



Federal Aviation Administration

Memorandum

Date: 08/25/2016

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Subject: Guidance on the Level of Sampling Required for Organization Designation Authorization (ODA) Supervision

Memo No.: AIR100-16-160-PM07

Order 8100.15B, Organization Designation Authorization Procedures, chapter 5 specifies the requirements for ODA supervision. Paragraph 5-3c, “Assessing Performance”, and paragraph 5-4 “Supervision” address the assessment of the ODA holder’s technical performance, including the performance of the specific functions being performed by ODA unit members. This memorandum supplements the guidance for ODA Organization Management Team (OMT) members contained in Order 8100.15B and the 12/21/2015 AIR-100/AFS-600 memorandum AIR-100-15-160-PM19, “Guidance on ODA Oversight and Minimum Oversight Requirements for OMT Members”.

As noted in Order 8100.15B, paragraph 5-3c, OMT members are required to review the ODA unit’s work for accuracy and samples of completed project records and certification files. The OMT should base the amount of review, including the level of sampling, based on the organization’s experience, past performance, and the number of ODA unit members performing the function.

As noted in memorandum AIR-100-15-160-PM19, the OMT, collectively, must assess all of the ODA holder’s functions in every technical discipline. It is up to the discretion of each OMT member to determine the level of sampling, or number of unit members to review. When determining the level of sampling, each OMT member should consider the following:

1. ODA Holder Knowledge and Effectiveness of ODA Self-Audit Processes. Those technical areas or functions which the ODA holder has demonstrated proficiency may require minimal sampling, while those in which the ODA holder has performed poorly in the past may

require additional sampling. The level of sampling may also be adjusted based on the ODA holder's self-audit performance. If the ODA holder has demonstrated an effective self-audit process, then less direct FAA supervision is required.

2. Safety Impact of Function. Each OMT member should focus their review on the most safety-critical areas in their technical discipline. High risk or safety-critical certification functions require a higher level of sampling than lower risk functions.

3. Complexity of Function. Each OMT member should focus their review on more complex functions as compared to non-complex, well understood functions. A higher level of sampling would be required in those areas for which the FAA has not documented specific, comprehensive guidance. For example, projects substantiated by methods of compliance provided for by Advisory Circulars should require a lower level of sampling than new or novel methods of compliance.

4. Location and Number of ODA Unit Members Performing the Function. In the ODA system, the ODA holder is responsible for an annual assessment of every ODA unit member. There is no set level of FAA sampling based on the number of ODA unit members performing a function. However, the level of FAA sampling, as a percentage, will decrease when a larger number of unit members perform a particular function. Additionally, the OMT should consider whether the location where functions are performed might impact the ability to properly perform the function and require a higher level of sampling.

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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