



# Federal Aviation Administration

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## Memorandum

Date: MAR 08 2010

To: ACOLT  
MIMT  
Angelos Xidias, Manager, Boeing Aviation Safety Oversight Office

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Subject: Deviation-Electronic ODA Supervision Records

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Order 8100.15, Organization Designation Authorization (ODA) Procedures, requires that Organization Management Team (OMT) members document their supervision activity of ODA holders using an ODA Supervision Record as shown in Appendix 1, Figure 13 of the Order.

This deviation allows that OMTs may use differently formatted electronic tools, including Sharepoint sites or other means, to capture and maintain ODA supervision records rather than the hard copy format prescribed in the Order. Any electronic tools must clearly identify the record or information as an ODA Supervision Record and be able to capture all of the information provided for by the hard copy. Additional information fields may be added to the electronic record as desired.

Each OMT lead may determine whether electronic Supervision Records will be used to support a particular ODA holder. Other OMT members who do not have the access or capability to use the electronic Supervision Records may continue to use a hard copy as shown in the Order.

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