



Federal Aviation Administration

Memorandum

Date: 9/21/2016

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From: Richard E. Jennings, Acting Manager, Design, Manufacturing, &
Airworthiness Division, AIR-100 

Van Kerns, Manager, Regulatory Support Division, AFS-600

Prepared by: Ralph Meyer, Aerospace Engineer, Delegation and Organizational Procedures
Branch, AIR-160

Subject: Guidance on Data that Should be Considered When Conducting ODA
Oversight

Memo No.: AIR100-16-160-PM11

Order 8100.15B chapter 5 outlines the requirements for ODA oversight. This memorandum supplements the guidance in Order 8100.15B and describes those data sources that organizational management team (OMT) members should be cognizant of and consider in order to target their oversight at high-risk activities.

Supervision Records

The OMT's own supervision records and the OMT's knowledge of ODA performance provide the most insight into the ODA holder's performance and indicate those areas in which the ODA holder needs to improve performance. These records are an important tool to advance corrective action in areas needing improvement.

Delegated Organization Inspection Program (DOIP) Reports

Similar to supervision records, DOIP reports are a direct reflection of the ODA holder's performance. OMT members should review DOIP reports, especially those that are conducted by personnel not serving on the OMT, which provide an independent perspective of how the ODA holder performs. OMT members should review DOIP reports focusing on whether discrepancies in their technical area indicate a need for specific supervision activity or corrective action, especially with regard to high-risk functions or activities. The OMT members should also consider whether discrepancies identified by others in their technical area are consistent with their own observations of ODA holder performance or indicate areas or activities which the

OMT member should consider during future supervision planning. OMT members should contact those personnel conducting DOIPs in their technical area if they have any questions regarding DOIP discrepancies or to discuss the ODA holder's procedures and performance.

Annual ODA System Evaluation Report

The annual ODA System Evaluation Report summarizes all of the DOIP program's findings and discrepancies each fiscal year. In addition, it also reviews internal ODA performance metrics and ODA-related Quality Management System (QMS) audit findings. The system evaluation report has conclusions based on DOIP findings and recommendations that OMT members should consider in planning and conducting supervision.

Additionally, the ODA System Evaluation Report identifies those DOIP inspection criteria resulting in multiple discrepancies which might contribute to, or result in, a significant impact on the compliance of the product and/or the key processes used by the ODA holder. OMT members should use those DOIP criteria as possible high-risk areas of focus when planning supervision or inspection activities. The report can be found under the "DOIP Standardization" category in the ODA Document Library at <https://avssp.faa.gov/avs/airdesigneers/ODA/SitePages/Home.aspx>.

ODA Self-Audit Reports

The ODA self-audit should be a valuable resource for insight into ODA performance and indicates the ODA holder's commitment to a self-correcting ODA system. OMT members should review self-audit reports with a goal of targeting oversight at high-risk activities. Policy memorandum AIR-16-160-PM06, dated August, 25, 2016, contains specific coordination requirements for ODA self audit reports and guidance for how the information in self audit reports should be used to plan oversight.

Conclusion

The OMT should be cognizant of, and consider, all available sources of data to plan for and target oversight, especially those involving high-risk activities. OMT members should use their discretion, knowledge and experience to determine what activities or functions are considered as high-risk in their technical areas.

This guidance will be incorporated into a future revision of Order 8100.15. For more information, please contact Ralph Meyer at (202) 267-1575 or Michael Hendricks at (817) 741-6812.

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