

Important Facts

- October 13, 2005 – Effective date of ODA Final Rule 14 CFR Part 183
- November 14, 2006 – ODA applicants begin to submit application to the FAA
- November 14, 2006 – DAS, DOA, and SFAR 36 will be phased out over the next three years. FAA no longer accepts DDS Organization applications
- April 2008 – Existing delegated organizations should apply for ODA by this date
- November 2007 – FAA issues its first ODA
- November 14, 2009 – Existing DDS Organizations terminate
- An ODA administrator may be an engineer or an inspector
- The requirement to be a repair station or manufacturer or operator has been eliminated under ODA. Consultant groups may obtain an ODA.
- Review and approval of the procedures manuals by the FAA take more than six months
- Fewer company designees (DER and DAR) when companies obtain their ODA

(continued on page 3)

In This Issue

- Choose from Many ODA Function Codes..... 2
- ODA Holder-provided Training Is Required 2
- What Makes a Procedures Manual Acceptable?..... 3
- Services Available from ODA Consultants..... 4

Special Points of Interest

- ✓ Existing DDS Organizations' authority will terminate on November 14, 2009
- ✓ Existing delegated organizations should apply for ODA by April 2008
- ✓ ODA Consultants can provide required training
- ✓ Consultant groups may apply for an ODA
- ✓ The first ODA was issued with assistance from ODA Consultants

Which ODA Type Suits Your Organization?

The six types of ODA are TC ODA, PC ODA, TSOA ODA, STC ODA, MRA ODA, and PMA ODA. Each ODA type, including its eligibility requirements, is described in FAA Order 8100.15.

An organization may make application for one or more ODA types, based on their experience, certification projects and FAA need and ability to manage.

When deciding what ODA type is the best fit for your organization, it is important to consider your organization's work experience in similar types of projects, under standard FAA procedures, where the FAA has issued an approval.

For example, an organization making application for an STC ODA must have experience demonstrated by making compliance findings, conformity determinations and airworthiness certifications using FAA designees. ODA Holders must accommodate ODA personnel and records.

For STC ODA, installation of STC prototypes may only be performed at certificated facilities.

Eligibility requirements, authorized functions, and limitations are described in detail in sections of FAA Order 8100.15. Call ODA Consultants for guidance.

ODA CONSULTANTS, LLC

Organization Designation Authorization Newsletter ♦ Volume 1 Issue 2 ♦ Spring 2008

**EACH ODA
TYPE HAS
UNIQUE
FUNCTION
CODES**

Choose from Many ODA Function Codes

FAA Order 8100.15 categorizes ODA function codes into two tables: Figure 2-2 lists *ODA Functions* and Figure 2-3 lists *Airworthiness Certificate and Approval Functions*. Each ODA type has unique function codes. Function codes are explained in the respective chapters of the FAA Order by ODA type.

Each ODA procedures manual must provide details on how, by whom,

when and what applicable ODA functions will be conducted.

The function codes for a Designated Airworthiness Representative (DAR) in FAA Order 8100.8 have corresponding function codes in FAA Order 8100.15. The ODA function codes from FAA Order 8100.15 apply to, and should be used for, inspection and airworthiness unit members.

**EXISTING DDS
ORGANIZATIONS
MUST PLAN IN
EXCESS OF ONE
YEAR TO
OBTAIN AN
ODA**

ODA Holder-provided Training Is Required Prior to Performing Delegated Functions

Training program requirements must be described in Section 8 of your ODA procedures manual. This section describes two groups of required training: ODA Holder (in-house) provided training and FAA-sponsored training.

FAA ODA Standardization Seminar (ODA administrators only) and ODA Holder training must be attended prior to performing ODA functions.

Every two years, in-house training to ODA administrator(s) and unit members ensures compliance with approved ODA procedures manual, FAA regulations, and FAA applicable policies.

In-house training may be conducted in a classroom setting or via Internet-based conferencing. Typically, unit members are located off site, making Internet-based training preferred.

An in-house training syllabus must include a review of:

- Regulatory basis of an ODA, 14 CFR Part 183, subpart D
- Approved ODA procedures manual
- ODA approved functions and limitations
- FAA policies, guidance and regulations pertinent to ODA approved functions and limitations

FAA-sponsored training must include, as applicable:

- ODA Standardization Seminar
- DER Standardization Seminar
- Manufacturing and Maintenance Initial Standardization Seminar
- DER Recurrent Seminar
- Manufacturing and Maintenance Recurrent Seminar

ODA provided training may be developed and taught by an experienced contractor, such as ODA Consultants.

Important Facts (continued from page 1)

- Meet with the FAA early to discuss your organization's intention to obtain an ODA
- Existing delegated organizations must plan in excess of one year to receive an ODA
- FAA Order 8100.15 states, "*We anticipate that DAS, DOA, and SFAR 36 organizations will be able to transition to an ODA program with minimal changes to their existing procedures*". Discuss the extent of required changes with your FAA managing office
- Procedures manuals based solely on the sample manual in FAA Order 8100.15, Appendix 2, may not be complete, and therefore not acceptable
- Use FAA issued "ODA Procedures Manual Review Considerations" in the development of procedures manuals
- Many organizations are finding it difficult to dedicate the resources and time it takes to develop both a procedures manual and the required training

**THE FAA HAS
ISSUED
PROCEDURES
MANUAL
GUIDELINES**

What Is an Acceptable Procedures Manual?

Developing a Procedures Manual, Part II

Anyone who develops a procedures manual should become familiar with the FAA's "ODA Procedures Manual Review Considerations." (Find a link at www.ODAConsultants.com)

Procedures, defined in the manual, need to be understandable so that FAA oversight can assess your organization's compliance based on your procedures.

When developing a procedures manual, a great starting point is the sample manual in Appendix 2 of FAA Order 8100.15. However, a manual based on the sample will not produce an acceptable procedures manual. Ensure quality by using sections of the Order applicable to your ODA type.

The procedures manual must describe – in detail – each procedure being performed.

Procedures manual sections 7, 8, 9, 14 and 15 cause the most problems for developers. You must provide details describing how, who, what and/or when.

Section 7 cannot simply refer to an FAA Order, such as 8100.8. Your procedures manual must contain the specific qualification requirements and evaluation process used by your organization to select a unit member.

Section 15 should describe function codes and how they are being performed. Use applicable chapters of the Order to identify detailed requirements.

ODA Consultants can review your procedures manual for a nominal fee.

**THE
PROCEDURES
MANUAL
MUST
DESCRIBE
- WHO
- WHAT
- WHEN
- HOW**

ODA CONSULTANTS, LLC

Organization Designation Authorization Newsletter ♦ Volume 1 Issue 2 ♦ Spring 2008

Services Available from ODA Consultants

**UTILIZE
IN-HOUSE
RESOURCES**

ODA Consultants works with existing delegated organizations and ODA applicants. We can develop or review ODA procedures manuals and ODA Holder (in-house) training. We help organizations conduct self-audits.

Need help in determining whether an ODA designation is right for your organization? Call ODA Consultants.

We have worked with many companies to develop ODA Organizational Models that determines which ODA type(s) and functions best match an organization's needs and experience.

**AN ODA
INCREASES
YOUR
EFFICIENCY**

If you have already prepared a procedures manual, let ODA Consultants review it prior to FAA submittal.

We can assist FAA Delegated organizations in a variety of ways. Contact ODA Consultants to determine which of our specialized services best fit your organization and resources.

We can help your organization meet the latest FAA requirements. An expeditious FAA review results in a quicker ODA appointment.

**ELIMINATE
THE FAA
GUESSING
GAME**

ODA CONSULTANTS, LLC Organization Designation Authorization Specialists

David Grossman
President

Phone: 303-627-7642

Cell: 720-201-0303

Fax: 303-766-1215

E-mail: david@odaconsultants.com

4796 South Cathay Court

Aurora, Colorado 80015

www.ODAConsultants.com