



# Federal Aviation Administration

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## Memorandum

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Subject: Guidance on Organization Designation Authorization (ODA) Oversight and  
Minimum Oversight Requirements for Organization Management Team  
(OMT) Members

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### Overview

This memorandum clarifies ODA oversight requirements and the minimum requirements for those OMT members who perform ODA oversight. It supplements the guidance in Order 8100.15B, *Organization Designation Authorization* and applies to all Aircraft Certification Service (AIR) and Flight Standards Service (AFS) personnel who serve as OMT members.

### Roles That Constitute OMT Member Status

As described in FAA Order 8100.15B, ODA oversight consists of both supervision activities described in paragraphs 5-3 and 5-4 and inspections conducted under the Delegated Organization Inspection Program (DOIP) as described in paragraph 5-5 and chapter 6.

Order 8100.15B, paragraph 5-2 establishes the OMT as all of the personnel “needed to oversee the ODA holder.” ODA supervision includes both management of all of the ODA holder’s certification project activity and management of specific ODA holder requirements such as corrective action, unit member selection, and self-audits. Therefore, an OMT member is any individual who has a role in either directly assessing ODA performance or completing the ODA holder’s project activity. These personnel might come from a single office, or, in many cases, multiple geographic offices. In the case of an ODA holder with inspection unit members at multiple production facilities, if personnel are needed from other geographic offices to assess performance or manage the ODA holder’s certification activity, then those personnel are also

considered part of the OMT. Personnel who only participate in DOIP inspections, but not ODA supervision activities, are not considered OMT members. The OMT lead is required to maintain a list of OMT members by Order 8100.15B, paragraph 5-2a.

## **Minimum Annual Supervision Requirements for OMT members**

### Annual Performance Assessment

Order 8100.15B establishes minimum oversight requirements of 17 required evaluation items as documented on the ODA supervision record, Order 8100.15B appendix A, figure 13. This includes the assessment of all of the ODA holder's authorized functions by all technical disciplines represented on the OMT. Paragraph 5-4h(1) requires that each OMT member evaluate each of the items applicable to their technical discipline. This memorandum clarifies that OMT members are not required to complete all of the applicable evaluation items, but the collective supervision activities of all OMT members in a particular discipline must complete all of the evaluation items determined applicable for their discipline.

The supervision responsibilities of each OMT member must be identified at the beginning of the fiscal year. This planning will identify the applicable evaluation items for each technical discipline represented on the OMT and each OMT member. Many evaluation items may be completed by a single OMT member. All technical disciplines, but not every OMT member in those disciplines, must complete items 7 and 8. This supervision planning should result in each OMT member having a clear understanding of which evaluation items, and for which functions or disciplines, they are responsible.

OMT supervision with 2 inspectors can comprise of one inspector completing the item "*Review official documents and paperwork for any discrepancies*" based solely on the review of airworthiness certification packages processed through the office while another inspector conducts a site visit to complete multiple evaluation items.

Engineering OMT members must collectively complete all of the evaluation items determined applicable to their discipline. It is expected that this includes a post-project review of approved data by each discipline, but not all OMT members are required to perform such a review. While one OMT member might conduct such a review, another might base his or her assessment only on the program notification letters that he or she reviewed during the annual supervision period.

At a minimum, each OMT member must complete at least one item related to performance of delegated functions such as "*Review official documents and paperwork for any discrepancies*" or an item related to general ODA holder performance such as "*Verify the ODA holder is performing self-evaluations and implementing corrective action to prevent reoccurrence as required by their procedures manual.*" The specific activity required to complete the evaluation items will vary depending on the number of OMT members and the specific evaluation items assigned to them during oversight planning. There is no set minimum level of data or activity that must be reviewed by any particular OMT member. It is up to the discretion of each OMT member to determine the depth of review needed to complete the evaluation item.

### Supervision Site Visits

In addition to an annual performance assessment of 17 evaluation items, there are specific supervision activities required that manufacturing and AFS OMT representatives must conduct during supervision site visits at an ODA holder's facility. See Order 8100.15B, paragraphs 5-4 (d), (e), (f), and (g). For those ODA holders with engineering authority, at least one annual supervision site visit is required by a engineering OMT member of any technical discipline. Supervision site visits by engineers of all of the technical disciplines represented on the OMT are not required. Additional supervision visits are conducted at the OMT's discretion based on the size, complexity, and performance of the organization.

### **Supervision Documentation**

ODA supervision is documented on the ODA supervision record. In addition to documenting the annual performance assessment of evaluation items, it also serves to document significant supervision activities. At a minimum, a supervision record is required annually from each OMT member to document his or her assessment of the evaluation items for which they are responsible. Additional supervision records are required to document information about site visits, project participation, the identification of any item that requires corrective action, or notable information to share with other OMT members. Supervision records are always required for supervision site visits or project participation conducted at the ODA holder's facility. AFS ODA supervision activity is documented in the Program Tracking and Reporting Subsystem.

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

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