



Federal Aviation Administration

Memorandum

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Subject: Agreements for Sharing Resources Needed for Organization Designation
Authorization (ODA) Supervision

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Overview

This memorandum requires documented agreements from offices required to provide resources needed for ODA supervision. It supplements the guidance in Order 8100.15B, *Organization Designation Authorization Procedures* and applies to all Aircraft Certification Service (AIR) and Flight Standards Service (AFS) offices that manage ODA holders or provide resources needed for ODA supervision.

Roles That Constitute Organization Management Team (OMT) Member Status

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. Most OMT personnel come from the geographic offices—Aircraft Certification Office (ACO), Manufacturing Inspection District Office (MIDO), or Flight Standards District Office (FSDO)—responsible for the ODA holder’s primary activity. However, ODA holders often perform authorized functions in geographic areas managed by other FAA offices. All personnel needed for ODA supervision, regardless of location, are considered OMT members for that particular ODA holder. All OMT members must meet all of the training and qualification requirements of Order 8100.15B.

Determining Requirements for Geographic OMT Members

During the establishment of an ODA, the OMT must agree to the locations where authorized functions will be performed. As part of the supervision planning for an ODA holder, including the allowance for an ODA holder to perform functions at any particular location, the OMT must consider whether direct FAA supervision is needed and ensure that resources are available prior to authorizing functions at that location. There is no requirement to conduct on-site supervision at every ODA holder location, or at any particular location. However, supervision should be conducted at ODA holder and supplier facilities where safety-critical functions are being performed, as well as a variety of locations to ensure that the ODA holder's process controls are functioning appropriately across all locations. When supervision is required at a facility outside of the primary OMT office's geographic area, the existing OMT members may travel to the facility in order to conduct the supervision, or the OMT may arrange for additional OMT members to be provided by other geographic offices. As noted in Order 8100.15B, paragraph 5-7, the appointing OMT office must coordinate with the geographic offices, which will provide resources (OMT members) as needed.

OMT Supervision Resource Agreements

In order to ensure that adequate ODA supervision resources are available, the ODA lead managing office must obtain a written agreement from the manager of any office (other than the primary ODA managing offices) needed to provide OMT personnel. The agreement should identify the ODA holder, the OMT lead, involved facilities, and general expectations for support, (i.e., the number of personnel, technical specialties needed, annual number of visits required, identification of travel requirements, etc.). The supporting geographic office is responsible for funding any required travel. The agreement should include a requirement for the supporting OMT member to provide the OMT lead with supervision records documenting any on-site supervision visits and any other information determined appropriate by the OMT lead. Agreements must be in a written form determined by the lead managing office and retained in the OMT's ODA records; email records are acceptable. If needed, agreements must be created based on the addition of locations where functions will be performed or updated when annual supervision planning identifies significant changes in the scope of support required. Agreements must be established with all affected offices by July 31, 2016.

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

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