ODA holder must keep the following records for the duration of the ODA:

a. The program notification letter, 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, and manufacturer's serial number, and registration number altered to substantiate an STC issued by the ODA unit.

11-6. ALTERATION LOCATIONS.

a. General. All prototype alterations must be performed at certificated facilities authorized to perform the type of alteration and approve the altered product for return to service in accordance with 14 CFR part 43. The facilities must be identified in the STC ODA procedures manual or qualified and approved in accordance with paragraph 11-8 of this order before the product is altered.

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

11-7. SUPPLEMENTAL TYPE CERTIFICATION PROGRAMS. A STC ODA holder must use the same process the FAA uses for standard certification programs (see FAA Order 8110.4 and AC 21-40, Application 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) 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.

(2) 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.

(3) Additional Party Involvement. Projects that involve numerous parties in the design or manufacture of parts 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 program notification letter.

(4) 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, type certificate data sheets, 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 program notification letters and determining the level of FAA involvement in a project.

b. 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.

(1) Program Notification Letter. The ODA administrator must submit a PNL to the OMT lead early in the project containing the following information. 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 proceeding with the project. 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 determine that no unsafe feature or characteristic exists in the altered product. The PNL must:

(a) Include an FAA Form 8110-12.

(b) Include a certification plan that contains the information described in appendix 2 of this order.

(c) Include a conformity inspection plan as shown in appendix 1, figure 15 of this order.

(d) Identify any novel or unusual aspects of the program including any international aspects, or foreign airworthiness authorities involved.

(e) Identify any design changes that are considered a "significant project" according to the definition in FAA Order 8110.4.

(f) Specify 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 provide 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 OMT 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 is responsible for the normal directorate project notification requirements.

(2) As part of the OMT review of the PNL and the associated certification and conformity plans, the OMT will consider whether the ODA holder has, or can obtain, the appropriate knowledge and understanding of the product manufacturer's design philosophy, principles, operational assumptions, and actual operator procedures. The OMT will non-concur with projects that it determines the ODA holder is not qualified to perform.

(3) If a project is to be performed at an off-site location, the OMT will coordinate with the off-site facility's principal maintenance inspector. This is to verify that the facility has experience with the types of alterations on the specific product(s) (make and model) that the

project involves. The OMT will also consider its own ability to oversee and participate in the project, based on the facility's location. The OMT may authorize a project only if:

(a) The work location does not prevent the OMT's necessary involvement and oversight.

(b) The ODA holder has sufficient experience and knowledge to manage the off-site project.

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

d. Specific Findings. The FAA will make specific findings of compliance as follows:

(1) Determine compliance in areas reserved for the FAA, such as regulatory interpretations and equivalent level of safety findings. The ODA holder must request concurrence on the application of all equivalent level of safety findings in writing.

(2) Determine compliance for the emissions and noise requirements of 14 CFR parts 34 and 36.

(3) Determine compliance in areas evaluated by the AEG. These include Instructions for Continued Airworthiness, evaluation of operational suitability, changes to the Master Minimum Equipment List, Aircraft Flight Manual, Flight Crew Operating Manual, crew qualifications, and emergency evacuation demonstrations.

(4) Determine compliance, when necessary, in areas involving new design concepts including the identification of those areas that require the formulation of special conditions in accordance with 14 CFR §21.101(d) or areas where the ODA holder has no prior experience.

(5) Review data, tests, or technical evaluations if the ODA holder has not demonstrated a satisfactory capability during similar projects.

(6) Review areas where service difficulties have resulted from previous ODA holder approvals.

(7) Participate in compliance findings in areas involving known safety-related problems. For example, the ACO should review modifications affecting areas that have previously been the subject of Airworthiness Directive action to ensure that the proposed modification does not adversely affect the Airworthiness Directive-related change.

e. Program Notification Letter Response. The OMT lead will respond to the ODA holder formally, in writing, after receiving the PNL. The OMT lead must respond within 30 days unless the ODA holder agrees to a later response. The response must include:

(1) The OMT's concurrence or non-concurrence with the proposed certification and conformity plans.

(2) Acknowledgement that the certification basis is acceptable, including any limitations, conditions, or objections.

(3) The names and other contact information for FAA engineers, manufacturing inspectors, AEG focal points, and administrative staff assigned to the project.

(4) Identify specific FAA findings and involvement in the project and require 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 changes in the location where the prototype installation will be performed.

(c) Any change in the schedule of activities in which the FAA will participate.

(d) Any certification methodology change.

(e) Any other change deemed appropriate by the managing ACO.

NOTE: The OMT should determine any other types of change that require notification, based on the ODA holder's capability and project types. The OMT and the ODA administrator should ensure that they understand the types of schedule/project scope changes that must be reported.

f. STC Board Meetings. As applicable, the ODA holder will hold STC board meetings in accordance with FAA Order 8110.4. The ODA administrator will chair preliminary, interim, pre-flight, and final STC board meetings on major projects. The ODA administrator will also chair any other meetings necessary to meet the objectives in these procedures. The ODA holder must coordinate scheduling of the meetings with the FAA. During the meetings, the FAA will:

(1) Establish the applicable certification basis.

(2) Identify any areas requiring formulation of special conditions.

(3) Offer special attention, information, and guidance to address new design concepts, service difficulties, FAA policy, and the current state-of-the-art considerations.

(4) Establish those areas of the STC program for which the FAA will make specific findings.

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

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

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

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

g. Engineering Approval. Engineering or flight test ODA unit members determine compliance with the FAA regulations. 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 1, 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 Safety Provisions. After the FAA defines any equivalent safety provisions, engineering and flight test ODA unit members may determine whether the product complies with them. The ODA unit must submit equivalent safety finding results in writing to the OMT for approval.

i. Conformity. Inspection ODA unit members inspect products 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) Before any compliance inspection or test, an ODA member must determine that the end product, in-process parts, or test articles conform with the type design. They must document conformity on the following forms (as applicable):

- FAA Form 8100-1

- FAA Form 8110-26 (part 1), as applicable
- FAA Form 8130-3
- FAA Form 8130-9

j. Aircraft Evaluation Group Functions.

(1) Instructions for Continued Airworthiness. Plans regarding 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 his involvement during the program notification letter 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.

NOTE: Delegation of ICA acceptance will be provided for in the next revision to this order.

(2) 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. Prior to issuing an STC, the ODA holder must complete FAA Form 8100-11 (see appendix 1, figure 11 of this order) certifying that the STC design complies with FAA regulations. 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. Each STC issued by an ODA unit must have a "-D" placed after the STC number. For example, SA00125AT-D would be the 125th STC issued through the Atlanta ACO on a small airplane and have been issued by an STC ODA unit. The ACO must include STCs issued by the ODA unit in its monthly reports for the STC summary as described in FAA Order 8110.4.

l. Submission of Data after Certification. The ODA holder must submit the following data within 30 calendar days of the STC issuance date. This data and all project related correspondence must be retained by the ACO:

(1) A statement of completion certifying that the design article satisfies the FAA regulations.

(2) A paper copy of the signed STC and an electronic copy.

(3) A copy of the flight manual supplement.

(4) Any other data identified in the OMT's response to the program notification letter or required by the procedures manual.

m. Transfer of STCs. Only the FAA may transfer an STC. An ODA unit may not transfer an STC by reissuing it in another party's name. An ODA holder that wishes to transfer an STC to another party must follow the standard procedures for transfer of a type certificate (see 14 CFR §21.47 and FAA Order 8110.4).

n. Amendment of an Existing STC. Any STC amendment issued by an ODA holder requires submittal of a program notification letter. Any amendment to an STC must be coordinated with the ACO prior to its issuance. If the ODA unit amends an STC originally issued by the FAA, the ODA unit must include the "-D" designation in the STC number.

11-8. OFF-SITE PROJECT REQUIREMENTS. An ODA unit may conduct off-site prototype installations only at facilities authorized to approve the altered product for return to service in accordance with 14 CFR part 43. A repair station may not perform ODA STC prototype installations under the authority of 14 CFR §145.203.

a. Off-site Facility Management. The procedures manual must contain procedures for managing off-site prototype alterations, including a checklist for either the ODA holder or the ODA unit to evaluate the off-site facility. If the ODA holder evaluates the facility and finds it acceptable, then the ODA unit must verify the finding. The ODA holder must document the findings and make them available to the FAA. The procedures manual requirements and the evaluation of the off-site facility must ensure the following:

(1) The off-site facility has experience performing similar types of alterations on the make and model product being altered;

(2) Decisions about workmanship, quality, conformity, deviations, and safety are made without undue influence or pressure; and

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

b. Off-site Personnel and Processes.

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

(2) An inspection ODA unit member must be present at the off-site facility during the installation portion of the project. If the product undergoes other repairs or alterations during the project, the ODA unit member must be present if the other activity could affect any portion of the prototype STC installation.

(3) Engineering ODA unit members must review and document acceptance on FAA Form 8100-9 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. We do 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 suppliers' 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 parts. 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 or parts only from ODA holder-approved suppliers.

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

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

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

e. FAA Notification of Off-site projects. The ODA holder should notify the OMT lead early in the project of any plans for a prototype installation to be installed at an off-site facility. The ODA holder may want to obtain FAA concurrence on the project's location before spending significant effort on the project. The ODA holder must submit additional information with the PNL, including:

(1) Location, ratings, and limitations of the off-site facility, including the off-site facility's certificate number and the name of the facility's FSDO principal inspector.

(2) Documentation of the evaluation of the off-site facility (if the facility is not identified in the procedures manual as an authorized off-site location).

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

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

f. Off-site Project Coordination within the FAA. The OMT must review and approve each off-site STC project before any prototype installation starts. In addition to existing project management and coordination requirements, the OMT must coordinate with the off-site facility's principal maintenance inspector or principal avionics inspector. The OMT does this to verify that the facility has experience with the types of alterations on the specific products (make and model) the project involves. The OMT must also consider its own ability to oversee and participate in the project, based on the facility's location. The OMT must coordinate with the off-site location's geographic FAA offices as required. The OMT should ensure:

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

(2) The ODA holder has satisfactory experience on similar projects on the same product and model type.

(3) The ODA holder has enough experience and knowledge to manage the off-site project.

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

11-9. OTHER OFF-SITE AND INTERNATIONAL ACTIVITIES.

a. Activity outside the United States. The ODA holder must notify the OMT prior to performing any function in a foreign country. The ACO must notify the cognizant foreign CAA of any ODA unit activities according to existing policy. If the CAA will not allow the ODA unit to perform an authorized function within its country, then the managing ACO will coordinate technical assistance support needed for the project through the CAA. When required, the OMT will develop an undue burden decision paper as described in FAA Order 8100.11.

NOTE: Refer to FAA Order 8100.14 for additional guidance when dealing with European Union states.

b. Off Site Airworthiness or Manufacturing Functions. If an ODA unit plans to perform an authorized function outside the managing MIDO's geographical area, the ODA holder must notify the MIDO with responsibility for the geographic area in which the work will be performed. The MIDO with responsibility for the geographic area in which the work will be performed will provide any additional instruction to the ODA unit members involved.

11-10. STC PROJECTS INVOLVING FOREIGN-REGISTERED AIRCRAFT OR FOREIGN STATE OF DESIGN PRODUCTS. We 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 program notification letter. In the authorization, the CAA must state that it has no objections to the alteration.

(2) If a foreign-registered aircraft is used as a test article to substantiate a alteration, the ODA holder must verify that the aircraft conforms to its approved type design as needed to substantiate the alteration.

(3) An ODA unit may not issue an airworthiness certificate or special flight authorization for a foreign-registered aircraft. Only the FAA may issue special flight

authorizations for foreign-registered aircraft. A special flight authorization is required to operate an aircraft if the aircraft does not have a standard airworthiness certificate from an International Civil Aviation Organization member state.

b. Foreign State of Design Products. Proposed STCs for foreign state of design products may require consultation with the foreign CAA. The OMT will determine if the proposed STC's complexity requires consultation and advise the ODA holder. The OMT will coordinate the project through the appropriate directorate standards staff or ACO.

11-11. FINDING COMPLIANCE WITH FOREIGN REGULATIONS. The OMT may authorize the ODA holder. when it has ODA unit personnel that meet the requirements of paragraph 3-5 of this order, to find compliance to specific foreign regulations that a foreign CAA has delegated to the FAA. This may only be done when allowed by the implementation procedures for airworthiness contained in a bilateral aviation safety agreement, or other written FAA-approved arrangement with that country (after consulting with AIR-40). The ODA unit must submit the original FAA Forms 8100-9 to the OMT. The ODA unit must also submit the substantiation data if the "Recommend Approval" block is checked, or make the substantiation data available if the "Approval" block is checked. The ACO will provide FAA approval to the foreign authority.

11-12. AIRWORTHINESS CERTIFICATION. 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. 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 records, as applicable:

- FAA Form 8100-1
- FAA Form 8100-2
- FAA Form 8130-6
- FAA Form 8130-7

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 8120.2. 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).

11-13. SPECIAL FLIGHT PERMITS. Before issuing a Special Flight Permit, the ODA unit must obtain from the MIDO, in writing, any limitations, conditions and areas of operation the FAA considers necessary for safety. The ODA unit must issue the Special Flight Permit, FAA Form 8130-7 in accordance with FAA Order 8130.2 and send a copy of the certification package to the MIDO. The MIDO will send the original airworthiness certification package (including

the application, supporting documentation, and the certificate) to the Aircraft Registration Branch (AFS-750).

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

11-14. 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.

(1) Identify the specific data required to be developed and approved by the ODA unit. The data package should include (as applicable): certification plan, conformity plan, Top/Master Drawing List and other drawings, specifications, technical reports, electrical load analysis, stress analysis, test plans and reports, type inspection authorization, supplemental type inspection report, equipment qualification plans and reports, Instructions for Continued Airworthiness, and Flight Manual Supplements.

(2) The procedures for review and approval of the data by the ODA unit.

(3) The procedures for coordinating FAA specific findings or participation.

d. Production & Installation.

(1) The procedures for production and installation.

(2) The procedures for applicant conformity inspections.

(3) The procedures for ODA unit conformity inspections including:

(a) How the conformity inspections will be requested, tracked, performed and documented.

(b) How deviations will be resolved.

(c) How to coordinate any conformity inspection issues with the FAA (if necessary).

(d) Procedures for development and ODA unit approval of the Type Inspection Authorization.

e. Aircraft Ground Evaluation. The ODA unit procedures for conducting aircraft ground evaluations including compliance inspections.

f. Aircraft Pre-Flight Inspection. The ODA unit procedures for conducting aircraft pre-flight inspections.

g. Risk Assessment. The ODA unit procedures for flight test risk management. The procedures must meet the requirements of FAA Order 4040.26.

h. 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.

i. Aircraft Flight Manual Supplement Approval. The procedures for preparation and approval of the AFM Supplement.

j. Project Completion. The procedures to determine that all documentation, inspections, and tests have been completed prior to issuance of the STC. Include a description of how the ODA unit confirms all FAA specific findings are complete, and the procedures for completion of the FAA Form 8100-11.

k. 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.

l. 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.

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

n. 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.

CHAPTER 12. MAJOR REPAIR, MAJOR ALTERATION, AND AIRWORTHINESS FUNCTIONS

12-1. GENERAL.

a. This chapter outlines the requirements and functions for MRA ODA holders. The MRA ODA provides for previous SFAR 36 holders and similarly qualified organizations to approve data supporting major repairs and major alterations. In addition, previous flight standards ODARs and similarly qualified organizations may obtain an MRA ODA in order to issue airworthiness approvals.

b. An MRA ODA holder may obtain both engineering and airworthiness function authority, or only those functions they desire.

c. An MRA ODA may involve both AIR and AFS functions. As such, the administration of an MRA ODA requires both AIR and AFS working in coordination with one another.

12-2. ELIGIBILITY. An MRA ODA holder must meet the qualifications in paragraph 3-4 of this order and have:

a. Experience in the specific MRA functions sought, in making findings of compliance with the applicable FAA regulations, airworthiness certification and approval, and in the administrative processing of related forms and documentation.

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

12-3. FUNCTIONS. Figures 2-2 and 2-3 of this order list the ODA function codes. The MRA ODA holder's procedures manual must identify the ODA holder's specific authorized functions and limitations. The available MRA ODA functions are:

a. Approve Operational Information (function code 12040). An MRA ODA unit may approve operational information. Under this function code, an MRA ODA unit may approve Aircraft Flight Manual Supplements (including revisions) for major alterations for which they approve data.

b. Approve Airworthiness Limitations Information (function code 12050). An MRA ODA unit may approve changes to airworthiness limitations associated with major repairs or major alterations for which they approve data.

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

(1) Issue Recurrent Standard Airworthiness Certificates (function code 12061) for U.S.-registered aircraft.

(2) Issue Special Airworthiness Certificates (function code 12062) in the experimental category for the purposes found in 14 CFR §§ 21.190, 21.191 (a) (c) (d) (e) (f) (g) (h) or (i).

(3) Issue Airworthiness Approvals (function code 12063) (domestic) for used parts returned to service by a certified repair station, and for new parts located at an accredited distributor's facility as described in AC 00-56, Voluntary Industry Distributor Accreditation Program.

(4) Issue Export Airworthiness Approvals (function code 12064) for class II products.

(5) Issue Export Airworthiness Approvals (function code 12065) for class I products.

(6) Issue Special Flight Permits (function code 12066) for the purposes found in 14 CFR §§ 21.197 (a)(1) (a)(2) (a)(4) or (a)(5).

(7) Issue Special Airworthiness Certificates (function code 12068) for primary category aircraft under §21.184, restricted category aircraft under §21.185, multiple airworthiness certificates under §21.187, limited category aircraft under §21.189, and light-sport category aircraft under §21.190.

(8) Issue a Replacement for a Lost, Stolen, or Mutilated Standard or Special Airworthiness Certificate (function code 120610) following the policy contained in FAA Order 8130.2.

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

- Approving technical data such as test plans, test data or analyses
- Witnessing tests
- Reviewing test data to ensure the test was conducted in accordance with the test plan
- 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 §§ 121.368, 129.33, 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 8300.10, Airworthiness Inspector's Handbook or other FAA policy.

12-5. RECORDS. In addition to the records required by paragraph 3-16 of this order, an MRA ODA holder must keep the following records:

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

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

(2) A list of products (by make, model and serial number) repaired or altered by the ODA holder using the data.

(3) A listing of the customers, if any, that obtained the data.

b. Activity Reports. An MRA ODA holder must submit a quarterly report to the OMT lead identifying the approvals they have issued. The report should include:

(1) Airworthiness Activity identifying all airworthiness certificates, approvals, and aging aircraft inspections performed.

(2) Alteration/Repair Activity identifying alteration and repair data that was approved by the ODA unit. The report should identify the make and model of product and a description of the approved repair or alteration.

12-6. APPROVING MAJOR ALTERATION OR MAJOR REPAIR DATA.

a. Approving Major Alteration or Major Repair Data for Type Certificated Products. An MRA ODA unit may only approve data for major alteration or major repair of specific serial-numbered products. Documentation for each approval must identify the applicable products by make, model and serial number(s).

b. Approving Major Alteration or Repair Data for Parts and Appliances. An MRA ODA unit may approve major alteration or major repair data for parts or appliances. Any repair data must address all possible damage conditions and define the repairable limits addressed by the repair. Subsequent repairs to similar articles must be within the repairable limits identified in the repair data.

c. Determining Type of Design Change. An MRA ODA unit must evaluate each proposed alteration to determine whether it requires an STC. The guidance in FAA Order 8300.10 identifies the types of alterations which require an STC. An ODA unit may approve data for such alterations only if authorized to issue STCs as an STC ODA. If the ODA unit has any question whether the alteration requires an STC, the ODA unit must consult with its OMT.

d. Determining Applicable Regulations. The MRA ODA unit must determine and document the applicable regulations that apply to the alteration or repair. Typically, these will be the original certification basis of the product. However, the ODA holder may elect to apply later amendments of the regulations.

e. Determining Capability. An MRA ODA unit must be able to approve all of the data required to complete a repair or alteration. However, the ODA unit may use data approvals provided by the product manufacturer's designee or ODA unit as part of its approved data package. The ODA unit may not approve data if the alteration or repair requires other approval(s) in areas in which the ODA holder is not authorized.

f. Documentation. An MRA ODA unit must determine and document that the alteration or repair complies with all applicable airworthiness standards. The documentation must include a completed compliance checklist and all applicable FAA Forms 8100-9 approving type design data and compliance substantiation data. The ODA administrator must sign an FAA Form 8100-11, which indicates approval of all aspects of the following, as necessary:

(1) Type design and compliance substantiation data.

(2) Repair procedures or installation instructions.

(3) Required manuals or supplements.

12-7. AIRWORTHINESS CERTIFICATION. Any airworthiness certification must be accomplished in accordance with FAA Order 8130.2. Before an ODA unit may accept an application for an airworthiness certificate, it must coordinate with the FSDO responsible for the geographic area where the product is located. The ODA unit members must review and complete the following records, as applicable:

- FAA Form 8100-1
- FAA Form 8100-2
- FAA Form 8130-6
- FAA Form 8130-7

The ODA unit must send the airworthiness certification package to the FSDO responsible for the geographical area where the product is located. The FSDO will send the original airworthiness certification package (including the application, supporting documentation, and the certificate) to the Aircraft Registration Branch (AFS-750).

12-8. SPECIAL FLIGHT PERMITS. An ODA unit must issue a Special Flight Permit, Form 8130-7, in accordance with FAA Order 8130.2. The ODA unit must send all certification packages for Special Flight Permits to the FSDO responsible for the geographical area where the product is located, the FSDO will process the package as described in FAA Order 8130.2.

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

12-9. PROCEDURES MANUAL REQUIREMENTS. In addition to the requirements of appendix 2 of this order, the procedures manual must address the following elements in the "Procedures" section:

a. Repairs and Alterations:

(1) Differentiating between major and minor repairs.

(2) Differentiating between repairs and alterations.

(3) Determining whether major alterations require an STC.

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

- Part/material interchangeability and substitution (i.e., fit, form, and function)
- Coordination of data with all applicable ODA unit engineering disciplines
- Disposition of non-conforming parts and materials for owner-operator manufactured parts when the ODA holder is the owner-operator
- Damage tolerance assessment of structure
- Damage limits of repairs by FAA-accepted methodology

(5) 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.

(6) Ensuring that the ODA holder develops ICA and that the ICA are accepted prior to the product being approved for return to service.

b. Airworthiness Certification and Issuance of Special Flight Permits. The procedures must meet the requirements of FAA Orders 8130.2 and 8130.29.

CHAPTER 13. PARTS MANUFACTURER APPROVAL FUNCTIONS

13-1. GENERAL. This chapter outlines the requirements and functions for PMA ODA holders. Three general types of authority are available to a PMA ODA holder. A PMA ODA applicant may request approval of any or all types for which it is eligible.

a. Design and production approval authority that allows the ODA unit to approve test and computation decisions and issue PMA supplements to the ODA holder.

b. Production approval authority that allows the ODA unit to issue PMA supplements to the ODA holder based on STCs or licensing agreements.

c. Airworthiness and conformity authority that allows the ODA unit to issue airworthiness approvals or perform conformity inspections on parts produced by the ODA holder. Existing ODARs at PMA manufacturers may request approval of these functions.

13-2. ELIGIBILITY. An applicant must:

a. Meet the qualification criteria in paragraph 3-4 of this order.

b. Hold a PMA.

c. If issuing PMA supplements under Test and Computations (function code 13031):

(1) Have been issued and hold a PMA issued by the FAA using test and computation procedures.

(2) Have sufficient experience making findings of compliance with the applicable regulations and determining conformity for PMA projects as described in FAA Order 8110.42, Parts Manufacturer Approval Procedures.

(3) Apply for and obtain function codes (as applicable) 13010, 13040, 13050, 1306X, 13070, 13080, 13090, 13100, and 13110.

(4) Have sufficient experience determining whether the fabrication of a particular part requires changes in the fabrication inspection system, and if applicable, incorporating changes in the fabrication inspection system.

d. If issuing PMA supplements substantiated by licensing agreement or STC (function code 13032):

(1) Have been issued and hold a PMA substantiated by licensing agreement or STC.

(2) Apply for and obtain function codes 1306X, 13070, 13080 and 13110.

(3) Have sufficient experience to determine whether the fabrication of a particular part requires changes in the fabrication inspection system, and if applicable, incorporating changes in the fabrication inspection system.

e. An ODA holder must have facilities that can accommodate ODA personnel and records. The facilities must be at the location identified on the ODA holder's PMA.

13-3. FUNCTIONS. Figures 2-2 and 2-3 of this order list the ODA function codes. A PMA ODA holder must perform PMA approval functions in accordance with 14 CFR part 21 and FAA Order 8110.42. The PMA ODA holder's procedures manual must identify the ODA holder's specific authorized functions and limitations. The available PMA ODA functions are:

a. Approve Technical Data and Find Compliance to Airworthiness Requirements (function code 13010). A PMA ODA unit may approve technical data, including minor changes to the data. This includes:

- Approving technical data such as test plans, test data, or analyses
- Witnessing tests
- Reviewing test data to ensure the test followed the test plan
- For analytical data, ensuring that an appropriate and validated analytical model or system was used

b. Issue and Revise PMA Supplements. A PMA ODA unit may issue the following after determining that the PMA holder's ability to produce duplicate articles complies with the requirements of 14 CFR §21.303. The PMA ODA unit must comply with the guidance in FAA Order 8110.42.

(1) Issue and Revise PMA Supplements Based on Test and Computations (function code 13031).

(2) Issue and Revise PMA Supplements Based on Licensing Agreement or STC (function code 13032).

c. Approve Operational or Repair Information (function code 13040). A PMA ODA unit may approve repair information as required or allowed by the regulations. The specific authority must be defined in the procedures manual. Under this function code an ODA unit may approve repair or overhaul manuals (including revisions) for PMA supplements it issues using test and computation procedures.

d. Approve Airworthiness Limitation Information (function code 13050). A PMA ODA unit may approve airworthiness limitations information associated with PMAs it issues using test and computation procedures.

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

(1) Issue Airworthiness Approvals (function code 13063) (domestic) for new or rebuilt products.

(2) Issue Export Airworthiness Approvals (function code 13064) for new products or newly overhauled class II products.

f. Establish Conformity Inspection Requirements (function code 13070). A PMA ODA unit may set requirements for the extent and kind of conformity inspections required, and may issue a Request for Conformity.

g. Determine Conformity of Parts, Test Articles (function code 13080). A PMA ODA unit may determine if components, parts, or appliances conform to the design data.

h. Determine Conformity of Test Setup (function code 13090). A PMA ODA unit may determine whether a test setup conforms to the design data as required by an approved test plan.

i. Determine Conformity of Installations, Including TIA Inspections on a Product (function code 13100). A PMA ODA unit may determine whether installations of components, parts, or appliances on a product conform to the design data and perform TIA inspections.

j. Perform Compliance Inspections (function code 13110). A PMA unit may perform compliance inspections to determine whether products comply with the 14 CFR.

k. Perform Approvals in Support of TC ODA Holder Projects (function code 13160). A PMA ODA unit may supply data approvals and conformity determinations that are used within a TC ODA holder's system. These approvals are limited to the types of approvals included in the ODA holder's PMA test and computation authority. The procedures manual must specify the types of airworthiness standards and products for which this authority applies.

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

c. 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.

d. Life Limited or Critical Parts. Any PMA design approval involving life-limited or critical parts must be coordinated with and approved by the OMT.

13-5. RECORDS. In addition to the records required by paragraph 3-16 of this order, a PMA ODA holder must keep the following records for the duration of the ODA:

a. Original PMA letter issued by the FAA.

b. PMA supplements issued by the ODA unit.

c. PMA application, design and substantiation data.

d. Program notification letters, FAA responses and other project-related correspondence.

e. Statements of completion for PMA supplements issued by the ODA unit.

f. Instructions for continued airworthiness.

g. Documentation that the fabrication inspection system has been evaluated and complies with 14 CFR §21.303(h).

h. 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 §21.303. The ODA holder must use FAA forms that apply.

a. Program Notification Letter. An ODA holder must submit a program notification letter to the OMT lead for each PMA test and computation project. The program notification letter must include:

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

(2) Certification plan that includes:

(a) Certification basis.

(b) Compliance checklist with applicable airworthiness standards and methods of compliance.

(c) Conformity plan.

(d) Assessment of the criticality of the part.

(e) Service history considerations.

(f) Identification of the products the part may be installed on.

(g) Location of manufacturing operations.

(h) Fabrication inspection system changes required for production of the part.

(i) Method of marking parts.

b. Program Notification Letter Review. The OMT will review the program notification letter and determine its involvement (the specific findings to be made by the FAA) in the project. Coordination with the certificate management ACO is required for projects involving life-limited or critical parts. The OMT will assess the following:

(1) Acceptability of the certification plan.

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

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

(4) Specific Findings. The OMT will determine whether the FAA will make specific findings in any area based on the ODA unit's experience or knowledge, or as needed to oversee the organization's activity. The OMT will consider making specific findings for at least the following areas:

(a) Policy and Procedure Changes. When FAA policy or procedures have changed since the manufacturer's last PMA approval.

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

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

(d) Design Areas Critical to Safety. Those design areas that are critical to safety or life-limited.

(e) Changes to the Fabrication Inspection System. The FAA may review significant changes to the fabrication inspection 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 specific findings or areas of FAA involvement.

d. Compliance with Regulatory Requirements. Engineering ODA unit members determine if the PMA product complies with FAA regulations. Engineering ODA unit members must use the following forms to document compliance:

(1) FAA Form 8100-9, as shown in appendix 1 of this order. The ODA unit members must note on the FAA Form 8100-9 that the data approval supports an ODA PMA project. The ODA unit members should recommend approval on the form for any areas identified as specific findings.

(2) FAA Form 8120-10.

e. Conformity. Inspection personnel in the ODA unit conduct and document conformity inspections, and determine the producibility of the part. 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 the specific forms and procedures used to 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 parts, or test articles conform with the type design. The ODA unit member must document conformity on the following forms (as applicable):

- FAA Form 8100-1
- FAA Form 8130-3

f. Instructions for Continued Airworthiness. The ODA holder must develop ICA for test and computation approvals (if applicable). The ICA must be coordinated with the Aircraft Evaluation Group OMT representative early in the program to ensure that ICA development and acceptance does not delay the program. The Aircraft Evaluation Group representative should determine the level of its involvement during the program plan evaluation. The ICA must be complete upon issuance of the PMA supplement.

NOTE 1: If the existing ICA is sufficient for the new PMA part(s), the ODA unit must document this finding and obtain concurrence from OMT.

NOTE 2: Delegation of ICA acceptance will be provided for in the next revision to this order.

g. Fabrication Inspection 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 that all conformity inspection reports have been completed.

(2) Verify that the manufacture of the part 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) Parts produced using new tooling, jigs, equipment, etc;

(c) Parts that can only be inspected by using the tool that produced them;

(d) Parts produced at a new production facility.

(3) Verify that the ODA holder has completed a statement certifying that the fabrication inspection system required by 14 CFR §21.303(h) has been established.

(4) Determine and document that the fabrication inspection system satisfies the requirements of 14 CFR §21.303(h). When applicable, conduct a part conformity inspection in accordance with FAA Order 8110.42.

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

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

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

(2) Issue the PMA supplement in the applicable format prescribed in appendix 1 of this order.

i. 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 (h)(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-140 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 type of products the PMA holder is authorized to produce at its approved location. A licensing agreement may only be used if received directly from the holder of an FAA-approved TC, STC, or TSOA and the agreement is between the TC, STC, or TSOA holder and the PMA ODA holder. The ODA holder's procedures manual must contain the specific forms, checklists

and procedures used to determine and document compliance to 14 CFR parts 21 and 45, including the processes in FAA Order 8110.42.

a. Program Notification Letter. Prior to any certification activity, the ODA holder must submit a program notification to the manufacturing OMT member for each PMA project substantiated by licensing agreement or STC. The program notification letter must include:

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

(2) Service History Considerations (not applicable for STC based PMA).

(3) Installation Eligibility (not applicable for STC based PMA).

(4) Assessment of the criticality of the part.

(5) Location of manufacturing operations.

(6) Fabrication Inspection System changes required for production of the part.

(7) Method of marking parts.

(8) Conformity plan.

(9) List of parts being approved for PMA.

b. Program Notification Letter Review. The manufacturing OMT member will review the program notification letter and determine his involvement (the specific findings to be made by the FAA) in the project. 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 U.S., the OMT must determine that the location does not create an undue burden on the FAA before authorizing the project. See FAA Order 8100.11 for information on undue burden decision papers.

(3) Specific Findings. The OMT may decide to participate in any aspect of the program based on the ODA unit's experience or knowledge or as needed to oversee the organization's activity. The OMT will consider making specific findings for at least the following areas:

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

(b) Changes to the Fabrication Inspection System. The FAA may review significant changes to the fabrication inspection system.

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

d. Fabrication Inspection 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 part 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) Parts produced using new tooling, jigs, equipment, etc;

(c) Parts that can only be inspected by using the tool that produced them;

(d) Parts produced at a new production facility.

(3) Verify that the ODA holder has completed a statement certifying that the fabrication inspection system required by 14 CFR §21.303(h) has been established.

(4) For PMA supplements based on licensing agreements, 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 fabrication inspection system satisfies the requirements of 14 CFR §21.303(h). When applicable, conduct a part conformity inspection in accordance with FAA Order 8110.42.

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

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

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

(2) Issue the PMA supplement in the format prescribed in appendix 1 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-140 for inclusion in the PMA database.

13-8. AIRWORTHINESS APPROVALS.

a. Export Airworthiness Approvals. When exporting new class II or III products, the ODA unit must determine that the requirements of 14 CFR part 21, subpart L are met. The PMA holder must complete an application in accordance with subpart L. The ODA unit must review the application and 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 Orders 8130.21 and 8130.2.

b. Domestic Airworthiness Approvals. Domestic airworthiness approvals may be issued only for new parts 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.

13-9. CONFORMITY DETERMINATIONS. Inspection personnel in the ODA unit may conduct conformity inspections in support of TC or STC applications. 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. 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 conformity inspection records (as applicable) to document conformity of the end product, in-process parts, or test articles with the type design:

- FAA Form 8100-1.
- FAA Form 8130-3.
- FAA Form 8120-10.
- FAA Form 8130-9.
- FAA Form 8110-(4, 5, 6, 7, 8 or 26) (part 1), as applicable.

13-10. DATA REVIEW AND SERVICE EXPERIENCE. If the OMT finds that a supplement was issued for a part 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 parts will be removed from service and how the ODA holder will prevent a reoccurrence.

13-11. 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 the ODA unit will follow for the submittal of the PNL. The PNL must contain the information referenced in paragraph 13-6a or 13-7a of this order as applicable. The procedures must address how the ODA holder will incorporate FAA specific findings or participation identified in the response to the PNL.

b. Development and Content of the Data Package (Test and Computation). The data package must include (as applicable): Certification plan, conformity plan, top/master drawing list and other drawings, specifications, technical reports, electrical load analysis, stress analysis, test plans and reports, equipment qualification plans and reports, and Instructions for Continued Airworthiness. The ODA unit members will review the data package and will, upon finding that the data is sufficient to show compliance with the applicable airworthiness requirements, approve the data.

c. Prototype Conformity Inspection. The part production (or test) conformity procedures must address how the conformity inspections will be requested, tracked, documented, and performed; how deviations will be addressed and resolved; how to coordinate the conformity inspection requirements with the FAA (if necessary); and the need for a post-test conformity.

d. Fabrication Inspection System. The procedures manual must contain the procedures used by the ODA unit to assess changes to the fabrication system required to manufacture newly approved PMA parts. The ODA unit must determine that the fabrication inspection system complies with 21.303(h) and is capable of producing the new part conforming to the approved design.

e. Issuing PMA Supplements. The procedures manual must contain the procedures and forms used for PMA projects, including the Statement of Completion and PMA supplement.

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

g. 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.

CHAPTER 14. DESIGNEE INFORMATION NETWORK

14-1. KEEPING THE DESIGNEE INFORMATION NETWORK UP TO DATE. The Designee Information Network (DIN) is the FAA system for managing individual designees and delegated organizations. This chapter details how to manage and track information in the DIN. Each OMT must maintain current data in DIN for each ODA holder it manages. Flight standards OMT members are also responsible for data entry in other systems such as the Vital Information Subsystem and the Program Tracking and Reporting Subsystem.

14-2. DESIGNATION FORM. After receiving an application, the appointing office must create an ODA designation form in the DIN for the applicant's organization. If there is an existing facility ID in the DIN for the applicant, the appointing office will use this facility ID for the organization. The appointing office will note the type of ODA(s), OMT members, address and phone number, and appointment date on the designation form. The appointing office should change the status on the designation form when a decision is made on the application.

14-3. ODA NUMBERS. The DIN generates the ODA holder's authorization number. The number will be in the following format:

a. The type of designation (that is, ODA);

b. The DIN-generated I.D. number (six digits); and

c. The geographical directorate or flight standards regional code.

NOTE: For example, an ODA appointed out of the Transport Directorate would be ODA-123456-NM.

14-4. STATUS DEFINITIONS. The following terms are used within the DIN to define the status of an ODA holder:

a. Active. An appointed ODA holder using delegated authority.

b. Applicant. The organization has submitted an application, which is under review by the FAA.

c. Denied. An ODA applicant that the FAA has determined does not meet the qualifications to be granted an ODA.

d. Suspended. The delegated authority of the ODA holder has been suspended temporarily.

e. Terminated. The delegated authority of the ODA holder has been removed for one of the following reasons:

(1) By Request. At the ODA holder's request.

(2) Misconduct. The ODA holder or unit has failed to properly perform the duties of the authorization.

(3) Lack of FAA Need or Ability to Manage. The managing office no longer needs the ODA unit's services or does not have adequate resources to adequately oversee its activity.

(4) Insufficient Activity. The ODA holder does not have sufficient work to warrant continuing the ODA.

(5) Lapse in Qualifications. The ODA holder's qualifications no longer meet the qualification requirements for the ODA.

(6) Certificate Suspension, Cancellation, or Revocation. When the ODA holder no longer holds a certificate required for the authorization.

(7) Any Other Reason. Any other reason the FAA Administrator finds necessary. The specific reasons for termination should be noted in the DIN status comment field.

f. Withdrawn. The ODA applicant has voluntarily withdrawn its an application before appointment or denial.

APPENDIX 1. SAMPLE FORMS AND LETTERS
FIGURE 1. SAMPLE FAA FORM 8100-13, ODA STATEMENT OF QUALIFICATIONS (REDUCED SIZE)

US Department of Transportation
Federal Aviation Administration

ORGANIZATION DESIGNATION AUTHORIZATION STATEMENT OF QUALIFICATIONS

OMB Control Number 2120-0704
Expiration Date 09/30/2008

Paperwork Reduction Act Statement:
This collection of information is to obtain information concerning the applicant's qualifications. The FAA uses the information provided to determine the suitability of the applicant to act as a representative of the administrator for the purpose of issuing FAA design and airworthiness approvals. The burden associated with new applications using this form is 5 hours. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number.

1. COMPANY NAME:	2. PHONE NUMBER:

3. COMPANY ADDRESS: (*Number, street, city and ZIP code*)

4. TYPE OF ODA SOUGHT:

☐ TC	☐ PC	☐ TSO	☐ STC	☐ MRA	☐ PMA	☐ Other

5. FUNCTIONS SOUGHT: (*Applicants shall identify below the specific function(s) for which appointment is sought, and identify any limitations based on experience, e.g., type and complexity of the product*).

6. EXPERIENCE WORKING WITH THE FAA AS APPROPRIATE FOR THE TYPE OF AUTHORIZATION SOUGHT: (*Use additional sheets as necessary*)

7. HOLD THE FOLLOWING FAA CERTIFICATE(S) REQUIRED FOR ELIGIBILITY OF THE TYPE OF ODA SOUGHT:

Certificate Type	Certificate Number	Ratings	Date Each Rating Issued

8. LOCATION(S) WHERE THE DELEGATED FUNCTIONS WILL BE PERFORMED: (*Use additional sheets as necessary*)

9. CERTIFICATION: I certify that the above statements are true to the best of my knowledge and that the organization is familiar with the Federal Aviation Regulations pertinent to the delegation sought.

Date	**Signature** (*Management representative of company requesting delegation*)

FAA Form 8100-13 (11-05)

APPENDIX 1. SAMPLE FORMS AND LETTERS (CONTINUED)
FIGURE 2. SAMPLE ODA APPLICATION CHECKLIST

ODA Application Checklist

_____ Have communicated ODA plans with the FAA

_____ FAA Form 8100-13, Statement of Qualifications

_____ Cover letter with requested authority and limitations and statement of eligibility under §183.47

_____ Description of proposed ODA system structure

_____ Proposed ODA administrator resume

_____ Listing of proposed ODA unit members qualifications and proposed authority

_____ Proposed location(s) of ODA unit members, if other than home facility

_____ Draft procedures manual

APPENDIX 1. SAMPLE FORMS AND LETTERS (CONTINUED)
FIGURE 3. SAMPLE ODA LETTER OF DESIGNATION

U.S. Department
of Transportation
Federal Aviation
Administration

Letter of [Insert ODA Type] ODA Designation

Under Title 14 of the Code of Federal Regulations, part 183, subpart D, we at the Federal Aviation Administration (FAA) authorize UITAir Aircraft, Inc. (1 Airport Drive, Kansas City, MO 12345) as ODA-000001-CE. Your organization has been found qualified and capable to perform as a Representative of the Administrator for the purposes of performing [Insert design, production airworthiness, etc] certification procedures. You may use ODA procedures in accordance with 14 CFR part 183, subpart D and your FAA-approved procedures manual. This authorization expires on [insert expiration date] and is effective for [insert authority and limitations of authorization].

Congratulations! This is a significant milestone in your organization's relationship with the FAA. Your demonstrated performance and responsive attitude in working with us contributed to this approval.

Approved: January 1, 2005

Haedyn Woods
Manager, [Appointing Office]

Jeff Capel
Manager, [Managing Office(s)]

APPENDIX 1. SAMPLE FORMS AND LETTERS (CONTINUED)
FIGURE 4. SAMPLE ODA DENIAL LETTER

U.S. Department
of Transportation

Federal Aviation Administration

[Date]

[Applicant's Name]
[Applicant's Address]

Dear **[Applicant's Name]**:

We have denied your application for **[insert type of authorization**]. We reviewed your application and found it did not meet the established criteria for appointment. Here are the deficiencies we found:

[Show appointment criteria deficiency with explanation.]

You can resubmit your application after you can meet the qualification requirements.

(If Applicable) You may appeal our decision within 60 days of the date of this letter. If you wish to appeal, notify me in writing at:

(Insert address)

Thank you for your interest in the delegation program.

Sincerely,

[Manager's Name]
[Appointing Office]

APPENDIX 1. SAMPLE FORMS AND LETTERS (CONTINUED)
FIGURE 5. SAMPLE FAA FORM 8100-9 USED FOR ODA STC DATA APPROVAL (REDUCED SIZE)

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
STATEMENT OF COMPLIANCE WITH AIRWORTHINESS STANDARDS

FAA Project No.
ST40115DE-T

AIRCRAFT OR AIRCRAFT COMPONENT IDENTIFICATION

MAKE	MODEL NO.	TYPE (Aircraft, Engine, Propeller, etc.)	NAME OF APPLICANT/AUTHORIZATION NO.
ABC-2	1121B	Airplane	Stoops Airlines ODA-843132-NM

LIST OF DATA

IDENTIFICATION	TITLE
	NOTE: This Data approval is in support of an ODA STC Project No. _____ and is not valid for any other purpose or application. **This approves systems details only. This approval is only for the engineering design data and is not installation approval. Other approvals required. Flight/ground testing required.** NOTE: This approval covers electrical details only
ABC Manual 1234 10/20/05	Converter Regulatory Installation Manual
1000047 Revision A	Drawing - Converter Regulator Cooling Mod.
1000048 Revision C	Drawing - Scoop Assy. - Converter Regulator Cooling
	(Detail list of data - drawings, reports, etc., including revision level and dates)

PURPOSE OF DATA
ODA Project No. XXXXXXX - This installation data provides additional cooling to the electrical system converter-regulator.

APPLICABLE REQUIREMENTS (List specific sections)
14 CFR 25.1301, 25.1309(a), 25.1359(d)(3)
(Identify discrete paragraph/subparagraph that "Approval" or "Recommend Approval" addresses)

CERTIFICATION - As directed by the Administrator and in accordance with the conditions and limitations of authorization under 14 CFR, data listed above and on attached sheets numbered _____ have been examined in accordance with established procedures and found to comply with applicable requirements of the Airworthiness Standards listed.

I (We) Therefore
☐ Recommend approval of these data
☒ Approve these data

SIGNATURE(S) OF AUTHORIZED REPRESENTATIVE(S)	NAME	CLASSIFICATION	Date
Samantha Marie Lentz	**Samantha Marie Lentz**	Systems	12/20/05

(Note: If signed by more than 1 ODA unit member, it must be clearly denoted which data each AR is approving)

FAA Form 8100-9 (2-02)

APPENDIX 1. SAMPLE FORMS AND LETTERS (CONTINUED)
FIGURE 6. SAMPLE FAA FORM 8100-9 USED FOR ODA TC DATA APPROVAL (REDUCED SIZE)

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
STATEMENT OF COMPLIANCE WITH AIRWORTHINESS STANDARDS

FAA Project No.
AT64321AT-A

AIRCRAFT OR AIRCRAFT COMPONENT IDENTIFICATION

MAKE	MODEL NO.	TYPE (Aircraft, Engine, Propeller, etc.)	NAME OF APPLICANT/AUTHORIZATION NO.
Butterfly	B104	Airplane	Sampson Aircraft ODA-893993-CE

LIST OF DATA

IDENTIFICATION	TITLE
	NOTE: This Data approval is in support of ODA Project No. _____ and is not valid for any other purpose or application. **This approves systems details only. This approval is only for the engineering design data and is not installation approval. Other approvals required. Flight/ground testing required.**
BAC 1234 Dated 10/20/05	Fuel Flow Test Report
BAC1000047 Revision A 10/28/05	Fuel Tank Test Report
BAC1000048 Revision C 9/15/05	Fuel Systems Analysis
BAC1000049	Drawing-Fuel System Installation
	(Detail list of data - drawings, reports, etc., including revision level and dates)

PURPOSE OF DATA
Support of ODA Project No. XXXXXXX – Type Certification of the fuel system of the Butterfly B104 aircraft..

APPLICABLE REQUIREMENTS (List specific sections)
14 CFR 23.951(a), (b)(1)(2), 23.955(a),(b), 23.963(a)(b)(c)(d)(e), 23.967(a)(c)

CERTIFICATION - As directed by the Administrator and in accordance with the conditions and limitations of authorization under 14 CFR, data listed above and on attached sheets numbered _____ have been examined in accordance with established procedures and found to comply with applicable requirements of the Airworthiness Standards listed.

I (We) Therefore
☐ Recommend approval of these data
☒ Approve these data

SIGNATURE(S) OF AUTHORIZED REPRESENTATIVE(S)	NAME	CLASSIFICATION	Date
Kevin Bookout	Kevin Bookout	Powerplant	12/20/05

(Note: If signed by more than 1 ODA Unit Member, it must be clearly denoted which data each Unit Member is approving)

FAA Form 8100-9 (2-02)

APPENDIX 1. SAMPLE FORMS AND LETTERS (CONTINUED)
FIGURE 7. SAMPLE FAA FORM 8100-9 USED FOR TC ODA APPROVAL IN SUPPORT OF STC (REDUCED SIZE)

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

STATEMENT OF COMPLIANCE WITH AIRWORTHINESS STANDARDS

FAA Project No.
N/A

AIRCRAFT OR AIRCRAFT COMPONENT IDENTIFICATION

MAKE	MODEL NO.	TYPE (Aircraft, Engine, Propeller, etc.)	NAME OF APPLICANT/AUTHORIZATION NO.
Butterfly	B104	Airplane	STC Applicant's Name

LIST OF DATA

IDENTIFICATION	TITLE
	The Mangino Aircraft Organization Designation Authorization approves this data. This constitutes FAA approval of the data listed. **Note: This approval covers electrical details only.**
ABC Manual Rev. A 10/20/05	Converter Regulatory Installation Manual
100047 Rev A	Drawing-Converter Regulator Cooling Mod
100048 Rev C	Drawing-Scoop Assy. – Converter Regulator Cooling
	(Detail list of data - drawings, reports, etc., including revision level and dates)

PURPOSE OF DATA
Support of STC. This installation provides additional cooling to the electrical system converter-regulator.

APPLICABLE REQUIREMENTS (List specific sections)
14 CFR 23.1301, 23.1309(a), 23.1359(d)(3)

CERTIFICATION - As directed by the Administrator and in accordance with the conditions and limitations of authorization under 14 CFR, data listed above and on attached sheets numbered _____ have been examined in accordance with established procedures and found to comply with applicable requirements of the Airworthiness Standards listed.

I (We) Therefore
☐ Recommend approval of these data
☒ Approve these data

SIGNATURE(S) OF AUTHORIZED REPRESENTATIVE(S)	NAME	CLASSIFICATION(S)	Date
Adrian Peterson	**Adrian Peterson**	Elect Systems	12/20/05
Mangino Aircraft ODA-893993-CE			

FAA Form 8100-9 (2-02)

APPENDIX 1. SAMPLE FORMS AND LETTERS (CONTINUED)
FIGURE 8. SAMPLE FAA FORM 8100-9 USED FOR TC ODA REPAIR DATA APPROVAL
(REDUCED SIZE)

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

STATEMENT OF COMPLIANCE WITH AIRWORTHINESS STANDARDS

FAA Project No.
N/A

AIRCRAFT OR AIRCRAFT COMPONENT IDENTIFICATION

MAKE	MODEL NO.	TYPE (Aircraft, Engine, Propeller, etc.)	NAME OF APPLICANT/AUTHORIZATION NO.
Butterfly	B104	Airplane	Customer/Repairer's Name

LIST OF DATA

IDENTIFICATION	TITLE
	The Mangino Aircraft Organization Designation Authorization approves this data. This constitutes FAA approval of the major repair data listed. **The systems and equipment aspects are not included.** **Valid only for Butterfly B104, SN 19838**
Report No. DD 99-34 Rev. A 10/20/05	Stress Report, "Fuselage Repair, C.E.C."
Drawing DD 99100032 Revision A 10/15/99	Installation Drawing, Pages 1,2,3,4,5-Fuselage Repair (Detail list of data - drawings, reports, etc., including revision level and dates)

PURPOSE OF DATA
Support of Major Repair S/N 19838.

APPLICABLE REQUIREMENTS (List specific sections)
CAR 3.200; .201; .202(a)(b); .260; .300; .301; .302; .303; .304(a),(b); .305; .306;, .307(c); .730(a),(b)

CERTIFICATION - As directed by the Administrator and in accordance with the conditions and limitations of authorization under 14 CFR, data listed above and on attached sheets numbered _____ have been examined in accordance with established procedures and found to comply with applicable requirements of the Airworthiness Standards listed.

I (We) Therefore
☐ Recommend approval of these data
☒ Approve these data

SIGNATURE(S) OF AUTHORIZED REPRESENTATIVE(S)	NAME	CLASSIFICATION(S)	Date
Taj Gray	**Taj Gray**	Structures	12/20/05
Mangino Aircraft -893993-CE			

FAA Form 8100-9 (2-02)

APPENDIX 1. SAMPLE FORMS AND LETTERS (CONTINUED)
FIGURE 9. SAMPLE FAA FORM 8100-9 USED FOR MRA ODA COMPLIANCE FINDING (REDUCED SIZE)

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

STATEMENT OF COMPLIANCE WITH AIRWORTHINESS STANDARDS

FAA Project No.
N/A

AIRCRAFT OR AIRCRAFT COMPONENT IDENTIFICATION

MAKE	MODEL NO.	TYPE (Aircraft, Engine, Propeller, etc.)	NAME OF APPLICANT/AUTHORIZATION NO.
Condor	B104	Airplane	Venables Industries ODA-893993-SW

LIST OF DATA

IDENTIFICATION	TITLE
	NOTE: This Data approval is in support of Venables Ind. ODA approved repair and is not valid for any other purpose or application.
	Valid only for Condor B104, SN 19838
Report No. DD 99-34 Rev. A 10/20/05	Stress Report, "Fuselage Repair, C.E.C."
Drawing DD 99100032 Revision A 10/15/05	Installation Drawing, Pages 1,2,3,4,5-Fuselage Repair
	(Detail list of data - drawings, reports, etc., including revision level and dates)

PURPOSE OF DATA
Support of Major Repair S/N 19838.

APPLICABLE REQUIREMENTS (List specific sections)
CAR 4.200; .201; .202(a)(b); .260; .300; .301; .302; .303; .304(a),(b); .305; .306;, .307(c); .730(a),(b)

CERTIFICATION - As directed by the Administrator and in accordance with the conditions and limitations of authorization under 14 CFR, data listed above and on attached sheets numbered _____ have been examined in accordance with established procedures and found to comply with applicable requirements of the Airworthiness Standards listed.

I (We) Therefore
☐ Recommend approval of these data
☒ Approve these data

SIGNATURE(S) OF AUTHORIZED REPRESENTATIVE(S)	NAME	CLASSIFICATION(S)	Date
Kelsey Kendall	**Kelsey Kendall**	Structures	12/20/05

(Note: If signed by more than 1 ODA Unit Member, it must be clearly denoted which data each Unit Member is approving)

FAA Form 8100-9 (2-02)

APPENDIX 1. SAMPLE FORMS AND LETTERS (CONTINUED)
FIGURE 10. SAMPLE SUMMARY ACTIVITY REPORT

SUMMARY ACTIVITY REPORT
(To be used by ODAs with manufacturing/airworthiness functions)

COMPANY _____
ODA Unit Member_____ ODA NUMBER _____
REPORTING PERIOD BEGINNING DATE: _____ ENDING DATE: _____

AIRWORTHINESS CERTIFICATION	ACTIVITY CODE QTY	ACTIVITY CODE QTY	ACTIVITY CODE QTY	ACTIVITY CODE QTY	ACTIVITY CODE QTY
STANDARD A/W CERTIFICATE	APIS	PC	OTM		
SPECIAL A/W CERTIFICATE	APIS	PC	PROTOTYPE TC	PROTOTYPE STC	OTM
EXPORT CERTIFICATE OF AIRWORTHINESS		APIS	PC	OTM	
A/W APPROVAL EXPORT TAGS		APIS/PC	PMA/TSO		
IN-PROCESS A/W INSPECTIONS		APIS/PC	PMA/TSO	OTM	
CONFORMITY CERTIFICATION MILITARY		APIS 734	PC 735		

MISC. DAR RESTRICTED SPECIAL FLT PERMIT CONF FOR FCAA DOMESTIC 8130-3 FORMS

OTHER THAN AT MANUFACTURER _____

APPENDIX 1. SAMPLE FORMS AND LETTERS (CONTINUED)
FIGURE 11. SAMPLE FAA FORM 8100-11, STATEMENT OF COMPLETION (REDUCED SIZE)

US Department of Transportation
Federal Aviation Administration

Organization Designation Authorization
Statement Of Completion

OMB Control Number 2120-0704
Expiration Date 09/30/2008

Paperwork Reduction Act Statement: This collection of information is to document FAA determinations of compliance. The FAA uses the information to oversee the work performed by the organization. The burden associated with using this form is .5 hour. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number.

GENERAL USE OF FORM: This form documents the completion of all FAA approvals required for the indicated project or repair or alteration. Signature by the organization's representative indicates that all required substantiation data has been reviewed and the design has been found to comply with all applicable regulatory requirements. For major repairs and major alterations, this form indicates that all required data to accomplish the repair or alteration are listed here and approved.

1. ODA HOLDER NAME:	2. AUTHORIZATION NUMBER:

3. **PROJECT DESCRIPTION:** (Include model and serial number for repairs and alterations)

4. **TYPE OF PROJECT:**

☐ TC ☐ STC ☐ PMA ☐ Major Type Design Change	**The type design, substantiating data, and operating limitations are complete, and comply with all applicable regulatory requirements. Authorized ODA unit members have accomplished and documented all required approvals and inspections. All actions defined by the agreed-to Program Notification Letter have been accomplished and FAA specific findings completed.**
☐ Major Repair ☐ Major Alteration	**The data listed here has been approved by authorized ODA unit members and found to comply with the listed airworthiness requirements. No other FAA data approvals are necessary for the repair or alteration as defined by this data.**

6. **AIRWORTHINESS REQUIREMENTS** (For major repair or major alteration only):

7. **LIST OF DATA** (For major repair or major alteration only):

8. **CERTIFICATION:** I certify that the above statements are true and that the organization has completed all necessary approvals.

Date	Name (ODA *Administrator or ODA Unit Member*)	Signature

FAA Form 8100-11 (06-06)

APPENDIX 1. SAMPLE FORMS AND LETTERS (CONTINUED)
FIGURE 12. SAMPLE FAA FORM 8100-12 PRODUCTION LIMITATION RECORD REPORT
(REDUCED SIZE)

US Department of Transportation
Federal Aviation Administration

ODA PRODUCTION LIMITATION RECORD (PLR) REPORT

OMB Control Number 2120-0704
Expiration Date 09/30/2008

Paperwork Reduction Act Statement: This collection of information is to document FAA determinations of compliance and airworthiness. The FAA uses the information to oversee the work performed by the organization. The burden associated with using this form is 2 hours. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number.

A. PRODUCTION APPROVAL HOLDER'S NAME:	
B. FACILITY LOCATION(S):	
C. ODA NUMBER:	D. TC OR STC NUMBER TO BE ADDED TO PLR:
E. PC NUMBER:	F. AIRCRAFT MODEL NUMBER TO BE ADDED TO PLR:
G. AUDIT DATES:	H. QUALITY CONTROL DATA - TITLE, REVISION, FAA APPROVAL DATE:

I. LIST OF ODA UNIT MEMBERS PERFORMING PLR AUDIT

ODA UNIT MEMBER NAMES	AUTHORIZED FUNCTIONS

J. ODA PLR AUDIT RESULTS

SYSTEM ELEMENT	OBSERVATION NUMBER	LIST QC AREAS AUDITED	CORRECTIVE & REMEDIAL ACTIONS COMPLETE
1. Organization & Responsibility			
2. Design Data Control			
3. Software Quality Assurance			
4. Manufacturing Processes			
5. Special Manufacturing Processes			
6. Statistical Quality Control			

FAA Form 8100-12 (06-06)

APPENDIX 1. SAMPLE FORMS AND LETTERS (CONTINUED)
FIGURE 12. SAMPLE FAA FORM 8100-12 PRODUCTION LIMITATION RECORD REPORT (CONTINUED)

7. Tool & Gauge Control			
8. Testing			
9. Nondestructive Inspection			
10. Supplier Control & Receiving Inspection			
11. Nonconforming Material			
12. Material Handling & Storage			
13. Airworthiness Determination			
14. Global Production			
15. Other			

CORRECTIVE AND REMEDIAL ACTIONS FOLLOWUP: I CERTIFY THAT THE ODA UNIT VERIFIED THE PC HOLDER COMPLETED CORRECTIVE AND REMEDAL ACTIONS, AND CONSIDERS THESE ACTIONS ACCEPTABLE.

_____ _____
ODA ADMINISTRATOR SIGNATURE **DATE:**

K. ODA PLR REPORT EXECUTIVE SUMMARY

FACILITY:	**PC NUMBER:**
DATE OF EVALUATION:	**ODA NUMBER:**

SUMMARIZE EACH FINDING AND OBSERVATION AND REFERENCE THE SYSTEM EVALUATION RECORD NUMBER.
(Attach sheets as necessary

PLR REPORT: I CERTIFY THAT ALL FINDINGS AND OBSERVATIONS IN THIS REPORT HAVE BEEN RECORDED AND THE PC HOLDER NOTIFIED OF THESE RESULTS. THE PC HOLDER UNDERSTANDS THAT THEY MUST SUBMIT A WRITTEN RESPONSE TO THE ODA UNIT. I WILL SEND A COPY OF THIS REPORT TO THE MIDO/CMO.

_____ _____
ODA ADMINISTRATOR SIGNATURE **DATE:**

FAA Form 8100-12 (11-05)

APPENDIX 1. SAMPLE FORMS AND LETTERS (CONTINUED)
FIGURE 13. SAMPLE ODA SUPERVISION RECORD (REDUCED SIZE)

U.S. Department of Transportation
Federal Aviation Administration

ODA Supervision Record

Date:

☐ Completed By:

Office:

Type: ☐ Project Participation ☐ Routine Visit ☐ Other ☐ Record of Communication ☐ Corrective Action Follow-Up

Organization Name:

Authorization Number:

Place of Activity:

Project: (If Applicable)

Personnel Contacted:
☐ Organization administrator
Name:

☐ ODA Unit Members:
Names:

Evaluation Items	SAT	UNSAT	N/A
1. Verify that the ODA holder is performing within the limitations identified in its procedure manual. Projects have been specifically delegated by the OMT when necessary.	☐	☐	☐
2. Verify that only authorized ODA unit members perform FAA functions.	☐	☐	☐
3. Verify that ODA unit members have been selected and approved in accordance with the approved procedure manual.	☐	☐	☐
4. Verify ODA unit members have attended all required training and are knowledgeable of all current regulations, associated policies, FAA approved procedures manual, FAA Forms and revisions required to perform their duties.	☐	☐	☐
5. Review and discuss with the ODA unit members, changes to FAA regulations and policies.	☐	☐	☐
6. Verify ODA unit members are performing only authorized functions within their limitations in accordance with the pertinent regulations, related policies and FAA approved procedures manual.	☐	☐	☐
7. Verify that ODA unit members are making technically correct decisions.	☐	☐	☐
8. Review official documents and paperwork for any discrepancies.	☐	☐	☐
9. Verify that reviewed substantiating data is complete and authorized ODA unit members have made appropriate findings of compliance.	☐	☐	☐
10. Verify the ODA unit members are allowed sufficient time to study material related to assigned duties and to prepare reports and forms.	☐	☐	☐
11. Verify that the information furnished to the ODA unit members is adequate to assure that inspections of parts, processes, assemblies and installations will satisfy FAA conformity requirements. (ref FAA Order 8110.4)	☐	☐	☐
12. Verify that ODA unit members have sufficient authority within the organization to perform their authorized functions.	☐	☐	☐
13. Verify that if the ODA unit is allowed to use electronic signature facsimile, that the MIDO/FSDO has authorized its use, and that the ODA unit has direct control over the use. FAA Form 8130-3 only)	☐	☐	☐
14. Review and discuss the issuance of Airworthiness Certificates in accordance with applicable sections in FAA Order 8130.2 and Part 21.	☐	☐	☐
15. Review and discuss Certification Procedures and review documents in accordance with the applicable ACs and FAA Orders. (e.g. PNL, Conformity Inspection reports, TIR/STIR, STC etc)	☐	☐	☐
16. Verify the ODA holder is performing self-evaluations and implementing corrective action to prevent reoccurrence as required by their procedures manual.	☐	☐	☐
17. Verify the ODA holder has implemented corrective action for conditions identified by the FAA.	☐	☐	☐
18. Other:	☐	☐	☐

☐ Corrective Action Required-(Describe in Items Requiring Corrective Action Block)

☐ Organization administrator or ODA unit member notified of findings identified on this record (Optional):

Name:_____ Date:_____

APPENDIX 1. SAMPLE FORMS AND LETTERS (CONTINUED)
FIGURE 13. SAMPLE ODA SUPERVISION RECORD (CONTINUED)

Summary of Visit or Communications:
Notable Conditions Encountered:
Items Requiring Corrective Action:
☐ **Corrective Action Verified:** **Date:** **Name:**
(If additional space is needed, continue on plain paper and attach it to this form).
INSTRUCTIONS A. Type (or legibly print) all information B. This record will be completed by any OMT member as a record of oversight activity. C. The entries for the top block are self-explanatory. D. For item blocks evaluated, rate each item as "Satisfactory", "Unsatisfactory" or "Not Applicable". If items were not evaluated as part of the activity, leave the item blank. Items rated as Unsatisfactory or other items requiring corrective action must be described in the "Items Requiring Corrective Action" block. E. Record other entries as required.

APPENDIX 1. SAMPLE FORMS AND LETTERS (CONTINUED)
FIGURE 14. SAMPLE MEMORANDUM OF UNDERSTANDING

Memorandum of Understanding

Between

Federal Aviation Administration

And

Earl's Airplane Services, Inc.
Organization Designation Authorization (ODA-383838-NM)
Seattle, Washington

This Memorandum of Understanding is effective upon the parties whose signatures are below. The Federal Aviation Administration will not institute changes without giving prior notification to Earl's Airplane Services, Inc. Earl's Airplane Services, Inc. will not deviate from this MOU without prior coordination and approval from the [Insert FAA Appointing Office]. Whenever the authorization holder's signatories change, this memorandum must be re-issued and signed by all parties.

_____ _____
Earl Jones, Manager Date
Earl's Airplane Services

_____ _____
Hunter Woods, ODA administrator Date
Earl's Airplane Services

_____ _____
Toby Keith, Manager Date
Seattle Aircraft Certification Office

_____ _____
Marlene Hayes, Manager Date
Seattle Manufacturing Inspection Office

_____ _____
Milt Hawkins, Manager Date
Seattle Aircraft Evaluation Group

Note: MOU must be signed by all applicable FAA offices.

APPENDIX 1. SAMPLE FORMS AND LETTERS (CONTINUED)
FIGURE 14. SAMPLE MEMORANDUM OF UNDERSTANDING (CONTINUED)

Basis and Requirements for Designation of Authority.

Title 49 of the U.S. Code is the legislative instrument governing U.S. aviation.

Section 44701(a) establishes the FAA Administrator's responsibility to prescribe minimum standards and regulations governing the design, manufacture, maintenance and operation of aviation products.

To fulfill these responsibilities, the FAA Administrator has various resources to do this, including the authority to delegate to others. Section 44702(d), Delegation, describes this authority:

"(1) Subject to regulations, supervision, and review the FAA Administrator may prescribe, the Administrator may delegate to a qualified private person, or to an employee under the supervision of that person, a matter related to:

(a) The examination, testing, and inspection necessary to the issuance of a certificate under this chapter; and

(b) Issuing the certificate.

(2) The FAA Administrator may rescind a designation under this subsection at any time for any reason which the Administrator considers appropriate."

Authorization and Role of a FAA Designation.

Order 8100.15 sets out policy, procedures, and conditions under which an organization granted an Organization Designation Authorization.

The ODA holder and ODA unit must comply with the same standards, procedures, and interpretations applicable to FAA employees accomplishing similar tasks. The ODA holder is also required to observe all conditions and limitations imposed by the Administrator on the authority delegated.

APPENDIX 1. SAMPLE FORMS AND LETTERS (CONTINUED)
FIGURE 14. SAMPLE MEMORANDUM OF UNDERSTANDING (CONTINUED)

Statement of Acceptance of Responsibilities and Obligations

Earl Jones and Hunter Woods understand and accept on behalf of Earl's Airplane Services the responsibilities and obligations, as detailed in our Letter of Designation and Orders [8100.15, 8100.8, 8110.4, 8110.42, (specify all that apply)] associated with those functions authorized by the Administrator

As an authorized Supplemental Type Certification and PMA (Specify all that apply) ODA holder, we will:

(a) Function in accordance with the responsibilities, privileges, and limitations in the relevant regulations and orders;

(b) Comply with the requirements of our procedures manual;

(c) Dedicate the required resources for the effective performance of the authorized functions;

(d) Remain knowledgeable in STC] and PMA [specify additional areas] standards, policies, and procedures and the applicable airworthiness standards. ;

(e) Consider the products type design as well as the aircraft manufacturer's type design philosophy, principles, and operational assumptions when making findings of compliance;(TC/PMA/MRA/STC Only)

(f) Consider the actual operator procedures employed by the operator of the product and the impact of any alterations previously made to the product; (TC/PMA/MRA/STC Only)

(g) Ensure personnel attend FAA-sponsored and in-house training as required;

(h) Cooperate with the FAA during oversight activities and while exercising this authority;

(i) Allow FAA review or participation on any projects as requested by the Organization Management Team

(j) Provide the ODA administrator(s) the authority to manage the ODA's functions without influence from others;

(j) Ensure the ODA unit members are free from any conflicting restraints while performing the delegated functions and have sufficient authority and independence to enable the ODA unit to administer the pertinent regulation(s) effectively.

(k) Notify the FAA if we violate the terms of this memorandum.

APPENDIX 1. SAMPLE FORMS AND LETTERS (CONTINUED)
FIGURE 15. SAMPLE CONFORMITY INSPECTION PLAN

PART I FAA Conformity Plan		DATE:	Plan revision level:
a. Applicant name:	b. Project number:		
b. Aircraft models to be modified:			
c. General description of project:			

PART II Enter names and phone numbers of focal points for project:	
a. Quality assurance:	
b. Test & evaluation:	
c. Engineering:	
d. Inspection ODA unit member(s)	Part conformity:
	Installation conformity:
	TIA/STIR:
e. Engineering ODA unit member(s)	

PART III General Information			
a. Is an FAA-approved repair station doing the modification?		YES	NO
b. List the name of the facility and locations where the modification and or installation will be done:			
c. Describe the requirements for maintaining the aircraft during the project:			
d. Aircraft information	Is aircraft U.S. registered	YES	NO
	List aircraft registration number		
	TC/STC notification letter for foreign-registered aircraft and validation (or acceptance) of in-process TC/STC Ref. AIR-4 policy memo 99-03	Date FAA sent letter:	Date CAA received reply:

Page 1

APPENDIX 1. SAMPLE FORMS AND LETTERS (CONTINUED)
FIGURE 15. SAMPLE CONFORMITY INSPECTION PLAN (CONTINUED)

Part IV Inspections Systems		
a. Describe the type of planning, travelers, work orders, and so on, used for inspection:		
b. Will you use suppliers for the project?	**YES**	**NO**
c. If so, describe the suppliers and their involvement in the project:		
d. Did you approve the suppliers' quality systems?	**YES**	**NO**
e. Did you approve the suppliers' special processes for this project?	**YES**	**NO**
f. If you did not approve the suppliers for the special processes, explain how they will be approved:		
Part V Applicant Conformity Inspections		
a. List company inspection procedures for inspecting conformity:		
b. Are these procedures equal to the conformity inspection criteria in FAA Order 8110.4 Chapter 5?	**YES**	**NO**
c. If not, what alternative procedures will you use to ensure the same level of inspections?		
d. Name of persons responsible to sign the FAA Form 8130-9, Statement of Conformity, under 14 CFR §21.50 and §21.33: ***If supplier will sign the statement of conformity, applicant must submit a letter of delegation in accordance with FAA Order 8110.4, Chapter 5. You must assure the same level of conformity inspection is performed as outlined in 8110.4.***		

Page 2

APPENDIX 1. SAMPLE FORMS AND LETTERS (CONTINUED)
FIGURE 15. SAMPLE CONFORMITY INSPECTION PLAN (CONTINUED)

Part VI FAA Conformity Inspections Identification and Tracking	
a. Name of ODA unit members responsible to generate the 8120-10 request for conformity for this project:	
b. Explain how the 8120-10s will be coordinated with the ODA unit members	
c. Explain how the applicant will track the initiation and completion of Conformity Inspections:	
d. Name of person (s) responsible to track the conformity inspections for the applicant:	
Part VII Conformity Description	
a. Part conformity	**Description of parts and assemblies to be conformed:**
b. Installation conformity	**Description of parts / assemblies / equipment / engines requiring installation conformity:**
c. Test conformity	**Description of test equipment being used requiring installation conformity:**
	Description of test set up conformity:
d. Flammability and Fire-blocking Test coupon conformity	**Description of test instrumentation requiring installation conformity:**
	Description of Tests requiring test set up conformity:
f. Post Conformity Modifications and/or Replacements	**Description of how modifications or replacement of FAA conformed parts will be re-conformed:**
	Person responsible for tracking modifications or replacements:
g. Flight Testing	**Location(s) of TIA flight tests:**
	Estimated date of flight testing:
e. Conformity Inspection Deviations **ref. 8110.4 Chapter 5**	**Name of engineering ODA unit members responsible to approve deviations and unsatisfactory conditions listed on FAA Form 8130-9 and FAA Form 8100-1:**

APPENDIX 1. SAMPLE FORMS AND LETTERS (CONTINUED)
FIGURE 15. SAMPLE CONFORMITY INSPECTION PLAN (CONTINUED)

Part VIII Airworthiness Certification and Return to Service at Completion of Program	
a. Who will apply for FAA Form 8130-6? **See AC 21-12**	**Experimental certificate:**
	Standard airworthiness certificate:
b. Describe the plan to incorporate all required design changes to the test aircraft to make the aircraft eligible for a Standard Airworthiness Certificate (if applicable):	
c. Name of company applying for PMA after issuance of TC or STC (if applicable):	
This conformity inspection plan describes how to modify and type design activities necessary to ensure all required conformity inspections and related activities support the TC/STC project. The plan establishes guidelines and policies for identification and tracking of FAA required Conformity Inspections performed by at the applicant's facility and it's approved suppliers. The FAA will review and accept the conformity inspection plan before its implementation. FAA conformity inspections will be identified, coordinated and tracked for completion in accordance with procedures described above. **Changes to this plan require a revision number or letter.** Implementation of this plan will be to established procedures written or referenced in the plan.	

Page 4

Applicant Quality Manager: Approval _____ Date:_____

Applicant Certification Engineer: Approval _____ Date:_____

Inspection ODA Unit Member Approval: _____ Date: _____

Engineering ODA Unit Member Approval: _____ Date:_____

Applicable Attachments:

APPENDIX 1. SAMPLE FORMS AND LETTERS (CONTINUED)
FIGURE 16. SAMPLE INSPECTION NOTIFICATION LETTER

U.S. Department
of Transportation
Federal Aviation
Administration

[Date]

[Organization's Name]
[Address]

We at the Federal Aviation Administration (FAA) scheduled an inspection of your organization designation authorization. We approved your authorization contingent on the FAA's right to evaluate and inspect your organization, facilities, products, articles, and records.

We scheduled the inspection from (start date) to (end date) in accordance with the delegated organization inspection program described in FAA Order 8100.15. This broad inspection will include reviewing project management, design control, testing, conformity inspection, and technical assessment of the approvals and findings that your organization made. We also will examine procedures and records and witness relevant system processes "hands-on."

The FAA inspection team will consist of approximately (total number) members. The FAA team leader for this inspection is Mr./Ms. (name). You can reach him/her at (telephone number). His/her address is: (office address)."

Please inform Mr./Ms. (name of team leader) of all security requirements for this facility, so he/she can get appropriate clearances. Also, please give the name, title, address, and telephone number of your point of contact for this inspection."

We ask for attendance by a representative of senior management responsible for the facility to be evaluated, and cognizant technical and supervisory personnel, during the pre- and post-inspection conferences. We also suggest that you provide escorts, who are knowledgeable of the various areas to be visited, to ensure the inspection is smooth and with minimum disruption to your staff

If you have any questions about the scheduling of this inspection, please feel free to contact me. If you have any questions about the conduct of the inspection, please contact the team leader, Mr./Ms. (name of team leader) at the above address and telephone number.

APPENDIX 1. SAMPLE FORMS AND LETTERS (CONTINUED)
FIGURE 17. SAMPLE INSPECTION DISCREPANCY RECORD

Authorization Holder:	**Authorization No.:**
Related Criteria No. _____	**Safety Related Yes ☐ No☐**
Type of Discrepancy (Check One) ☐ **Airworthiness Standard Non-compliance** ☐ **Regulatory Non-compliance – Regulation _____** ☐ **Procedures Manual Non-Compliance** ☐ **Technical Discrepancy** ☐ **FAA Policy Non-Compliance** ☐ **Procedures Manual Discrepancy** ☐ **Special Emphasis Items**	
Required Condition:	
Encountered Condition:	
Evaluator's Name:_____	**Date:_____**
Office:_____	**Phone No.:_____**
Authorization Holder Representative: _____ **Signature above means the representative understood, not necessarily concurred with, issue.**	**Date:_____**

APPENDIX 1. SAMPLE FORMS AND LETTERS (CONTINUED)
FIGURE 18. SAMPLE INSPECTION REPORT COVER SHEET

Delegated Organization Inspection Program Report

Stoops Airlines
ODA-843132-NM

Conducted July 17-20, 2006

Inspection Team Leader: Jason White, ANM-120L

Inspection Team:

Adrian Peterson, ANM-130L
Courtney Paris, ANM-120L
Stacey Dales, LA AEG
Sherri Coale, ANM-108L
Rhett Bomar, ANM-110

APPENDIX 1. SAMPLE FORMS AND LETTERS (CONTINUED)
FIGURE 19. SAMPLE INSPECTION SURVEY SHEET (REDUCED SIZE)

Delegated Organization Inspection Survey and Recommendations	Evaluated Organization:	Authorization Number:
Dates of Inspection:	Team Leader Name:	Office Symbol:

Satisfactory	Unsatisfactory	Not Applicable	Not Evaluated		
☐	☐			**1.**	**Organization and Responsibility**
☐	☐	☐	☐	1-1	Procedure Manual Content
☐	☐	☐	☐	1-2	Procedure Manual Compliance
☐	☐	☐	☐	1-3	Operating Within Authority
☐	☐	☐	☐	1-4	Continues to Meet Eligibility Requirements
☐	☐	☐	☐	1-5	Administrator/Staff Authority
☐	☐	☐	☐	1-6	ODA Unit Members Perform Within Authority
☐	☐	☐	☐	1-7	Provides In-house Training
☐	☐	☐	☐	1-8	ODA Unit Attends FAA Training
☐	☐	☐	☐	1-9	Record Retention
☐	☐	☐	☐	1-10	Documentation
☐	☐	☐	☐	1-11	Self Audit Procedures
☐	☐	☐	☐	1-12	ODA Unit Selection Procedures
☐	☐	☐	☐	1-13	ODA Unit Qualifications
☐	☐			**2.**	**Project Management**
☐	☐	☐	☐	2-1	Certification Basis
☐	☐	☐	☐	2-2	Program Notification
☐	☐	☐	☐	2-3	Determination of Significance
☐	☐	☐	☐	2-4	Conformity Plan
☐	☐	☐	☐	2-5	Certification Plan
☐	☐	☐	☐	2-6	AD Evaluation
☐	☐	☐	☐	2-7	Cert Plan Compliance
☐	☐	☐	☐	2-8	Notification of Changes
☐	☐	☐	☐	2-9	Cert Basis Decisions
☐	☐	☐	☐	2-10	Cert Basis Appropriateness
☐	☐	☐	☐	2-11	Special Conditions/Exemptions
☐	☐	☐	☐	2-12	Equivalent Safety Findings
☐	☐	☐	☐	2-13	PNL Coordination
☐	☐	☐	☐	2-14	PNL Response
☐	☐	☐	☐	2-15	PNL Response Compliance
☐	☐	☐	☐	2-16	AD Evaluation
☐	☐	☐	☐	2-17	Internal Project Coordination
☐	☐	☐	☐	2-18	Resolution of Significant Issues
☐	☐	☐	☐	2-19	ODA Unit Communication
☐	☐	☐	☐	2-20	Compliance Inspections
☐	☐	☐	☐	2-21	Flight Manuals/Supplements
☐	☐	☐	☐	2-22	Type Inspection Authorization
☐	☐	☐	☐	2-23	Type Inspection Report
☐	☐	☐	☐	2-24	Approval of Data Changes
☐	☐	☐	☐	2-25	ODA Unit Project Coordination
☐	☐	☐	☐	2-26	ICA Acceptance
☐	☐	☐	☐	2-27	Type Certificate Verification
☐	☐	☐	☐	2-28	STC Completion
☐	☐			**3.**	**Design Data Approval**
☐	☐	☐	☐	3-1	Design Drawings, Substantiation
☐	☐	☐	☐	3-2	Drawing Completeness
☐	☐	☐	☐	3-3	Compliance Data
☐	☐	☐	☐	3-4	Type Design Data Control
☐	☐	☐	☐	3-5	Change Classification
☐	☐	☐	☐	3-6	Drawing Control System
☐	☐	☐	☐	3-7	Data Approval
☐	☐	☐	☐	3-8	Means of Compliance
☐	☐	☐	☐	3-9	Certification Plan Sufficiency
☐	☐	☐	☐	3-10	Materials and Process Specifications
☐	☐	☐	☐	3-11	Data Adequacy
☐	☐	☐	☐	3-12	Changes to Type Design
☐	☐	☐	☐	3-13	Manufacturing Deviations
☐	☐	☐	☐	3-14	System Safety Assessments
☐	☐	☐	☐	3-15	Test Plans
☐	☐	☐	☐	3-16	Flight Manual Completeness
☐	☐	☐	☐	3-17	Minor Change Approval
☐	☐	☐	☐	3-18	Incorporation of ADs
☐	☐	☐	☐	3-19	Software Configuration Management
☐	☐	☐	☐	3-20	Software Verification
☐	☐	☐	☐	3-21	Software Configuration Index
☐	☐	☐	☐	3-22	Software Problem Resolution
☐	☐	☐	☐	3-23	Computer Program Protection
☐	☐	☐	☐	3-24	Software Development

APPENDIX 1. SAMPLE FORMS AND LETTERS (CONTINUED)
FIGURE 19. SAMPLE INSPECTION SURVEY SHEET (CONTINUED) (REDUCED SIZE)

Delegated Organization Inspection Survey and Recommendations	Evaluated Organization:	Authorization Number:

Satisfactory	Unsatisfactory	Not Applicable	Not Evaluated		
☐	☐				**4. Conformity Inspection and Records**
☐	☐	☐	☐	4-1	Statement of Conformity
☐	☐	☐	☐	4-2	Documentation of Conformity Inspections
☐	☐	☐	☐	4-3	Inspection Equipment Calibration
☐	☐	☐	☐	4-4	Conformity Inspection Records
☐	☐	☐	☐	4-5	Supplier Inspection
☐	☐	☐	☐	4-6	Disposition of Non-conforming Parts
☐	☐	☐	☐	4-7	Software Marking
☐	☐	☐	☐	4-8	Special Process Coordination
☐	☐	☐	☐	4-9	Multiple Installation Data
☐	☐	☐	☐	4-10	Conformity of Parts
☐	☐	☐	☐	4-11	Conformity Procedures
☐	☐	☐	☐	4-12	Compliance with Conformity Plan
☐	☐	☐	☐	4-13	Rationale for Conformity Inspections
☐	☐	☐	☐	4-14	Conformity Discrepancies
☐	☐				**5. Testing**
☐	☐	☐	☐	5-1	Compliance Testing
☐	☐	☐	☐	5-2	Test Plans
☐	☐	☐	☐	5-3	Pre-test Conformity
☐	☐	☐	☐	5-4	Non-conforming Parts Disposition
☐	☐	☐	☐	5-5	Test Equipment Accuracy
☐	☐	☐	☐	5-6	Test Results Approval
☐	☐	☐	☐	5-7	Disposition of Test Discrepancies
☐	☐	☐	☐	5-8	Unsafe Conditions Addressed
☐	☐				**6. Airworthiness Certification**
☐	☐	☐	☐	6-1	Application
☐	☐	☐	☐	6-2	Limitations and Conditions
☐	☐	☐	☐	6-3	Proper Airworthiness Certificates
☐	☐	☐	☐	6-4	Incorporation of ADs
☐	☐	☐	☐	6-5	Disposition of Discrepancies
☐	☐	☐	☐	6-6	Coordination of Export Approvals
☐	☐	☐	☐	6-7	Export Approvals
☐	☐	☐	☐	6-8	Required Data
☐	☐	☐	☐	6-9	Airworthiness Approval Tags

Satisfactory	Unsatisfactory	Not Applicable	Not Evaluated		
☐	☐				**7. Flight Testing**
☐	☐	☐	☐	7-1	Flight Safety Program
☐	☐	☐	☐	7-2	Compliance with Airworthiness Standards
☐	☐	☐	☐	7-3	Type Inspection Authorization
☐	☐	☐	☐	7-4	Type Inspection Report
☐	☐				**8. Continued Airworthiness**
☐	☐	☐	☐	8-1	Instructions for Continued Airworthiness
☐	☐	☐	☐	8-2	Development of ICA
☐	☐	☐	☐	8-3	Inspection Criteria
☐	☐	☐	☐	8-4	In-service Feedback
☐	☐	☐	☐	8-5	Investigation of Service Problems
☐	☐	☐	☐	8-6	AD Corrective Action
☐	☐	☐	☐	8-7	Service Difficulty Records
☐	☐	☐	☐	8-8	Service information
☐	☐	☐	☐	8-9	Follow-on Lifecycle Testing
☐	☐	☐	☐	8-10	Approval of Service Bulletins and Manuals
☐	☐	☐	☐	8-11	Submittal of Manuals
☐	☐	☐	☐	8-12	Investigation of Unsafe Conditions
☐	☐				**9. Production Approvals**
☐	☐	☐	☐	9-1	ODA unit Review of Application
☐	☐	☐	☐	9-2	Certification Plans
☐	☐	☐	☐	9-3	Certification
☐	☐	☐	☐	9-4	Approval of Minor QM changes
☐	☐	☐	☐	9-5	Engineering Data Approval
☐	☐	☐	☐	9-6	Specific Findings Completed
☐	☐	☐	☐	9-7	Conformity Inspections
☐	☐	☐	☐	9-8	ICA for PMA
☐	☐	☐	☐	9-9	Completion of PMA
☐	☐	☐	☐	9-10	PMA Supplements
☐	☐	☐	☐	9-11	Minor Change Approval
☐	☐	☐	☐	9-12	Coordination with Foreign Authorities
☐	☐	☐	☐	9-13	Export Approvals
☐	☐	☐	☐	9-14	Airworthiness Approval Tags
☐	☐	☐	☐	9-15	AD incorporation
☐	☐	☐	☐	9-16	Data Furnished Before Certification

APPENDIX 1. SAMPLE FORMS AND LETTERS (CONTINUED)
FIGURE 20. SAMPLE INSPECTION REPORT TRANSMITTAL LETTER

U.S. Department
of Transportation

Federal Aviation
Administration

[Date]

[Organization's Name]
[Address]

Stoops Airlines
Organization Designation Authorization - ODA-843132-NM
Inspection Report

Enclosed is the Federal Aviation Administration (FAA) report detailing our inspection of your organization designation authorization. This report formally documents the results we discussed with you and your staff during our visit.

We reviewed four ODA-approved supplemental type certificates and if you complied with approved procedures. We found two procedural manual non-compliances and four technical discrepancies that you must address. We list each item in detail in the enclosed report. You must develop corrective action for procedures manual non-compliance No. 3 and technical discrepancy No. 1. Please investigate these conditions and notify us of proposed corrective action within 30 days.

We appreciate you and your staff's professional attitude, cooperation, and sincere interest in maintaining a high standard of aviation safety. And, we appreciate the hospitality shown to our team during our visit.

If you have any questions or concerns after reviewing the report, please contact Jason White, telephone (425) 555-5555.

CC: AIR-140, AIR-230, AFS-300

APPENDIX 1. SAMPLE FORMS AND LETTERS (CONTINUED)
FIGURE 21. SAMPLE PMA SUPPLEMENT-LICENSING-PAGE 1

FAA - PARTS MANUFACTURER APPROVAL (PMA) SUPPLEMENT

SOONER AVIATION PARTS, INC.
4321 Aviation Parkway
Oklahoma City, OK 73008

PMA No. PQ0609SW
Supplement No. 35
Revision No. 2

PART NAME	PART NUMBER	REPLACEMENT FOR	APPROVAL BASIS AND APPROVED DESIGN DATA	ELIGIBILITY (MAKE)	ELIGIBILITY (MODEL)
Force Trim Actuator	SAP813-507-03	Ace Aircraft P/N: 813-507-03	Identicality per 14 CFR § 21.303, Licensing agreement with Ace Aircraft Inc., File No. ALG10695-769, dtd. 10/18/03; Ace Drawing 813-507, Rev. B, dtd. 6/8/03 or later FAA approved revisions.	Ace Aircraft	A-700, -710

----------End of Listing----------

NOTE: The procedures that have been accepted by the type certificate (TC), supplemental type certificate (STC), or Technical Standard Order Authorization (TSOA) holder and their cognizant FAA Aircraft Certification Office, for minor changes to original parts used on type certificated products, are also acceptable for incorporating the same minor changes on identical FAA-PMA replacement parts. The FAA-PMA holder shall be able to show traceability relating to the TC, STC, or TSOA holder on all minor changes incorporated by this procedure. When these procedures are no longer applicable because of completion of the production contract or termination of the licensing agreement, all subsequent minor design changes (reference 14 CFR par 21 §§ 21.93 and 21.95) and major design changes (reference 14 CFR part 21 §§ 21.93 and 21.97) must be accomplished in accordance with the FAA approved PMA ODA procedures manual.

Ralph Meyer
PMA ODA Administrator,
Sooner Aviation Parts, Inc.

Date

This Supplement is an attachment to your FAA-PMA approval letter dated: December 15, 2003

Page 1 of 1

APPENDIX 1. SAMPLE FORMS AND LETTERS (CONTINUED)
FIGURE 22. SAMPLE PMA SUPPLEMENT-TEST AND COMPUTATIONS-PAGE 1

FAA - PARTS MANUFACTURER APPROVAL (PMA) SUPPLEMENT

SOONER AVIATION PARTS, INC.
4321 Aviation Parkway
Oklahoma City, Oklahoma 73008

PMA No. PQ0609SW
Supplement No. 35
Revision No. 2
Project No. PM2095SW

PART NAME	PART NUMBER	REPLACEMENT FOR	APPROVAL BASIS AND APPROVED DESIGN DATA	ELIGIBILITY (MAKE)	ELIGIBILITY (MODEL)
Flap Pin	SAP827-246-01	Ace Aircraft P/N: 827-246-01	Test and Computation per 14 CFR § 21.303, Dwg: SAP827-246, Rev: A, Dated: 3/31/04, or later FAA approved revisions.	Ace Aircraft	A-720, -30
Flap Hinge	SAP827-256-01	Ace Aircraft PN: 827-256-01	Test and Computation per 14 CFR § 21.303, Dwg: SAP827-256, Rev: B, Dated: 4/31/04, or later FAA approved revisions.	Ace Aircraft	A-720, -30

----------End of Listing----------

NOTE: Minor design changes (reference 14 CFR part 21 §§ 21.93 and 21.95) and major design changes (reference 14 CFR part 21 §§ 21.93 and 21.97) to drawings and specifications must be accomplished in accordance with the FAA approved PMA ODA procedures manual.

Ralph Meyer
PMA ODA Administrator,
Sooner Aviation Parts, Inc.

Date

This Supplement is an attachment to FAA-PMA approval letter dated: December 15, 2003

Page 1 of 1

APPENDIX 1. SAMPLE FORMS AND LETTERS
FIGURE 23. SAMPLE PMA SUPPLEMENT-STC-PAGE 1

FAA - PARTS MANUFACTURER APPROVAL (PMA) SUPPLEMENT

SOONER AVIATION PARTS, INC.
4321 Aviation Parkway
Oklahoma City, OK 73008

PMA No. PQ0609SW
Supplement No. 35
Revision No. 2

PART NAME	PART NUMBER	REPLACEMENT FOR	APPROVAL BASIS AND APPROVED DESIGN DATA	ELIGIBILITY (MAKE)	ELIGIBILITY (MODEL)
SAP Two-Axis Auto Pilot Kit	SAP700-100-01	Modification Part	STC SA1234SW Dated 4/15/04; Dwg: MDL SAP700-100, Rev: B, Dated: 3/29/04, or later FAA approved revisions.	Ace Aircraft	A-700, -710
SAP Primary Flight Display (PFD)	SAP950-100-01	Modification Part	STC SA5678SW Dated 4/25/04; Dwg: MDL SAP950-100, Rev: C, Dated: 3/11/04, or later FAA approved revisions.	Ace Aircraft	A-700, -710

----------End of Listing----------

NOTE: Minor design changes (reference 14 CFR part 21 §§ 21.93 and 21.95) and major design changes (reference 14 CFR part 21 §§ 21.93 and 21.97) to drawings and specifications must be accomplished in accordance with the FAA approved PMA ODA procedures manual.

Ralph Meyer
PMA ODA Administrator,
Sooner Aviation Parts, Inc.

Date

This Supplement is an attachment to your FAA-PMA approval letter dated: December 15, 2003

Page 1 of 1

FIGURE 24. SAMPLE PMA SUPPLEMENT-ALL TYPES-PAGE 2

PMA No. PQ0609SW Supplement No. 35 Revision No. 2

PART NAME	PART NUMBER	REPLACEMENT FOR	APPROVAL BASIS AND APPROVED DESIGN DATA	ELIGIBILITY (MAKE)	ELIGIBILITY (MODEL)

Page 2 of 2

APPENDIX 2. SAMPLE ODA PROCEDURES MANUAL

NOTE: This appendix identifies acceptable content and how to arrange an ODA procedures manual. Additional information, procedures, and entries are subject to review and approval by the FAA. *Clarify text is provided in italics.* (PLACEHOLDERS FOR DEVELOPED MATERIAL IS PRESENTED AS ALL CAPS).

(INSERT COMPANY NAME)

(INSERT ODA AUTHORIZATION NUMBER)

(INSERT COMPANY ADDRESS)

ORGANIZATION DESIGNATION AUTHORIZATION
PROCEDURES MANUAL

SUBMITTED BY:

_____ DATE :_____

(INSERT ODA ADMINISTRATOR)

APPROVED BY:

_____ DATE APPROVED:_____
(INSERT APPOINTING OFFICE MANAGER)
MANAGER, (Appointing Office)

_____ DATE APPROVED:_____
(INSERT APPOINTING OFFICE MANAGER(S))
MANAGER, (Managing Office)
(Repeat as necessary)

APPENDIX 2. SAMPLE ODA PROCEDURES MANUAL (CONTINUED)

[INSERT COMPANY NAME, ODA NUMBER] Page Number_____
ODA PROCEDURES MANUAL Revision Number_____
COMPANY APPROVAL_____ Date_____

TABLE OF CONTENTS

I. LOG OF REVISIONS

II. LIST OF EFFECTIVE PAGES

III. MANUAL CONTROL

1. PREFACE & INTRODUCTION

2. AUTHORIZED FUNCTIONS AND LIMITATIONS

3. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

4. ODA ADMINISTRATOR AND ODA UNIT DUTIES AND RESPONSIBILITIES

5. REQUIRED CAPABILITIES AND ODA UNIT POSITIONS

6. ODA UNIT LISTING

7. ODA UNIT SELECTION PROCEDURES

8. TRAINING

9. SELF AUDIT RESPONSIBILITIES

10. GUIDANCE MATERIAL

11. DURATION OF AUTHORIZATION

12. MAINTENANCE OF ELIGIBILITY

13. INSPECTION

14. SERVICE DIFFICULTIES

15. PROCEDURES

16. RECORDS

17. CORRECTIVE ACTION

18. MANUFACTURING ACTIVITY REPORTING

APPENDIX 2. SAMPLE ODA PROCEDURES MANUAL (CONTINUED)

[INSERT COMPANY NAME, ODA NUMBER] Page Number_____
ODA PROCEDURES MANUAL Revision Number_____
COMPANY APPROVAL_____ Date_____

APPENDICES.

APPENDIX A. Memorandum of Understanding

APPENDIX B. ODA Holder and Unit Organizational Chart

APPENDIX C. ODA Facilities

APPENDIX D. Required ODA Unit Capabilities and Positions

APPENDIX E. Forms

APPENDIX F. Certification Plans (TC and STC ODAs)

APPENDIX 2. SAMPLE ODA PROCEDURES MANUAL (CONTINUED)

[INSERT COMPANY NAME, ODA NUMBER] Page Number_____
ODA PROCEDURES MANUAL Revision Number_____
COMPANY APPROVAL_____ Date_____

I. LOG OF REVISIONS

Revision Level	Page Numbers	Revision Description	FAA Approval Date

APPENDIX 2. SAMPLE ODA PROCEDURES MANUAL (CONTINUED)

[INSERT COMPANY NAME, ODA NUMBER] Page Number_____
ODA PROCEDURES MANUAL Revision Number_____
COMPANY APPROVAL_____

II. LIST OF EFFECTIVE PAGES

Please insert the revised pages into this manual and delete the obsolete pages following the list of effective pages below. The letter "R" indicates a revised page, "A" is for added pages, and "D" for deleted pages. Remove superseded and deleted pages from the manual; keep them in a separate file.

This list is a record of each page of subject revision and each previously issued page that is still current. Blank pages and pages that are no longer current do not appear on this list. If there is any question about the currency of the recipient's manual, check each page in the manual against this list of effective pages. Remove any page that does not appear on the list of effective pages.

Page Number	Revision Number	Revision Date	FAA Approval

APPENDIX 2. SAMPLE ODA PROCEDURES MANUAL (CONTINUED)

[INSERT COMPANY NAME, ODA NUMBER] Page Number_____
ODA PROCEDURES MANUAL Revision Number_____
COMPANY APPROVAL_____ Date_____

III. MANUAL CONTROL

a. **CHANGES REQUIRING FAA APPROVAL:** Revisions to this manual, except those identified here, must be approved by the FAA before implementation.
(INSERT TYPES OF CHANGES THAT MAY BE INCORPORATED WITHOUT FAA APPROVAL, SUCH AS CORRECTION OF TYPOGRAPHICAL ERRORS, UPDATE OF MOU, ETC.)
(INSERT METHOD OF DOCUMENTING AND DETERMINING APPROVAL REQUIREMENTS FOR CHANGES IN FACILITIES OR ORGANIZATIONAL STRUCTURE.)

b. **FAA CONTROL:**

All revisions to this manual requiring FAA approval will be submitted by the organization's ODA administrator and approved by the FAA prior to incorporation into the manual.

c. **(COMPANY NAME) CONTROL:**

(1) The ODA administrator is responsible for manual revisions and distribution. If a manual revision needs FAA approval, the ODA administrator will submit the revision, along with the Log of Revisions and List of Effective Pages, to the OMT for approval. Revised text must be highlighted and the revision level for the change noted on each revised page. The FAA will indicate approval by signing and dating the Log of Revisions page in the FAA approval column. The OMT will return the signed Log of Revisions and a copy of the revised pages to the ODA administrator for distribution.

(2) (INSERT COMPANY'S PROCEDURE FOR MANUAL CONTROL)

(3) (INSERT A LIST OF WHO IS TO RECEIVE THE MANUAL AND MANUAL UPDATES)

APPENDIX 2. SAMPLE ODA PROCEDURES MANUAL (CONTINUED)

[INSERT COMPANY NAME, ODA NUMBER] Page Number_____
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COMPANY APPROVAL_____

1. PREFACE & INTRODUCTION.

a. This procedures manual establishes the responsibilities and procedures to be followed when performing the functions authorized by the FAA under the ODA procedures of 14 CFR part 183 subpart D.

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

c. (INSERT 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 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

Function Code	Function	Limitations
12061	Issue recurrent airworthiness certificates for US-registered aircraft, import, or other aircraft	Types of products maintained under Repair Station Certificate xxxxxx
12140	Approve Data for Major Alterations and/or Major Repairs	Major Repairs only. Boeing 737 Series, Structures, landing gear systems

Limitation of the ODA must be clearly defined in accordance with Order 8100.15 chapters 8-13. Limitations should define the specific authority of the organization in terms of specific products and models, if applicable.

a. Limitations. The ODA holder must obtain FAA concurrence on the application of all equivalent safety provisions. The ODA holder must obtain FAA concurrence before accomplishing an alteration that affects any AD requirements or airworthiness limitations. The ODA holder must obtain FAA approval for project that affects aircraft noise or fuel venting and exhaust emissions.

b. The ODA is limited to the specific products, parts, processes, or appliances identified in the procedures manual.

APPENDIX 2. SAMPLE ODA PROCEDURES MANUAL (CONTINUED)

c. Prototype alterations must be accomplished at an FAA authorized facility.

d. (INSERT ANY ADDITIONAL LIMITATIONS AS DESCRIBED IN ORDER 8100.15 CHAPTER 8 THRU 13)

3. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES.
This section should explain the organizational structure and responsibilities of ODA holder management. The management is responsible for establishing corporate policies that will not conflict with FAA regulations or policy. The management is responsible to remain independent of, and not interfere with, the findings and activities conducted under the ODA authority. The management is responsible to provide and maintain adequate qualified personnel to accomplish the ODA certification and production activities. The management is responsible to provide the necessary support and personnel when internal and FAA audits are being accomplished. Management is responsible to ensure all personnel receive the training required by Order 8100.15.
(INSERT ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES.)

4. ODA ADMINISTRATOR AND ODA UNIT DUTIES AND RESPONSIBILITIES (ALL ODAs).

a. ODA administrator responsibilities. (INSERT ODA ADMINISTRATOR(S) NAME) is the focal point for the organization, and has the primary responsibility and authority for assuring compliance with FAA regulations, policy, guidance and directives. All forms the ODA administrator is authorized to sign are to be listed in Appendix D. The ODA administrator is responsible for managing the performance of all authorized functions, including the incorporation of corrective action for all deficiencies identified by the OMT. All formal incoming and outgoing FAA correspondence should be directed to and from the ODA administrator.

b. ODA Unit Member Responsibilities. These individuals are responsible for approving substantiation data and reports, determining conformity, issuing airworthiness certificates and performing other FAA authorized functions. Certain statements, forms and certificates must be signed by the ODA administrator or appointed ODA unit members. All forms the ODA unit members are authorized to sign must be listed in Appendix D. Each ODA unit member's authority and limitations must be maintained on an ODA unit listing. To have official FAA approval status, the ODA unit member's signature on documents must be signed by the individual and contain the ODA number. The manner and form of these reports, documents, forms will be in accordance with current FAA policy.

c. Each individual within the ODA unit must be identified with his authority, functions and limitations defined in the ODA unit listing. The authority of engineering and flight test ODA unit members must be documented by function code(s) from Order 8100.15 and the form of the DER charts defined in Order 8110.37. The authority of inspection ODA unit members must be clearly defined by function codes from Order 8100.15.

APPENDIX 2. SAMPLE ODA PROCEDURES MANUAL (CONTINUED)

[INSERT COMPANY NAME, ODA NUMBER] Page Number_____
ODA PROCEDURES MANUAL Revision Number_____
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5. REQUIRED CAPABILITIES AND ODA UNIT POSITIONS.
(INSERT COMPANY NAME) must ensure the ODA unit is staffed with personnel authorized to perform the functions of the organization as described in Appendix D. Each function described in Appendix D. must correlate to at least one ODA unit member's authority as defined on the ODA unit listing. (INSERT ODA ADMINISTRATOR NAME) will notify the OMT lead at any time the ODA unit is not capable of performing a function described in Appendix D. The ODA unit members must meet the requirements of Order 8100.8 for designees performing similar functions. (SPECIFY QUALIFICATION REQUIREMENTS FOR FUNCTIONS NOT SPECIFICALLY ADDRESSED IN ORDER 8100.8, SUCH AS APPROVAL OF TEST PLANS, FLIGHT MANUAL SUPPLEMENTS, ETC)

6. ODA UNIT LISTING.
The ODA holder must maintain a listing of ODA unit members. The list must be provided to the OMT as required. The listing must contain names, signatures, functions and limitations for each ODA unit member. The location and name of company must be provided for any ODA unit member located at facilities other than those identified in section iv. The authority and limitation for each individual must correspond to the organization's authority and functions defined in Appendix D. Authority for individuals will be stated by function code from Order 8100.15. Engineering and flight test functions will be further defined using the charts of Order 8110.37.
(INSERT THE ORGANIZATION'S METHOD FOR MAINTAINING THE LIST OF ODA UNIT MEMBERS. INCLUDE REQUIREMENTS AND METHOD TO COORDINATE CHANGES TO THE LIST WITH THE OMT)

7. ODA UNIT SELECTION PROCEDURES. (INSERT COMPANY NAME) will determine that proposed ODA unit members are qualified to perform the authorized functions as described in paragraph 5. (INSERT COMPANY NAME) must evaluate the proposed ODA unit members using a process similar to that prescribed in Order 8100.8. (INSERT PROCEDURES TO EVALUATE PROPOSED STAFF MEMBERS. INCLUDE PROCEDURES FOR FAA COORDINATION OF ODA UNIT SELECTION DECISIONS)

8. TRAINING. The ODA administrator and unit personnel must receive in-house and FAA training in accordance with the requirements of Order 8100.15. In house training material will be made available for FAA review.
(INSERT TRAINING REQUIREMENTS FOR THE ODA ADMINISTRATOR AND UNIT PERSONNEL, AND A DESCRIPTION OF IN-HOUSE TRAINING.)

9. SELF AUDIT RESPONSIBILITIES.

a. Self audits will be performed (INSERT FREQUENCY OF SELF AUDIT) and evaluate the personnel, procedures and records used to perform authorized functions and all administrative

APPENDIX 2. SAMPLE ODA PROCEDURES MANUAL (CONTINUED)

procedures followed by the organization. Self-audit of personnel will follow the general guidelines and documentation prescribed for FAA designee oversight in order 8100.8.

b. Self audits will consist of (INSERT DETAIL PROCEDURES AND REQUIREMENTS FOR SELF AUDIT). The self audit report will consist of (INSERT CONTENT OF SELF AUDIT DOCUMENTATTION AND REPORT).

c. Follow-up of audit corrective action will be performed as specified in the self-audit report**.**

10. GUIDANCE MATERIAL. (INSERT COMPANY NAME) will obtain and maintain FAA regulations, policy and guidance related to the authorized functions. (INSERT COMPANY PROCEDURES TO OBTAIN AND MAINTAIN GUIDANCE MATERIAL).

11. DURATION OF AUTHORIZATION. (INSERT COMPANY NAME) ODA issued under 14 CFR §183.45 is effective until the expiration date listed on the letter of designation and is not transferable. The FAA Administrator may terminate or suspend the ODA at any time for a reason identified in 14 CFR 183.67.

12. MAINTENANCE OF ELIGIBILITY. (INSERT COMPANY NAME) is required to continually meet the requirements of this authorization or to notify the FAA Administrator within 48 hours of any change that could affect the company's ability to meet the requirements of 14 CFR part 183. A notification due on Saturday, Sunday, or a holiday may be delivered on the next working day.

13. INSPECTION. Upon request, **(INSERT COMPANY NAME)** must allow the FAA to inspect the facilities, products, and records related to the functions performed under this authorization.

14. SERVICE DIFFICULTIES. (INSERT COMPANY NAME) will report failures, malfunctions, and defects in accordance with 14 CFR §21.3, §183.63, and other applicable reporting requirements. For approvals or certificates issued or obtained under the ODA (or previous delegation authority), (INSERT COMPANY NAME) will:

a. Monitor reported service problems related to certificates or approvals (INSERT COMPANY NAME) holds.

b. Notify the OMT of any potentially unsafe condition in a product, part or appliance.

APPENDIX 2. SAMPLE ODA PROCEDURES MANUAL (CONTINUED)

c. Notify the OMT of any product part or appliance not meeting the applicable airworthiness requirements.

d. Investigate suspected unsafe or non-compliant conditions as required by the administrator, and report on the results and proposed corrective action

e. Submit the information necessary to implement corrective action needed for safe operation of the product, part or appliance.
(INSERT COMPANY'S PROCEDURES TO PERFORM THE ABOVE)

15. PROCEDURES. (See applicable requirements from Order 8100.15 chapters 8-13)

16. RECORDS. (INSERT COMPANY NAME) will ensure records are maintained as required by 14 CFR §183.61. Records will be available for FAA review upon request. Records normally kept at other locations will be made available at our facility as requested for inspections and oversight. These records will be provided (INSERT TIME FRAME FOR DELIVERY OF RECORDS FROM OTHER LOCATIONS). All records will be submitted to the OMT lead upon surrender or termination of the ODA.

a. Content of records. (INSERT SPECIFIC RECORDS RETENTION REQUIREMENT TO MEET ORDER 8100.15 PARAGRAPH 3-16 AND CHAPTERS 8-13.)

b. Location of records. Records will be maintained at (INSERT LOCATIONS WHERE RECORDS WILL BE MAINTAINED, INCLUDING ALL SUPPLIERS).

c. Submittal of Records. Records will be submitted as required by the procedures defined in this manual. (INSERT SPECIFIC RECORD SUBMITTAL REQUIREMENTS)

17. CORRECTIVE ACTION. (INSERT COMPANY NAME) will implement corrective action to resolve any problems with the ODA procedures or personnel as requested by the FAA.
(INSERT COMPANY PROCEDURES FOR DEVELOPMENT, COORDINATION, AND IMPLEMENTATION OF CORRECTIVE ACTIONS).

18. MANUFACTURING ACTIVITY REPORTING (If applicable). (INSERT COMPANY NAME) will submit manufacturing summary information reports for manufacturing/airworthiness work performed by the organization. The reports will be submitted to the managing MIDO (INSERT FREQUENCY OF REPORTS).

APPENDIX 2. SAMPLE ODA PROCEDURES MANUAL (CONTINUED)

[INSERT COMPANY NAME, ODA NUMBER] Page Number_____
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APPENDIX A. Memorandum Of Understanding

(INSERT A COPY OF THE SIGNED MEMORANDUM OF UNDERSTANDING)

APPENDIX B. ODA Holder and Unit Organizational Chart

This appendix should contain the company organizational chart. It should clearly outline the ODA unit's relationship to other organizational entities and lines of management responsibility. It may be in any form convenient to the ODA holder.

APPENDIX C. ODA Facilities

(INSERT A DESCRIPTION OF THE FACILITIES AND LOCATIONS USED IN PERFORMING THE AUTHORIZED FUNCTIONS INCLUDING OTHER LOCATIONS WHERE ARS PERFORM FUNCTIONS)

(INSERT A DESCRIPTION OF THE LOCATION AND FACILITY WHERE ANY OFFSITE ACTIVITY WILL BE PERFORMED —TC and STC ODAs only)

APPENDIX D. Required ODA Unit Capabilities and Positions

This appendix defines the required ODA unit capabilities and positions and the qualifications for each position. This appendix must define the engineering, flight test, maintenance, and inspection (as necessary) functions the ODA unit must be able to perform. The functions must be defined by function code from Order 8100.15 with any associated limitations. Engineering and flight test functions must be further defined by the form of the DER charts in Order 8110.37. The ODA holder is responsible to ensure that ODA unit members capable of performing the functions are continuously available. The ODA holder must notify the FAA if ODA unit changes impact its ability to perform any function described here.

ODA unit positions should be defined here with general authority and duties of each type of ODA unit member (engineering, flight test, inspection, etc.) as well as a general number of ODA unit members of each type.

This section should identify the forms which personnel are authorized to sign.

APPENDIX E Forms

This appendix must contain a list and provide representative copies of all forms used in administration of the ODA or FAA functions. FAA forms must be used unless an equivalent form is

APPENDIX 2. SAMPLE ODA PROCEDURES MANUAL (CONTINUED)

approved through the procedures manual. Completion instructions must be provided for all non-FAA forms.

Sample forms should be provided for the following areas:

ODA Unit Selection and Appointment
ODA Self Audit Documentation
Authorized FAA Functions and Related Documentation

APPENDIX F. Certification Plans (TC and STC ODAs)

(THE FOLLOWING INFORMATION SHOULD BE IN THE CERTIFICATION PLAN:)

1. Description of the type design change.

2. Copy of FAA Form 8110-12, Application for TC.

3. The airworthiness requirements including amendment levels that are considered to be applicable.

4. A compliance checklist showing proposed methods of compliance (laboratory testing, ground testing, flight testing, analysis, similarity, and so on) and the responsible staff member for each of the regulations.

5. Identification of where and how the type design data and compliance substantiation data will be documented.

6. State if any novel or unusual features are involved.

7. State if ground and/or flight-testing is required.

8. The proposed Airworthiness Certificate Category for Flight Testing.

9. A proposed schedule of major events/milestones.

10. State which 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, DO-160D, PMA, TSO, DO-178B and software level, and so on)

13. If activities will not be accomplished at the ODA facility, provide information on the facility where the activity will be accomplished.

14. Proposed compliance methods to demonstrate the operational aspects of:

(1) Testing to determine operational suitability and compliance with the operational regulatory requirements.
(2) Recommended aircraft maintenance manual and maintenance program changes for acceptable compliance with ICA requirements, if required.
(3) Proposed master minimum equipment lists, if required; Proposed Flight Crews Operating Manual Procedures, if required.
(4) Proposed flight crew training requirements, if required.
(5) Emergency Evacuation demonstrations, if necessary.

APPENDIX 3. STANDARDIZED TECHNICAL EVALUATION CRITERIA

1. PURPOSE. This appendix provides standardized inspection criteria used to inspect ODA holders using the following system elements:

INSPECTION SYSTEM ELEMENTS

Section	System
1	Organization and Responsibility
2	Project Management
3	Design Data Approval
4	Conformity Inspection and Records
5	Testing
6	Airworthiness Certification
7	Flight Testing
8	Continued Airworthiness
9	Production Approvals

2. DESCRIPTION OF SYSTEM ELEMENTS SECTION FORMAT. Each section addresses one of the nine system elements. Each section is formatted as follows:

a. System Element Description. This is a brief description of what the system is intended to accomplish or control.

b. System Element Standardized Inspection Criteria. Each criterion is formatted as follows:

(1) Standardized Inspection Criteria. Each criterion is identified by a numbered question within a box. The format of each question number is based on the system element number, the letter to identify the criteria as specific to delegated facilities, and the sequence within the system element. For example, question 1-8 would be the eighth question [8] under the Organization and Responsibility system element.

(2) Applicability. This specifies whether the criterion is applicable to each type of organization. A regulation reference indicates a requirement whose violation might requires compliance and enforcement activity and follow-up. Applicability marked by “X” indicates a

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

requirement is based on the airworthiness standards or FAA policy requirements. If the criterion is not applicable to the type of authorization, it will be blank.

(3) Statement of Condition. The statement of condition provides examples of the requirements to satisfy the criterion. Evaluators may apply other standards based on their experience. The statement of condition assists the evaluator to determine the depth of the investigation that may be required to satisfactorily evaluate the criterion, and the appropriate criterion on which to document inspection results.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

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
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 FAR 183.53
- The requirements outlined in 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
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
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.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

Approvals involving acoustic and exhaust emissions changes are issued only after the FAA has determined that the requirements of CFR part 34 or 36 have been met.

1-4 Does the ODA holder assure that it continues to meet the criteria for holding its authorization?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
183.55	183.55	183.55	183.55	183.55	183.55

Statement of Condition:

The organization continues to meet the requirements for the ODA.

The ODA holder notifies the FAA of any changes that impact their ability to perform any function.

The MOU signatories have not changed.

1-5 Does the ODA administrator and staff have sufficient authority to administer the pertinent CFR effectively?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X	X	X	X	X

Statement of Condition:

The ODA administrator and staff is in an organizational position with sufficient authority to administer the pertinent CFR effectively.

The ODA administrator is actively involved in engineering processes and airworthiness activities defined by the evaluated facility in order to administer the pertinent CFR effectively.

The ODA administrator and staff is not adversely influenced by company responsibilities when making findings or managing the organization.

1-6 Are the ODA unit members' authority clearly defined and do they operate within their authority?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X	X	X	X	X

Statement of Condition:

The ODA unit member's authorities and responsibilities are defined in the ODA unit list. The ODA unit members are knowledgeable of their authority and limitations. Authority for ODA unit members is defined in accordance with 8100.8.

The ODA unit members perform only within the authority and limits established.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

1-7 Does the ODA holder provide in-house training to its ODA unit members?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X	X	X	X	X

Statement of Condition:

The ODA holder has an established in-house training program structured for the organization's ODA unit members.

The in-house training is scheduled at least every two-years.

The training material includes:

- Review of the functions delegated to the organization.
- Review of the organization's processes/procedures manual.
- Review of the ODA unit member's authority and responsibility when performing authorized functions.
- Review of FAA rules, orders, policy and guidance material relative to the functions performed by the organization.
- Review of documentation and forms used by the organization.
- Technical training as required.

In-house training occurs at least every two years.

Training material is available to the FAA and if applicable, FAA is allowed to attend.

1-8 Do the ODA administrators and ODA unit members attend FAA sponsored training and/or seminars?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X	X	X	X	X

Statement of Condition:

ODA administrators have attended workshops or training as required by the FAA.

Engineering ODA unit members have attended a DER standardization seminar and recurrent seminars as required by Order 8100.15.

Manufacturing ODA unit members have attended designee standardization and recurrent seminars as required.

The ODA holder maintains training records for each of its ODA administrator and ODA unit members.

1-9 Does the ODA holder retain records in accordance with the appropriate regulations?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
183.61	183.61	183.61	183.61	183.61	183.61

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

Statement of Condition:

A record retention system that complies with applicable regulations, orders, and data storage agreements has been established.

Technical data files, repair, rebuild, and alteration records, original application data, inspection records, and service difficulty records, as applicable, are maintained in accordance with the data storage agreements and made available to the FAA.

A listing of products, components, parts, or appliances for which the organization unit had performed an authorized function.

Procedures make the records and data that support approvals available to the FAA for examination.

1-10 Are documents and forms, identified and listed in the procedures manual used to document the approval of the data and to make findings of compliance?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X	X	X	X	X

Statement of Condition:

Procedures provide for documenting approved data and findings of compliance on specified forms.

1-11 Does the ODA holder have and comply with procedures prescribed in the procedures manual for performing self-audits?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
183.53	183.53	183.53	183.53	183.53	183.53

Statement of Condition:

Procedures provide for:

- General requirements for scheduling and performing the audits.

- Documenting the audit results and demonstrating that all necessary corrective actions are taken.

- Monitoring trends and providing necessary remedial actions.

- Periodic evaluation of the ODA unit member's documentation, processes, oversight criteria contained in FAA orders, FAA policy memorandums, and so on.

- Periodic process audits of inspection of design and or repaired articles to ensure conformity to type design and compliance with the airworthiness standards.

- Maintaining records of the self-audit and providing copies to the FAA upon request.

- Periodic review of their self-audit procedures.

The FAA was promptly notified of any non-compliances.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

1-12 Does the ODA holder have and comply with procedures for the appointment of ODA unit members?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
183.53	183.53	183.53	183.53	183.53	183.53

Statement of Condition:

The procedures manual must include as a minimum methods for:

- Submitting application.
- Application Review.
- Technical criteria for qualification review.
- Interview processes.
- Evaluation of interview results.
- Rating applicant.
- Providing initial orientation and training upon appointment.
- Coordination with FAA.

The completed documentation must include at least:

- ODA unit member's application (statement of qualifications) requesting appointment.
- Documentation to support application in accordance with 8100.8 or other approved documents.
- Evaluation forms.
- Interview results and rating.
- Documentation to support the appointment.
- Training was completed in accordance with procedures upon appointment.

1-13 Are the ODA unit members qualified to perform the functions authorized as defined in Order 8100.8, Designee Management Handbook?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X	X	X	X	X

Statement of Condition:

ODA unit members must have as a minimum:

- Knowledge and experience required by Order 8100.15 to perform their authorized functions and keep current.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

- Be in a position that allows the ODA unit member to execute his/her approved authority without any company pressure.

- Have access, as applicable, to the current FAR's, policy and guidance material and the delegated organization's procedures manual.

- Possess integrity, sound judgment, and cooperative attitude.

The appointment of ODA unit members based on existing FAA designation should at a minimum include:

- The same function(s), as applicable, as existing FAA designation.

- Documentation, in accordance with above, for expanded functions.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

SECTION 2. PROJECT MANAGEMENT

1. **SYSTEM ELEMENT DESCRIPTION**. Project management includes those functions related to the overall management and approval of a project within the delegated facility's approved procedures manual or handbook.

2. **SYSTEM ELEMENT STANDARDIZED INSPECTION CRITERIA**. The following criteria are used to document the inspection of this system element.

2-1 Has the certification basis or airworthiness requirements been established and used for the project?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	X

Statement of Condition:

Procedures include, as a minimum:

- Method used to determine certification basis (regulatory requirements).
- Method of documenting certification basis (regulatory) applicability.
- Validation that the certification basis has been complied with.

There is evidence of observance to established procedures.

2-2 Did the program notification contain the information (certification plan, schedule, and so on) required by the FAA approved procedures manual?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X				X

Statement of Condition:

Project description, scope and schedule were properly described and communicated in the initial program notification. Information required by the FAA approved procedures manual was adequately provided for the project in question.

Projects which were determined not to require a program notification were properly determined as defined by the FAA approved procedures manual.

2-3 Does the ODA holder determine whether a project is significant or non-significant before submitting the program notification?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X				X

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

Statement of Condition:

Procedures include, as a minimum:

(1) Method used to determine and document the project criticality assessment.

(2) Method to incorporate the assessment findings into the program notification or other program notification form.

There is evidence of observance to established procedures.

2-4 Was an adequate Conformity Plan containing all of the necessary elements written for each certification project as required by FAA approved procedures manual?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

Each project has a conformity inspection plan that includes the following information as applicable:

- General description of the aircraft modification.
- Definitions of terms used in the plan.
- Brief introduction of certification program.
- Applicant conformity inspections (who is authorized to sign the FAA Form 8130-9).
- FAA conformity inspection guidelines and exceptions.
- FAA Conformity inspection identification and initiation of FAA Form 8120-10 or other acceptable document.
- FAA Conformity inspection tracking by applicant.
- Applicant first article inspections.
- Tooling inspection and control.
- Material review prior to TC/STC and production approval.
- Software conformity inspections.
- Description and location of facilities to manufacture and test the product.
- Description and location for final assembly of product.
- Supplier agreements with applicant.
- FAA conformity inspections of parts modified or replaced during FAA flight test.
- FAA conformity inspections for test setup.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

- FAA conformity inspections conducted on ground test articles such as the flight test simulator, iron birds, vender qualification test articles, and so on.

- FAA conformity of spare parts.

- Experimental certification of aircraft including location of flight testing.

- Flight test aircraft maintenance and re-inspection procedures to reestablish FAA conformity

- Supplier conformity requirements and procedures.

- Identification of non-domestic suppliers.

- Verifying the conformity of critical and major characteristics of materials, parts, and assemblies.

- Evaluating processes to ensure production of consistent and uniform products.

- Observing tests of important functional parameters of systems, modules, components and completed products.

2-5 Was a Certification Plan written for each certification project and contain all of the necessary elements as required by FAA approved procedures manual?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

A certification plan was written for each certification project as required in the procedures manual.

The certification plan for certification projects addresses the elements required by Order 8100.9.

2-6 Were applicable airworthiness directives (AD) considered?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	X

Statement of Condition:

The authorization holder has evaluated the product or modification for any ADs that may impact certification of the product.

2-7 Was the certification project accomplished in accordance with the certification plan?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

Certification projects were accomplished in accordance with the certification plan.

2-8 Were significant changes to the program's scope or schedule adequately communicated to the FAA?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X				

Statement of Condition:

Major changes, if applicable, to the scope or schedule of a project are communicated in writing to the FAA.

Changes to the certification plan were documented and communicated with the FAA.

Any changes not reported were correctly determined to be of a minor nature.

2-9 When determining the certification basis, has the ODA unit made a determination on the use of the latest airworthiness standards?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X				

Statement of Condition:

Procedures include, as a minimum:

- Method of documenting certification basis (regulatory) applicability, including the position relative to complying with the later standards.

- Method used in evaluating the basic regulatory requirements together with the applicable service experience.

There is evidence of observance to established procedures.

2-10 Is the certification basis appropriate for the type certificate design submitted?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
21.115	21.115			X	

Statement of Condition:

Procedures include, as a minimum:

- Method of documenting certification basis (regulatory) applicability, including the position relative to complying with the later standards.

- Method used in evaluating the basic regulatory requirements together with the applicable service experience.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

It is documented (that is, compliance checklist) that the applicable regulatory requirements were addressed based on the date of application.

When determining the certification basis, the evaluated facility made a determination on the use of the latest airworthiness standards.

Applicable regulatory requirements can be from 14 CFR parts 21, 23, 25, 27, 29, 31, 33, 34, 35, 36, and 39 as recommended by the delegated authorization and concurred with by the managing FAA Aircraft Certification Office. Additional requirements may result from special conditions.

Changes to the certification basis were documented and communicated to the FAA appropriately and concurred by the FAA.

2-11 Were special conditions or an exemptions required and included in the certification basis and certification plan?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X				

Statement of Condition:

It is documented that special conditions or exemptions were addressed in certification plan.

Special conditions or exemptions were documented in the certification basis.

2-12 Were equivalent level of safety findings coordinated with the ACO?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

Evidence exists that the FAA approved the use of the equivalent level of safety findings prior to the authorization holder's use.

2-13 Are program notification letters reviewed by the staff prior to submittal to the FAA?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

Procedures include a method to coordinate the program notification letter and certification plan internally with engineering, flight test, and inspection staff members prior to submitting the letter to the FAA.

There is evidence of observance to established procedures.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

2-14 Is the FAA response to the program notification letters obtained prior to the issuance of the certificate?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

Procedures include a method to disposition the FAA response or requirements to the Program Notification.

There is evidence of observance to established procedures.

2-15 Did the ODA holder follow the action specified, if any, in the response to the Program Notification Letter (PNL)?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

Procedures ensure that:

- FAA-requested participation and/or specific findings are included in the testing and inspection schedule.
- FAA-requested participation and/or specific findings are completed and documented.

Evidence of observance to procedures.

Evidence that the authorization holder followed the instruction in the response.

2-16 Are ADs identified for the product evaluated for their effect on the change in the type design?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	X

Statement of Condition:

Procedures include, as a minimum:

- Identification of applicable ADs.
- Evaluation of the effect the AD has on the modified/repaired product.

2-17 Does the ODA holder coordinate milestones and unique project requirements with the appropriate disciplines within the facility ?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

Statement of Condition:
Procedures provide for communicating milestones and unique project requirements with the appropriate ODA personnel.
There is evidence of observance to established procedures.

2-18 Are there means for the identification and resolution of significant technical, regulatory, and administrative issues that occur during the certification process within the facility, and with the OMT?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

Procedures include, as a minimum, a method to:

- Identify issue(s).
- Identify staff member participation.
- Request the FAA for an issue paper(s), if required.
- Incorporate the findings of the issue paper into the type design.

There is evidence of observance to established procedures.

2-19 Do ODA unit members communicate with each other for project coordination and, when applicable, with the OMT?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	X

Statement of Condition:

Procedures provide for:

- Communication between ODA unit and management.
- Communication between ODA unit members for project coordination.
- Communication between ODA unit and the FAA.
- Coordination of multi-discipline review and approval, for example, airframe, systems, propulsion, flight test, and inspection.
- ODA unit members to review each data package for possible overlaps.

There is evidence of observance to established procedures.

2-20 Are compliance inspections being conducted by authorized staff members?

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

Procedures provide for:

- Method to identify compliance inspection requirements.
- Method to document and disposition the findings of the compliance inspection.
- Identification of staff members authorized to conduct compliance inspections.

2-21 When applicable, is the AFM/AFMS (Aircraft Flight Manual or Aircraft Flight Manual Supplement) properly formatted, documented, coordinated, approved, and controlled?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X				

Statement of Condition:

Procedures include a method to:

- Determine whether an AFM or AFMS is necessary.
- Assure that the AFM or AFMS is properly formatted.
- Assure that the document has been coordinated with all engineering disciplines.
- Assure that the AFM or AFMS is approved and referenced properly on the approval certificate prior to the issuance of the type certificate or supplemental type certificate.
- Process revisions to the AFM or AFMS.

There is evidence of observance to the established procedures.

2-22 Does the ODA unit process and approve a TIA?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X				

Statement of Condition:

Procedures include, as a minimum, a method to:

- Document the required official certification inspections and tests.
- Coordinate the TIA and flight test plans with all applicable ODA unit members.
- Ensure approval of the risk assessment prior to approval of the TIA.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

- Approve the TIA before flight test.
- Make and approve changes to the TIA.
- Control and file the TIA.
- Include FAA participation, as required.

There is evidence of observance to established procedures.

2-23 Does the ODA unit process and approve a document, such as a TIR/STIR, which documents those official conformity, airworthiness inspections, and flight tests necessary to fulfill the requirements for TC, STC, and amended TC certification?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X				

Statement of Condition:

Procedures include, as a minimum, a method to:

- Document the results of the official certification inspections and tests.
- Approve the required document, including, as applicable, coordination with other staff members.
- Make and approve changes to this document.
- Control and file this document.
- Identify timely completion of the document.
- Include FAA participation, as required.

The TIR or STIR contains all of the information required by Order 8110.4.

2-24 Are changes to the approved data identified, documented, and approved?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition

Procedures include a method to be used when approving changes to type design.

2-25 Does the ODA administrator obtain concurrence from the applicable staff members that all items are completed prior to the issuance of the TC/STC?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

Statement of Condition:

Procedures should include the process by which the evaluated facility will obtain concurrence from engineering, flight test, and inspection prior to the issuance of the TC/ STC to verify that all project items are completed; for example:

- TC/STC product eligibility is correct.
- Certification basis is documented.
- Installation or drawing list is the latest approved revision.
- All limitations and conditions are listed in the document.
- Conformity inspections have been completed and documented.

2-26 Prior to issuance of the approval does the evaluated facility ensure that the Instructions for Continued Airworthiness have been accepted by the Aircraft Evaluation Group?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

ICAs are submitted when required.
There is evidence of FAA acceptance of ICAs

2-27 Prior to issuing an STC, does the evaluated facility ensure that a type certificate has been issued for the aircraft being modified and/or repaired?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X					

Statement of Condition:

A type certificate has been previously issued for the product being altered.

2-28 Are STC certificates properly completed?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X					

Statement of Condition:

Procedures include a method on how to properly complete the STC certificate (FAA Form 8110-2), to include the STC Continuation Sheet (FAA Form 8110-2-1), when required.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

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.

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
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 part/product/appliance.

- Information on dimensions, material, processes necessary to define the structural strength of the product.

- Adequate substantiation is provided for the type design and changes.

- Airworthiness Limitations section of the Instructions for Continued Airworthiness as required by the applicable airworthiness standards.

- Other data necessary to allow the determination of the airworthiness, noise characteristics, fuel venting, and exhaust emissions.

- Life limited parts 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
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;

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

- Sufficient detail to define the characteristics necessary to fabricate, modify, install and inspect the part/product/appliance.

- Information on dimensions, material, processes necessary to define the structural strength of the product.

- Airworthiness Limitations as required to be part of the Instructions for Continued Airworthiness.

- Other data, typically ground and flight tests, necessary to determine the airworthiness of the modified product.

- Other data to assure the noise characteristics, fuel venting and exhaust emissions of later modified products are equivalent to the prototype installation.

- Other data necessary to describe and substantiate the design of the product.

Critical and major characteristics are identified on the drawing(s).

Data submitted in any process for approval should not contain terms that are subject to various degrees of interpretation.

Procedures to qualify the product to the specification.

3-3 Does the substantiating data include all the information necessary to find compliance (for example, test results, analysis, and so on), and are they technically accurate and complete?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	X

Statement of Condition:

The descriptive data include as a minimum:

- Airworthiness Limitations section of the Instructions for Continued Airworthiness as required by the applicable airworthiness standards.

- Other data necessary to allow the determination of the airworthiness, noise characteristics, fuel venting, and exhaust emissions.

The compliance and substantiating data were reviewed and approved by the appropriate ODA unit members.

Did the assumptions, data, design, and test conditions used substantiate compliance?

The computer tools were accurate, validated and applicable to the design.

The software level for the system is adequate to meet the criticality level assigned in the hazard assessment or the system safety assessments and compliance with DO-178( ) 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
X	X			X	X

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

Statement of Condition:

Procedures include, as a minimum:

- Methods for documenting and retaining data approvals.

- A means of controlling the issuance and distribution of approval documents.

- A means of documenting and controlling test plans, reports, and data.

- A means of documenting and controlling required documents, for example, instructions for continued airworthiness, flight manuals, installation/operation instructions.

3-5 During the approval process, does the ODA unit determine and classify the type of data being approved?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X				X

Statement of Condition:

Procedures include, as a minimum:

- Determination and classification of change in type design.

- For organizations approving major repair data, determination and classification of repair as major or minor.

There is evidence of observance to established procedures.

There is evidence that changes to the design data, or a repair have been properly classified as major or minor.

3-6 Is there a drawing control system?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	X

Statement of Condition:

Procedures provide for:

- Drawings that are adequate, complete, and legible.

- Identification of drawings.

- Indication of drawing approval, including FAA approval.

- Maintenance and security of drawings.

- Use of current drawings and removal of obsolete drawings.

- A list of drawings and specifications necessary to define configuration of the FAA-approved design.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

- Control of preliminary/experimental drawings.

- Existence of adequate storage and backup methods for software used for drawing control.

3-7 Is the type design data, technical data, and/or repair data approved?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	X

Statement of Condition:

The procedures include, as a minimum:

- Description of the data approval process, including personnel authorized to approve the data.

- Methods to obtain complete design data and approval documents in accordance with the certification plan.

- Methods to approve master document (data) and/or certification compliance checklist.

- Methods to approve test plans, data, and reports.

- Methods to approve required documents, for example, instructions for continued airworthiness, flight manuals, installation instructions.

There is evidence that the procedure is being used.

3-8 Are the means of compliance (MOC) correct to show compliance to the airworthiness standards?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

The MOC used previous FAA approved data, industry standards, policies, Notices, and Orders or previously approved/coordinated/accepted MOC.

3-9 Did the Certification Plan, including compliance checklist, provide for adequate description (including test, analysis, and so on) and establish an FAA acceptable certification basis for each project/repair?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

The certification basis is correctly identified in the compliance checklist along with the correct means of compliance.

There is evidence that the FAA has accepted the proposed certification basis.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

Changes to the certification basis has been forwarded to the FAA for coordination and approval.

The Certification Plan is in sufficient detail and updated as applicable for each project.

Special conditions or equivalent level of safety findings have been forwarded to the FAA for approval.

3-10 Do the materials and process specifications follow appropriate industry practices?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	X

Statement of Condition:

When industry or military material or process specifications offer different materials or methods of operations or processing, the drawing should clearly identify which material or method of operation or processing must be used.

3-11 . Is there adequate data to support major design changes/major repairs, including instructions to accomplish the change/repair?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	X

Statement of Condition:

Major design changes at a minimum must include the following:

- Substantiating and descriptive data.

Major repair data at a minimum must include the following:

- Substantiating and descriptive data and amendments thereto.
- Any tests conducted and results.
- Work instructions necessary to accomplish the repair.

3-12 Is the incorporation of changes to type design /repair data done appropriately and accordance to approved procedures?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	X

Statement of Condition:

Ensure that all design changes have been incorporated into the drawing or data when engineering orders/change records were issued against that data.

Assure that the data on the engineering change orders/change records have been incorporated, in total, into the type design.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

A procedure is used to ensure the incorporation of engineering changes on the drawing and in the production of the part.

Evidence of appropriate control of vendor design changes.

A procedure is in place to ensure the incorporation of changes in the repair documentation.

3-13 Were deviations to the type design appropriately addressed on the FAA Form 8130-9 and FAA Form 8100-1?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

An engineering ODA unit member properly reviewed and dispositioned all deviations prior to FAA testing and TC/STC approval.

Previously produced parts were reviewed for any material review action or they were re-inspected and all deviations were recorded for engineering evaluation.

All parts were FAA-conformed unless it was shown that they had no adverse effects for the certification test.

Deviations were incorporated into the data as a one only or the drawings were revised.

Repairs or Use-As-Is dispositions are not rolled over (sustained) into numerous production parts.

Deviations are evaluated for root cause and corrective action.

3-14 If the System Safety Assessments (SSA) are required – Did they identify and properly addresses all failure conditions/modes including the failure conditions that prevent continued safe operation?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

The various Functional Hazard Assessments (FHAs) methodically identify all failure conditions, provide an accurate description of the effects, classify each one's severity (minor, major, hazardous, catastrophic) according to published guidance, and the classifications are consistent with the effects described.

The FHAs are logically structured to cover all systems and to cover failure conditions that may cross multiple system boundaries.

The various System Safety Assessments (SSAs) address all failure conditions identified in the FHAs and include the appropriate depth of analysis according to published guidance.

In the SSAs, where Failure Modes and Effects Analysis (FMEAs) are used, it is methodical, complete, and shows there are no single point failures which would result in a catastrophic effect.

In the SSAs, where Fault Tree Analyses (FTAs) are used: the logic of the FTAs accurately reflect the architecture of the design; the base event failure rates are appropriate and justified if needed; any latencies are properly

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

identified and their exposure timed accounted for in the calculations; and the tree has been properly "reduced" to ensure the validity of any redundancy claims via AND" gates.

The assumptions used in the FHA and SSA process are sound, valid, and conservative.

The computer tools used were accurate, validated, and applicable to the design.

3-15 Were test plans adequate to successfully conduct the test?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	X

Statement of Condition:

All certification test plans were approved by all appropriate ODA unit members.

The test plans were in sufficient detail to conduct the tests, including.

- A description of the item(s) to be tested, including FAA conformity inspection requirements.
- A list of all test equipment necessary to conduct the test.
- A description of how the equipment will be calibrated (calibration is required) and approved prior to the test.
- A description of how the compliance will be shown prior to the test.
- A test procedure written in a step-by-step format including pass-fail criteria.

3-16 When applicable, does the AFM/AFMS (Aircraft Flight Manual or Aircraft Flight Manual Supplement) contain all of the information needed?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	X

Statement of Condition:

The AFM/AFMS includes the information required by the regulations and FAA policy.

- Operating Limitations.
- Operating Procedures.
- Performance Information

3-17 Are minor design changes approved under a method acceptable to the FAA?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
21.95	21.95			X	

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

Statement of Condition:

There is evidence that the FAA has accepted a method to approve minor design changes and that the evaluated facility is using the approved method.

3-18 If an airworthiness directive was issued, were required design changes incorporated into the FAA-approved design?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
21.99	21.99				

Statement of Condition:

There is evidence that design changes necessary to correct unsafe conditions identified in ADs have been incorporated into the FAA-approved design.

3-19 Is there a Software Configuration Management Plan (SCMP) or procedure to control airborne software configuration?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

Procedures provide for:

- Installation of the correct version of the software in the certification test article or in the delivered product in accordance with the FAA-approved design in the certification program.

- Method by which controlled software containing the FAA-approved design data is transitioned into production. The media containing the software installed in the product is directly traceable to the Software Configuration Management (SCM) library.

There is evidence of observance to established procedures.

3-20 Has a criticality assessment and the software verification been accomplished in accordance with RTCA/DO-178 or other accepted/approved documents (for example, RTCA/DO-236, and so on)?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

Procedures provide for a properly documented software criticality assessment and verification process.

There is evidence of observance to established procedures.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

3-21 Is there a Configuration Index Document (CID) listing all software documents under configuration control and defining the hardware and software part numbers?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

Procedures provide for traceability of hardware and software part numbers to the drawing control system.

There is evidence of observance to established procedures.

3-22 Are there practices and procedures for reporting, tracking, and resolving software problems?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

Procedures provide for:

- Methods for corrective action, for problems found, include provisions for airborne software and hardware/software combinations. Procedures may parallel or be part of hardware corrective action procedures.

- Method to dispose and delete obsolete or non-current software.

There is evidence of observance to established procedures.

3-23 Are there methods and facilities to protect computer programs from unauthorized access, inadvertent damage, or degradation?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

Procedures provide for:

- Configuration control of the airborne software within the product design files.

- Limited access to software files.

- Separate archives for masters and duplicates.

- That masters and duplicates are not revived by the same machine simultaneously.

- Procedures provide for environmental control and special handling of programmed media.

There is evidence of observance to established procedures.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

3-24 Are there procedures to ensure that the software development environment (that is, compilers, loaders, linkers, editors, emulators, and so on) is identified, documented and archived for each version of the delivered airborne software version?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

Procedures provide for methods to identify, document, and archive the software development environment for each version of delivered airborne software.

There is evidence of observance to established procedures.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

SECTION 4. CONFORMITY INSPECTION AND RECORDS

1. **SYSTEM ELEMENT DESCRIPTION**. The function which establishes control of the prototype/test article conformity to approved drawings.

2. **SYSTEM ELEMENT STANDARDIZED INSPECTION CRITERIA**. The following criteria are used to document inspection of this system element.

4-1 Are FAA Forms 8130-9, Statements of Conformity properly submitted?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X		X	X	

Statement of Condition:

There is evidence that:

- The method for verifying the statement of conformity has been submitted to the appropriate delegated facility staff member.

- The statement of conformity has been signed by an authorized person who holds a responsible position in the manufacturing organization or repair station.

- The applicant has only delegated inspections to qualified persons in accordance with FAA Order 8110.4.

- The statements of conformity that are delegated by the applicant have the applicant's letter of delegation attached to the FAA Form 8130-9.

4-2 Are conformity inspections documented?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X		X	X	

Statement of Condition:

Procedures include, as a minimum, a method to:

- Obtain a completed FAA Form 8130-9, Statement of Conformity from the applicant.

- Conduct conformity inspections in accordance with the conformity plan and Order 8110.4.

- Complete the FAA Form 8100-1, conformity inspection records.

- Document the detail parts, assemblies, and installation conformities recorded on the conformity inspection record, including design data revision level and release date of design data.

- Document and coordinate disposition of nonconformities or deviations with authorized engineering ODA unit members.

- Verify and/or conform that special processes called out in design data have been accomplished in accordance with the process requirements.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

There is evidence of observance to established procedures.

4-3 Does equipment used for inspection have the degree of accuracy necessary to determine conformity of the characteristic being inspected?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X	X	X	X	

Statement of Condition:

Procedures provide for:

- The degree of accuracy and a current calibration of all measurement devices and test equipment.

- Measurement devices and test equipment capable of the accuracy necessary and adequate for the intended purpose, including measurement devices and test equipment substituted for those specified.

- A list of measurement devices and test equipment used to determine conformity of characteristics being inspected.

There is evidence of observance to established procedures.

4-4 Are conformity inspection records generated and tracked for in-process conformity inspections and do these records reflect the final approved design?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X		X	X	

Statement of Condition:

Procedures provide for a method to assure that in-process conformity records:

- Are generated and maintained.

- Reflect the final approved design.

There is evidence of observance to established procedures.

4-5 Do the inspection ODA unit members conduct conformity inspections at the supplier/vendor when conformity can not or will not be determined upon receipt?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

Procedures provide for:

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

- Only inspection ODA unit members may conduct conformity inspections.

- Method to conduct conformity inspections at suppliers/vendors.

There is evidence of observance to established procedures.

4-6 Are methods for identification, control, and disposition of nonconforming products or parts provided?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

Procedures provide for:

- Methods used for identification, control, and disposition of nonconforming prototype products or parts.

- Method to secure nonconforming material, with access limited to authorized personnel.

- Engineering disposition of nonconforming items, including standard repairs.

There is evidence of observance to established procedures.

4-7 Is software identified and marked both externally and internally in accordance with the engineering design requirements?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

Work instructions detail the identification and marking requirements.

Software header identification corresponds to marking on hardware.

There is evidence of observance to established instructions.

4-8 Are special processes evaluated and coordinated between engineering and inspection ODA unit members?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

Procedures provide for the engineering and inspection organizations to review process specifications prior to release to ensure that:

- It is capable of consistently producing articles that meets the requirements in the type design.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

- Inspection equipment is available that will adequately verify conformity to approved design, and that can be controlled for accuracy, when required.

There is evidence of observance to established procedures.

4-9 Do the inspection ODA unit members verify that the approved data are adequate for a multiple approval and determine that the installation is airworthy?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

Procedures provide for a method to:

- Verify that the approved data are adequate for multiple parts and installations.

- Determine that the installation is airworthy.

There is evidence of observance to established procedures.

4-10 Do products and parts conform to approved type design data?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X		X	X	

Statement of Condition:

The aircraft, assemblies and or part conforms to design data (select a sample and inspect as necessary).
Parts are adequately installed in conformance with the design data. (If available, select a sample and inspect as necessary).

4-11 Were FAA conformity inspections accomplished according to FAA approved procedures, including parts provided by suppliers?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
21.33	21.33		X	X	

Statement of Condition:

The FAA Form 8100-1 or other approved form used as the inspection records show:

- Sufficient detail to determine the degree of inspections performed.

- Inspection records show who did the inspection.

- Special processes were done (for example, heat treatment, welding, chemical and so on) and were found to be in conformance.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

- In-process inspections were done for assemblies and complex parts.

- All non conformities and discrepancies are accurately documented.

- Procedures are adequate to ensure re-inspection of any parts that are reworked or replaced. (This includes inspection of installation of new parts as well as inspection of the parts.)

- The applicant accomplished appropriate root cause and corrective actions for any unsatisfactory dispositions that affect production parts.

- Preparation of FAA Form 8100-1 is adequate.

- FAA Form 8100-1 is signed by ODA unit member inspector that performed the FAA conformity inspection.

The ODA unit member inspector considers the following when performing conformity inspections:

Materials:

- Raw materials used in the fabrication process were in conformity with the type design data and materials specifications.

- Evidence was available to assure that chemical and/or physical properties were identified and checked as appropriate.

- Documented evidence to show traceability from the raw stock to the prototype part.

- Part and or process deviations are recorded against the submitted design data (including material review dispositions).

Processes and Processing:

- There is a process specification for each special process.

- The process specifications have been approved by an engineering ODA unit member.

- The process will produce consistent conforming parts during production in accordance with the type design and there is statistical or other evidence to indicate this.

- Is the process being operated in accordance with the process specification? Are any deviations recorded?

Critical and Major Characteristics:

- The applicant identified and inspected all of the critical and major characteristics.

- The applicant has a record of these inspections.

- The inspection and surveillance indicates that the above inspections were accurate and adequate.

Workmanship:

- The workmanship does not degrade the quality of the product.

- The workmanship can be duplicated under production conditions.

- Criteria have been established to identify workmanship practices.

Adequacy of Drawings and Related Change Records:

- The part can be produced and inspected using the information on the drawing.

- Drawing tolerances are practicable and attainable under production conditions and evidence supports this.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

- All of the changes incorporated into the drawing have been approved by engineering ODA unit members (including one-time only deviations in the prototype article submitted for FAA testing).

- Type design engineering changes in production parts are properly documented and incorporated.

Non-conforming parts/materials:

- Material review procedure is adequate to ensure appropriate disposition for non-conformities.

- There is determination of root cause for observed non-conformities and adequate corrective action taken to prevent reoccurrence.

- Use as is or repair dispositions for non-conformities have been approved by engineering ODA unit members, and have they been incorporated in the type design (one-time only engineering orders).

Software:

- Software products (version description document, source code, object code, documentation, test procedures, loaded hardware/firmware, and so on) are properly identified, including revision levels, when compared to the hardware and software engineering drawings.

- Software problem reports have been properly disposition.

- Records indicate that appropriate developmental procedures such as DO 178 have been placed under configuration control for all software products, including support software.

- Verification and acceptance tests have been successfully executed, to approved test procedures, and recorded.

- Records indicate that the object code was compiled from released source code in accordance with approved procedures.

- Records indicate engineering ODA unit member approval of the software, prior to loading into the system or product.

- The product loaded correctly with released object code.

- The load was verified in accordance with applicable procedures, for example, checksums, cycle redundancy checks, load maps.

Dispositions of Unsatisfactory Conditions

- Unsatisfactory conditions are recorded and corrected by engineering ODA unit member prior to FAA tests.

4-12 Was the conformity plan accomplished?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X				

Statement of Condition:

There is evidence that the conformity inspection plan was accomplished by sampling:

All planned FAA conformity inspections were completed prior to testing and TC/STC certification.

All applicant conformity inspections were completed and documented correctly on FAA Form 8130-9.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

All part, assembly and installation conformities have been identified and planned according to the conformity inspection selection guidelines and exceptions.

All FAA conformity inspections are tracked to completion.

Critical production tooling has been modified to the latest approved design configuration.

Software conformity inspections were planned and accomplished as planned.

FAA conformed parts that were subsequently modified or replaced during flight test were re conformed by ODA unit member inspectors.

FAA certification test setups were conformed and documented by the ODA unit member inspector prior to the test. (No post test conformity inspections).

Where ground test articles are used, FAA conformity inspections were properly accomplished prior to FAA certification tests (No post test conformity inspections).

Maintenance functions performed on the flight test aircraft, that may affect conformity and certification aspects of the test, are documented and reviewed by the ODA unit member.

4-13 Was valid rationale used to request or not request FAA conformity inspections?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

There is evidence that the test article and design changes are reviewed by the ODA unit to determine the need for FAA conformity inspection.

The justification to request or not request FAA conformity inspections is provided for in the conformity inspection plan.

4-14 Were all discrepancies identified and documented by the applicant prior to FAA conformity inspections?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
21.33	21.33		X	X	

Statement of Condition:

Non-conformities/deviations are satisfactorily dispositioned by the appropriate ODA unit member.

Non-conformities/deviations are documented on 8130-9/8100-1.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

SECTION 5. TESTING

1. **SYSTEM ELEMENT DESCRIPTION**. The function which provides for the testing, including both component and final product tests, required to establish that the approved design or changes thereof are in compliance with the applicable CFR.

2. **SYSTEM ELEMENT STANDARDIZED INSPECTION CRITERIA**. The following criteria are used to document inspection of this systems element.

5-1 Were tests conducted to show compliance with the applicable airworthiness standards?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
21.33	21.33			X	

Statement of Condition:

There is evidence that required tests were conducted.

Test plan deviations were appropriately dispositioned.

Re-tests were performed for unsatisfactory test results.

5-2 Were the conducted tests described in a test plan?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

The appropriate ODA unit member approved all certification test plans.

The approved test plans were in sufficient detail to conduct the tests, including:

- A description of the item(s) to be tested, including FAA conformity inspection requirements.
- A description of the test setup and equipment necessary to conduct the test.
- A description of how the equipment will be calibrated and approved prior to the test.
- A description of how the compliance will be shown prior to the test.
- A test procedure written in a step-by-step format.

5-3 Are conformity inspections completed prior to conducting certification tests?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

Statement of Condition:

Certification conformity inspections are accomplished; for example, parts, installation, and/or test setup.

Conformity inspection records are reviewed.

5-4 Are nonconforming products/parts dispositioned by engineering ODA unit members prior to tests?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

Procedures provide for engineering ODA unit members to determine:

- Nonconformities do not affect the test results.
- Nonconformities do not affect the functionality or interface of the equipment.
- Design changes are incorporated into the type design, if necessary.

There is evidence of observance to established procedures.

5-5 Does test equipment have the degree of accuracy necessary to verify the characteristics measured or tested?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	X

Statement of Condition:

Test plans provide for:

- Measurement devices and test equipment capable of the accuracy necessary and adequate for the intended purpose, including measurement devices and test equipment substituted for those specified.
- Current calibration of all measurement devices and test equipment.
- A list of measurement devices and test equipment used.

5-6 Are test results documented and approved?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	X

Statement of Condition:

Documentation includes as a minimum:

- Test results reflect test plan requirements.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

- Approval of test results by appropriate ODA unit member.

5-7 Are certification test discrepancies documented and dispositioned?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	X

Statement of Condition:

Test discrepancies are documented.

Discrepancies are dispositioned appropriately, for example, re-evaluate test procedures, rework and re-conform test setup, redesign or retest.

5-8 Did the results of any testing identify an unsafe feature or characteristic?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

Unsafe conditions were documented and addressed satisfactorily.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

SECTION 6. AIRWORTHINESS CERTIFICATION

1. SYSTEM ELEMENT DESCRIPTION. The function which provides for the issuance of appropriate airworthiness certificates.

2. SYSTEM ELEMENT STANDARDIZED INSPECTION CRITERIA. The following criteria are used to document inspection of this system element.

6-1 Have FAA Form 8130-6, Application for Airworthiness Certificate been properly completed and submitted to the FAA, as applicable?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X				X

Statement of Condition:

The owner or owner's agent completed the application in accordance with Order 8130.2.

The notarized owner's agent letter is submitted with the application if necessary.

The application may not be signed by the ODA unit member responsible to issue the certificate.

6-2 Have limitations and conditions been obtained prior to issuing experimental airworthiness certificates?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X				

Statement of Condition:

There is evidence that the necessary limitations and conditions have been obtained from the MIDO prior to issuing experimental airworthiness certificates.

Operating limitations must be appropriate in accordance with Order 8130.2.

6-3 Have applicable airworthiness certificates been obtained for the purposes for which the aircraft is flown?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X				X

Statement of Condition:

There is evidence that the proper airworthiness certificates have been obtained for the purposes for which the aircraft is flown.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

6-4 Are AD incorporated?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
39.9	39.9			39.9	39.9

Statement of Condition:

There is evidence that applicable ADs have been complied with prior to operating the product.

6-5 Were all discrepancies satisfactorily dispositioned prior to issuance or reinstatement of the standard Airworthiness Certificate (for example, going from experimental to standard)

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X				X

Statement of Condition:

The aircraft conformed to the approved design and was in a condition for safe operation before the airworthiness certificate was issued.

After the test program, the test product was reworked to the approved design data prior to airworthiness certification.

6-6 If an export airworthiness approval has been issued, have the necessary documents and instructions been forwarded to the aviation authority of the importing country, or to other locations as specified in the special requirements of importing countries in AC 21-2?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X	X	X	X	X

Statement of Condition:

There is evidence that all the documents and information necessary for proper operation of the product being exported have been forwarded to the cognizant aviation authority. For unassembled aircraft, this includes manufacturing assembly instructions and an FAA-approved flight test check off form.

6-7 Have export airworthiness approvals been obtained for all products, when required?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
		X	X	X	X

Statement of Condition:

Procedures provide for:

- Methods for applying for export airworthiness approvals, and the responsibilities of personnel authorized to submit applications.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

- A list of the products for which export airworthiness approvals are obtained.

- All exported products to meet special requirements of the importing country listed in Appendix 6 of AC 21-2. Procedures provide for properly annotating any deviation on the exporting documentation, and including a letter of acceptance from the importing country for such deviations.

- Retention of copies of FAA Form 8130-4, Export Certificate of Airworthiness, and/or FAA Form 8130-3, Authorized Release Certificates, as applicable.

There is evidence of observance to established procedures.

6-8 Are flight manuals, supplements, and current weight and balance data (if applicable) furnished with each aircraft before issuance of standard or restricted airworthiness certificate?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X				X

Statement of Condition:

Procedures provide for the furnishing of aircraft flight manuals, supplements, and current weight and balance data with each aircraft.

There is evidence of observance to established procedures.

6-9 Have FAA Form 8130-3, Authorized Release Certificates, been properly issued by authorized ODA unit members?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
		X	X	X	X

Statement of Condition:

Procedures provide for identification of ODA unit members authorized to issue FAA Form 8130-3, “Authorized Release Certificate, FAA Form 8130-3, Authorized Release Certificate.”

Authorized Release Certificates were completed in accordance with Order 8130.21.

There is evidence of observance to established procedures.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

SECTION 7. FLIGHT-TESTING

1. SYSTEM ELEMENT DESCRIPTION. Provides for inspection of the activities and data related to issuance of Type Inspection Authorization, conducting the required ground and flight test items, and documentation/approval of the results.

2. SYSTEM ELEMENT STANDARDIZED INSPECTION CRITERIA. The following criteria are used to document the inspection of this system.

7-1 In the case of aircraft, does the ODA holder have a flight safety program in accordance with Order 4040.26?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

Procedures provide for a flight safety program that includes, as a minimum:

- Risk assessment and mitigation.
- Monitoring of crew duty hours.
- Periodic review of accidents and incidents.
- Mandatory safety meetings.
- Safety review board meetings for medium and high risk tests.
- Identification of ODA unit members authorized to approve risk assessment.

There is evidence of observance to established procedures.

7-2 Was the aircraft or component in compliance or likely to comply prior to FAA flight testing?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

The applicant conducted tests or otherwise showed compliance to the regulations prior to FAA flight tests.

FAA conformity inspections were completed and unsatisfactory conditions were properly dispositioned by the appropriate ODA unit member prior to FAA flight tests.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

7-3 Was the Type Inspection Authorization, including revisions/supplements, complete and accurate?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X				

Statement of Condition:

All elements of the Type Inspection Authorization (TIA) were found acceptable in accordance with the following:

- The required flight safety [risk] assessment was conducted in an acceptable manner and properly documented prior to conducting the flight tests.

- The airworthiness certification of the flight test article was accomplished and appropriate for the TIA flight-testing.

- The TIA identified all required limitations and information, including any special operating limitations required for the flight test article.

- The TIA identified all FAA conformity inspections required to accomplish the flight tests.

- The TIA identified all FAA ground and flight tests required to demonstrate compliance with the airworthiness standards.

- Flight Test Plans adhered to all FAA policy and procedures, and deviations were properly coordinated.

- The tests identified on the TIA are adequate to demonstrate compliance with the applicable airworthiness standards.

- The testing included Human Factors evaluation, if required.

- Verification that the flight test aircraft conforms to the type design prior to compliance testing.

- Verification of each flight test configuration for compliance testing including test equipment.

- Verification of product attributes applicable to the flight test. for example, weight and balance, flight control tensions and travels.

- Witnessing ground operational tests.

- Safety inspections.

- Verification that the product is safe for operation.

- Verification that other tests such as operational suitability are prescribed.

Specific airworthiness standards applicable to the product involved are reviewed to insure a complete and effective inspection is accomplished.

7-4 Did the (Supplemental) Type Inspection Report document results of all required ground tests, inspections, and flight tests?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X				

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

Statement of Condition:

The (Supplemental) Type Inspection Report (TIR) documented that all Type Inspection Authorization (TIA) requirements were accomplished, analyzed and found to comply with the criteria, requirements, and regulations in accordance with the following:

- Part I to the TIR documented all FAA conformity requirements as specified in the TIA.

- Part I to the TIR included proper documentation and disposition of any unsatisfactory conformity items.

- Part II to the TIR included all required administrative items, including certification basis, serial effectivity, flight test log, and documentation of any unusual items or non-compliance with the airworthiness standards.

- Part II to the TIR shows that each required flight test was accomplished satisfactorily in accordance with the TIA.

- Part II to the TIR shows that any tests accomplished contrary to the instructions and conditions authorized by the TIA are documented and found to comply with the appropriate airworthiness standards.

- Part II to the TIR documented results of each TIA flight test item, including any required analysis of test results and human factors evaluation (if required), and shows compliance to the appropriate airworthiness standards.

- The TIR (Parts I and II) were reviewed by appropriate inspection and technical ODA unit members prior to approval.

- The TIR was completed and approved within the required time.

- Other tests such as operational suitability were successfully completed and documented in the TIR.

- Deviations to the approved TIA and test plan were documented and approved prior to conducting the tests.

- The flight test results and any discrepancies and non-compliances were documented and approved.

- The TIR/STIR form includes references to the applicable airworthiness standards.

There is evidence of compliance with the FAA approved procedures manual.

The TIR/STIR report is completed accurately in accordance with the FAA approved procedures manual and is completed within the required time frame.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

SECTION 8. CONTINUED AIRWORTHINESS

1. SYSTEM ELEMENT DESCRIPTION. The function which assures the continued airworthiness of the product.

2. SYSTEM ELEMENT STANDARDIZED INSPECTION CRITERIA. The following criteria are used to document inspection of this system element.

8-1 Does the ODA holder make available Instructions for Continued Airworthiness, including changes, to appropriate persons?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
21.50	21.50			X	

Statement of Condition:

There is evidence that the Instructions for Continued Airworthiness, including changes, have been furnished or made available, as applicable, to the appropriate persons.

8-2 Are Instructions for Continued Airworthiness developed for all design approvals or changes, when appropriate?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

Procedures provide for a method to:

- Ensure ICA are developed for all design approvals, or determine that revisions to the ICA are not necessary.

- Coordinate the ICA with the OMT and AEG.

- Ensure ICA are accepted prior to first delivery or issuing the standard airworthiness certificate, whichever occurs later.

There is evidence of observance to established procedures.

8-3 Does the ODA holder specify new inspection criteria or repair limits, when applicable?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	X

Statement of Condition:

Procedures include development of inspection criteria or repairable limits, for example, crack lengths, dent depth, and wear limits when applicable.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

There is evidence of observance to established procedures.

8-4 Are there procedures for receiving feedback on service problems from users/installers of the product/part thereof?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

Procedures provide for:

- Identification of an individual to receive reports of service difficulties.
- A system of tracking for accountability.
- Maintaining the data files in accordance with the regulations.
- Ensuring the information is complete.

There is evidence of observance to established procedures.

8-5 Are service problems investigated and prompt corrective actions taken, by the evaluated facility?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	X

Statement of Condition:

Procedures provide for:

- A method of investigating, identifying, locating and reporting suspected unsafe products.
- FAA notification of potential unsafe conditions.
- Prompt corrective action, which includes, as a minimum:

  Root cause determination and correction of deficient design or manufacturing.

  A means of reporting, purging, tracking, and accountability of known unsafe products.

There is evidence of observance to established procedures.

8-6 When corrective action is required by ADs, is information on the design changes made available to all owners and operators of the product?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
21.99	21.99			21.99	

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

Statement of Condition:
There is evidence that all applicable descriptive data and information covering approved design changes made as a result of AD incorporation or improvements which contribute to the safety of the product have been made available to product users.

8-7 Is a record or file of reported service difficulties generated and maintained?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
183.63	183.63			183.63	183.63

Statement of Condition:

There is evidence that a record, or file as applicable, has been generated and maintained.

When procedures for preparing a record or file of service difficulties have been established, they should provide for, as a minimum:

- Dates of receipt, what was reported, and action taken.

- Record legibility, completeness, and accuracy.

- Requirements that tape files, microfilm, and so on, used for record retention exhibit legible data, acceptance stamps and/or signatures, as required.

8-8 Is there a means for keeping users of the product/part thereof informed of service information?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	X

Statement of Condition:

Procedures provide for informing product users of service-related information for suspected or known unsafe conditions, for example, service bulletins.

There is evidence of observance to established procedures.

8-9 Does the ODA holder evaluate the effect on continued airworthiness or service issues for the product based on results from follow-on life cycle testing?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

Procedures provide for the evaluation of test results from follow-on life cycle testing for their effect on the continued airworthiness of the product.

There is evidence of observance to established procedures.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

8-10 Do authorized personnel approve data for service bulletins and maintenance manuals?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

Procedures define specific organizational and individual responsibilities for approving data in service bulletins and maintenance manuals.

There is evidence of observance to established procedures.

8-11 Are service bulletins, maintenance manuals, and changes thereto, forwarded to the delegation oversight ACO?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
X	X			X	

Statement of Condition:

Procedures provide for the submittal of service bulletin and maintenance manual issuances, and changes thereto, to the managing ACO.

There is evidence of observance to established procedures.

8-12 Does the ODA holder investigate unairworthy conditions or unsafe features or characteristics reported by the FAA?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
183.63	183.63	183.63	183.63	183.63	183.63

Statement of Condition:

There is evidence that the evaluated facility has:

- Investigated reports of unairworthy conditions or unsafe features or characteristics reported by the FAA.
- Reported investigation results and the action, if any, taken

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

SECTION 9. PRODUCTION APPROVALS

1. SYSTEM ELEMENT DESCRIPTION. The inspection of the organizations production approval process to determine if it is compliance with FAA regulations and policy requirements. Included are those items associated with the production approval of products or parts thereof accomplished by the delegated organization and designee system.

2. SYSTEM ELEMENT STANDARDIZED INSPECTION CRITERIA. The following criteria are used to document inspection of this system element.

9-1 Does the ODA unit obtain and review applications for production approvals and provide notification to the FAA OMT when a certification project is established?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
		X		X	

Statement of Condition:

The ODA receives and reviews production approval applications to ensure the project is within the scope of authority of the ODA.

The ODA performs work on the project only after it has been determined that the project is within the ODA's scope of authority. For PC approvals the applicant submits FAA Form 8110-12. For PMA approvals the applicant submits a PMA letter of application.

The ODA coordinates the project activity with the FAA OMT to determine if the FAA will be involved in the project.

9-2 Does the ODA unit provide program notification to the FAA OMT that includes the development and coordination of a certification and conformity plan for each production certification project?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
		X		X	

Statement of Condition:

Procedures provide for:

Notifying the FAA OMT of the intent to perform a certification project and obtain concurrence that project is within the scope of authority of the ODA.

Coordinating with the FAA OMT to determine if the FAA will be involved in the certification project. The ODA unit functions are to be performed only after FAA OMT coordination has been accomplished.

Notifying the FAA OMT if foreign suppliers will be used to produce parts.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

Coordinating with the FAA OMT to determine if the FAA will participate in the PC-PLR audit.

For PMA approvals a certification plan is provided which includes the following:

- Certification Basis
- Compliance Checklist with applicable airworthiness standards and methods of compliance
- Conformity Plan
- Part Criticality Assessment
- Service History Considerations
- Installation Eligibility
- Location of manufacturing operations
- Fabrication Inspection System changes required for production

9-3 Is the ODA unit performing the required certification functions to ensure that the applicant has performed all conformity and quality requirements for the approval of new product models and/or parts thereof?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
		X		X	

Statement of Condition:

Procedures provide for:

Assuring the applicant has shown compliance with the applicable airworthiness standards and performed all required inspections and tests in accordance with certification and conformity plans.

Determining that the applicant has completed all company inspections and has properly submitted an FAA Form 8130-9 prior to accomplishing ODA conformity inspections.

Assuring the applicants quality data is in compliance with regulatory requirements.

Assuring that the applicant has completed and submitted all the required FAA forms and substantiation documentation.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

9-4 Is the ODA unit approving minor changes to the applicant's quality procedures manual within the limits of their authority?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
		X		X	

Statement of Condition:

Procedures provide for:

The review and approval of changes to the applicant's quality procedures and incorporation of these changes into the applicants quality control system.

9-5 Is the engineering data to be used to produce PMA parts FAA approved?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
				X	

Statement of Condition:
Procedures provide for:

The issuance of FAA Form 8100-9 to approve engineering data prior to PMA supplement issuance.

Assuring that engineering ODA unit members are issuing FAA Form 8100-9 to approve engineering data within the limits of their authority.

9-6 Has the ODA unit ensured that all FAA OMT "Specific Findings" have been satisfied prior to the approval of design data?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
		X		X	

Statement of Condition:
Procedures provide for: issue resolution of "Specific Findings" related to changes in FAA policy, service history problems, compliance with new or unique design features, design areas critical to safety and changes to the applicants quality system, etc.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

9-7 Are PMA ODA conformity inspections performed and documented in accordance with established requirements?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
		X		X	

Statement of Condition:

Procedures provide for:

The satisfactory completion and documentation of all FAA conformity inspections by authorized ODA unit members.

FAA Form 8130-9 has been satisfactory completed by the applicant or their authorized representative prior to accomplishing any FAA conformity inspections.

PMA ODA conformity inspections by an authorized ODA unit member only after issuance of an FAA Form 8120-10.

PMA ODA conformity inspections are recorded on FAA Form 8100-1.

Issuing FAA Form 8130-3 for “prototype” purposes when parts are shipped to a different location for installation.

As applicable, completion of Part I Type and Supplemental Type Inspection Reports for aircraft ground and airworthiness inspections associated with TIA flight testing.

An applicant agent letter when a supplier is authorized to perform conformity inspections and sign FAA Form 8130-9 on the behalf of the applicant.

9-8 Are Instructions for Continued Airworthiness (ICAs) completed prior to PMA supplement issuance and have they been coordinated with the FAA Aircraft Evaluation Group (AEG) for AEG involvement?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
				X	

Statement of Condition:

Procedures provide for:

Early coordination with the FAA AEG to allow FAA AEG involvement in the ICA process to prevent schedule delays.

Completion of ICAs and submittal to the FAA AEG for review and acceptance prior to issuance of PMA supplements.

Coordination and concurrence from the FAA OMT in the event the applicant requests the use of existing ICAs for PMA replacement parts.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

9-9 Has the PMA ODA unit satisfied all requirements prior to PMA Supplement issuance including the completion of the "Statement of Design?"

Applicability:

STC	TC	PC	TSOA	PMA	MRA
				X	

Statement of Condition:

Procedures provide for:

An ODA evaluation of the design in accordance with Order 8110.42, paragraph 9.c.

An ODA determination that compliance with all applicable airworthiness standards and conformity inspection requirements have been satisfied.

FAA AEG acceptance of ICAs prior to PMA supplement issuance.

Completing the "Statement of Design Completion" only after all aspects of the design has been approved by the ODA.

An evaluation of applicants fabrication inspection system to ensure it satisfies the requirements of 14 CFR 21.303(h).

An evaluation of the part to ensure there is no significant changes in the applicant's manufacturing operations or capabilities.

9-10 Are PMA Supplements completed in accordance with established requirements and signed by the ODA administrator?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
				X	

Statement of Condition:

Procedures provide for:

Completion of the PMA supplement consistent with the format requirements of Order 8100.15.

The issuance of PMA supplements under a "license agreement" and/or on the basis of "test and computations" as identified in the PMA ODA limitations.

Signing the PMA supplement by the ODA administrator only after the ODA administrator has verified that the "Statement of Design Completion" has been completed, the applicants fabrication inspection system satisfies the requirements of 14 CFR 21.303(h) and the part does not require significant changes in the applicant's manufacturing operations or capabilities.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

Assuring the eligibility make referred to in the PMA supplement reflects the name of TC holder as identified in the body of the TC data sheet.

Assuring the eligibility model referred to in the PMA supplement reflects the model designation identified in the top right hand corner on the first page of the TC data sheet.

9-11 Are minor changes to type design data approved in accordance with established requirements?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
		X		X	

Statement of Condition:

Procedures provide for:

The approval of minor changes to the type design data by the ODA in a manner and form that is acceptable to the FAA OMT.

Assuring that engineering ODA unit members are approving minor changes to the type design data within the limits of their authority.

The release of approved minor design changes for integration in the applicant's manufacturing operations and fabrication inspection system.

9-12 If an export airworthiness approval has been issued, have the necessary documents and instructions been forwarded to the aviation authority of the importing country, or to other locations as specified in the special requirements of importing countries in AC 21-2?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
		X	X	X	

Statement of Condition:

Procedures include provisions that all the documents and information required by AC 21-2 be provided to the cognizant aviation authority when exporting products, appliances or parts.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

9-13 Have export airworthiness approvals been obtained for all products, appliances and parts exported?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
		X	X	X	

Statement of Condition:

Procedures provide for:

- Methods for applying for export airworthiness approvals, and the responsibilities of personnel authorized to submit applications.

- A list of the products for which export airworthiness approvals are obtained.

- All exported products to meet special requirements of the importing country listed in AC 21-2. Procedures provide for properly annotating any deviation on the exporting documentation and including a letter of acceptance from the importing country for such deviations.

- Retention of copies of FAA Form 8130-4, Export Certificate of Airworthiness, and/or FAA Form 8130-3, Airworthiness Approval Tags, as applicable.

9-14 Have airworthiness approval tags (FAA Form 8130-3) been issued by authorized personnel?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
		X	X	X	

Statement of Condition:

Procedures provide for identification of ODA unit members responsible for issuing approval tags?

9-15 Are Airworthiness Directives (AD) incorporated?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
		X			

Statement of Condition:

There is evidence that applicable ADs have been complied with prior to operating the product.

APPENDIX 3. DELEGATED ORGANIZATION INSPECTION CRITERIA (CONTINUED)

9-16 Are flight manuals, supplements, and current weight and balance data furnished with each aircraft before issuance of standard or restricted airworthiness certificate?

Applicability:

STC	TC	PC	TSOA	PMA	MRA
		X			

Statement of Condition:

Procedures provide for the furnishing of aircraft flight manuals, supplements, and current weight and balance data with each aircraft.

APPENDIX 4. RELATED FAA PUBLICATIONS

Publications referenced throughout this document refer to the latest revision level. You can get copies of these documents from our Regulatory and Guidance library (RGL) at www.airweb.faa.gov/rgl.

1. FAA Advisory Circulars (AC). You can get copies of the following ACs from the U.S. Department of Transportation, Subsequent Distribution Center, M-30, Ardmore East Business Center, 3341 Q 75th Avenue, Landover, MD 20785. Telephone 301-322-5377, fax 301-386-5394.

AC 00-56	Voluntary Industry Distributor Accreditation Program
AC 00-58	Voluntary Disclosure Reporting Program
AC 21-2	Export Airworthiness Approval Procedures
AC 21-40	Application Guide for Obtaining a Supplemental Type Certificate
AC 120-27	Aircraft Weight and Balance Control

2. Orders.

Order 0000.1	FAA Standard Subject Classification System
Order 1350.14	Records Management
Order 1350.15	Records, Organization, Transfer, and Destruction Standards
Order 2150.3	Compliance and Enforcement Program
Order 4040.26	Aircraft Certification Service Flight Safety Program
Order 8040.1	Airworthiness Directives
Order 8100.8	Designee Management Handbook
Order 8100.11	Developing Undue Burden and No Undue Burden Decision Papers Under 14 CFR Part 21
Order 8100.14	Interim Procedures for Working with the European Community on Airworthiness Certification and Continued Airworthiness
Order 8110.4	Type Certification
Order 8110.42	Parts Manufacturer Approval Procedures
Order 8120.2	Production Approval and Certificate Management Procedures

APPENDIX 4. RELATED FAA PUBLICATIONS (CONTINUED)

Order 8130.2	Airworthiness Certification of Aircraft and Related Products
Order 8130.21	Procedures for Completion and Use of the Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag
Order 8130.29	Issuance of a Special Airworthiness Certificate for Show Compliance Flight Testing
Order 8300.10	Airworthiness Inspector's Handbook

3. Manuals

FAA-M 8040.1	Airworthiness Directives Manual

APPENDIX 5. DEFINITIONS

The following definitions apply to this order:

a. Aircraft Flight Manual is either the airplane flight manual or rotorcraft flight manual (as applicable).

b. Appeal Panel consists of two or more office managers and an engineer or inspector or flight test pilot within the directorate or regional office. When an applicant appeals the FAA's decision, this panel determines if the agency properly conducted the appointment process.

c. Appointing Office is the lead office, as appropriate, responsible for selection, appointment and oversight of ODA holders.

d. Compliance Inspection are physical inspections of a product to determine if it complies with the regulations. These inspections are performed when necessary to determine compliance.

e. Conformity Inspections. Conformity inspections verify and provide objective documentation that test articles, parts, assemblies, installations, functions, and test set-ups conform to the design and attributes that are specified.

f. Consultant Groups, as used here, refer to organizations that do not hold type or production certificates, PMAs, TSOs, and so on.

g. Designee Information Network (DIN) is an FAA information system that contains designee information.

h. Evaluation Panel. The group the FAA assigns to review the application. The EP consists of the prospective organization management team (OMT), a representative from the appointing office, and the appropriate permanent headquarters policy representatives.

i. Flight Standards District Office (FSDO). As used in this order, FSDO may also refer to any flight standards Certificate Management Office responsible for appointment or oversight of an ODA holder.

j. Letter of Designation. The letter specifying the authorized functions, expiration date, and any associated limitations, for which the ODA is authorized.

k. Managing Office. The FAA offices, ACO, MIDO, AEG and FSDO as applicable, responsible for selection, appointment and oversight of ODA holders. The lead managing office is referred to as the Appointing Office.

l. Maintenance. As defined in 14 CFR §1.1 means inspection, overhaul, repair, preservation, and the replacement of parts, but excludes preventive maintenance.

APPENDIX 5. DEFINITIONS (CONTINUED)

m. Manufacturing Inspection District Office (MIDO). When used in this order, MIDO may also refer to any Manufacturing Inspection Satellite Office or manufacturing Certificate Management Office responsible for appointment or oversight of an ODA holder.

n. ODA Administrators. The focal points for the ODA holder who is responsible for managing the ODA unit's activities and communicating with the OMT. An ODA holder may have a separate ODA administrator for each ODA type.

o. ODA Applicant. An organization that consists of at least two individuals applying for an ODA designation.

p. ODA Holder is the organization that obtained the ODA Letter of Designation.

q. ODA Management Team (OMT). The OMT consists of aviation safety engineers (ASE), flight test pilots, and aviation safety inspectors (ASI). They may be from any of several offices. The office must be in the geographical area where the ODA is located and has a primary place of business – or where the majority of the authorized functions will be performed. Those offices are:

- Aircraft certification offices (ACO),
- Manufacturing inspection district offices (MIDO) (This includes manufacturing CMOs, CMUs and MISOs),
- Aircraft evaluation groups (AEG), or
- Flight standards district offices (FSDO) (This includes flight standards CMOs).

r. ODA Unit. An identifiable unit of two or more individuals within an organization that performs the delegated functions on behalf of the FAA.

s. OMT Lead. Member of the OMT from the appointing office that acts as the focal point for the OMT.

t. Organization Designation Authorization (ODA). An authorization by the FAA for an organization, comprised of an ODA unit(s) using approved procedures, to make approvals on behalf of the FAA.

u. Person. As defined in §1.1 means an individual, firm, partnership, corporation, company, association, joint-stock association, or governmental entity. It includes a trustee, receiver, assignee, or similar representatives of any of them.

APPENDIX 5. DEFINITIONS (CONTINUED)

v. Production Approval Holder is a person who holds a production certificate (PC), approved production inspection system (APIS), parts manufacturer approval (PMA), or technical standard order (TSO) authorization, issued under 14 CFR part 21.

w. Standard Procedures refers to obtaining FAA certificates or approvals through usual certification processes. This includes applying to the FAA and the use of individual designees.

APPENDIX 6. ACRONYMS

The following is a list of acronyms used in this order:

14 CFR	Title 14 of the Code of Federal Regulations
ACO	Aircraft Certification Office
AEG	Aircraft Evaluation Group
AFS	Flight Standards Service
AIR	Aircraft Certification Service
AMOC	Alternative Methods of Compliance
APIS	Approved Production Inspection System
CAA	Civil Aviation Authority
CFR	Code of Federal Regulations
CMO	Certificate Management Office
DAR	Designated Airworthiness Representative
DAS	Designated Alteration Station
DER	Designated Engineering Representative
DIN	Designee Information Network
DMIR	Designated Manufacturing Inspection Representative
DOA	Delegation Option Authorization
EP	Evaluation Panel
FAA	Federal Aviation Administration
FSDO	Flight Standards District Office
GA	General Aviation
ICAs	Instructions for Continued Airworthiness
MIDO	Manufacturing Inspection District Office
MIO	Manufacturing Inspection Office

APPENDIX 6. ACRONYMS (CONTINUED)

MOU	Memorandum Of Understanding
MRA	Major Repairs, Major Alterations and Airworthiness
ODA	Organization Designation Authorization
ODAR	Organization Designated Airworthiness Representative
OMT	Organization Management Team
PC	Production Certificate
PLR	Production Limitation Record
PMA	Parts Manufacturer Approval
PNL	Program Notification Letter
SFAR	Special Federal Aviation Regulation
STC	Supplemental Type Certificate
TC	Type Certificate
TIA	Type Inspection Authorization
TIR	Type Inspection Report
TSO	Technical Standard Order
TSOA	Technical Standard Order Authorization

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Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: Order 8100.15, Organization Designation Authorization Procedures _____

To: Directive Management Officer, AIR-530_____

(*Please check all appropriate line items)*

☐ An error (procedural or typographical) has been noted in paragraph _____ on page _____ .

☐ Recommend paragraph _____ on page _____ be changed as follows:
(attach separate sheet if necessary)

☐ In a future change to this directive, please include coverage on the following subject
(briefly describe what you want added):

☐ Other comments:

☐ I would like to discuss the above. Please contact me.

Submitted by: _____ Date: _____

FTS Telephone Number: _____ Routing Symbol: _____

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