



# Federal Aviation Administration

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## Memorandum

Date: 3/29/2017  
To: See Distribution List  
From: *for* Susan J. M. Cabler, Acting Manager, Design, Manufacturing, &  
Airworthiness Division, AIR-100  
Prepared by: Ralph Meyer, Delegation and Organizational Procedures Branch, AIR-160  
Subject: Deviation to FAA Order 8100.15B Requirements for use of FAA Forms  
Memo No: AIR-100-17-160-DM09

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This memorandum authorizes deviation from the requirements of Order 8100.15B, paragraph 3-21, which requires the use of applicable FAA forms within Organization Designation Authorization (ODA) certification processes.

In granting this deviation, we are addressing recent requests to allow ODA holders the ability to more efficiently manage their certification documentation requirements as well as incorporate the use of certain forms within their information technology (IT) tools and work flows. In doing so, we are only recognizing specific forms as appropriate for this purpose and in all cases any customized forms must be solely used internal to the ODA holder for documentation of their certification activities. Any use of customized forms to convey information to entities outside of the ODA is not allowed.

Organization Management Teams (OMTs) may allow ODA holders to utilize customized forms, in lieu of the following FAA forms, for internal certification activities:

- FAA Form 8100-1, Conformity Inspection Record
- FAA Form 8110-1, Type Inspection Authorization
- FAA Form 8110-31, Type Inspection Report
- FAA Form 8110-26, Supplemental Type Inspection Report

Any customized form must be titled and numbered similarly, such as "Form 8100-1, ODA Conformity Inspection Record," contain all of the needed applicable information, and be formatted similarly to the official FAA form.

In addition to these customizable forms, ODA holders may also customize the following ODA-specific forms for IT processing purposes if certain criteria are met:

- FAA Form 8100-9, Statement of Compliance with Airworthiness Standards
- FAA Form 8100-11, Statement of Completion
- FAA Form 8100-12, Production Limitation Record (PLR) Report

Any forms customized for use within an IT system must be plainly identifiable and contain the same information as the FAA form. The customized ODA-specific forms are only authorized for internal use. Official FAA forms must be utilized when provided to support any external customer or applicant. For example, the ODA holder must provide an official FAA Form 8100-9 when needed to support major repairs, major alterations, or any activity requiring external documentation of ODA compliance findings.

OMTs must approve the use of any customized or electronic forms in the ODA procedures manual and appropriate instructions must be provided in the manual prior to use.

This guidance will be incorporated into a future revision of Order 8100.15B. For more information, contact Ralph Meyer at [ralph.meyer@faa.gov](mailto:ralph.meyer@faa.gov) or at (202) 267-1575.

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