Wencor

1625 North 1100 West
Springville, Utah 84663

Organization Designation Authorization
Procedures Manual
Rev: N/C

Submitted by:

_____ Date: _____

Russ Adamson, Wencor President

_____ Date: _____

Kent Whitmer, ODA Administrator

Approved by:

_____ Date: _____

Manager, Denver Aircraft Certification Office

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I. Log of Revisions

Revision Level	Page Numbers	Revision Description	FAA Approval Date
N/C	All	Initial Release	

II. List of Effective Pages

Insert the revised pages into this manual and delete the obsolete pages. The letter "R" indicates a revised page, "A" is for added pages, and "D" is for deleted pages. Remove superseded and deleted pages from the manual; keep them in a separate file.

This list is a record of each page of subject revision and each previously issued page that is still current. Blank pages and pages that are no longer current do not appear on this list. If there is any question about the currency of the recipients manual, check each page in the manual against this list of effective pages. Remove any page that does not appear on the list of effective pages.

Page Number	Revision Number	Revision Date	FAA Approval

III. Manual Control

This ODA procedures manual is a controlled document, available to the ODA Unit Members through the company intranet and to OMT members. Revision level is indicated in the Log of Revisions and at the top of each page. Manual control is subject to FAA approval and is the responsibility of the ODA Administrator.

a. Changes Requiring FAA Approval:

FAA approval will be required for changes to the manual except those that are identified below.

1. Clarification changes to wording of procedures that do not change the procedure and minor typographical errors.

b. Wencor Control:

1. Revision Responsibility
   - i. The ODA administrator is responsible for manual revisions and distribution.
   - ii. A latest revision, master copy of the Procedures manual will be stored on the Wencor intranet, any copy printed off this site will be considered uncontrolled.
   - iii. A review of the procedures manual is made at least annually as part of the self-audit.
   - iv. Necessary changes are made during the revision process. Depending on the types of revision described below, all revisions are recorded in the Log of Revisions and List of Effective Pages.
   - v. When revisions need FAA approval, the revision is submitted to the OMT with the Log of Revisions and List of Effective Pages. Affected pages are replaced with the updated pages and copies of the newest revision are sent to the OMT and posted to the Wencor intranet. The FAA indicates approval of the revisions by signing and dating the Log of Revisions in the FAA approval column. The OMT then returns the signed pages and a copy of the revised pages to the ODA Administrator for incorporation and distribution.
   - vi. When revisions do not need FAA approval as described above, the change is incorporated and documented only on the List of Effective pages and each page that is revised is given an new date. The revision level of the FAA approved document foes not change, and affected pages are replaced with updated pages and copies are posted to the company intranet.

2. Manual Recipients

   The OMT lead will receive copies of the current FAA approved ODA manual. Electronic copies of the latest revision will be available internally to unit members via the Wencor company intranet.

1.0 Preface & Introduction

1.1. Scope

This procedures manual establishes the responsibilities and procedures that are followed by the Wencor ODA Holder when performing functions authorized by the FAA under the ODA procedures of 14 CFR part 183 subpart D.

1.2. Communicating with OMT Lead Office

All official communications (email, phone, and letter) from the Wencor ODA Unit with the FAA will be through the ODA Administrator:

Kent Whitmer
ODA Administrator
1625 North 1100 West
Springville, Utah 84663
(801) 489-2117
kwhitmer@wencor.com

2.0 Authorized Functions and Limitations

Wencor is authorized to perform the following functions under 14 CFR part 183, subpart D and Order 8100.15:

Function Code	Function	Limitations
13010 E	Approve technical data and find compliance to airworthiness requirements	
13031 M	Issue and revise PMA supplements based on test and computations (14 CFR § 21.303)	
13040 E	Approve operational or repair information	
13063 M	Issue airworthiness approvals	Issuance of airworthiness approval tags for parts produced by Wencor West Inc, production approval intended for domestic shipments only

Function Code	Function	Limitations
13064 M	Issue export airworthiness approvals	Only for those parts produced under Wencor West Inc, production approval
13070 E & M	Establish conformity inspection requirements	Only for those parts produced under Wencor West Inc, production approval
13080 M	Determine conformity of parts, test articles	Only for those parts produced under Wencor West Inc, production approval
13090 M	Determine conformity of test setup	Only for those parts produced under Wencor West Inc, production approval
13110 E	Perform compliance inspections	Only for those parts produced under Wencor West Inc, production approval

2.1. Limitations

The ODA Unit will obtain FAA concurrence before accomplishing an alteration that affects any AD requirements or airworthiness limitations, and for projects that affect aircraft noise or fuel venting and exhaust emissions.

2.1.1 The ODA is limited to approval of parts to be installed on Class I products.

2.1.2 Prototype PMA Testing will be accomplished at an FAA authorized facility.

3.0 Organizational Structure and Responsibilities

3.1. Executive Management

3.1.1 Wencor executive management provides full support of the ODA unit in the form of facilities, budget, training (internal and FAA), resources, personnel, audit resources, and more. They are committed to maintaining an ODA unit within Wencor that conforms to the standards and requirements set forth by the FAA.

3.1.2 The ODA unit is allowed to perform its functions independently and without interference from executive management.

3.2. Organizational Structure

3.2.1 Appendix B contains an Organizational Chart that depicts the relationship of the ODA unit to the executive management within Wencor.

3.2.2 The Wencor ODA Unit acts independently of Wencor and represents the FAA in fulfilling its functions.

3.2.3 Administrator

The administrator coordinates activities with the OMT lead. ODA unit members report to the administrator as they perform their ODA functions.

3.2.4 Unit Members

When performing their ODA functions, all ODA Unit Members report to the Administrator and act independently of Wencor.

4.0 ODA Administrator and ODA Unit Duties and Responsibilities

The ODA holder and Unit must follow the FAA regulations, directives, policies, guidance, and procedures as applicable to the authorized functions. The responsibility for finding compliance to these FAA materials lies with the ODA holder and Unit. The ODA holder is responsible for the activity of the ODA unit and Administrator.

4.1. ODA Administrator's Responsibilities

The ODA administrator is the focal point for the Wencor ODA Unit. The Administrator's responsibilities include:

4.1.1 Participate on the Evaluation Panel for evaluation of potential Unit Members

4.1.2 Responsibility and authority for assuring compliance with FAA regulations, policy, guidance, and directives

4.1.3 The maintenance of this procedures manual, including the maintenance of the UM listing

4.1.4 The storage and maintenance of all records according to the standards set in Section 16, including the record of activities for each engineering UM (form 8100-9)

4.1.5 Issuance of PMA supplements as approved by ODA UM

4.1.6 Ensures that the ODA unit remains independent from the company in the performance of its FAA delegated functions

4.1.7 Supervise ODA UM to ensure that procedures set forth in this manual are being followed

4.1.8 Ensure that all processes comply with applicable FAA regulations and policy

4.1.9 ODA administrator responsibilities include the management of all authorized functions, and the incorporation of corrective action for all deficiencies identified by OMT

4.1.10 Ensures that the ODA organization has adequate qualified personnel to accomplish the ODA functions

4.1.11 All correspondence with the FAA is directed through the ODA administrator

4.1.12 Responsible for remaining current on all FAA orders, circulars, regulations, and other materials pertinent to the ODA functions

4.1.13 Annually review UM's training to access needs of additional training

4.2. ODA Unit Member Responsibilities

Unit members may be assigned responsibility for approving substantiation data and reports, determining conformity, issuing airworthiness certificates, and performing other FAA authorized functions. Certain statements, forms, and certificates are signed by the ODA administrator or appointed ODA unit members.

4.2.1 Engineering UM

Engineering Unit members have the authority to make findings on the behalf of the FAA, and therefore, must follow the policies and guidance provided by the FAA.

4.2.1.1 Participate on the Evaluation Panel for evaluation of potential Unit Members, as assigned by the ODA Administrator

4.2.1.2 Participate in the candidacy program, established to prepare potential UM for the responsibilities of being an ODA unit member, as assigned by the ODA Administrator

4.2.1.3 Comply with procedures in this manual

4.2.1.4 Cooperate with the FAA when the FAA oversees the ODA holder

4.2.1.5 Ensure separation of duties between Wencor and ODA responsibilities

4.2.1.6 Find direct compliance with 14 CFR Parts 23, 25, 27, 29, and 33, according to each individual member's respective chart authority found in the Unit Listing

4.2.1.7 Witness tests

4.2.1.8 Approve repairs and alterations data within their designated authority (must be requested on application and given via chart authority)

4.2.1.9 Coordinate with their ACO counterpart on questions regarding technical regulatory issues

4.2.1.10 Coordinate program issues and questions with the ODA administration staff

4.2.1.11 Responsible for the definition of, and requests for, compliance test article and test set-up conformity, including specific engineering needs such as minimum tolerances and rigging or flow rates. The engineering UM must identify items of special interest, if any, in the test article definition

4.2.1.12 Documents and records analysis and substantiations for each 8100-9 approval

4.2.1.13 Responsible for remaining current on all FAA orders, circulars, regulations, and other materials pertinent to the ODA functions

4.2.2 Manufacturing UM

Manufacturing Unit Members have the authority and responsibility to decided if a product meets the applicable regulations, conforms to the type design, and is in a condition for safe operation.

4.2.2.1 Comply with procedures in this manual

4.2.2.2 Complying with all provisions of this FAA-approved procedures manual and ensuring that all authorized functions are performed within the limits of authority on the ODA.

4.2.2.3 Cooperate with the FAA when the FAA oversees the ODA holder

4.2.2.4 Ensure separation of duties between Wencor and ODA responsibilities

4.2.2.5 Participate on the Evaluation Panel for evaluation of potential Unit Members, as assigned by the ODA Administrator

4.2.2.6 Participate in the mentoring program, established to prepare potential UM for the responsibilities of being an ODA unit member, as assigned by the ODA Administrator

4.2.2.7 Each Manufacturing UM must submit monthly activity reports to the ODA Administrator. The ODA Administrator will submit a quarterly activity report to the OMT Lead (Reference Form XXXXX)

4.2.2.8 Airworthiness certificates/approvals and related documents will indicate the ODA's assigned number, printed or typed name, and signature of the authorized individual under the ODA designation.

4.2.2.9 Ensuring all conformity inspections conducted are recorded on Form 8100-1. These forms may also be used as worksheets to supplement the official records

5.0 Required Capabilities and ODA Unit Positions

The chart below presents the Wencor ODA Unit required capabilities for Engineering Unit Members. See Appendix H for charts describing what each function code represents.

	14 CFR Part 23 (Commuter Airplanes)	**14 CFR Part 25 (Transport Airplanes)**	**14 CFR Part 27 (Normal Rotorcraft)**	**14 CFR Part 29 (Transport Rotorcraft)**	**14 CFR Part 33 (Engines)**
Structural	1E 2E 3E 4E, 4O 6E, 6O 10I, 10J 11L	1E 2E 3E 4E, 4O 6E, 6O 10I, 10J 11L			

	14 CFR Part 23 (Commuter Airplanes)	**14 CFR Part 25 (Transport Airplanes)**	**14 CFR Part 27 (Normal Rotorcraft)**	**14 CFR Part 29 (Transport Rotorcraft)**	**14 CFR Part 33 (Engines)**
Power Plant Installations	1A, 1B, 1E 2A, 2B, 2E 4A	1A, 1B, 1E 2A, 2B, 2E 4A	1C 2C	1C 2C	
Mechanical Systems and Equipment	5I	5I			
Electrical Systems and Equipment	1A, 1B, 1E, 1G 2A, 2B, 2E, 2G 3A, 3B, 3C, 3D, 3E, 3F, 3G 3H 4A, 4B, 4E, 4G 5A, 5B, 5E, 5G 6A, 6B, 6E, 6G	1A, 1B, 1E, 1G 2A, 2B, 2E, 2G 3A, 3B, 3C, 3D, 3E, 3F, 3G 3H, 3J, 3K 4A, 4B, 4E, 4G 5A, 5B, 5E, 5G 6A, 6B, 6E, 6G	1A, 1B, 1E, 1G 2A, 2B, 2E, 2G 3A, 3B, 3C, 3D, 3E, 3F, 3G 3H, 3J, 3K 4A, 4B, 4E, 4G 5A, 5B, 5E, 5G 6A, 6B, 6E, 6G	1A, 1B, 1E, 1G 2A, 2B, 2E, 2G 3A, 3B, 3C, 3D, 3E, 3F, 3G 3H, 3J, 3K 4A, 4B, 4E, 4G 5A, 5B, 5E, 5G 6A, 6B, 6E, 6G 7A, 7B	
Engines					1A, 1B, 1C 2A, 2C 3A, 3C 4A, 4C 5A, 5B, 5C 6A, 6B, 6C 7A, 7B, 7C 8A, 8C 10A, 10C

The chart below presents the Wencor ODA Unit required capabilities for Manufacturing Unit Members.

	Function Codes
Airworthiness	08—Issue original standard airworthiness certificates for U.S.-registered aircraft and original airworthiness approvals for engines, propellers, parts and appliances that conform to the approved design requirements and are in a condition for safe operation. 20—Issue original export airworthiness approval for class III products that are manufactured and located in the United States in accordance with 14 CFR part 21, subpart L. When this function is delegated to an individual ODA UM, its application is limited to exporting of class III products only when employed by an applicant who is the production approval holder of the product being exported. 21—Make conformity determinations on aircraft, engines, propellers, and parts thereof to be used for design evaluation programs, for example, TC and supplemental type certification (STC) programs, and complete all necessary reports. 22— Make conformity certifications on behalf of the Civil Aviation Authority (CAA) for components manufactured by U.S. suppliers for non-U.S. product manufacturers. Determinations of conformity to the design, test and quality requirements may be accomplished by a DAR only after the FAA has received notification from the CAA of the country in which the product is located.

Wencor ensures that the ODA unit is staffed with personnel authorized and qualified to perform the functions of the organization as described in the ODA Unit Listing. Each function described in the Authorized Functions and Limitations section (2.0) correlates to at least one ODA unit member's authority as defined on the Unit Listing.

The ODA administrator will notify the OMT lead at any time the ODA unit is not capable of performing a function described in the ODA Unit Listing. ODA unit members meet the requirements found in Section 7.0.

6.0 ODA Unit Listing

As a supplement to this procedural manual, Wencor maintains a current list of ODA unit members. This document contains the unit organization chart and all authorized members of the Unit, their signatures, and their functions.

6.1. The ODA Administrator will keep the ODA unit member list current

The Unit Listing is a current representation of the ODA Unit. The Wencor ODA Unit maintains qualified members that have the knowledge and capability to fulfill their responsibility as representatives of the FAA within Wencor.

6.2. Upon a change within the ODA unit Wencor will make the appropriate alterations within this procedures manual. Corrections will need to be made in the following section:

6.2.1 **Appendix B**. When changes are made to the ODA Unit, the Organizational Chart found in Appendix B, will be updated to reflect the change as necessary.

6.2.2 **The ODA Unit Listing**. When an individual's responsibilities change, those changes are reflected in the document, listing the functions and limitations of each unit member. When a new member is added to the unit, a new section will be added to this listing with the functions, limitations, location, and signature of the new member. When an individual is removed from the unit, the sample signature page will be removed but kept on file for the duration of Wencor's ODA status.

6.3. Unit Changes

6.3.1 When a member is removed from the ODA unit, the Administrator is responsible for evaluating the impact of the change on the Unit's ability to perform its functions.

6.3.1.1 When a UM is removed form the Unit, the evaluation panel will meet to review the Unit's required capabilities chart (Section 5.0) and perform a gap analysis.

6.3.1.2 If any inadequacies are found in the analysis the panel with address those inadequacies through suspension of functions, adding a UM who can fulfill the inadequacies, or removing the inadequacies.

6.3.1.3 If, due to the removal of a UM, the Unit is no longer able to perform a function the FAA will be notified.

6.3.2 When a member is added to the Unit, the procedures outlines in Section 7 will be followed to ensure that the new member is qualified and able to perform ODA functions.

6.3.2.1 When adding a new UM the evaluation panel will evaluate the new member's function capabilities in relation to the Required Capabilities chart in Section 5.0.

6.3.2.2 If adding new capabilities to the chart, the panel must ensure that there is sufficient objective evidence to

justify the new capabilities and will notify the FAA of the new capabilities and provide the evidence.

6.3.3 The Administrator will notify the FAA within 48 hours of all changes to the ODA Unit.

6.3.4 The Administrator will make applicable updates to the Unit Listing and this manual.

7.0 ODA Unit Selection Procedures

The Wencor ODA Unit will evaluate all proposed ODA unit members following the procedures given below. During the first two years of ODA delegation, the OMT will review all selections for ODA unit members. If, after the two years, Wencor has established the ability to appoint qualified members, future appointments will not have to be reviewed by the OMT.

7.1. Selection of ODA Administrator

7.1.1 Requirements

Wencor will select the ODA Administrator based upon the following qualifications:

7.1.1.1 Have at least five years working experience with the FAA on projects similar to those authorized by the ODA. This experience must include various levels of technical airworthiness responsibilities and experience and management experience over one or more technical disciplines, enabling the administrator to manage the entire ODA unit's activities effectively.

7.1.1.2 Have a comprehensive knowledge of FAA regulations, policies, and procedures applicable to the ODA functions.

7.1.1.3 Have demonstrated sound judgment and integrity in working with the FAA in the past.

7.1.1.4 Have sufficient technical knowledge, training, skill, and experience for PMA ODA.

7.1.2 Selection Procedures

7.1.2.1 Wencor executive management will evaluate and review the qualifications of an individual compared to the requirements set forth above.

7.1.2.2 When an individual is found to meet all qualifications above, executive management will submit the name to the OMT for approval.

7.2. Selection of Engineering ODA Unit Members

7.2.1 Requirements

Engineering ODA unit members are chosen based upon the following qualifications:

7.2.1.1 The applicant must have a thorough working knowledge of the pertinent regulations

7.2.1.2 The applicant must have been in a responsible position in connection with the type of work for which he/she is to be designated, be cognizant of related technical requirements and problems related to civil aircraft approval, or otherwise demonstrated suitability for this designation

7.2.1.3 The applicant must possess integrity, sound judgment, and a cooperative attitude

7.2.1.4 The applicant must have a good command of the English language, both oral and written

7.2.1.5 Have at least eight (8) years of progressively responsible aeronautical, mechanical, civil, electrical, or general engineering experience or satisfactory combinations thereof as appropriate to the designations being sought

- If the applicant has an engineering degree, or equivalent, granted by a college or university of recognized standing, then each year of successfully completed coursework may be substituted year for year up to four years maximum credit, to meet the eight-year experience requirement.
- An applicant who has not earned an engineering degree may substitute each 40-semester credit hours of successfully completed course work in an engineering or related curriculum for one year of experience, up to four years maximum credit, to meet the eight-year experience requirement.

7.2.1.6 The applicant must have significant experience in a direct working relationship with the ACO or ODA Unit. The applicant's experience must be related to the processing of engineering data pertaining to FAA approval of the type for which the designee applicant is seeking appointment. The applicant's range of activities in obtaining FAA approvals must have been adequate to enable the ODA Unit to determine that the applicant is cognizant of the technical and procedural requirements involved in obtaining such approvals, and that the applicant is well versed in all pertinent regulation(s). If the applicant's qualifications are found to be acceptable, except for the requirement of significant experience in a direct working relationship with the ACO or ODA Unit, the applicant may be identified as an ODA candidate.

- The experience in direct contact with the ACO, which may be part of the eight-year requirement, should have occurred during the last three years prior to the application for ODA unit membership.
- The applicant's experience in obtaining ACO approvals must have been such as to enable the ODA Unit to determine that the applicant is cognizant of the technical requirements that the ODA Unit imposes for obtaining such approvals and is well versed in all pertinent regulations.
- The applicant's experience must also demonstrate to the ODA Unit that the applicant is technically competent to successfully solve engineering problems within the scope of the designation requested. Enough variety of work must be possessed during the period the applicant worked with the FAA for the ODA Unit to be able to evaluate the applicant's efforts in all areas for which approval is being sought.
- The requirement to have direct working experience with the FAA may be satisfied by having direct working experience within a delegated organization such as ODA.

7.2.2 Selection Procedures

7.2.2.1 The ODA unit will form an evaluation panel to evaluate a candidate for inclusion into the ODA unit

7.2.2.2 The evaluation panel will be made up of the following:

- Three to five individuals
- Two members of the panel must be current ODA unit members, and one of those must be the ODA Administrator
- At least one of the panel members must share the same or similar functions for which the candidate is applying

7.2.2.3 The potential UM will submit a resume, fill out the application and take the written test found in Appendix H.

7.2.2.4 One member of the panel will be assigned to prepare the applicants file, which will contain resume, references, chart, test results, technical evaluation criteria, ect

7.2.2.5 These materials will be thoroughly evaluated by the panel and compared to the requirements in Section 7.2.1

7.2.2.6 Candidates will be interviewed by the panel

7.2.2.7 All references will be questioned to determine the candidates skill, knowledge, experience, judgment and integrity

7.2.2.8 The Panel will deliberate after review all materials and interviewing candidate and either approve or deny the application

7.2.2.9 If approved the UM will enter into a probationary period as designated by the evaluation panel.

7.3. Selection of Manufacturing ODA Unit Members

7.3.1 Requirements

The ODA Administrator is responsible for ensuring individual authorized representatives identified in this ODA procedures manual. . Therefore, the individuals within an ODA designation need only the skill and ability necessary to make the required

determination consistent with the type and complexity of authorized functions to be performed.

Manufacturing ODA unit members will be chosen based upon the following qualifications:

7.3.1.1 Manufacturing UMs must possess current technical knowledge and meet experience requirements in connection with the production or inspection of products or parts of the same type and complexity for the functions sought. Including:

- First article, in-process, and final assembly inspections.
- Quality Assurance provisions of special processes (e.g., heat treating, brazing, welding, carbonizing, plating etc.)
- Destructive and non-destructive inspections
- Manufacturing processes
- Airworthiness assurance
- Developing and implementing quality control systems and procedures
- Testing procedures
- Use of FAA approved type design data

7.3.1.2 Three verifiable technical references are required to substantiate that the applicant possesses the required technical expertise.

7.3.1.3 Manufacturing UMs shall be familiar with the facility, procedures, manufacturing practices, and inspection techniques as appropriate.

7.3.1.4 Manufacturing UMs need the skills and abilities necessary to make the required determination consistent with the type and complexity of authorized functions to be performed.

7.3.1.5 Manufacturing UMs must be employees of Wencor West Inc.

7.3.1.6 Candidates must have a good command of the English language, both oral and written, sufficient to

allow them to perform the functions for which they seek delegation.

7.3.1.7 Three verifiable character references are required to substantiate the applicant process integrity and sound judgment. These persons may be the same persons used for technical references. Manufacturing UM applicants must include a letter of recommendation attesting to these attributes: this may be considered one of the required character references.

7.3.1.8 The candidate must possess unquestionable integrity, sound judgment and a cooperative attitude. Also, the candidate must satisfactorily demonstrate this to the ODA Administrator prior to appointment.

7.3.1.9 The candidate must have the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the ODA Unit.

7.3.1.10 Specialized Experience Required for Individual AR Appointment.

- For the issuance of original airworthiness approvals for parts that conform to the approved design requirements and are in a condition for safe operation, the Organization must have a person in its employ with at least five years experience in the actual issuance of, or having the responsibility for managing programs leading to the issuance of original airworthiness approvals for class III products of the same type and complexity as those for which authorization is sought.
- For the issuance of export airworthiness approvals for Class III products, Manufacturing UMs must have at least one (1) year experience as a company inspector.
- To make conformity determinations on aircraft and parts thereof (including those submitted for FAA tests) prior to the issuance of a FAA type design approval, Manufacturing UMs must have at least five (5) years experience in a quality position.

- The requirement to have direct working experience with the FAA may be satisfied by having direct working experience within a delegated organization.

7.3.2 Selection Procedures

7.3.2.1 The ODA unit will form an evaluation panel to evaluate a candidate for inclusion into the ODA unit

7.3.2.2 The evaluation panel will be made up of the following:

- Three to five individuals
- Two members of the panel must be current ODA unit members, and one of those must be the ODA Administrator
- At least one of the panel members must share the same or similar functions for which the candidate is applying

7.3.2.3 The potential UM will submit a resume, fill out the application and take the written test found in Appendix I

7.3.2.4 One member of the panel will be assigned to prepare the applicants file, which will contain resume, references, chart, test results, technical evaluation criteria, ect.

7.3.2.5 These materials will be thoroughly evaluated by the panel and compared to the requirements set forth in Section 7.3.1

7.3.2.6 Candidates will be interviewed by the panel

7.3.2.7 All references will be questioned to determine the candidates skill, knowledge, experience, judgment and integrity.

7.3.2.8 The Panel will deliberate after review all materials and interviewing candidate and either approve or deny the application

7.3.2.9 If approved the UM will enter into a probationary period as designated by the evaluation panel.

8.0 Training

The ODA administrator and unit personnel will receive in-house training and FAA training In-house training material is available for FAA review. An example of the training matrix for individual Unit Members can be found in Appendix K.

8.1. In-house Recurrent Training

- Wencor conducts in-house training for ODA unit members at least annually.
- The designated training coordinator will develop in-house training material.
- Records of all training will be kept by the ODA Administrator and are subject to internal self-audits.
- The ODA Administrator shall review each UM's training records, at a minimum, annually. The ODA Administrator will provide specialized training to all UMs on an as needed basis.
- The FAA is allowed to review training materials at any time and is allowed to attend any training meeting. Wencor will incorporate any FAA suggested changes into its training curriculum.
- When a new revision is made to the procedures manual the ODA Administrator will determine if the revision necessitates additional training.

8.1.1 Engineering UM

8.1.1.1 Engineering UMs will receive in-house training in the pertinent section from the following FAA guidance materials:

- FAA Order 8100.15
- FAA Order 8100.8
- FAA Order 8100.37

8.1.1.2 Engineering UMs will receive training to this procedures manual according to their functions and responsibilities within the ODA Unit

8.1.2 Manufacturing UM

8.1.2.1 Manufacturing UMs will receive in-house training in the pertinent section from the following FAA guidance materials:

- FAA Order 8100.15

- Title 14 CFR, Part 21, Certification Procedures for Products and Parts
- Airworthiness Certification of Class II and III Products
- Responsibilities of ODA UMs when acting as representatives of the FAA Administrator
- FAA procedures for completion of use of FAA Form 8130-3, Authorized Release Certificate Tag, when used by UMs for export airworthiness approval of Class II and Class III products manufactured by the ODAR
- Completion and use of FAA Form 8100-1, Conformity Inspection Record
- FAA record retention practices and requirements for FAA documents generated by the ODA UMs during performance of his/her authorized function
- FAA procedures for completing and using FAA Form 8130-9, Statement of Conformity

8.1.2.2 Manufacturing UMs will receive training to this procedures manual according to their functions and responsibilities within the ODA Unit

8.1.2.3 Manufacturing UMs are required to demonstrate on-the job proficiency. The ODA Administrator will evaluate the performance of the UMs by observation of UM conformity inspections and reviewing documentation. When UM performance is below expectation, the training will be offered in the areas determined to be deficient.

8.1.3 Insert/create a training matrix, differentiate training of Manufacturing UM and Engineering UM, and general training

8.2. In-House New Member Training

8.2.1 New members of the ODA unit must attend FAA standardization training related to the assigned functions prior to beginning work as a UM

8.2.2 A new member to the ODA unit will receive training on this procedures manual before exercising any functions

8.2.3 The new UM will also receive training specific to the functions and responsibilities assigned

8.2.3.1 This training will specifically address the procedures taken in exercising functions and authority, FAA Orders and guidance related to the functions, and acting as a representative of the FAA

8.3. In-House Candidacy Program

8.3.1 When a potential UM meets all the requirements for inclusion into the ODA Unit except the requirement for direct working experience with the FAA or ODA the member may be placed into the candidacy program

8.3.2 This program allows the candidate to gain experience working directly with the ODA unit and strengthens the candidates knowledge of FAA regulations

8.3.3 The candidate will be assigned a mentor by the evaluation panel who is a current UM

8.3.4 The candidate will work closely with the mentor on ODA tasks to gain experience and understanding of FAA regulations

8.3.5 At the culmination of the candidacy program the candidate must have objective materials that demonstrate competence in the function areas

8.3.6 Then the candidate will be evaluated for inclusion in the ODA Unit

8.4. FAA Training

8.4.1 ODA members will attend any FAA sponsored recurrent training.

8.4.2 ODA administrators will attend a delegation workshop at least every two years

8.4.3 ODA unit members will attend FAA training seminars, which address topics within their authorized functions.

8.4.4 When required or requested by the OMT, unit members will attend FAA standardization workshops. These workshops are subject-specific and are developed and presented by FAA personnel as needed.

9.0 Self-Audit Responsibilities

9.1. Wencor Self Audit Program

9.1.1 Wencor has an established a self-audit program organized through the ODA Auditor/QS Manager.

9.1.2 Self-audits are performed at least annually to evaluate the personnel, procedures, and records used to perform authorized functions and all administrative procedures followed by Wencor. Self-audit of personnel will follow the general guidelines and documentation prescribed for FAA designee oversight in Order 8100.8.

9.2. ODA self-audits includes:

9.2.1 Personnel will be audited according to the requirements set forth in Section 4.0 and 7.0. This audit also includes a review of individual ODA member's work for accuracy. This audit includes all ODA members at all locations.

9.2.2 Procedural audits evaluate the procedures used to perform all ODA functions, ODA unit appointment, training, service difficulty reporting, and all other requirements for ODA authorization.

9.2.3 The self-audit evaluates whether Wencor complies with this procedures manual. It also reviews the procedures and makes any recommendations for changes.

9.2.4 Records of the self-audit are kept for the duration of the ODA and copies are submitted to the OMT within 14 calendar days of completion.

9.2.5 When the self-audit results in a finding of non-compliance Wencor will create proposed corrective actions—according to the procedures in Section 17.0—and review them before submittal to the FAA.

9.3. The self-audit report consists of:

9.3.1 An audit report listing any non-conformances together with objective evidences.

9.3.2 Reference to any corrective actions issued.

9.4. Follow-up of audit corrective actions are performed as specified in the self-audit report.

10.0 Guidance Material

10.1. Wencor will obtain and maintain FAA regulations, policy, and guidance related to the authorized functions.

10.1.1 The latest revision of any FAA Orders, Regulations, Directives or Advisories are available to each UM via the FAA website.

10.1.2 It is the responsibility of the individual unit member to remain current on the latest FAA guidance.

10.1.3 Any hard copy made of FAA guidance material is considered uncontrolled

11.0 Duration of Authorization

Wencor's ODA, issued under 14 CFR § 183.45, is effective until the expiration date listed on the letter of designation and is not transferable. The FAA Administrator may terminate or suspend the ODA at any time for a reason identified in 14 CFR § 183.67.

12.0 Maintenance of Eligibility

Wencor will continually meet the requirements of this authorization or they will notify the FAA Administrator within 48 hours of any change that could affect Wencor's ability to meet the requirements of 14 CFR part 183. A notification due on Saturday, Sunday, or a holiday may be delivered the next working day.

13.0 Right of Access

Upon request, Wencor must allow the FAA to inspect the facilities, products, and records related to the functions performed under this authorization.

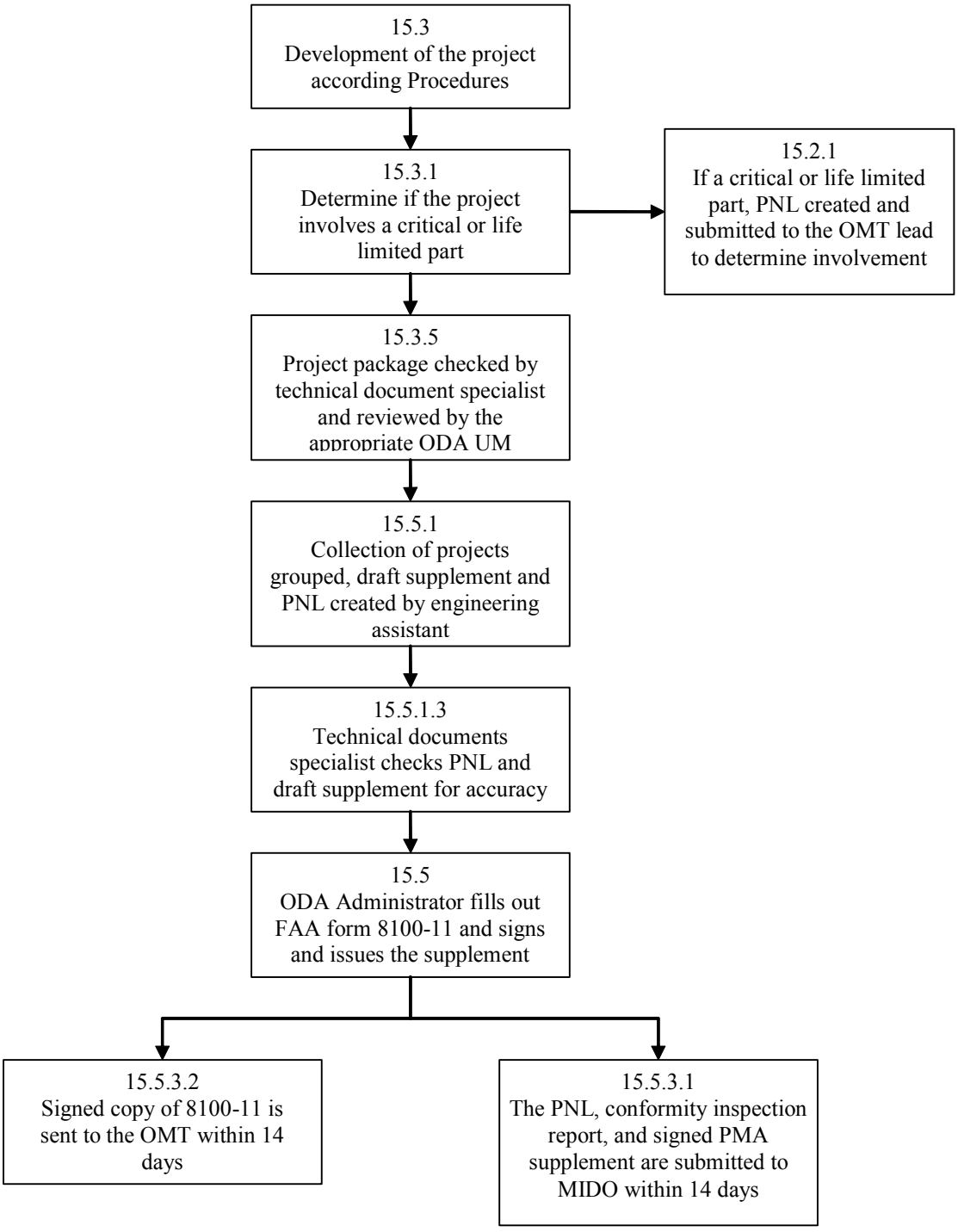
14.0 Service Difficulties

Wencor has established a Continued Operational Safety program that ensures timely addressing of any service difficulties of PMA parts.

15.0 Procedures

15.1 General Procedure Outline

The following flow chart identifies the Wencor ODA Unit process for reviewing and approving PMA parts.



15.1. Program Notification Letter

15.1.1 PNL Preparation

15.1.1.1 PMA project packages are developed according to Section 15.3.

15.1.1.2 Wencor will access the part according to 15.3.1 to determine if the part is a critical or life limited part. If found to be critical or life-limited, the ODA Unit will write and submit a PNL to the FAA before the final submission, who will review it to determine the level of their involvement.

15.1.1.3 The PNL is prepared for a group of projects that have previously been reviewed by the appropriate ODA UM.

15.1.1.4 See Appendix F for an example PNL.

15.1.2 PNL Content

15.1.2.1 The PNL is written by a engineering assistant. If the project is deemed critical or life-limited, the PNL is submitted to the OMT before review by the ODA. The letter is composed as described below.

15.1.2.2 The PNL is submitted to the FAA as groups of projects are accumulated.

15.1.2.3 The following information is included in a spreadsheet form for each PMA part:

- Part Name
- Part Number
- OEM
- Certification basis (PMA Method)
- Identification of part eligibility
- Assessment of part criticality
- Compliance checklist containing applicable airworthiness standards and methods of compliance
- Service history
- Conformity plan (if necessary)

- Fabrication Inspection System changes required for part production (if necessary)

15.1.3 PNL Submittal

15.1.3.1 When a part is found to be critical or life-limited the PNL will be written and submitted to the FAA for review prior to approval by the ODA.

15.1.3.2 When a sufficient number of projects have been approved and certified by the appropriate UM and the Administrator has issued a supplement, the PNL will be sent to the OMT with the conformity report and supplement.

15.1.4 PNL Review

If a part is found to be critical or life limited, or if testing is necessary, the PNL will be submitted, before the project is complete, to the OMT for review. Once the lead OMT receives the PNL it is reviewed by the FAA to determine the level of FAA involvement in the project. The OMT will assess the following for project approval.

15.2. Development and Content of the Data Package

15.2.1 Critical or Life-Limited Determination

Determination of part criticality will be made by an ODA Engineering Unit Member and shown in the Safety Criticality Analysis Report. Parts determined to be Critical or Life-Limited must be coordinated with the OMT through a PNL.

Criticality determinations must be made in accordance with the guidance and definitions found in FAA Order 8110.42. Specifically, FAA Order 8110.42 “Parts Manufacturer Approval Procedures,” Appendix 19 Definitions and Terms state that criticality will be determined against the “airworthiness of the product,” where the product is the type-certificated article such as engine, aircraft, or propeller.

When a project is determined to be critical or life-limited, a PNL is submitted to the OMT and a Certification Plan will need to be developed and coordinated with the OMT.

15.2.2 Determine Eligibility, Service Experiences and AD History of OEM part

Wencor will evaluate these aspects in accordance with FAA Order 8110.42 and document the findings.

15.2.3 Substantiation Method

Wencor will use the following four methods for developing substantiation data:

- Identicality
- Test & Computation
- Test & Computation – Similar
- Test & Computation – Simple

15.2.3.1 Identicality

Wencor will evaluate data for basis of identicality in accordance with FAA Order 8110.42 with respect to PMA applications by the Identicality Method. Wencor will include in the package a comparison report against existing FAA approved or acceptable data with the Wencor design.

15.2.3.2 Test and Computation

Develop Certification Compliance Report: Wencor will identify compliance requirements for each eligible part with the appropriate ODA UM.

Determine needed tests & analyses: Wencor will use their procedure for developing substantiating data and certification testing. This will be documented in the Certification & Endurance Test Plan. Test plans will include, at a minimum, the regulations for which compliance is being demonstrated and identification of the conformity requirements, the test witness, and the ODA UM who will approve the results of the test. An ODA UM will approve the test plans.

Conformity: Conformity will be required for parts and test set-up when a test is required for substantiation of certification requirements. Also, the ODA Unit may require Production Conformity Requests. The ODA Unit will generate these Production Conformity Requests.

- Conformity requests will be submitted using a Wencor project number, in the form PM99999DE-T, where T is for Transport but can be replaced with E for engine parts. Once the conformity request has been coordinated with the ODA Unit, the part and/or test set-up

will be conformed using a manufacturing ODA UM.

- Unsatisfactory findings - If an unsatisfactory is found during a part conformity inspection, the ODA UM identified on the FAA Form 8120-10 (RFC) will disposition and document the corrective action. If a test article is shown to be unsatisfactory, an ODA Engineering UM must evaluate, disposition, and approve the corrective action to fix the condition. If testing is not effected by the unsatisfactory condition, the ODA UM must document the part used in the test report and justify why a non-conforming part was tested.
- Conformity Inspection Plans - When a project is significant or requires multiple conformity actions a Conformity Inspection Plan will be provided.

Perform Tests: All compliance tests will have an engineering ODA UM approved test plan and all required conformity actions completed prior to conducting the test. The ODA UM witness identified in the approved test plan will be present during the testing and will be required to confirm that the test plan is approved and conformity is complete. Test results approved by an ODA UM will be included in the project submittal. This process is only applicable to testing that occurs in the United States. Test sites located outside of the country are not eligible, and must be coordinated up-front with the OMT. The ODA UMs are only allowed to witness the tests for the test plans they have approved. The ODA UM is not permitted to delegate this authority to another party.

Test Results: Test results will be documented and approved by the ODA UM identified by the approved test plan. The results will also include a copy of any required calibration information, conformity records, and Form 8110-3.

15.2.3.3 Test & Computation – Similar

Similar Part Determination: Compliance testing may be mitigated for parts where Wencor has demonstrated design expertise and/or tested

previously for similar parts. Similar parts are those that are consistent in design and/or used in like applications.

Wencor will validate their design to be similar by providing comparison and reference data to previously approved parts. An example would be a gearbox face seal that can be used in different assemblies but perform similar functions.

15.2.3.4 Test & Computation – Simple

Simple Part Justification: Compliance testing for parts that are simple in design or function may be mitigated where Wencor is able to provide sufficient data on material, dimensions and other manufacturing processes to show the design is equal or better than the part being replaced (but not identical).

Additional compliance testing should not be required to identify features of the part. An example would be a bolt or fastener that is easy to obtain characteristics for through simple processes.

15.2.4 Develop Data Package

Wencor will develop a complete PMA application package (contents outlined below). This package will include the "FAA-PMA Project Summary" that is shown in Appendix F, and will have the Wencor ODA Administrator's signature that the package meets all applicable requirements and the intent of this agreement. Wencor will be responsible to assure that the packages will be uniform in general content and where possible in format.

ODA Unit Members will approve all substantiation required, using FAA Form 8110-3, to gain FAA design approval for an eligible part. This will include, but is not limited to, the Engineering Design Analysis Report and Safety Report. Engineering ODA Unit Members should be prepared to verify basis of all approvals.

15.2.4.1 Content of Data Package

A PNL (for the collection of projects on the same supplement, or individually for critical and life-limited parts)

Project Summary—This document outlines the vital characteristics of an application, including progress milestone dates and a compliance verification statement made by the applicant. For applications

made under the terms of this agreement the Project Summary becomes the Certification Plan.

Introduction of Part Application

Pictures, Diagrams, Schematics, etc.

Un-numbered Supplement

Engineering Reports:

- Safety Criticality Report
- Engineering Design Analysis
- Certification & Endurance Test Plan
- Appendices: Applicable Systems Schematics, Diagrams, etc.
- Appendices: Physical/Chemical Analysis, Special Processes
- Appendices: Test Data, Test Data Sheets, Test Setup Diagrams/Pictures, Final Results

Supporting documentation annex:

- Type Certificate Data Sheets, Technical Standard Orders, etc.
- Certification Basis & Compliance to Applicable FAR's
- Eligibility Information
- Matrix
- System IPC's, Component CMM's/OHM's & IPL's
- PMA Supplement (un-numbered)
- Airworthiness Directives Search Results
- Service Difficulty Reporting Search Results
- Applicable Specifications.
- Statement regarding compliance with the Instructions for Continued Airworthiness.

Forms:

- Request for Conformity; 8120-10
- Conformity Inspection Record; 8100-1
- Statement of Conformity; 8130-9

- Airworthiness Approval Form; 8130-3
- Statement of Compliance with the Federal Aviation Regulations; 8110-3

15.2.5 Data Package Review

15.2.5.1 After the data package has been prepared, the entire package will be subjected to review by the technical documents specialist

15.2.5.2 The technical documents specialist will review the following:

- Un-numbered supplement for eligibility proven by IPC or other acceptable data, for correct part name and number, that the eligibility matches TCDS, and that the drawing number, date and rev are correct
- All written reports for typographical and formatting errors

15.2.5.3 When the review is complete and the package is found acceptable the report coversheets will be signed by the appropriate individuals

15.2.5.4 The data package is then given to the appropriate ODA UM for compliance review of the technical data according to the procedures outlined in the above sections

15.2.6 Submit Data Package to Wencor-FAA Data Retention System

The data package with proper approvals will be stored in accordance with Section 16.0. By signing this agreement, Wencor is accepting the responsibility of maintaining the FAA files for all of their approved products.

15.3. Fabrication Inspection System

Wencor has an established FAA accepted Fabrication Inspection System. The ODA Unit will refer to this manual to assure conformance of PMA products to FAA, Wencor and customer requirements.

15.4. Issuing PMA Supplements

15.4.1 Preparation of Supplement

15.4.1.1 The ODA unit will collect completed and approved projects

15.4.1.2 When a group of 10 or more completed projects has been collected a draft supplement (Appendix F), and the PNL (Section 15.2) will be created by the engineering assistant according to the procedures outlined in section

15.4.1.3 The PNL and draft supplement will be submitted to the technical documents specialist who will review the documents and check them thoroughly for accuracy

15.4.2 Issuing PMA Supplement

15.4.2.1 The ODA Administrator fills out FAA form 8100-11 indicating that all engineering, manufacturing, and production activities—including specific findings—are complete.

15.4.2.2 The ODA administrator signs and issues the PMA supplement in the correct format (see template in Appendix F).

15.4.3 Data Submittal

15.4.3.1 A copy of the PNL, conformity inspection report, and PMA supplement are submitted to the geographic MIDO within 14 calendar days of the date of issuance of the PMA supplement.

15.4.3.2 A copy of FAA form 8100-11 is submitted to the OMT lead within 14 calendar days of issuance of PMA supplement.

15.4.3.3 The MIDO electronically transmits the PMA supplement to AIR-140 for inclusion in the PMA database.

15.5. Issue Airworthiness Approvals and Export Airworthiness Approvals

15.5.1 Export Airworthiness Approvals

When exporting new class II or III products the ODA unit will ensure that the requirements of 14 CFR part 21, subpart L are met.

15.5.1.1 The PMA holder will fill out an application in accordance with subpart L, and turn the application over to the ODA unit.

15.5.1.2 The ODA unit will review the application ensuring that it complies with the requirements set forth in FAA Order 8130.21, AC 21-2, and the special requirements of the importing country. Compliance to these standards is proven before issuing an Export Airworthiness Approval.

15.5.1.3 Once compliance to the standards has been found and to issue export airworthiness approval the ODA unit will complete FAA Form 8130-3

15.5.2 Domestic Airworthiness Approvals

Domestic airworthiness approvals may only be issued for new parts produced by the PMA holder that holds PMA ODA.

15.5.2.1 The ODA unit will complete FAA Form 8130-3

15.5.3 All export activity, FAA Form 8130-3 copies, shall be retained with corresponding FAA Form 8100-1, FAA 8130-9 (if applicable) along with appropriate forms and shipping documents. Reference CFR Part 21, Subpart L, FAA Order 8130.2, 8130.21, 9130.67 and AC21-2.

15.5.4 Conformity documentation:

15.5.4.1 Requests for Conformity FAA Form 8120-10 (RFC's) shall be kept in a file until candidate part arrives.

15.5.4.2 Upon receipt of candidate part, a company representative fills out FAA Form 8130-9 Statement of Conformity and presents it to the AR listed on RFC.

15.5.4.3 The AR will then perform the Conformity Inspection and record the results on FAA Form 8100-1.

15.5.4.4 After determination that the part conforms, the AR will then complete FAA form 8130-3.

15.5.4.5 A cover letter and the original forms, excluding 8130-3, will then be sent to the FAA. A photocopy of the 8130-3 should be included.

15.5.5 Non-Conforming Materials procedure:

15.5.5.1 Prototype conformity: The ODAR authorized representative will document all prototype non-conformances as described in the FAA Conformity Inspection Process, Forms and Records Guidance Manual.

15.5.5.2 Production airworthiness conformity: A nonconformance previously accepted by the PAH MRB in accordance with procedures compliant with Title 14, Code of Federal Regulations, Part 21.143(a), 21.303 (h) or 21.605 (a)(3) will be documented on FAA Form 8100-1, Conformity Inspection Record as a satisfactory condition. Non-conformances found which have not previously been accepted by an applicant MRB will be documented on FAA Form 8100-1, Conformity Inspection Record, as unsatisfactory conditions and returned to the applicant for correction (including MRB) or replacement as prescribed in Wencor West Inc. procedures described above. FAA Project Engineer acceptance is not normally required in any case.

15.5.6 The instructions for FAA forms and documents shall be in accordance with the instructions included with said form. Instruction clarification will be obtained from the ODAR Administrator if required. The ODAR administrator will coordinate training with FAA.

15.6. Design Changes

15.6.1 Minor Design Change Approval Delegation Authority. Wencor has already been delegated to approve minor design changes. These changes will be submitted in a list form every six months, but not to exceed one year.

15.6.1.1 The following restrictions associated with the delegation of the minor design change approval authority are listed below.

- Critical and Life-Limited parts. Design changes to parts classified as critical or life-limited are not delegated under this authority and shall be coordinated with the ACO for approval.
- Instructions for Continued Airworthiness and Flight Manual Supplements. Any design changes that affect the Instructions for Continued Airworthiness or Flight Manual

Supplements must be submitted to the ACO for approval.

15.6.2 Major Design Changes will require a new supplement and the process must start from the beginning. Previously approved data may be used if the substantiation is validated or shown to still be applicable.

16.0 Records

Wencor ensures that records are maintained as required by 14 CFR § 183.61. Records will be available for the FAA to review upon request. Records normally kept at other locations are made available at our facility as requested for inspections and oversight. These records will be provided within 72 hours. All records will be submitted to the OMT lead upon surrender or termination of the ODA.

16.1. Conditions

- Complete Data – Wencor must maintain a complete and current type design data file for each product approval held. They must have systems in place to archive and provide back up for all data so as to protect against loss. The FAA must be able to review all current and historical data.
- Access Control – Wencor agrees to maintain the security of the records by controlling the data from unauthorized access.
- FAA Access – The FAA, in its entirety, will have unrestricted access to the records as needed. FAA personnel must be allowed access to all data.
- Requests for Data – Company agrees to provide the FAA with copies of any record upon request.
- Updated Formats – Wencor is responsible for providing the FAA with all data in a format that is readable by the agency. If historical data becomes outdated, the company must provide the data in a format acceptable to the FAA.
- Transfer of Files – The FAA files that are retained by Wencor under this agreement cannot be transferred to another entity.
- Permanent Records – Wencor acknowledges that the FAA files are to be permanently maintained and cannot be destroyed or altered.
- Electronic Records – Wencor has electronic backups of all records that are backed up at regular intervals and are stored off-site.
- Hard Records – Wencor will also maintain hard copy records for the appropriate length of time as described in Section 16.2.

16.2. Content of Records

The following records are maintained by Wencor for the duration of the ODA.

16.2.1 Original PMA letter issued by the FAA

16.2.2 PMA supplements issued by the ODA unit

16.2.3 A comprehensive list of all products, components, parts, or appliances which ODA unit members have issued a certificate or approval for

16.2.4 PMA application, design and substantiation data

16.2.5 Program notification letters, FAA responses and other related project correspondence

16.2.6 Instructions for continued airworthiness

16.2.7 Documentation that the fabrication inspection system (FIS) has been evaluated and complies with 14 CFR § 21.303(h)

16.2.8 Licensing agreements

16.2.9 Training records for ODA unit members and the ODA administrator

16.2.10 Names, responsibilities, qualifications, and example signatures of all individuals who perform, or have performed, functions for the ODA unit

16.2.11 A copy of each manual approved by the ODA unit

16.2.12 Any other records required by approved ODA procedures manual

16.2.13 ODA Procedures Manual, including all revisions

The following records are maintained by Wencor for a minimum of 5 years.

16.2.14 Records of Wencor's self-audits and any resulting corrective action implementation

16.2.15 Records of any reported service difficulties associated with any design approval or certificate issued under the ODA

16.3. Location of Records

Records are maintained at:

Wencor
P.O. Box 514
1625 North 1100 West
Springville, Utah 84663

16.4. Submittal of Records

Records are submitted to the OMT as requested.

17.0 Corrective Action

Wencor has an established process for corrective action.

17.1. Wencor will implement corrective action to resolve any findings of non-conformance arising from internal self-audit of ODA procedures or personnel, part non-conformance, regulatory non-compliance, or as otherwise directed by the FAA

17.1.1 The Wencor ODA will take immediate action to eliminate the cause of nonconformities in order to prevent reoccurrence. Corrective actions shall be appropriate to the extent and effects of the nonconformities encountered

17.1.2 Immediate containment and corrective action for internal audits

17.1.3 The CAR process will take into account data and trends drawn from product nonconformities, customer complaints, or internal, customer, and third party audits.

17.1.4 The CAR process will:

- determine the causes of nonconformities
- evaluate the need for action to ensure that nonconformities do not reoccur
- determine and implement action needed
- record the results of action taken
- allow for follow-up review of corrective action taken and the effectiveness o f the action
- if necessary, ensure the flow-down of corrective action to suppliers
- allow for specific actions where timely corrective actions are not achieved. This may include elevation to senior management as appropriate.

17.1.5 Responsibility for maintenance of the CAR process lies with the Quality System Manager, but all management is responsible for ensuring prompt and effective action is taken on any CAR issued in their area of ownership.

17.1.6 Records of corrective actions are maintained by the Q.S. Manager.

17.1.7 See Appendix J for the Corrective Action Form.

Appendix A. Memorandum of Understanding

Memorandum of Understanding

Between

Federal Aviation Administration

And

Wencor West, Inc

Organization Designation Authority

Springville, Utah

This Memorandum of Understanding is effective upon the parties whose signatures are below. The Federal Aviation Administration will not institute changes without giving prior notification to Wencor West, Inc. Wencor West, Inc will not deviate from this MOU without prior coordination and approval form the Denver Aircraft Certification Office. Whenever the authorization holder's signatories change, this memorandum must be re-issued and signed by all parties.

Wencor West Date

ODA Administrator Date

Denver ACO Date

Seattle MIDO Date

Basis and Requirements for Designation Authority

Title 49 of the U.S. Code is the legislative instrument governing U.S. aviation.

Section 44701(a) establishes the FAA Administrator's responsibility to prescribe minimum standards and regulations governing the design, manufacture, maintenance and operation of aviation products.

To fulfill these responsibilities, the FAA Administrator has various resources to do this, including the authority to delegate to others. Section 44702(d), Delegation, describes this authority.

> "(1) Subject to regulations, supervision, and review the FAA Administrator may prescribe, the Administrator may delegate to a qualified private person, or to an employee under the supervision of that person a matter related to:
>
> (a) The examination, testing, and inspection necessary to the issuance of a certificate under this chapter; and
>
> (b) Issuing the certificate.
>
> (2) The FAA Administrator may rescind a designation under this subsection at any time for any reason which the Administrator considers appropriate."

Authorization and Role of an FAA Designation

Oder 8100.15 sets out policy, procedures, and conditions under which an organization granted an Organization Designation Authorization.

The ODA holder and the ODA unit must comply with the same standards, procedures, and interpretations applicable to FAA employees accomplishing similar tasks. The ODA holder is also required to observe all conditions and limitations imposed by the Administrator on the authority delegated.

Statement of Acceptance of Responsibilities and Obligations

ODA holder and ODA Administrator understand and accept on behalf of Wencor West Inc, the responsibilities and obligations, as detailed in our Letter of Designation and Orders (8100.15, 8100.8, 8110.4, 8110.42 and any others that apply) associated with those functions authorized by the Administrator.

As and authorized PMA ODA holder, we will:

(a) Function in accordance with the responsibilities, privileges, and limitations in the relevant regulations and orders

(b) Comply with the requirements of our procedures manual

(c) Dedicate the required resources for the effective performance of the authorized functions

(d) Remain knowledgeable in PMA standards, policies, and procedures and the applicable airworthiness standards

(e) Consider the products type design as well as the aircraft manufacturers type design philosophy, principles, and operational assumptions when making findings of compliance

(f) Consider the actual operator procedures employed by the operator of the product and the impact of any alterations preciously made to the product

(g) Ensure personnel attend FAA-sponsored and in-house training as required

(h) Cooperate with the FAA during oversight activities and while exercising this authority

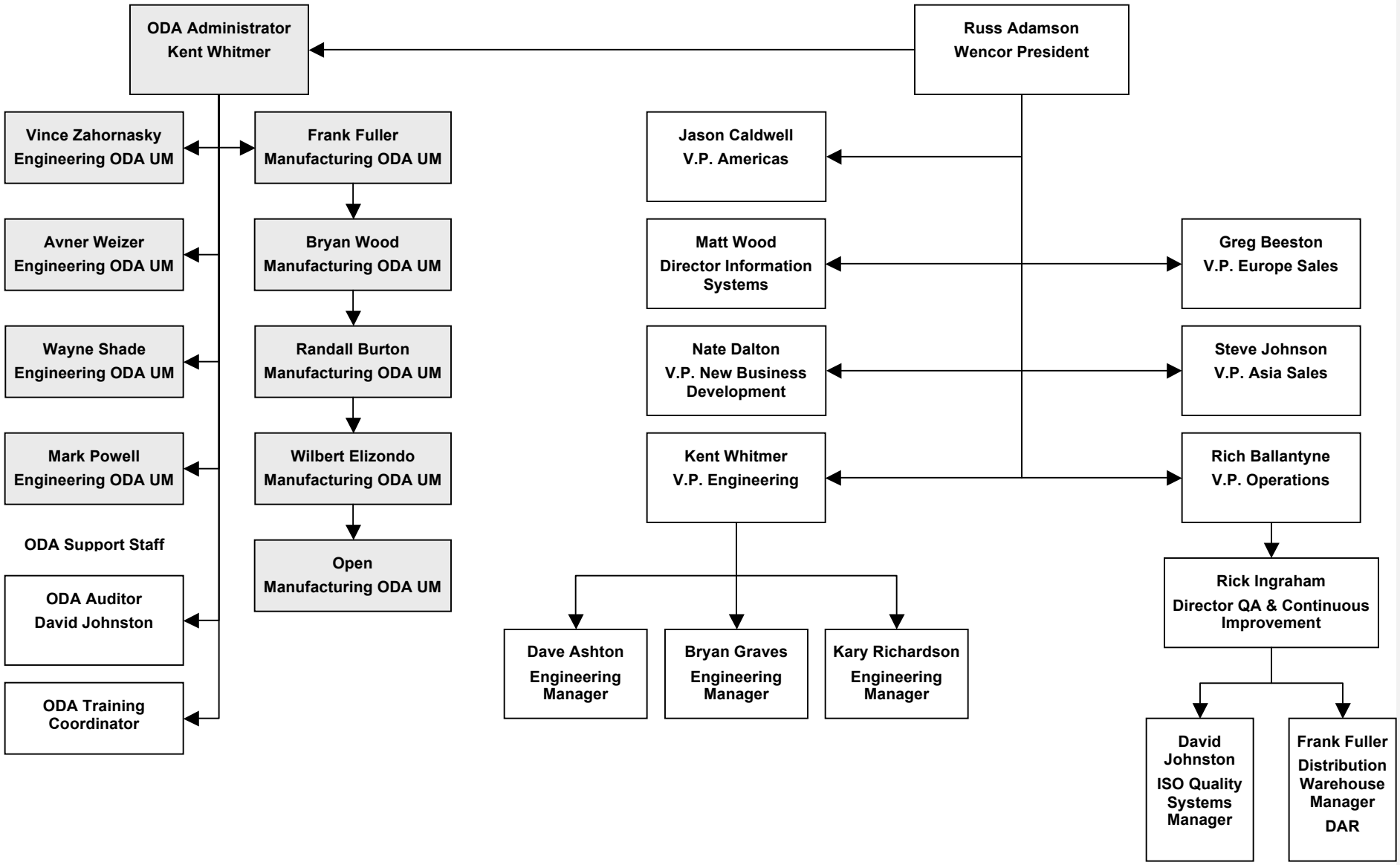
(i) Allow FAA review or participation on any projects as requested by the OMT

(j) Provide the ODA administrator the authority to manage the ODA's functions without influence from others

(k) Ensure the ODA unit members are free form any conflicting restraints while performing the delegated functions and have sufficient authority and independence to enable the ODA unit to administer the pertinent regulations effectively

(l) Notify the FAA if we violate the terms of this memorandum.

Appendix B. ODA Holder and Unit Organization Chart



Appendix C. ODA Facilities

All ODA functions will be performed at the following approved locations:

Wencor Corporate Headquarters
1625 North 1100 West
Springville, Utah 84663

Wencor
3701 NW 66th Ave
Miami, FL 33166

Wencor
560 Atlanta South Parkway, Suite 100
Atlanta, Georgia 30349

Vince Zahornasky
155 Bodwell Road #38
Manchester, New Hampshire 03109

Avner Weizer
9737 N.W. 41st Street #190
Miami, Florida 33178

Wayne Shade
377 Taylors Mills Road
Manalapan, New Jersey 07726

Appendix D. Required ODA Unit Capabilities and Positions

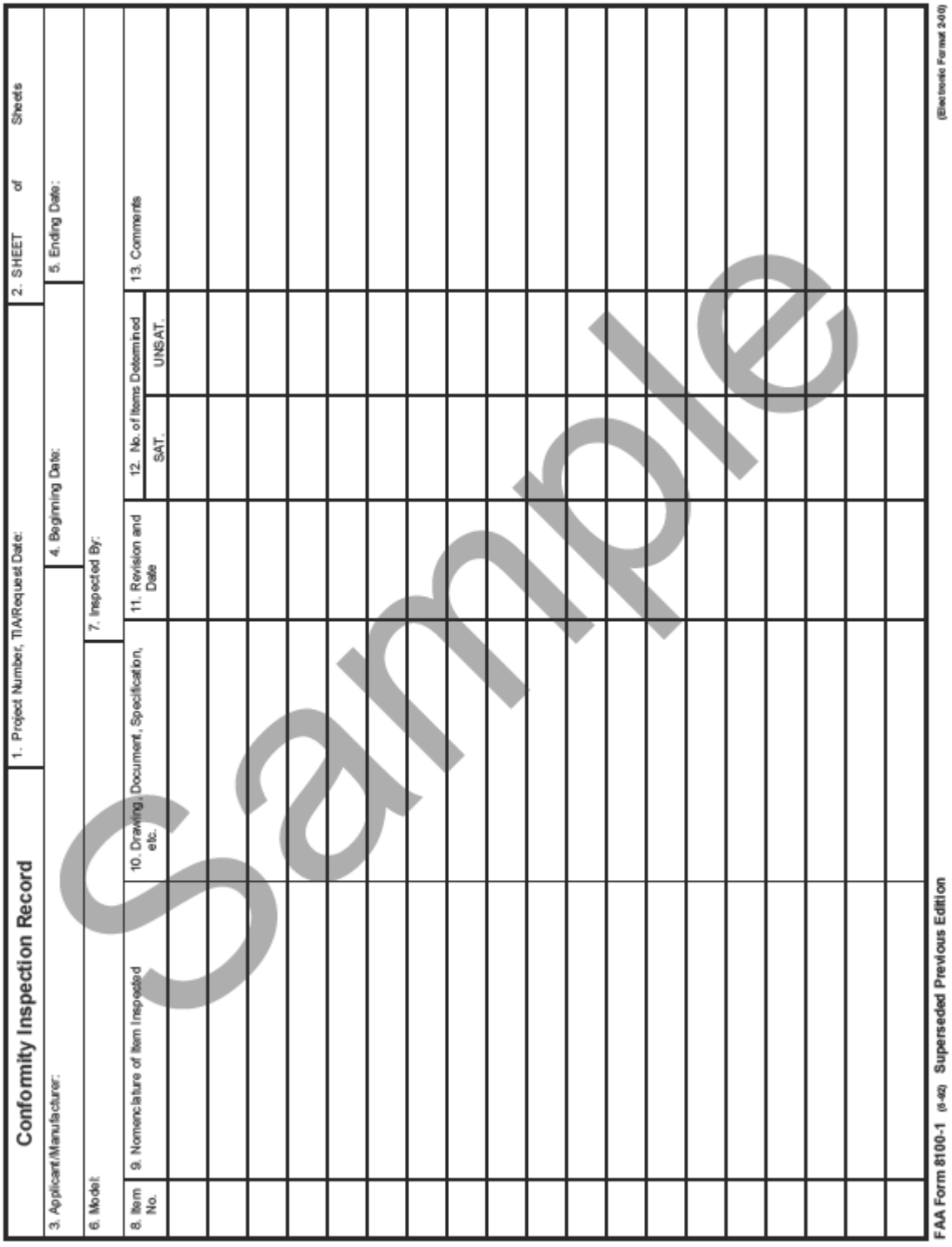
Wencor's ODA Unit consists of the following positions (please also see Wencor's ODA Unit Listing):

- ODA Administrator
- Engineering Unit Member
- Manufacturing Unit Member(s)
- Support Staff: Auditor and Training Coordinator

Individual UM capabilities charts are found on the signature pages contained in the ODA Unit Listing.

Appendix E. Forms

FAA Form 8100-1



Conformity Inspection Record

1. Project Number, TIA/Request Date:
2. SHEET of Sheets
3. Applicant/Manufacturer:
4. Beginning Date:
5. Ending Date:
6. Model:
7. Inspected By:

8. Item No.	9. Nomenclature of Item Inspected	10. Drawing, Document, Specification, etc.	11. Revision and Date	12. No. of Items Determined SAT.	12. No. of Items Determined UNSAT.	13. Comments

FAA Form 8100-1 (9-92) Superseded Previous Edition

(Electronic Format 2-00)

FAA Form 8100-9

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION STATEMENT OF COMPLIANCE WITH AIRWORTHINESS STANDARDS			FAA Project No.
AIRCRAFT OR AIRCRAFT COMPONENT IDENTIFICATION			
MAKE	MODEL NO.	TYPE (Aircraft, Engine, Propeller, etc.)	NAME OF APPLICANT/AUTHORIZATION NO.

LIST OF DATA

IDENTIFICATION	TITLE
	NOTE: This Data approval is in support of Organizational Designation Project No. _____ and DOES NOT constitute DER approval of the data listed herein and is not valid for any other purpose or application.

PURPOSE OF DATA

APPLICABLE REQUIREMENTS (List specific sections)

CERTIFICATION - As directed by the Administrator and in accordance with the conditions and limitations of authorization under 14 CFR, data listed above and on attached sheets numbered _____have been examined in accordance with established procedures and found to comply with applicable requirements of the Airworthiness Standards listed.

☐ Recommend approval of these data

I (We) Therefore: ☐ Approve these data

SIGNATURE(S) OF AUTHORIZED REPRESENTATIVE(S)	NAME	CLASSIFICATION	DATE

FAA Form 8100-9 (2-02)

FAA Form 8100-11

US Department of Transportation
Federal Aviation Administration

Organization Designation Authorization
Statement Of Completion

OMB Control Number 2120-0704
Expiration Date 09/30/2008

Paperwork Reduction Act Statement: This collection of information is to document FAA determinations of compliance. The FAA uses the information to oversee the work performed by the organization. The burden associated with using this form is .5 hour. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number.

GENERAL USE OF FORM: This form documents the completion of all FAA approvals required for the indicated project or repair or alteration. Signature by the organization's representative indicates that all required substantiation data has been reviewed and the design has been found to comply with all applicable regulatory requirements. For major repairs and major alterations, this form indicates that all required data to accomplish the repair or alteration are listed here and approved.

1. ODA HOLDER NAME:	2. AUTHORIZATION NUMBER:

3. PROJECT DESCRIPTION: (Include model and serial number for repairs and alterations)

4. TYPE OF PROJECT:

- ☐ TC
- ☐ STC
- ☐ PMA
- ☐ Major Type Design Change

The type design, substantiating data, and operating limitations are complete, and comply with all applicable regulatory requirements. Authorized ODA unit members have accomplished and documented all required approvals and inspections. All actions defined by the agreed-to Program Notification Letter have been accomplished and FAA specific findings completed.

- ☐ Major Repair
- ☐ Major Alteration

The data listed here has been approved by authorized ODA unit members and found to comply with the listed airworthiness requirements. No other FAA data approvals are necessary for the repair or alteration as defined by this data.

5. AIRWORTHINESS REQUIREMENTS (For major repair or major alteration only):

6. LIST OF DATA (For major repair or major alteration only):

7. CERTIFICATION: I certify that the above statements are true and that the organization has completed all necessary approvals.

Date	Name (ODA *Administrator or ODA Unit Member*)	Signature

FAA Form 8100-11 (06-06)

FAA Form 8120-10

REQUEST FOR CONFORMITY, FAA FORM 8120-10

U.S. Department of Transportation
Federal Aviation Administration

REQUEST FOR CONFORMITY
RFC Tracking Number:
Revision: , Rev. Date:
Page 1 of

To: _____ Attention: _____
_____ Project No.: _____
_____ Initial Date: _____

Request for Conformity Inspection

☐ Part Conformity _____
☐ Installation _____
☐ Other (Specify) _____

A conformity inspection pertaining to the subject is requested for the following:

Applicant Name: _____
Company Name: _____
Street: _____
City: _____ State: _____ Zip: _____

Time/Date Available: _____ ☐ Applicant will Contact FAA
Type Installation: _____
Make/Model: _____ Quantity: _____
Requesting Document (P.O.) and Date: _____

Design Data:
(with Rev/Date) _____

Special
Instructions: _____

Applicant Contact: _____ Phone: _____
FAA Project Manager: _____ Phone: _____
FAA Project Engineer: _____ Phone: _____
MIO Type Certification Mgmt. Spec: _____ Phone: _____
MIDO Project Principal Inspector: _____ Phone: _____

Remarks: _____

☐ T.I.A. Issued (Type Inspection Authorization)
☐ FAA Form 8100-1 Required (Conformity Inspection Report)
☐ T.I.R. Required (Type Inspection Report)
☐ FAA Form 8130-9 Required (Statement of Conformity)
☐ 8130-3 Tags Required (Airworthiness Approval Tag)

Note: Please return this request for conformity with the FAA conformity documentation to the Project Principal Inspector (PI), then to the MIO Type Certification Management Specialist (TCMS), and then to the FAA Project Engineer (PE).

Reviewed By: FAA Project Engineer, Axx-xxx

FAA Form 8120-10 (11-05) Supersedes Previous Edition

REQUEST FOR CONFORMITY, FAA FORM 8120-10 (CONTINUED)

U.S. Department of Transportation
Federal Aviation Administration

REQUEST FOR CONFORMITY
RFC Tracking Number:
Revision:
Continuation Sheet

Page of

DESIGN DATA (continued):

Special Instructions (continued):

Remarks (continued):

FAA Form 8120-10 (11-05) Supersedes Previous Edition

FAA Form 8130-3

OMB Control No. 2120-0018
08/30/2007

AUTHORIZED RELEASE CERTIFICATE

FAA Form 8130-3, AIRWORTHINESS APPROVAL TAG

1. Approving National Aviation Authority/Country:	2.	3. Form Tracking Number:
4. Organization Name and Address:		5. Work Order/Contract/Invoice Number:

6. Item:	7. Description:	8. Part Number:	9. Eligibility: *	10. Quantity:	11. Serial/Batch Number:	12. Status/Work:

13. Remarks:

14. Certifies the items identified above were manufactured in conformity to:

☐ Approved design data and are in a condition for safe operation.
☐ Non-approved design data specified in Block 13.

19. ☐ 14 CFR 43.9 Return to Service ☐ Other regulation specified in Block 13

Certifies that unless otherwise specified in Block 13, the work identified in Block 12 and described in Block 13 was accomplished in accordance with Title 14, Code of Federal Regulations, part 43 and in respect to that work, the items are approved for return to service.

15. Authorized Signature:	16. Approval/Authorization No.:	20. Authorized Signature:	21. Approval/Certificate No.:
17. Name (Typed or Printed):	18. Date (mm/dd/yy):	22. Name (Typed or Printed):	23. Date (mm/dd/yy):

User/Installer Responsibilities

It is important to understand that the existence of this document alone does not automatically constitute authority to install the part/component/assembly.

Where the user/installer performs work in accordance with the national regulations of an airworthiness authority different than the airworthiness authority of the country specified in Block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts parts/components/assemblies from the airworthiness authority of the country specified in Block 1.

Statements in Blocks 14 and 19 do not constitute installation certification. In all cases, aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.

FAA Form 8130-3 (6-01) *Installer must cross-check eligibility with applicable technical data. NSN: 0052-00-012-9005

Paperwork Reduction Act Statement:
An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number associated with this collection of information is 2120-0018. Comments concerning the accuracy of this burden and suggestions for reducing the burden should be directed to the FAA at: 800 Independence Ave. SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ABA-20.

FAA Form 8130-9

Form Approved
OMB: 2120-0018
09/30/2007

STATEMENT OF CONFORMITY

Section I - Aircraft

1. Make	2. Model
3. Serial No.	4. Registration No.

Section II - Engine

1. Make	2. Model
3. Serial No.	

Section III - Propeller

1. Make	2. Hub Model
3. Blade Model	4. Hub Serial No.
5. Blade Serial No.	

Section IV - Certification

I hereby certify that:

☐ A. I have complied with Section 21.33(a).

☐ B. The aircraft described above, produced under type certificate only (CFR 21 Subpart F), conforms to its type certificate, is in a condition for safe operation, and was flight checked on _____ (Date)

☐ C. The engine or propeller described above, presented herewith for type certification, conforms to the type design therefor.

☐ D. The engine or propeller described above, produced under type certificate only (CFR 21 Subpart F), conforms to its type certificate and is in a condition for safe operation. The engine or, if applicable, the variable pitch propeller was subjected by the manufacturer to a final operational check on _____ (Date)

Deviations:

Signature of Certifier	Title
Organization	Date

FAA Form 8130-9 (4-03) Supersedes Previous Edition

NSN: 0052-00-025-3002

Appendix F. Templates

Example PNL

Date

OMT Lead
Denver Aircraft Certification Office
FEDERAL AVIATION ADMINISTRATION
Technical Operations Center
26805 East 68th Ave. Room 214
Denver, CO 80249

Subject: Program Notification for PMA parts

Dear FAA-OMT,

The Wencor ODA Unit has approved PMA on the parts listed below. Accompanying this Program Notification letter is the supplement the ODA Unit issued for these parts.

Part #	Noun	OEM	NHA	Criticality	Eligibility

Information pertaining to the compliance checklist containing applicable airworthiness standards and methods of compliance, part service history, the location of manufacturing operations, the method of marking parts, and if necessary the conformity plan and FIS changes for part production can be found in the PMA project folders retained and secured by Wencor and are available to the FAA upon request.

The contact and address of the manufacturing facility is:

Mr. Kent Whitmer
Wencor West, Inc.
1625 North 1100 West
Springville, Utah 84663
(801) 489-2117

We certify that Wencor West, Inc. has established the fabrication inspection system required by FAR Part 21, § 21.303(h) and the above parts are manufactured in accordance with this system.

Please be advised that Aviation Certification Consulting, Inc. is providing FAA DER services for these PMA projects.

Sincerely,

Kent Whitmer
Program Manager

Example draft supplement

Federal Aviation Administration - Parts Manufacturer Approval

Wencor West, Incorporated
1625 North 1100 West
Springville, Utah 84663-0514

PMA No. PQ1370NM
Supplement No.
Date

PART NAME	PART NUMBER	APPROVED REPLACEMENT FOR PART NUMBER	APPROVAL BASIS AND APPROVED DESIGN DATA	MAKE ELIGIBILITY	MODEL ELIGIBILITY
Part Name	12345678-9WE	12345678-9	Test and Computations per 14 CFR § 21.303 Drawing: 11110 Rev: N/C Dated: 1/01/07, or later FAA approved revisions	Airbus	A310-200 & -300 series
Part Name	98765432-1WE	98765432-1	Test and Computations per 14 CFR § 21.303 Drawing: 11110 Rev: N/C Dated: 1/01/07, or later FAA approved revisions	Airbus	A310-200 & -300 series

----------END OF LISTING----------

NOTE: Provide minor design changes in a manner as determined by the ACO. Handle major design changes to drawings and specifications in the same manner as that for an original FAA-PMA. If TC holder's ICA applies to these replacement parts, provide a statement noting such. If not, provide supplementary ICA per 14 CFR §21.50.

B. Kent Whitmer
PMA ODA Administrator
Wencor Inc.

Wencor
FAA – PMA Project Summary

GENERAL INFORMATION:

Project Number: _____
Replacement Part Number: _____ Replacement Part Name: _____
OEM Name: _____ OEM Part Number: _____
Criticality Determination: ☐ Non-Critical ☐ Critical
Type of Application:
☐ Identicality
☐ Test & Computation—Functional Test
☐ Test & Computation—Simple
☐ Test & Computation—Similar: **Ref ACO Project(s):
Similar Part Substantiation Data

APPLICABLE DOCUMENTATION:

Safety Criticality Analysis Report #: _____ Drawing #(s): _____
Engineering Design Analysis Report #: _____ _____
Certification Compliance Report #: _____ _____
Un-numbered Supplement: TBD _____

ELIGIBLE INSTALLATION INFORMATION:

Aircraft System:
Type Product: _____ Manufacturer: _____
Next Higher Assembly:
Part Name: _____ Part Type: _____

DELEGATED AUTHORITY INFORMATION:

Designee Function:	Type:	Name:	Number:	Date Comp:
-Engineering Data Approval	ODA UM			

COMPLIANCE VERIFICATION STATEMENT:

As the ODA Administrator of the Wencor ODA Unit, I verify that all requirements under 14 CFR 21 § 21.303, as listed above, have been met and are included in this PMA project documentation submittal package. I also verify that the data has been reviewed and approved by the appropriate ODA Unit Member.

_____ _____
Kent Whitmer – ODA Administrator Date

Appendix G. Acronyms

ACO—Aircraft Certification Office

CAR—Corrective Action Request

CFR—Code of Federal Regulations

COS—Continued Operational Safety

FAA—Federal Aviation Administration

FIS—Fabrication Inspection System

MIDO—Manufacturing Inspection District Office

MOU—Memorandum of Understanding

ODA—Organization Designation Authorization

ODAR—Organization Designated Airworthiness Representative

OMT—Organization Management Team

PMA—Parts Manufacturer Approval

PNL—Program Notification Letter

QA—Quality Assurance

STC—Supplemental Type Certificate

UM—Unit Member

Appendix H. Engineering UM Application and Test

Organizations complete only the applicable blocks and attach separate resumes with the names, signatures, titles, and qualifications of those persons who would actually perform the authorized functions.

STATEMENT OF QUALIFICATIONS

Form Approved OMB-2120-0033

3. U.S. CITIZEN ☐ Yes ☐ No

INSTRUCTIONS: *Print or type all entries except signatures*

1. NAME *(Last, first, middle)* OR ORGANIZATION

4. SOCIAL SECURITY NO.

2. BUSINESS OR COMPANY ADDRESS *(Number, street, city, state, and ZIP code)*

5. DATE OF BIRTH

6. BUSINESS PHONE NUMBER

7. BUSINESS FAX NUMBER

8. EMAIL ADDRESS

9. DESIGNATION SOUGHT

☐ Designated Engineering Representative (DER)	☐ Structural Engineering	☐ Engine Engineering
	☐ Powerplant Engineering	☐ Propeller Engineering
☐ Company	☐ Systems and Equipment Engineering	☐ Flight Analyst
☐ Consultant	☐ Acoustical Engineering	☐ Flight Test Pilot

☐ Manufacturing Function(s)

☐ Designated Airworthiness Representative (DAR)

☐ Organizational Designated Airworthiness Representative (ODAR)

☐ Designated Manufacturing Inspection Representative (DMIR)

NOTE:

A separate application must be submitted for each discipline, i.e., Manufacturing or Engineering.

Applicants shall identify specific function(s) for which appointment is sought:

10. EXPERIENCE RESUME FOR NUMBER OF YEARS, AS APPROPRIATE, PERTINENT TO DESIGNATION SOUGHT. *(Use additional sheets if necessary)*

Dates From	Dates To	Employer's Name	Position Title and Duties

11. EDUCATION AND TRAINING HIGH SCHOOL LEVEL AND ABOVE PERTINENT TO DESIGNATION SOUGHT.

Dates From	Dates To	Name of School	Curriculum or Study Program	Degrees Received

12. FAA CERTIFICATES NOW HELD PERTINENT TO DESIGNATION SOUGHT.

Type	Certificate No.	Rating	Date Each Rating Issued

13. EMPLOYER'S RECOMMENDATION:

I recommend the person identified above be appointed as:

☐ Designated Engineering Representative ☐ Designated Manufacturing Inspection Representative ☐ Organizational Designated Airworthiness Representative

Date	Primary Business	Signature

14. LOCATION WHERE DESIGNEE FUNCTIONS WILL BE PERFORMED IF DIFFERENT THAN BLOCK 2.

Address	Telephone Number	EMAIL Address (Optional)

15. CERTIFICATION: I certify that the above statements are true to the best of my knowledge and that I am familiar with the Federal Aviation Regulations pertinent to the designation sought.

Date	Signature

Applicant's Name_____

GENERAL REGULATORY CRITERIA

Regulatory Experience and Expertise

Regulatory Experience and Expertise Explained:

This form documents your knowledge of the meaning and application of the Code of Federal Regulations (CFR). This knowledge allows the DER to determine compliance with the appropriate airworthiness regulations. In the Regulations Requested block, check the spaces next to the CFR part(s) for which you are seeking a designation. You must submit supplementary documentation that verifies where and how you acquired your knowledge of acceptable compliance to the requested CFR part. An example might look as follows:

> "From 1987 to the present, I have been employed by the Big Airplane Company in Mojave, Texas. My recent position (1995-1997) was as a Systems Integration Engineer on the reengine modification project on the AA-490 airplane. I reviewed and coordinated with the FAA Project Manager, Mr. J. Smith, on the certification basis for this project. I reviewed applicable advisory circulars in the 20- and 25- series and prepared and submitted the Certification Plan for the project. There were four Special Conditions on this project that I coordinated with the FAA and developed the method of compliance for lightning, HIRF, composite nacelles, and cockpit instruments. The Special Conditions and Method of Compliance Issue Papers were coordinated with Mr. R. Jones of the Transport Directorate Standards staff."

DER APPLICANT USE ONLY		
CRITERIA DESCRIPTION:	**Adv**	**EP**
Applicant provides supplementary documentation to verify the applicant is cognizant of regulatory requirements and problems related to civil aircraft approvals and has had direct experience requiring expertise in the certification process.		

DER APPLICANT USE ONLY			
Regulations Requested	**Possesses a Working Knowledge of the Pertinent FAA Regulations.**	**Adv**	**EP**
	14 CFR § 21.303		
	14 CFR part 23		
	14 CFR part 25		
	14 CFR part 27		
	14 CFR part 29		
	14 CFR part 31		
	14 CFR part 33		
	14 CFR part 34		
	14 CFR part 35		
	14 CFR part 36		
NOTE: The delegation of a specific regulation also includes the delegation for predecessor and other applicable regulations.			

Supplementary Documentation (attach additional sheets as required).

_____

_____

Applicant's Name_____

GENERAL TECHNICAL CRITERIA

Technical Expertise and Experience

Technical Expertise and Experience Explained:

This form documents that you have had at least 8 years of progressively responsible experience in the appropriate engineering discipline. Incorporated into these criteria is a requirement to possess knowledge of those fundamentals common to all engineering disciplines. This form is also used to determine the delegated functions/authorized areas that are the basis for the scope of appointment. You must list at least three references and include telephone numbers at which they may be reached during normal business hours Monday through Friday. These references must be persons who have first-hand knowledge of your technical abilities. These persons must possess the technical knowledge necessary to make such a judgment regarding your technical ability. Although not required, it will be helpful if these references are persons known to the Aircraft Certification Service. You must include supplementary documentation which verifies that you possess appropriate engineering knowledge. This may be done by listing an engineering degree from an accredited university, by indicating you have successfully completed the engineer-in-training test of a state's professional engineering registration program, or by documenting experience and education by which you have gained the basic knowledge common to all engineering disciplines.

DER APPLICANT INFORMATION **CRITERIA DESCRIPTION:**	**Adv**		**EP**
Basic Engineering Knowledge: (fundamentals) Accredited Engineering Degree: Documented Knowledge:			
List a minimum of three verifiable technical references (you may use the same three as character references): 1. _____ Name Phone Number 2. _____ Name Phone Number 3. _____ Name Phone Number 4. _____ Name Phone Number 5. _____ Name Phone Number		***must contact at least three references.*** ***or*** ***Advisor attaches justification for not contacting references.***	
Engineering Experience: 8 years of experience *(An engineering degree or equivalent may be substituted for 4 years of this requirement)*		Advisor lists years rated_____	

Supplementary Documentation (attach additional sheets as required).

_____

_____

_____

_____

Applicant's Name_____

GENERAL INTERFACE CRITERIA

Direct Interface With FAA Personnel and Procedures

Direct Interface With FAA Personnel and Procedures Explained:

This form is used to document both your character references and your direct interface with the FAA personnel and procedures. List at least three references and include a telephone number where they may be contacted during normal office hours Monday through Friday. These references should be able to verify your integrity, ethics, and interpersonal skills.

ODA UM APPLICANT INFORMATION		
CRITERIA DESCRIPTION	**Adv**	**EP**
List a minimum of three verifiable character references who can substantiate that you possess integrity and sound judgment (you may use the same three as technical references): 1. _____ Name _____ Phone Number 2. _____ Name _____ Phone Number 3. _____ Name _____ Phone Number 4. _____ Name _____ Phone Number 5. _____ Name _____ Phone Number		
Applicant has the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA.		
Applicant has a good command of the English language, both oral and written.		
Applicant must be sufficiently knowledgeable in technical and administrative functions associated with the appointment and must satisfactorily demonstrate this to the FAA prior to appointment.		
Applicant must possess unquestionable integrity, sound judgment, and a cooperative attitude. (Company applicant must include a statement from the company attesting to these attributes.)		
Company applicant must report to a level of management in the organization sufficient to enable the applicant to administer the pertinent FAA regulations effectively without undue pressure or influence from other organization elements.		
Applicant has demonstrated adequate experience working directly with the FAA within the technical discipline requested.		
Applicant's title:	Executive Title (Circle One)	Y/N

You must include documentation showing that you have had significant experience in a direct working relationship with the FAA. This documentation should be in the following format: projects worked, dates of work, activity involved, and point of contact within the FAA. Work within a delegated organization may be substituted to fulfill this requirement. An example might look as follows:

> "Big Airplane AAA-44, April 1989 to present, STC project for EFIS system on Boeing Model 727-200; Jerry Smith (1989-1990) and multiple STC projects; George Burns (1990-present)."

Supplementary Documentation (attach additional sheets as required).

_____

_____

_____

Applicant's Name_____

GENERAL STANDARDIZATION CRITERIA

Knowledge of the Standardized FAA DER System

Knowledge of the Standardized FAA DER System Explained:

This form is used to document your knowledge of ODA responsibilities, authority, limitations, activities, and procedures while serving as a representative of the FAA Administrator in the FAA certification process. Following the Standardization Criteria form is the ODA Engineering Knowledge-Based Test, which is used as evidence of your knowledge of ODA functions. Complete the test, affirm with your signature, and return it with the rest of the application package. You may gain this knowledge through experience, attending FAA Standardization Seminars, or by directed self-study.

DER APPLICANT INFORMATION CRITERION DESCRIPTION:	Adv		EP
Applicant completes knowledge-based test		Review completed test	

List Relevant Standardization Experiences (seminars attended, etc.).

_____

_____

_____

_____

_____

Knowledge-Based Test

Answer the following questions by darkening in the circle preceding the correct answer.

1. The FA Act of 1958:
   - O Abolished CAA and created the FAA
   - O Regulates and promotes civil aviation
   - O Delegated certain functions to qualified individuals
   - O All of the above

2. CAM documents contain policy material only.
   - O True
   - O False

3. The airworthiness standards were recodified in 1965 and called FARs.
   - O True
   - O False

4. Advisory circulars contain the only acceptable way to comply with the regulations.
   - O True
   - O False

5. The four certification directorates are responsible for:
   - O Writing technical policy
   - O Writing rules
   - O Issuing airworthiness directives
   - O All of the above

Applicant's Name_____

6. 14 CFR part 183 specifies the types of designees and authorizes appointment of qualified individuals as designees.
   - O True
   - O False

7. 14 CFR part 21 is:
   - O An airworthiness standard
   - O A procedural rule
   - O An advisory circular
   - O All of the above

8. An applicant for a TC or STC must:
   - O Submit the type design
   - O Apply using the designated form
   - O Show compliance with applicable CFR
   - O All of the above

9. According to 14 CFR part 21 and FAA Order 8110.4, type design does not include:
   - O Drawings and specifications
   - O Reports and computations
   - O Dimensions, materials, and processes
   - O Instructions for Continued Airworthiness

10. Type Certification Board meetings:
   - O Follow a formal agenda
   - O Resolve major project issues
   - O Are documented in minutes
   - O All of the above

11. A tool for documenting compliance with applicable requirements is:
   - O A project schedule
   - O The CFR
   - O A compliance checklist
   - O A report index

12. Before witnessing an official FAA test, a ODA UM should:
   - O Have an approved test plan
   - O Verify that conformity inspection is complete and satisfactory
   - O Have been delegated to witness the test
   - O All of the above

13. The document which authorizes ground inspections and ground/flight tests is a:
   - O Type inspection authorization
   - O Compliance checklist
   - O Conformity inspection record
   - O Supplemental type certificate

14. Which of the following is a change to type design?
   - O Acoustical change
   - O Major alteration
   - O Airworthiness directive
   - O Any of the above

Applicant's Name_____

15. Which of the following is not a requirement for being appointed as a DER?
    - O Having integrity, sound judgment, and a cooperative attitude
    - O Being a registered professional engineer
    - O Having a thorough working knowledge of the pertinent CFR
    - O Having at least 1 year of experience in direct contact with the FAA

16. The FAA may refuse to renew the appointment of for inactivity.
    - O True
    - O False

17. An ODA UM may approve data using FAA Form:
    - O 8100-1
    - O 337
    - O 8110-3
    - O All of the above

18. An ODA UM's area of responsibility includes instructions for continued airworthiness.
    - O True
    - O False

19. According to 14 CFR part 21, aircraft maintenance manuals always are FAA-approved.
    - O True
    - O False

20. 14 CFR part 21 requires the manufacturer to report certain failures, malfunctions, and defects.
    - O True
    - O False

21. Service bulletins that will be referenced in ADs must be coordinated with the FAA.
    - O True
    - O False

22. Which of the following is responsible for maintaining an aircraft in an airworthy condition?
    - O ODA UM
    - O Original equipment manufacturer
    - O Owner/operator
    - O Repair station or certified mechanic

23. FAA Form 8110-3 can be used to return an aircraft to service.
    - O True
    - O False

24. An ODA UM with appropriate delegation can approve the following:
    - O A service bulletin not referenced in an AD
    - O Engineering data for alterations and repairs
    - O Type design data
    - O All of the above

25. The NRS provides technical guidance, advice, and assistance to the FAA and ODA UMs.
    - O True
    - O False

Applicant's Name_____

26. The AEG provides operation and maintenance input to the aircraft certification process.
    - O True
    - O False

27. Which document covers DER procedures?
    - O 14 CFR part 21
    - O Order 8110.37
    - O Order 8100.5
    - O 14 CFR part 183

28. Attendance at a DER Standardization Seminar is:
    - O Unnecessary
    - O Highly recommended
    - O Mandatory

29. A DER may make a finding of compliance with foreign regulations.
    - O True
    - O False

30. A structural DER delegation can approve major repairs without special authorization.
    - O True
    - O False

I hereby affirm that I completed this ODA UM test.

_____ _____
SIGNATURE DATE

Applicant's Name_____

STRUCTURAL

ODA UM APPLICATION EVALUATION TECHNICAL CRITERIA

Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column (Y=YES; N=NO), and provides rationale.

APPLICANT USE ONLY Requested Areas	STATIC ANALYSIS	Adv	EP
	1A Structures - General (1)		
	1B Wing Group		
	1C Fuselage Group		
	1D Empennage Group		
	1E Landing Gear		
	1F Flight Controls		
	1G Rotor		
	1P Structures Special (Specify)		
Requested Areas	**DYNAMIC ANALYSIS**	**Adv**	**EP**
	2A Structures - General (1)		
	2E Landing Gear		
	2G Rotor		
	2P Structures Special (Specify)		
Requested Areas	**FATIGUE ANALYSIS**	**Adv**	**EP**
	3A Structures - General (1)		
	3B Wing Group		
	3C Fuselage Group		
	3D Empennage Group		
	3E Landing Gear		
	3G Rotor		
	3P Structures Special (Specify)		
Requested Areas	**DESIGN AND CONSTRUCTION**	**Adv**	**EP**
	4A Structures - General (1)		
	4B Wing Group		
	4C Fuselage Group		
	4D Empennage Group		
	4E Landing Gear		
	4F Flight Controls		
	4G Rotor		
	4K Interior Arrangements		
	4L Interior Materials		
	4M Fire Protection		
	4N Evacuation Systems		
	4O Door Systems		
	4P Structures Special (Specify)		

APPLICANT USE ONLY Requested Areas	FLUTTER/GROUND VIBRATION	Adv	EP
	5A Structures - General (1)		
	5G Rotor		
	5P Structures Special (Specify)		
Requested Areas	**SAFETY ANALYSIS**	**Adv**	**EP**
	6A Structures - General (1)		
	6E Landing Gear		
	6F Flight Controls		
	6M Fire Protection		
	6N Evacuation Systems		
	6O Door Systems		
	6P Special (Specify)		
Requested Areas	**FLOTATION AND DITCHING ANALYSIS**	**Adv**	**EP**
	7A Structures - General (1)		
	7P Special (Specify)		
Requested Areas	**STRUCTURAL LOADING LIMITATIONS**	**Adv**	**EP**
	8H Loading Control Documents		
	8P Special (Specify)		
Requested Areas	**SERVICE DOCUMENTS**	**Adv**	**EP**
	9A Structures - General (1)		
	9B Wing Group		
	9C Fuselage Group		
	9D Empennage Group		
	9E Landing Gear		
	9F Flight Controls		
	9G Rotor		
	9K Interior Arrangements		
	9L Interior Materials		
	9M Fire Protection		
	9N Evacuation System		
	9O Door Systems		
	9P Structures Special (Specify)		

Applicant's Name_____

STRUCTURAL

APPLICANT USE ONLY			
Requested Areas	MATERIAL AND PROCESS SPECIFICATIONS	Adv	EP
	10I Metallic Materials		
	10J Nonmetallic Materials		
	10P Structures Special (Specify)		
Requested Areas	FLAMMABILITY	Adv	EP
	11L Interior Materials		
	11M Fire Protection		
	11P Special (Specify)		
Requested Areas	DAMAGE TOLERANCE EVALUATIONS	Adv	EP
	12A Structural - General (1)		
	12G Rotor		
	12P Special (Specify)		

NOTE: The general category in the structures chart embraces all airframe components such as wing, fuselage, empennage, landing gear, flight controls, engine mounts, and special components, but does not apply to rotors.

Additional Requirements for a Delegated Function of Damage Tolerance Evaluation:

(a) Education -
Circle One
Yes No 1. A degree in Engineering Mechanics
Yes No 2. A degree in Aerospace/Aeronautical Engineering
Yes No 3. A degree in Mechanical Engineering
Yes No 4. A degree in Civil Engineering
Yes No 5. In addition to one of the above, a course in fractures mechanics is desirable, if not taken during the degree program

(b) Experience -
Circle One
Yes No 1. 2 to 3 years of experience in airframe stress analysis
Yes No 2. 3 to 5 years continuous experience in damage tolerance analysis, performing as the principal investigator and responsible for results and conclusions for at least 2 of those years

Additional Requirements for a Delegated Function of Fatigue Analysis:

(a) Education -
Circle One
Yes No 1. A degree in Engineering Mechanics
Yes No 2. A degree in Aerospace/Aeronautical Engineering
Yes No 3. A degree in Mechanical Engineering
Yes No 4. A degree in Civil Engineering
Yes No 5. In addition to one of the above, a course in fatigue analysis is desirable, if not taken during the degree program

(b) Experience -
Circle One
Yes No 1. The equivalent of 2 full years of experience in fatigue analysis. This experience must be within the last 10 years prior to appointment.

Applicant's Name_____

POWER PLANT INSTALLATIONS

ODA UM APPLICATION EVALUATION TECHNICAL CRITERIA

Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column (Y=YES; N=NO), and provides rationale.

APPLICANT USE ONLY			
Requested Areas	**ENGINE INSTALLATION**	**Adv**	**EP**
	1A Airplane Turbine Engine		
	1B Airplane Piston Engine		
	1C Rotorcraft Turbine Engine		
	1D Rotorcraft Piston Engine		
	1E Auxiliary Power Unit (APU)		
	1F Special (Specify)		
Requested Areas	**FUEL AND OIL**	**Adv**	**EP**
	2A Airplane Turbine Engine		
	2B Airplane Piston Engine		
	2C Rotorcraft Turbine Engine		
	2D Rotorcraft Piston Engine		
	2E Auxiliary Power Unit (APU)		
	2F Special (Specify)		
Requested Areas	**INDUCTION/EXHAUST SYS.**	**Adv**	**EP**
	3A Airplane Turbine Engine		
	3B Airplane Piston Engine		
	3C Rotorcraft Turbine Engine		
	3D Rotorcraft Piston Engine		
	3E Auxiliary Power Unit (APU)		
	3F Special (Specify)		
Requested Areas	**THRUST REVERSERS**	**Adv**	**EP**
	4A Airplane Turbine Engine		
	4B Airplane Piston Engine		
	4F Special (Specify)		
Requested Areas	**FIRE PROTECTION**	**Adv**	**EP**
	5A Airplane Turbine Engine		
	5B Airplane Piston Engine		
	5C Rotorcraft Turbine Engine		
	5D Rotorcraft Piston Engine		
	5E Auxiliary Power Unit (APU)		
	5F Special (Specify)		

APPLICANT USE ONLY			
Requested Areas	**ICE PROTECTION**	**Adv**	**EP**
	6A Airplane Turbine Engine		
	6B Airplane Piston Engine		
	6C Rotorcraft Turbine Engine		
	6D Rotorcraft Piston Engine		
	6E Auxiliary Power Unit (APU)		
	6F Special (Specify)		
Requested Areas	**COOLING**	**Adv**	**EP**
	7A Airplane Turbine Engine		
	7B Airplane Piston Engine		
	7C Rotorcraft Turbine Engine		
	7D Rotorcraft Piston Engine		
	7E Auxiliary Power Unit (APU)		
	7F Special (Specify)		
Requested Areas	**ENGINE PERFORMANCE/OPERATIONS**	**Adv**	**EP**
	8A Airplane Turbine Engine		
	8B Airplane Piston Engine		
	8C Rotorcraft Turbine Engine		
	8D Rotorcraft Piston Engine		
	8E Auxiliary Power Unit (APU)		
	8F Special (Specify)		
Requested Areas	**INDICATING SYSTEMS**	**Adv**	**EP**
	9A Airplane Turbine Engine		
	9B Airplane Piston Engine		
	9C Rotorcraft Turbine Engine		
	9D Rotorcraft Piston Engine		
	9E Auxiliary Power Unit (APU)		
	9F Special (Specify)		
Requested Areas	**LIGHTNING/HIRF PROTECTION**	**Adv**	**EP**
	10A Airplane Turbine Engine		
	10B Airplane Piston Engine		
	10C Rotorcraft Turbine Engine		
	10D Rotorcraft Piston Engine		
	10E Auxiliary Power Unit (APU)		
	10F Special (Specify)		

Applicant's Name_____

POWER PLANT INSTALLATIONS

Requested Areas	SOFTWARE	Adv	EP
	11A Airplane Turbine Engine		
	11B Airplane Piston Engine		
	11C Rotorcraft Turbine Engine		
	11D Rotorcraft Piston Engine		
	11E Auxiliary Power Unit (APU)		
	11F Special (Specify)		

Additional Requirements for a DER With a Delegation of Software Approval:

Circle One

Yes No (a) Comprehensive familiarity with, and understanding of, RTCA Document DO-178 (revision), Software Considerations in Airborne Systems and Equipment Certification.

Yes No (b) Familiarity with the systems safety assessment process, specifically, those portions which establish the software criticality levels.

Yes No (c) A demonstrated knowledge of the rationale for, and the significance of, each stage in the software development process, as well as its supporting standards, procedures, and documentation. The DER should be able to identify the critical aspects and contents of each of the documents mentioned in DO-178.

Yes No (d) Experience gained from participation in some technically responsible capacity over a complete software development program life cycle. This qualification may be satisfied by an aggregate over several different software development programs.

Yes No (e) Experience interacting with all phases of software development and testing processes addressed by DO-178, including utilization of the associated configuration and quality control procedures. This experience should include significant responsible involvement in several of those phases. When assessing an applicant's capabilities for making a knowledgeable finding of compliance, experience obtained in the requirements development or testing phases may, for example, be weighted more heavily than that obtained in the detail design or coding phases.

Yes No (f) Fluency in at least one high-level and one assembly-level programming language and familiarity with typical support software used in a software development process. Familiarity with typical software tools available to facilitate the development, documentation, and consistency-checking processes is highly desirable.

Yes No (g) Demonstrated knowledge of the sources of software anomalies, the relative merits of the types of testing procedures which are available to protect against them, and the characteristics of a thorough test program.

Yes No (h) Familiarity with the aspects of computing peculiar to real-time avionics systems, such as the use of interrupts, multitasking, software reentrancy, etc. This should include an appreciation of the types of analysis and testing necessary to ensure the integrity of these mechanisms.

Yes No (i) An understanding of the techniques which may be employed to reduce software criticality levels, such as system architecture, multiversion programming, and partitioning. This should include the ability to assess the adequacy of a proposed technique relative to the integrity credit desired.

Yes No (j) Knowledge of hardware characteristics such as input/output schemes, memory organization and multiport access, communication bus protocols, and processor architecture, all of which have an impact on the software interface and the potential for the creation of anomalies.

Applicant's Name_____

POWER PLANT INSTALLATIONS

APPLICANT USE ONLY			
Requested Area	**CONTROL SYSTEM - ELECTRONIC**	**Adv**	**EP**
	12A Airplane Turbine Engine		
	12B Airplane Piston Engine		
	12C Rotorcraft Turbine Engine		
	12D Rotorcraft Piston Engine		
	12E Auxiliary Power Unit (APU)		
	12F Special (Specify)		
Requested Area	**CONTROL SYSTEM - MECHANICAL**	**Adv**	**EP**
	13A Airplane Turbine Engine		
	13B Airplane Piston Engine		
	13C Rotorcraft Turbine Engine		
	13D Rotorcraft Piston Engine		
	13E Auxiliary Power Unit (APU)		
	13F Special (Specify)		
Requested Area	**EMISSIONS**	**Adv**	**EP**
	14A Airplane Turbine Engine		
	14B Airplane Piston Engine		
	14C Rotorcraft Turbine Engine		
	14D Rotorcraft Piston Engine		
	14F Special (Specify)		
Requested Area	**VIBRATION - ENGINE, PROP., OR DRIVE SYSTEM**	**Adv**	**EP**
	15A Airplane Turbine Engine		
	15B Airplane Piston Engine		
	15C Rotorcraft Turbine Engine		
	15D Rotorcraft Piston Engine		
	15F Special (Specify)		

APPLICANT USE ONLY			
Requested Area	**PROPELLER**	**Adv**	**EP**
	16A Airplane Turbine Engine		
	16B Airplane Piston Engine		
	16F Special (Specify)		
Requested Area	**DRIVE SYSTEM**	**Adv**	**EP**
	17A Airplane Turbine Engine		
	17B Airplane Piston Engine		
	17C Rotorcraft Turbine Engine		
	17D Rotorcraft Piston Engine		
	17F Special (Specify)		
Requested Area	**TRANSMISSIONS**	**Adv**	**EP**
	18C Rotorcraft Turbine Engine		
	18D Rotorcraft Piston Engine		
	18F Special (Specify)		
Requested Area	**SAFETY ANALYSIS**	**Adv**	**EP**
	19A Airplane Turbine Engine		
	19B Airplane Piston Engine		
	19C Rotorcraft Turbine Engine		
	19D Rotorcraft Piston Engine		
	19E Auxiliary Power Unit (APU)		
	19F Special (Specify)		
Requested Area	**SERVICE DOCUMENTS**	**Adv**	**EP**
	20A Airplane Turbine Engine		
	20B Airplane Piston Engine		
	20C Rotorcraft Turbine Engine		
	20D Rotorcraft Piston Engine		
	20E Auxiliary Power Unit (APU)		
	20F Special (Specify)		

cc

Applicant's Name_____

SYSTEMS AND EQUIPMENT (MECHANICAL EQUIPMENT)

ODA UM APPLICATION EVALUATION TECHNICAL CRITERIA

Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column (Y=YES; N=NO), and provides rationale.

APPLICANT USE ONLY			
Requested Areas	DETAIL DESIGN AND INSTALLATION	Adv	EP
	1A Air Conditioning		
	1B Hydraulic		
	1C Ice Protection		
	1D Rain Protection		
	1E Oxygen		
	1F Pneumatics		
	1G Wheels, Tires, Brakes		
	1H Interior Arrangements		
	1I Interior Materials		
	1J Pressurization		
	1K Fire Protection		
	1L Water System, Potable & Waste		
	1M Evacuation Systems		
	1N Special (Specify)		
Requested Areas	EQUIPMENT QUALIFICATION TESTS	Adv	EP
	2A Air Conditioning		
	2B Hydraulic		
	2C Ice Protection		
	2D Rain Protection		
	2E Oxygen		
	2F Pneumatics		
	2G Wheels, Tires, Brakes		
	2J Pressurization		
	2K Fire Protection		
	2L Water System, Potable & Waste		
	2M Evacuation Systems		
	2N Special (Specify)		
Requested Areas	SOFTWARE	Adv	EP
	3A Air Conditioning		
	3B Hydraulic		
	3C Ice Protection		
	3D Rain Protection		
	3E Oxygen		
	3F Pneumatics		
	3G Wheels, Tires, Brakes		
	3J Pressurization		
	3K Fire Protection		
	3L Water System, Potable & Waste		
	3N Special (Specify)		

Additional Requirements for a Delegation of Software Approval:

Circle One

Yes No (a) Comprehensive familiarity with, and understanding of, RTCA Document DO-178 (revision), Software Considerations in Airborne Systems and Equipment Certification.

Yes No (b) Familiarity with the systems safety assessment process, specifically, those portions which establish the software criticality levels.

Yes No (c) A demonstrated knowledge of the rationale for, and the significance of, each stage in the software development process, as well as its supporting standards, procedures, and documentation. The DER should be able to identify the critical aspects and contents of each of the documents mentioned in DO-178.

Yes No (d) Experience gained from participation in some technically responsible capacity over a complete software development program life cycle. This qualification may be satisfied by an aggregate over several different software development programs.

Yes No (e) Experience interacting with all phases of software development and testing processes addressed by DO-178, including utilization of the associated configuration and quality control procedures. This experience should include significant responsible involvement in several of those phases. When assessing an applicant's capabilities for making a knowledgeable finding of compliance, experience obtained in the requirements development or testing phases may, for example, be weighted more heavily than that obtained in the detail design or coding phases.

Yes No (f) Fluency in at least one high-level and one assembly-level programming language and familiarity with typical support software used in a software development process. Familiarity with typical software tools available to facilitate the development, documentation, and consistency-checking processes is highly desirable.

Yes No (g) Demonstrated knowledge of the sources of software anomalies, the relative merits of the types of testing procedures which are available to protect against them, and the characteristics of a thorough test program.

Yes No (h) Familiarity with the aspects of computing peculiar to real-time avionics systems, such as the use of interrupts, multitasking, software reentrancy, etc. This should include an appreciation of the types of analysis and testing necessary to ensure the integrity of these mechanisms.

Yes No (i) An understanding of the techniques which may be employed to reduce software criticality levels, such as system architecture, multiversion programming, and partitioning. This should include the ability to assess the adequacy of a proposed technique relative to the integrity credit desired.

Yes No (j) Knowledge of hardware characteristics such as input/output schemes, memory organization and multiport access, communication bus protocols, and processor architecture, all of which have an impact on the software interface and the potential for the creation of anomalies.

Applicant's Name_____

SYSTEMS AND EQUIPMENT (MECHANICAL EQUIPMENT)

ODA UM APPLICATION EVALUATION TECHNICAL CRITERIA

Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column (Y=YES; N=NO), and provides rationale.

APPLICANT USE ONLY			
Requested Areas	SAFETY ANALYSIS	Adv	EP
	4A Air Conditioning		
	4B Hydraulic		
	4C Ice Protection		
	4D Rain Protection		
	4E Oxygen		
	4F Pneumatics		
	4G Wheels, Tires, Brakes		
	4J Pressurization		
	4K Fire Protection		
	4L Water System, Potable & Waste		
	4M Evacuation Systems		
	4N Special (Specify)		
Requested Areas	FLAMMABILITY	Adv	EP
	5I Interior Materials		
	5K Fire Protection		
	5N Special (Specify)		
Requested Areas	LIGHTNING/HIRF PROTECTION	Adv	EP
	6A Air Conditioning		
	6B Hydraulic		
	6C Ice Protection		
	6D Rain Protection		
	6E Oxygen		
	6F Pneumatics		
	6I Interior Materials		
	6J Pressurization		
	6K Fire Protection		
	6L Water System, Potable & Waste		
	6N Special (Specify)		

APPLICANT USE ONLY			
Requested Areas	SERVICE DOCUMENTS	Adv	EP
	7A Air Conditioning		
	7B Hydraulic		
	7C Ice Protection		
	7D Rain Protection		
	7E Oxygen		
	7F Pneumatics		
	7G Wheels, Tires, Brakes		
	7J Pressurization		
	7K Fire Protection		
	7L Water System, Potable & Waste		
	7M Evacuation Systems		
	7N Special (Specify)		

Applicant's Name_____

SYSTEMS AND EQUIPMENT (ELECTRICAL EQUIPMENT)

ODA UM APPLICATION EVALUATION TECHNICAL CRITERIA

Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column (Y=YES; N=NO), and provides rationale.

APPLICANT USE ONLY			
Requested Areas	DETAIL DESIGN AND INSTALLATION	Adv	EP
	1A Electrical Equipment/Systems		
	1B Electronic Equipment/Systems		
	1C Communications Systems/Antennas		
	1D Auto. Flight Controls/Augmentation		
	1E Instruments		
	1F Navigation Systems/Antennas		
	1G Air Data/Pitot Static		
	1H Warning Systems		
	1I Interior/Exterior Lightning		
	1J Flight Data/Voice Recording		
	1K Passenger Address/Entertainment		
	1L Special (Specify)		
Requested Areas	EQUIPMENT QUALIFICATION TESTS	Adv	EP
	2A Electrical Equipment/Systems		
	2B Electronic Equipment/Systems		
	2C Communications Systems/Antennas		
	2D Automatic Flight Controls/Augmentation		
	2E Instruments		
	2F Navigation Systems/Antennas		
	2G Air Data/Pitot Static		
	2H Warning Systems		
	2I Interior/Exterior Lighting		
	2J Flight Data/Voice Recording		
	2K Passenger Address/Entertainment		
	2L Special (Specify)		

Applicant's Name_____

SYSTEMS AND EQUIPMENT (ELECTRICAL EQUIPMENT)

Requested Areas	SOFTWARE	Adv	EP
	3A Electrical Equipment/Systems		
	3B Electronic Equipment/Systems		
	3C Communications Systems/Antennas		
	3D Automatic Flight Controls/Augmentation		
	3E Instruments		
	3F Navigation Systems/Antennas		
	3G Air Data/Pitot Static		
	3H Warning Systems		
	3J Flight Data/Voice Recording		
	3K Passenger Address/Entertainment		
	3L Special (Specify)		

Additional Requirements for a Delegated Function of Software Approval:

Circle One

Yes No (a) Comprehensive familiarity with, and understanding of, RTCA Document DO-178 (revision), Software Considerations in Airborne Systems and Equipment Certification.

Yes No (b) Familiarity with the systems safety assessment process, specifically, those portions which establish the software criticality levels.

Yes No (c) A demonstrated knowledge of the rationale for, and the significance of, each stage in the software development process, as well as its supporting standards, procedures, and documentation. The DER should be able to identify the critical aspects and contents of each of the documents mentioned in DO-178.

Yes No (d) Experience gained from participation in some technically responsible capacity over a complete software development program life cycle. This qualification may be satisfied by an aggregate over several different software development programs.

Yes No (e) Experience interacting with all phases of software development and testing processes addressed by DO-178, including utilization of the associated configuration and quality control procedures. This experience should include significant responsible involvement in several of those phases. When assessing an applicant's capabilities for making a knowledgeable finding of compliance, experience obtained in the requirements development or testing phases may, for example, be weighted more heavily than that obtained in the detail design or coding phases.

Yes No (f) Fluency in at least one high-level and one assembly-level programming language and familiarity with typical support software used in a software development process. Familiarity with typical software tools available to facilitate the development, documentation, and consistency-checking processes is highly desirable.

Yes No (g) Demonstrated knowledge of the sources of software anomalies, the relative merits of the types of testing procedures which are available to protect against them, and the characteristics of a thorough test program.

Yes No (h) Familiarity with the aspects of computing peculiar to real-time avionics systems, such as the use of interrupts, multitasking, software reentrancy, etc. This should include an appreciation of the types of analysis and testing necessary to ensure the integrity of these mechanisms.

Yes No (i) An understanding of the techniques which may be employed to reduce software criticality levels, such as system architecture, multiversion programming, and partitioning. This should include the ability to assess the adequacy of a proposed technique relative to the integrity credit desired.

Yes No (j) Knowledge of hardware characteristics such as input/output schemes, memory organization and multiport access communication bus protocols, and processor architecture, all of which have an impact on the software interface and the potential for the creation of anomalies.

Applicant's Name:_____

SYSTEMS AND EQUIPMENT (ELECTRICAL EQUIPMENT)

APPLICANT USE ONLY			
Requested Areas	**SERVICE DOCUMENTS**	**Adv**	**EP**
	4A Electrical Equipment/Systems		
	4B Electronic Equipment/Systems		
	4C Communications Systems/Antennas		
	4D Auto. Flight Controls/Augmentation		
	4E Instruments		
	4F Navigation Systems/Antennas		
	4G Air Data/Pitot Static		
	4H Warning Systems		
	4I Interior/Exterior Lighting		
	4J Flight Data/Voice Recording		
	4K Passenger Address/Entertainment		
	4L Special (Specify)		
Requested Areas	**ELECTRICAL LOAD ANALYSIS**	**Adv**	**EP**
	5A Electrical Equipment/Systems		
	5B Electronic Equipment/Systems		
	5C Communications Systems/Antennas		
	5D Auto. Flight Controls/Augmentation		
	5E Instruments		
	5F Navigation Systems/Antennas		
	5G Air Data/Pitot Static		
	5H Warning Systems		
	5I Interior/Exterior Lighting		
	5J Flight Data/Voice Recording		
	5K Passenger Address/Entertainment		
	5L Special (Specify)		
Requested Areas	**SAFETY ANALYSIS**	**Adv**	**EP**
	6A Electrical Equipment/Systems		
	6B Electronic Equipment/Systems		
	6C Communications Systems/Antennas		
	6D Auto. Flight Controls/Augmentation		
	6E Instruments		
	6F Navigation Systems/Antennas		
	6G Air Data/Pitot Static		
	6H Warning Systems		
	6I Interior/Exterior Lighting		
	6J Flight Data/Voice Recording		
	6K Passenger Address/Entertainment		
	6L Special (Specify)		
Requested Areas	**LIGHTNING/HIRF PROTECTION**	**Adv**	**EP**
	7A Electrical Equipment/Systems		
	7B Electronic Equipment/Systems		
	7C Communications Systems/Antennas		
	7D Auto. Flight Controls/Augmentation		
	7E Instruments		
	7F Navigation Systems/Antennas		
	7G Air Data/Pitot Static		
	7H Warning Systems		
	7L Special (Specify)		

Applicant's Name_____

RADIO

ODA UM APPLICATION EVALUATION TECHNICAL CRITERIA

Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation.
- Advisor (Adv) evaluates requested area(s) and recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor and marks EP column (Y=YES; N=NO), and provides rationale.

APPLICANT USE ONLY			
Requested Areas	ANALYTICAL SUBSTANTIATION	Adv	EP
	1A Radio Design		
	1B Operating Characteristics		
	1C Antenna Design		
	1D Radio Installation		
	1E Special (Specify)		
Requested Areas	DETAIL DESIGN	Adv	EP
	2A Radio Design		
	2B Operating Characteristics		
	2C Antenna Design		
	2D Radio Installation		
	2E Special (Specify)		
Requested Areas	SAFETY ANALYSIS	Adv	EP
	3A Radio Design		
	3B Operating Characteristics		
	3C Antenna Design		
	3D Ratio Installation		
	3E Special (Specify)		
Requested Areas	SERVICE DOCUMENTS	Adv	EP
	4A Radio Design		
	4B Operating Characteristics		
	4C Antenna Design		
	4D Radio Installation		
	4E Special (Specify)		

Applicant's Name_____

ENGINES

ODA UM APPLICATION EVALUATION TECHNICAL CRITERIA

Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (*Adv*) evaluates requested area(s), recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column (Y=YES; N=NO), and provides rationale.

APPLICANT USE ONLY			
Requested Areas	**DETAIL DESIGN**	**Adv**	**EP**
	1A Turbine Engines		
	1B Piston Engines		
	1C Special (Specify)		
Requested Areas	**BLOCK TESTS**	**Adv**	**EP**
	2A Turbine Engines		
	2B Piston Engines		
	2C Special (Specify)		
Requested Areas	**PERFORMANCE CHARACTERISTICS**	**Adv**	**EP**
	3A Turbine Engines		
	3B Piston Engines		
	3C Special (Specify)		
Requested Areas	**VIBRATION ANALYSIS**	**Adv**	**EP**
	4A Turbine Engines		
	4B Piston Engines		
	4C Special (Specify)		
Requested Areas	**OPERATION MANUALS**	**Adv**	**EP**
	5A Turbine Engines		
	5B Piston Engines		
	5C Special (Specify)		
Requested Areas	**OVERHAUL MANUALS**	**Adv**	**EP**
	6A Turbine Engines		
	6B Piston Engines		
	6C Special (Specify)		
Requested Areas	**SERVICE DOCUMENTS**	**Adv**	**EP**
	7A Turbine Engines		
	7B Piston Engines		
	7C Special (Specify)		
Requested Areas	**EXHAUST EMISSIONS EVALUATION**	**Adv**	**EP**
	8A Turbine Engines		
	8B Piston Engines		
	8C Special (Specify)		
Requested Areas	**SOFTWARE**	**Adv**	**EP**
	9A Turbine Engines		
	9B Piston Engines		
	9C Special (Specify)		

Additional Requirements for a Delegation of Software Approval:

Circle One

Yes No (a) Comprehensive familiarity with, and understanding of, RTCA Document DO-178 (revision), Software Considerations in Airborne Systems and Equipment Certification.

Yes No (b) Familiarity with the systems safety assessment process, specifically, those portions which establish the software criticality levels.

Yes No (c) A demonstrated knowledge of the rationale for, and the significance of, each stage in the software development process, as well as its supporting standards, procedures, and documentation. The DER should be able to identify the critical aspects and contents of each of the documents mentioned in DO-178.

Yes No (d) Experience gained from participation in some technically responsible capacity over a complete software development program life cycle. This qualification may be satisfied by an aggregate over several different software development programs.

Yes No (e) Experience interacting with all phases of software development and testing processes addressed by DO-178, including utilization of the associated configuration and quality control procedures. This experience should include significant responsible involvement in several of those phases. When assessing an applicant's capabilities for making a knowledgeable finding of compliance, experience obtained in the requirements development or testing phases may, for example, be weighted more heavily than that obtained in the detail design or coding phases.

Yes No (f) Fluency in at least one high-level and one assembly-level programming language and familiarity with typical support software used in a software development process. Familiarity with typical software tools available to facilitate the development, documentation, and consistency-checking processes is highly desirable.

Yes No (g) Demonstrated knowledge of the sources of software anomalies, the relative merits of the types of testing procedures which are available to protect against them, and the characteristics of a thorough test program.

Yes No (h) Familiarity with the aspects of computing peculiar to real-time avionics systems, such as the use of interrupts, multitasking, software reentrancy, etc. This should include an appreciation of the types of analysis and testing necessary to ensure the integrity of these mechanisms.

Yes No (i) An understanding of the techniques which may be employed to reduce software criticality levels, such as system architecture, multiversion programming, and partitioning. This should include the ability to assess the adequacy of a proposed technique relative to the integrity credit desired.

Yes No (j) Knowledge of hardware characteristics such as input/output schemes, memory organization and multiport access, communication bus protocols, and processor architecture, all of which have an impact on the software interface and the potential for the creation of anomalies.

Applicant's Name_____

ENGINES

APPLICANT USE ONLY			
Requested Areas	SAFETY ANALYSIS	Adv	EP
	10A Turbine Engines		
	10B Piston Engines		
	10C Special (Specify)		
Requested Areas	LIGHTNING/HIRF PROTECTION	Adv	EP
	11A Turbine Engines		
	11B Piston Engines		
	11C Special (Specify)		

Applicant's Name_____

PROPELLERS

ODA UM APPLICATION EVALUATION TECHNICAL CRITERIA

Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column (Y=YES; N=NO), and provides rationale.

APPLICANT USE ONLY			
Requested Areas	**DETAIL DESIGN**	**Adv**	**EP**
	1A Controllable Pitch Propellers		
	1B Fixed Pitch Propellers		
	1C Special (Specify)		
Requested Areas	**BLOCK TESTS**	**Adv**	**EP**
	2A Controllable Pitch Propellers		
	2B Fixed Pitch Propellers		
	2C Special (Specify)		
Requested Areas	**PERFORMANCE CHARACTERISTICS**	**Adv**	**EP**
	3A Controllable Pitch Propellers		
	3B Fixed Pitch Propellers		
	3C Special (Specify)		
Requested Areas	**VIBRATION ANALYSIS**	**Adv**	**EP**
	4A Controllable Pitch Propellers		
	4B Fixed Pitch Propellers		
	4C Special (Specify)		
Requested Areas	**OPERATION MANUALS**	**Adv**	**EP**
	5A Controllable Pitch Propellers		
	5B Fixed Pitch Propellers		
	5C Special (Specify)		
Requested Areas	**OVERHAUL MANUALS**	**Adv**	**EP**
	6A Controllable Pitch Propellers		
	6B Fixed Pitch Propellers		
	6C Special (Specify)		
Requested Areas	**SERVICE DOCUMENTS**	**Adv**	**EP**
	7A Controllable Pitch Propellers		
	7B Fixed Pitch Propellers		
	7C Special (Specify)		
Requested Areas	**SOFTWARE**	**Adv**	**EP**
	8A Controllable Pitch Propellers		
	8C Special (Specify)		
Requested Areas	**SOFTWARE**	**Adv**	**EP**
	8A Controllable Pitch Propellers		
	8C Special (Specify)		

Additional Requirements for a Delegation of Software Approval:

Circle One

Yes No (a) Comprehensive familiarity with, and understanding of, RTCA Document DO-178 (revision), Software Considerations in Airborne Systems and Equipment Certification.

Yes No (b) Familiarity with the systems safety assessment process, specifically, those portions which establish the software criticality levels.

Yes No (c) A demonstrated knowledge of the rationale for, and the significance of, each stage in the software development process, as well as its supporting standards, procedures, and documentation. The DER should be able to identify the critical aspects and contents of each of the documents mentioned in DO-178.

Yes No (d) Experience gained from participation in some technically responsible capacity over a complete software development program life cycle. This qualification may be satisfied by an aggregate over several different software development programs.

Yes No (e) Experience interacting with all phases of software development and testing processes addressed by DO-178, including utilization of the associated configuration and quality control procedures. This experience should include significant responsible involvement in several of those phases. When assessing an applicant's capabilities for making a knowledgeable finding of compliance, experience obtained in the requirements development or testing phases may, for example, be weighted more heavily than that obtained in the detail design or coding phases.

Yes No (f) Fluency in at least one high-level and one assembly-level programming language and familiarity with typical support software used in a software development process. Familiarity with typical software tools available to facilitate the development, documentation, and consistency-checking processes is highly desirable.

Yes No (g) Demonstrated knowledge of the sources of software anomalies, the relative merits of the types of testing procedures which are available to protect against them, and the characteristics of a thorough test program.

Yes No (h) Familiarity with the aspects of computing peculiar to real-time avionics systems, such as the use of interrupts, multitasking, software reentrancy, etc. This should include an appreciation of the types of analysis and testing necessary to ensure the integrity of these mechanisms.

Yes No (i) An understanding of the techniques which may be employed to reduce software criticality levels, such as system architecture, multiversion programming, and partitioning. This should include the ability to assess the adequacy of a proposed technique relative to the integrity credit desired.

Yes No (j) Knowledge of hardware characteristics such as input/output schemes, memory organization and multiport access, communication bus protocols, and processor architecture, all of which have an impact on the software interface and the potential for the creation of anomalies.

Applicant's Name_____

PROPELLERS

APPLICANT USE ONLY			
Requested Areas	SAFETY ANALYSIS	Adv	EP
	9A Controllable Pitch Propellers		
	9B Fixed Pitch Propellers		
	9C Special (Specify)		
Requested Areas	LIGHTNING/HIRF PROTECTION	Adv	EP
	10A Controllable Pitch Propellers		
	10B Fixed Pitch Propellers		
	10C Special (Specify)		

Applicant's Name_____

FLIGHT ANALYST

ODA UM APPLICATION EVALUATION TECHNICAL CRITERIA

Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column (Y=YES; N=NO), and provides rationale.

APPLICANT USE ONLY			
Requested Areas	REVIEW FLIGHT TEST PLANS	Adv	EP
	1A Aircraft Performance		
	1B Aerodynamics		
	1C Flight Characteristics		
	1D Sys. Calib. (Air Spd., Alt., Air Temp.)		
	1E Propulsion Sys. & Related Components		
	1F Elec./Electronic Sys.-Related Comp.		
	1G Mech. & Hyd. Sys.-Related Comp.		
	1H Pressure & Air Conditioning Systems		
	1I Auto. Control Systems		
	1J Ice Protection System		
	1K Special (Specify)		
Requested Areas	REVIEW FLIGHT TEST INSTRUMENTATION	Adv	EP
	2A Aircraft Performance		
	2B Aerodynamics		
	2C Flight Characteristics		
	2D Sys. Calib. (Air Spd., Alt., Air Temp.)		
	2E Propulsion Sys. & Related Components		
	2F Elec./Electronic Sys.-Related Comp.		
	2G Mech. & Hyd. Sys.-Related Comp.		
	2H Pressure & Air Conditioning Systems		
	2I Auto. Control Systems		
	2J Ice Protection System		
	2K Special (Specify)		

APPLICANT USE ONLY			
Requested Areas	WEIGHT/BALANCE SURVEILLANCE	Adv	EP
	3A Aircraft Performance		
	3B Aerodynamics		
	3C Flight Characteristics		
	3F Elec./Electronic Sys. - Related Comp.		
	3I Auto. Control Systems		
Requested Areas	FLIGHT TEST DATA RECORDING	Adv	EP
	4A Aircraft Performance		
	4B Aerodynamics		
	4C Flight Characteristics		
	4D Sys. Calib. (Air Spd./Alt./Air Temp.)		
	4E Propulsion Sys. & Related Comp.		
	4F Elec./Electronic Sys. - Related Comp.		
	4G Mech. & Hyd. Sys. - Related Components		
	4H Pressure & Air Conditioning Systems		
	4I Auto. Control Systems		
	4J Ice Protection Systems		
	4K Special (Specify)		

Applicant's Name_____

FLIGHT ANALYST

APPLICANT USE ONLY			
Requested Areas	FLIGHT TEST DATA REDUCTION/ANALYSIS	Adv	EP
	5A Aircraft Performance		
	5B Aerodynamics		
	5C Flight Characteristics		
	5D Sys. Calib. (Air Spd., Alt., Air Temp.)		
	5E Propulsion Sys. & Related Components		
	5F Elec./Electronic Sys. - Related Comp.		
	5G Mech. & Hyd. Sys. - Related Comp.		
	5H Pressure & Air Conditioning Systems		
	5I Auto. Control Systems		
	5J Ice Protection System		
	5K Special (Specify)		
Requested Areas	FLIGHT TEST DATA EXPANSION (Alt./Temp./Wgt.)	Adv	EP
	6A Aircraft Performance		
	6B Aerodynamics		
Requested Areas	COMPILE FLIGHT TEST REPORTS	Adv	EP
	7A Aircraft Performance		
	7B Aerodynamics		
	7C Flight Characteristics		
	7D Sys. Calib. (Air Spd., Alt., Air Temp.)		
	7E Propulsion Sys. & Related Components		
	7F Elec./Electronic Sys. - Related Comp.		
	7G Mech. & Hyd. Sys.-Related Comp.		
	7H Pressure & Air Conditioning Systems		
	7I Auto. Control Systems		
	7J Ice Protection System		
	7K Special (Specify)		
Requested Areas	COMPILE PERFORMANCE SUBSTANTIATION REPORTS	Adv	EP
	8A Aircraft Performance		
	8B Aerodynamics		

APPLICANT USE ONLY			
Requested Areas	COMPLETE PORTIONS OF TYPE INSPECTION REPORTS	Adv	EP
	9A Aircraft Performance		
	9B Aerodynamics		
	9C Flight Characteristics		
	9D Sys. Calib. (Air Spd., Alt., Air Temp.)		
	9E Propulsion Sys. & Related Components		
	9F Elec./Electronic Sys. - Related Comp.		
	9G Mech. & Hyd. Sys. - Related Comp.		
	9H Pressure & Air Conditioning Systems		
	9I Auto. Control Systems		
	9J Ice Protection System		
	9K Special (Specify)		
Requested Areas	REVIEW ACFT. FLT. MANUAL AND RECOMMEND APPROVAL	Adv	EP
	10A Aircraft Performance		
	10B Aerodynamics		
	10C Flight Characteristics		
	10D Sys. Calib. (Air Spd./Alt./Air Temp.)		
	10E Propulsion Sys. & Related Comp.		
	10F Elec./Electronic Sys. - Related Comp.		
	10G Mech. & Hyd. Sys. - Related Components		
	10H Pressure & Air Conditioning Systems		
	10I Auto. Control Systems		
	10J Ice Protection Systems		
	10K Special (Specify)		
Requested Areas	COMPILE PART 36 REFERENCE PROFILES	Adv	EP
	11L Part 36 Reference Conditions		

NOTE: Specific appendix to part 36 (for example, appendix C, appendix G, appendix H, appendix J) may be controlled by CFR authorized in delegation letter (for example, CFR 23, CFR 25, CFR 27, CFR 29) or by specific appendix (for example, appendix J only). This may require specific CFR limitations for new authorized area L and delegated function 11.

Applicant's Name_____

FLIGHT TEST PILOT

ODA UM APPLICATION EVALUATION TECHNICAL CRITERIA

Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column (Y=YES; N=NO), and provides rationale.

APPLICANT USE ONLY			
Requested Areas	RECOMMEND APPROVAL OF FLIGHT TEST PLANS	Adv	EP
	1A Aircraft Performance		
	1B Flight Characteristics		
	1C Propulsion Systems		
	1D Hyd., Elec., & Pneumatic Systems		
	1E Pressurization & A/C Systems		
	1F Flight Instruments & Systems		
	1G Auto. Control Systems		
	1H Ice Protection Systems		
	1I Operating Limitations or Procedures		
	1J H/V (Rotorcraft)		
	1K Special (Specify)		
Requested Areas	CONDUCT GROUND TESTS AND EVALUATIONS	Adv	EP
	2A Aircraft Performance		
	2C Propulsion Systems		
	2D Hyd., Elec., & Pneumatic Systems		
	2E Pressurization & A/C Systems		
	2F Flight Instruments & Systems		
	2G Auto. Control Systems		
	2H Ice Protection Systems		
	2I Operating Limitations/Procedures		
	2K Special (Specify)		

APPLICANT USE ONLY			
Requested Areas	CONDUCT FLIGHT TESTS AND EVALUATIONS	Adv	EP
	3A Aircraft Performance		
	3B Flight Characteristics		
	3C Propulsion Systems		
	3D Hyd., Elec., & Pneumatic Systems		
	3E Pressurization & A/C Systems		
	3F Flight Instruments & Systems		
	3G Auto. Control Systems		
	3H Ice Protection Systems		
	3I Operating Limitations/Procedures		
	3J H/V (Rotorcraft)		
	3K Special (Specify)		
Requested Areas	COMPILE TEST REPORTS	Adv	EP
	4B Flight Characteristics		
	4F Flight Instruments & Systems		
	4G Auto. Control Systems		
	4I Operating Limitations/Procedures		
	4J H/V (Rotorcraft)		
	4K Special (Specify)		
Requested Areas	COMPLETE PORTIONS OF AND APPROVE THE TIR	Adv	EP
	5A Aircraft Performance		
	5B Flight Characteristics		
	5C Propulsion Systems		
	5D Hyd., Elec., & Pneumatic Systems		
	5E Pressurization & A/C Systems		
	5F Flight Instruments & Systems		
	5G Auto. Control Systems		
	5H Ice Protection Systems		
	5I Operating Limitations/Procedures		
	5J H/V (Rotorcraft)		
	5K Special (Specify)		

Applicant's Name_____

FLIGHT TEST PILOT

APPLICANT USE ONLY			
Requested Areas	RECOMMEND APPROVAL OF AIRCRAFT FLIGHT MANUAL	Adv	EP
	6A Aircraft Performance		
	6B Flight Characteristics		
	6C Propulsion Systems		
	6D Hyd., Elec., & Pneumatic Systems		
	6E Pressurization & A/C Systems		
	6F Flight Instruments & Systems		
	6G Auto. Control Systems		
	6H Ice Protection Systems		
	6I Operating Limitations/Procedures		
	6J H/V (Rotorcraft)		
	6K Special (Specify)		

Additional Requirements for a Flight Test Pilot :

Circle One

Yes No (a) Hold a commercial pilot's certificate with instrument rating and be qualified in aircraft of the same category and class and similar in design to that in which the applicant will be conducting tests.

Yes No (b) Have logged a minimum of 2,000 pilot-in-command (PIC) flying hours (1,000 hours for helicopters) of which at least 100 hours have been logged within the past 12 months.

Yes No (c) Have logged a minimum of 100 hours of appropriate experimental flight testing experience in the same certification category and in a similar type of aircraft for which the DER appointment is requested.

Applicant's Name_____

ACOUSTICAL

ODA UM APPLICATION EVALUATION TECHNICAL CRITERIA

Delegated Functions and Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to evaluation panel (EP) (Y=YES; N=NO), and provides rationale.
- Evaluation panel evaluates area(s) recommended by advisor, marks EP column (Y=YES; N=NO), and provides rationale.

APPLICANT USE ONLY			
Requested Areas	**MEASUREMENT LOCATIONS**	**Adv**	**EP**
	1A Acoustical		
	1B Special (Specify)		
Requested Areas	**RECORDING EQUIPMENT**	**Adv**	**EP**
	2A Acoustical		
	2B Special (Specify)		
Requested Areas	**ANALYSIS EQUIPMENT**	**Adv**	**EP**
	3A Acoustical		
	3B Special (Specify)		
Requested Areas	**ENVIRONMENTAL CONDITIONS**	**Adv**	**EP**
	4A Acoustical		
	4B Special (Specify)		
Requested Areas	**CALCULATION PROCEDURE**	**Adv**	**EP**
	5A Acoustical		
	5B Special (Specify)		

Appendix I. Manufacturing UM Application and Test

Applicant's Name_____

GENERAL REGULATORY CRITERIA

Regulatory Experience and Expertise

Regulatory Experience and Expertise Explained:

This form documents your knowledge of the meaning and applications of Title 14, Code of Federal Regulations (14 CFR). This knowledge allows the designee to determine what is and is not applicable for the task at hand. On the REGULATORY criteria sheet, check the spaces next to the 14 CFR part(s) of which you are knowledgeable. You must include documentation that verifies where and how you acquired your knowledge of acceptable compliance to the requested 14 CFR part. An example might look as follows:

"During the time period from December 1983 to April 1997, I was employed by the Big Airplane Company in Ennis, Texas. My position was in the Airworthiness Certification staff. One of my job functions was to research documentation regarding certain regulations, conformity to company type design, and compliance to airworthiness standards to assist the company in making their findings of compliance. I worked very closely with Mr. Gene Vandermolen of the Transport Airplane Directorate."

APPLICANT INFORMATION			
GENERAL EXPERIENCE DESCRIPTION: Regulatory/Certification Expertise and Experience		**Adv**	**EP**
	Possesses a working knowledge of the pertinent FAA regulations, directives and related guidance:		
	14 CFR part 21		
	14 CFR part 45		
	14 CFR part 47		
	14 CFR part 183		
	Order 8110.4		
	Order 8100.8		
	Order 8130.2		
	Order 8130.21		
	Advisory Circular 21-2		
	Advisory Circular 21-23		
	Advisory Circular 21-32		
	Advisory Circular 21-33		
	Advisory Circular 45-2		

Supplementary Documentation (attach additional sheets as required).

Applicant's Name_____

GENERAL TECHNICAL CRITERIA

Technical Experience and Expertise

Technical Experience and Expertise Explained:

This form documents the applicant's possession of airworthiness and manufacturing knowledge, skills, and abilities. This criteria also is used to determine the authorized functions and limitations. Indicate applicable technical expertise and experience you have by placing an "X" in the left column of the table below. You must list at least three references and include telephone numbers at which they may be reached during normal business hours Monday through Friday. These references must be persons who have first-hand knowledge of your technical abilities. These persons must have the technical knowledge necessary to make such a judgment regarding your technical ability. Although not required, it will be helpful if these references are persons known to the Aircraft Certification Service. You must also include documentation that substantiates where and how you acquired your technical expertise and experience.

Mark with an "X"	*APPLICANT INFORMATION* GENERAL EXPERIENCE DESCRIPTION: Technical: Technical Expertise and Experience	Adv	EP
	Each applicant must possess current technical knowledge and meet experience requirements in connection with the production or inspection of products or parts of the same type and complexity for the functions sought (for example, Boeing Model 707-100, Bell Model 47B, and/or related parts/components, appliances, etc.).		
	DMIR/ODAR Employed by a PAH or a PAH's supplier.		
	DMIR/ODAR: Familiar with the PAH and/or PAH's approved supplier's facilities, procedures, manufacturing practices, and inspection techniques in connection with type certification, original airworthiness certification, export certification, parts approval, and associated data as appropriate for the functions sought.		
	Three verifiable technical references are required to substantiate that the applicant possesses the required technical expertise for the designation sought. These references (listed below) may be the same persons used for character references (reference GENERAL INTERFACE CRITERIA). DMIR and ODAR applicants must include a letter of recommendation from the company attesting to the applicant's technical competency; this may be considered one of the three required technical references.		
	For an ODAR, unlike an individual DAR, it is the ORGANIZATION that must meet all DAR qualifications for authorized functions identified in the approved procedures manual. The ODAR is responsible for ensuring the individual authorized representatives identified in the ODAR procedures manual COLLECTIVELY meet the overall qualification criteria in this order, not each individual performing specific functions under the ODAR. Therefore, the individuals within an ODAR designation need only the skill and ability necessary to make the required determination consistent with the type and complexity of authorized functions to be performed. The ODAR is responsible for ensuring compliance with FAA regulations and terms of the appointment. Corrective action will be directed at the ORGANIZATION and not individuals authorized within the ODAR.		
	Technical References (list three names minimum and indicate if DMIR/DAR/ODAR): 1. _____ Name Phone Number Designations Held 2. _____ Name Phone Number Designations Held 3. _____ Name Phone Number Designations Held		

Supplementary Documentation (attach additional sheets as required).

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_____

Applicant's Name_____

GENERAL INTERFACE CRITERIA

Direct Interface with FAA Personnel and Procedures

Direct Interface with FAA Personnel and Procedures Explained:

This form is used to document your character references and your direct interface with FAA personnel and procedures. List at least three references and include a telephone number where they may be contacted during normal office hours Monday through Friday. These references should be able to verify your integrity, ethics, and interpersonal skills.

APPLICANT INFORMATION		
GENERAL EXPERIENCE DESCRIPTION: INTERFACE CRITERIA	**Adv**	**EP**
Three verifiable character references are required to substantiate that the applicant possesses integrity and sound judgment. These references (listed below) may be the same persons used for technical references (reference GENERAL TECHNICAL CRITERIA). DMIR and ODAR applicants must include a letter of recommendation from the company attesting to these attributes; this may be considered one of the three required character references.		
List a minimum of three verifiable character references: 1. _____ Name _____ Phone Number 2. _____ Name _____ Phone Number 3. _____ Name _____ Phone Number 4. _____ Name _____ Phone Number 5. _____ Name _____ Phone Number		
Applicant has the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA.		
Applicant has a good command of the English language, both oral and written.		
Applicant must be sufficiently knowledgeable in technical and administrative functions associated with the appointment and must satisfactorily demonstrate this to the FAA prior to appointment.		
Applicant possesses unquestionable integrity, sound judgment, and cooperative attitude.		
DMIR applicant must have been in a responsible position for a minimum of 1 year in connection with the type of work covered by the designation.		
DMIR/ODAR applicants must report to a level of management in the organization sufficient to enable the applicant to administer the pertinent FAA regulations effectively without undue pressure or influence from other organization elements.		

DAR/ODAR applicants must include documentation showing significant experience in a direct working relationship with the FAA. This documentation should be in the following format: projects worked, dates of work, activity involved, and point of contact within the FAA. Working experience within a delegated organization may be substituted to meet this requirement. An example might look as follows:

> "Big Airplane AAA-44, April 1989 to present, STC project for EFIS system on Boeing Model 727-200; Jerry Smith (1989-1990) and multiple STC projects; George Burns (1990-present)."

Supplementary Documentation (attach additional sheets as required).

_____

_____

_____

_____

Applicant's Name_____

GENERAL STANDARDIZATION

Knowledge of the Standardized FAA Designee System

Knowledge of the Standardized FAA Designee System Explained:

This form is used to document your knowledge of FAA Airworthiness Approval and Certification process responsibilities, authority, limitations, activities, and procedures while serving as a representative of the FAA Administrator in the FAA certification process. Following the STANDARDIZATION CRITERIA is the designee knowledge-based test, which is used as evidence of your knowledge of designee functions. Complete the test, affirm with your signature, and return it with the rest of the application package. The applicant may gain this knowledge through experience, attending FAA Standardization Seminars, or by directed self-study.

DMIR/DAR/ODAR APPLICANT INFORMATION
CRITERION DESCRIPTION:
Applicant completes knowledge-based test

Adv		**EP**
	Review completed test	

Knowledge-Based Test

Answer the following questions by darkening in the circle preceding the correct answer:

1. What regulation describes the requirements for designating private persons to act as representatives of the FAA?
   - O 14 CFR part 43
   - O 14 CFR part 21
   - O 14 CFR part 183

2. Which FAA publication is used to check the currency of orders and notices?
   - O AC 00-2
   - O AC 00-44
   - O AC 21-7
   - O Order WA 0000.5

3. Which FAA publication is used to check the currency of the CFR?
   - O AC 00-2
   - O AC 21-7
   - O AC 21-23
   - O AC 00-44

4. Which FAA publication is used to check the currency of advisory circulars (AC)?
   - O AC 00-44
   - O AC 00-2
   - O AC 00-11
   - O Order WA 0000.4

5. Title 14, Code of Federal Regulations (14 CFR) refers to:
   - O The president
   - O Wildlife and fisheries
   - O Agriculture
   - O Aeronautics and space

Applicant's Name_____

6. The word "chapter" when used in 14 CFR § 21.17 refers to:
   - O Chapter 14
   - O Chapter 1
   - O Chapter 21
   - O Chapter 17

7. Special Federal Aviation Regulations (SFAR) are:
   - O Equivalent to a CFR
   - O Issued for a specified period
   - O Issued for a specific purpose
   - O All the above

8. The designee's signature must be in permanent ink on the following form:
   - O Form 8100-2, Standard Airworthiness Certificate
   - O Form 8130-7, Special Airworthiness Certificate
   - O Form 8130-6, Application for Airworthiness Certificate
   - O All of the above

9. Typing errors may not be corrected on the following form:
   - O Any airworthiness application
   - O "E" card
   - O Standard or special airworthiness certificates
   - O All of the above

10. Designees may be authorized by the FAA to conduct inspections necessary to determine that products and related parts conform to the type design data and are in a condition for safe operation.
   - O True
   - O False

11. DMIR designations are effective for:
   - O An indefinite period of time
   - O 12 months
   - O 2 years

12. A representative's designation may be terminated upon a finding by the FAA that the designee did not properly perform their authorized duties.
   - O True
   - O False

13. What FAA order contains type certification project inspection procedures?
   - O Order 8120.2
   - O 14 CFR part 21
   - O Order 8110.4

14. On what FAA form are the majority of a designee's inspections documented?
   - O FAA Form 8100-1
   - O FAA Form 8130-6
   - O FAA Form 8110-12

Applicant's Name_____

15. Where would you find the detailed instructions for completion of FAA Form 8130-3, Airworthiness Approval Tag?
- O FAA Order 8120.2
- O FAA Order 8110.4
- O FAA Order 8130.21

16. Is it appropriate for a designee to sign and issue an FAA Form 8130-3 tag, if the form is incomplete with regard to part quantity, nomenclature, part number, installation eligibility, or shipper's invoice number?
- O Yes
- O No

17. Entries on the FAA Form 8130-3 tag may be made in pencil.
- O True
- O False

18. Who should the designee contact for information and answers relative to their duties as a designee? Use your own words.

_____
_____
_____

19. Is it permissible to issue one FAA Form 8130-3 tag for several parts of the same number?
- O Yes
- O No

20. An application for a type certificate for other than a transport category aircraft is effective for:
- O An indefinite period of time
- O 5 years
- O 3 years

21. Conformity to type design is considered attained when the required and proper components are installed and they are consistent with the drawings, specifications, and other data that are part of the type certificate.
- O True
- O False

22. Type certificates are issued for aircraft, aircraft engines, and propellers.
- O True
- O False

23. The final type inspection report ensures that all type inspection authorization requirements are completed, and all FAA regulations have been met.
- O True
- O False

24. An application for a type certificate must show compliance with FAA requirements that were in effect:
- O As of the latest change to 14 CFR part 21
- O As of the type certificate approval date
- O On the date of the application

25. The administrator of the FAA is empowered to issue:
- O Maximum standards
- O Aircraft identification plates
- O Reasonable rules

Applicant's Name_____

26. What must be presented to the FAA by the applicant for each aircraft engine or propeller presented for type certification?
- O A $5 service fee
- O A statement of conformity
- O A letter of acceptance

27. Definitions for specific words and phrases used throughout the Code of Federal Regulations may be found in:
- O 14 CFR part 21
- O 14 CFR part 199
- O 14 CFR part 1

28. The Code of Federal Regulations (CFR) is divided into:
- O 100 titles
- O 50 titles
- O 10 titles

29. Which regulation defines the eligibility for obtaining an Export Airworthiness Approval?
- O 14 CFR § 21.323
- O 14 CFR § 21.601
- O 14 CFR § 21.125

30. Which advisory circular contains export airworthiness procedures and special requirements?
- O AC 21-16
- O AC 21-2
- O AC 21-18

31. Which FAA order contains airworthiness inspection procedures?
- O Order 8130.2
- O Order 8120.2
- O Order 8110.4

32. Which FAA document contains information concerning the completion of FAA Form 8130-1, Application for Export Certificate of Airworthiness?
- O Order 8130.2
- O 14 CFR part 21
- O AC 21-2E

33. An approved product was sold to a customer in the United States and was shipped to that customer. The product was not specifically inspected by the DMIR. The customer now has a desire to sell the product to a foreign operator. Would it now be appropriate for the DMIR to process an Export Airworthiness Approval?
- O Yes
- O No

34. FAA Form 8130-3, Airworthiness Approval Tag, is a multipurpose form. As a designee, which side of the form would you complete for the export of either PMA or TSO articles?
- O Blocks 14 through 18
- O Blocks 19 through 23
- O Both

35. Which FAA document identifies most special requirements for export of products to foreign countries?
- O 14 CFR part 21
- O AC 21-2
- O Order 8130.2

Applicant's Name_____

36. An order is received for parts manufactured by your firm for shipment of aviation parts to a foreign aircraft manufacturer. The aircraft manufacturer has requested that the parts be shipped with FAA Form 8130-3. The requested parts are not manufactured under either your firm's PMA or TSO authorization. The parts are, however, produced under the same quality control system and are available in the facilities for inspection. Would it be appropriate for the DMIR to complete the requested FAA Form 8130-3?
- O Yes
- O No

37. Designees may be authorized to perform evaluation or surveillance functions of their firm's quality control system on behalf of the FAA.
- O True
- O False

38. The FAA regulatory basis for export is:
- O 14 CFR part 43, subpart D
- O 14 CFR part 21, subpart L
- O AC 21-2

39. Export requirements may be waived by the:
- O Manufacturer
- O FAA representative
- O Foreign Civil Aviation Authority

40. Oral applications may be made by anyone desiring to export a class II product.
- O True
- O False

41. An example of a class II product is:
- O MS20470AD4-4 rivets
- O A TSO-C22 aircraft seat belt
- O A complete aircraft propeller

42. What document is required to amend or modify an airworthiness certificate or operating limitations?
- O An amended type certificate
- O An Application for airworthiness certificate
- O A special flight authorization

43. Airworthiness certificates may be issued for an aircraft manufactured under a production certificate without further showing.
- O True
- O False

44. U.S. aircraft registration requirements are located in:
- O 14 CFR part 45
- O 14 CFR part 21
- O 14 CFR part 47

45. There are no specific size requirements for PMA markings, provided they are legible.
- O True
- O False

46. All designee functions must be accomplished within your company's facilities, unless otherwise authorized by your managing office.
- O True
- O False

Applicant's Name_____

47. The privileges of a DMIR are stated in:
- O FAA Order 8130.2
- O Public Law 103-272
- O 14 CFR part 183

I hereby affirm that I completed this ODA UM test.

_____ _____
SIGNATURE DATE

Applicant's Name_____

AUTHORIZED FUNCTIONS AND TECHNICAL EXPERIENCE CRITERIA

INSTRUCTIONS: Applicant indicates below the function(s) for which authorization is sought. On the following SPECIALIZED TECHNICAL EXPERIENCE (Application Information) tables indicate, by putting an "X" below, the appropriate experience for the authorized functions desired. The experience indicated must be substantiated on a separate supplemental sheet and submitted with the application. The advisor evaluates the requested function(s), and recommends authorized function(s) to the evaluation panel by marking the Adv column (Y=Yes, N=No) and provides rationale. The evaluation panel evaluates function(s) recommended by the advisor, marks the EP column (Y=Yes, N=No), and provides rationale.

Manufacturing ODA UM Applicants - Indicate Functions Desired														
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

AUTHORIZED FUNCTIONS

NOTE 1: A designee may not be authorized to perform evaluation, surveillance, or investigations of quality control systems, data, procedures, methods, or service difficulty reports. These are inherently governmental functions that are NOT to be delegated. The FAA inspector will NOT authorize any privilege not included in §§ 183.31 and 183.33. Authorized function(s) must appear on the designee's certificate of authority.

NOTE 2: Each designee must be carefully evaluated to ensure that they are issued the applicable codes with appropriate limitations for the functions they perform.

NOTE 3: The "conformity inspections" functions include test articles, as required. Designees may be authorized to witness tests when requested by the ACO and authorized by the managing office.

NOTE 4: Designees are required to complete any necessary reports/documents, as applicable, under any function code.

Applicant's Name_____

Manufacturing ODA UM Codes and Functions

08 Issue original standard airworthiness certificates for U.S.-registered aircraft and original airworthiness approvals for engines, propellers, parts, and appliances that conform to the approved design requirements and are in a condition for safe operation.

NOTE 1: Under this function code, the issuance of airworthiness approvals (Form 8130-3) are for domestic shipments only in accordance with FAA Order 8130.21, Procedures for Completion and Use of Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag.

NOTE 2: This includes very light aircraft (VLA), aircraft built from spare and surplus parts, and surplus military aircraft. This does not include aircraft built in countries in which the United States does not have a BAA or BASA.

NOTE 3: The issuance of airworthiness approvals meets the requirements for production conformity at the PAH or the PAH's supplier.

09 Issue special airworthiness certificates, in the experimental category, for the purpose of showing compliance with 14 CFR chapter I, for U.S.-registered aircraft which have undergone changes to the type design and require flight test prior to the issuance/reissuance of an airworthiness certificate.

10 Issue original/recurrent special airworthiness certificates for primary category aircraft.

11 Issue original/recurrent special airworthiness certificates, in the experimental category, for the purposes of performing market survey, research and development, and crew training on U.S.-registered aircraft.

12 Issue original/recurrent special airworthiness certificates, in the experimental category, for the purpose of air racing and operating exhibition U.S.-registered aircraft located in the United States.

13 Issue original special airworthiness certificates for U.S.-registered restricted category aircraft, including aircraft built from spare and surplus parts or surplus military aircraft.

NOTE: Spare and surplus apply only to §§ 21.21 and 21.27 type-certificated aircraft.

14 Issue original class I provisional airworthiness certificates.

15 Issue original/recurrent special airworthiness certificates for limited category.

16 Issue special flight permits for U.S.-registered aircraft for the purposes outlined in 14 CFR part 21, § 21.197(a)(1), (2), (3), (4), (5), and (b).

17 Issue amendment/replacement for standard or special airworthiness certificate if the proper documentation can be obtained from the applicant.

NOTE 1: The managing office may limit a designee to do amendments and/or replacements.

NOTE 2: This includes the replacement of certificates when the aircraft registration number changes.

Applicant's Name_____

Manufacturing ODA UM Codes and Functions

08 Issue original standard airworthiness certificates for U.S.-registered aircraft and original airworthiness approvals for engines, propellers, parts, and appliances that conform to the approved design requirements and are in a condition for safe operation.

NOTE 1: Under this function code, the issuance of airworthiness approvals (Form 8130-3) are for domestic shipments only in accordance with FAA Order 8130.21, Procedures for Completion and Use of Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag.

NOTE 2: This includes very light aircraft (VLA), aircraft built from spare and surplus parts, and surplus military aircraft. This does not include aircraft built in countries in which the United States does not have a BAA or BASA.

NOTE 3: The issuance of airworthiness approvals meets the requirements for production conformity at the PAH or the PAH's supplier.

09 Issue special airworthiness certificates, in the experimental category, for the purpose of showing compliance with 14 CFR chapter I, for U.S.-registered aircraft which have undergone changes to the type design and require flight test prior to the issuance/reissuance of an airworthiness certificate.

10 Issue original/recurrent special airworthiness certificates for primary category aircraft.

11 Issue original/recurrent special airworthiness certificates, in the experimental category, for the purposes of performing market survey, research and development, and crew training on U.S.-registered aircraft.

12 Issue original/recurrent special airworthiness certificates, in the experimental category, for the purpose of air racing and operating exhibition U.S.-registered aircraft located in the United States.

13 Issue original special airworthiness certificates for U.S.-registered restricted category aircraft, including aircraft built from spare and surplus parts or surplus military aircraft.

NOTE: Spare and surplus apply only to §§ 21.21 and 21.27 type-certificated aircraft.

14 Issue original class I provisional airworthiness certificates.

15 Issue original/recurrent special airworthiness certificates for limited category.

16 Issue special flight permits for U.S.-registered aircraft for the purposes outlined in 14 CFR part 21, § 21.197(a)(1), (2), (3), (4), (5), and (b).

17 Issue amendment/replacement for standard or special airworthiness certificate if the proper documentation can be obtained from the applicant.

NOTE 1: The managing office may limit a designee to do amendments and/or replacements.

NOTE 2: This includes the replacement of certificates when the aircraft registration number changes.

Applicant's Name_____

18 Issue original export airworthiness approval for class I products in accordance with the provisions of 14 CFR part 21, subpart L.

19 Issue original export airworthiness approval for class II products manufactured and located in the United States in accordance with 14 CFR part 21, subpart L.

20 Issue original export airworthiness approval for class III products that are manufactured and located in the United States in accordance with 14 CFR part 21, subpart L. When this function is delegated to an individual DAR, its application is limited to exporting of class III products only when employed by an applicant who is the PAH of the product being exported.

NOTE: DARs may be full-time, part-time, or contract employees of a PAH.

21 Make conformity determinations on aircraft, engines, propellers, and parts thereof to be used for design evaluation programs; for example, TC and supplemental type certification (STC) programs, and complete all necessary reports.

NOTE: For conformity inspections at the PAH's or PAH's supplier at any location authorized by the FAA, the managing office will delegate all inspections. In all instances, a complete company inspection of the products and related parts must be completed by the PAH or PAH-approved supplier before submitting for an ODAR inspection. In general, an AR will not conduct inspections on behalf of the FAA if the individual has performed the identical inspection on behalf of the PAH or PAH's approved supplier.

22 Issue conformity certifications on behalf of the Civil Aviation Authority (CAA) for components manufactured by U.S. suppliers for non-U.S. product manufacturers. Determinations of conformity to the design, test, and quality requirements may be accomplished by a DAR at any location, authorized by the FAA and only after the FAA has received notification from the CAA of the country in which the product is located.

NOTE: In the context of function code 22, the term "DAR" applies to DARs and ODARs.

23-46 Function codes are for AFS and can be found in chapter 14 of this order.

47. Issue recurrent/original and replacement special airworthiness certificates, experimental, for the purposes of operating U.S.-registered light-sport aircraft. (Reference Order 8130.33, Designated Airworthiness Representatives: Amateur-Built and Light-Sport Aircraft Certification Functions.)

48. Issue recurrent/original and replacement special airworthiness certificates, for U.S.-registered light-sport category aircraft and special flight permits for production flight-test operations. (Reference Order 8130.33.)

Applicant's Name_____

Table 1

APPLICANT INFORMATION **Write in the number of years of experience possessed for DMIR functions 1, 2, 7 and DAR/ODAR functions 8 through 17 in the left column and attach supplemental substantiation.**			
Experience Includes	**ISSUE ORIGINAL STANDARD AND/OR SPECIAL AIRWORTHINESS CERTIFICATES FOR U.S.-REGISTERED AIRCRAFT**	**Adv**	**EP**
	5 years of experience as a designated manufacturing inspection representative (DMIR)		
	5 years of experience as a designated alteration station (DAS) inspector		
	5 years of experience as a delegation option authorization (DOA) inspector		
	5 years of experience as a company inspector		
	5 years of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original airworthiness certificates for aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.		
	An organization holding an FAA PC or APIS, must have a person(s) in its employ with 5 years of experience.		

Table 2

APPLICANT INFORMATION **Write in the number of years of experience possessed for DMIR functions 3 and 7 and DAR/ODAR function 18 in the left column and attach supplemental substantiation.**			
Experience Includes	**ISSUE ORIGINAL EXPORT AIRWORTHINESS APPROVALS FOR CLASS I PRODUCTS**	**Adv**	**EP**
	5 years of experience as a DMIR		
	5 years of experience as a delegation option authorization (DOA) inspector		
	5 years of experience as a company inspector		
	5 years of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original domestic and/or export airworthiness approvals for class I products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.		
	An organization holding an FAA PC or APIS, must have a person(s) in its employ with 5 years of experience similar to the experience listed for class II products.		

Table 3

APPLICANT INFORMATION **Write in the number of years of experience possessed for DMIR functions 1, 4, 7 and DAR/ODAR functions 8 in the left column and attach supplemental substantiation.**			
Experience Includes	**ISSUE ORIGINAL AIRWORTHINESS APPROVALS FOR AN AIRCRAFT ENGINE OR PROPELLER DESIGNATED FOR DOMESTIC USE**	**Adv**	**EP**
	5 years of experience as a DMIR		
	5 years of experience as a delegation option authorization (DOA) inspector		
	5 years of experience as a company inspector		
	5 years of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original domestic and/or export airworthiness approvals for products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.		
	An organization holding an FAA PC or APIS, must have a person(s) in its employ with 5 years of experience similar to the experience listed for products.		

Applicant's Name_____

Table 4

APPLICANT INFORMATION **Write in the number of years of experience possessed for DMIR functions 3 and 7 and DAR/ODAR function 19 in the left column and attach supplemental substantiation.**			
Experience Includes	**ISSUE ORIGINAL EXPORT AIRWORTHINESS APPROVALS FOR CLASS II PRODUCTS**	**Adv**	**EP**
	3 years of experience as a DMIR		
	3 years of experience as a DOA inspector		
	3 years of experience as a company inspector		
	3 years of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	An organization as a holder of an FAA production approval must have a person(s) in its employ with 3 years of experience similar to the experience listed below:		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original domestic and/or export airworthiness approvals for class II products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought, or show evidence of knowledge as indicated by the asterisk (*) below for class II products.		
	*Show evidence of 3 years of experience (for class II) with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that class II products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for original export airworthiness approval meet 14 CFR part 21, subpart L, and any special requirements of the importing country. Should include knowledge of:		
	*First article, in-process, and final assembly inspections		
	*Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, plating, etc.)		
	*Destructive and nondestructive inspections		
	*Manufacturing processes		
	*Airworthiness assurance		
	*Developing/implementing quality control systems/procedures		
	*Testing procedures		
	*Use of FAA-approved type design data		

Applicant's Name_____

Table 5

APPLICANT INFORMATION **Write in the number of years of experience possessed for DMIR functions 1, 4, 7 and DAR/ODAR functions 8 in the left column and attach supplemental substantiation.**			
Experience Includes	**ISSUE ORIGINAL AIRWORTHINESS APPROVALS DESIGNATED FOR DOMESTIC USE OF A PART (FOR EXAMPLE, MODULE, SUBASSEMBLY, COMPONENT, ARTICLE, ETC.) MADE UNDER AN FAA PRODUCTION APPROVAL, THE FAILURE OF WHICH WOULD JEOPARDIZE THE SAFETY OF AN AIRCRAFT, AIRCRAFT ENGINE, OR PROPELLER**	**Adv**	**EP**
	3 years of experience as a DMIR		
	3 years of experience as a DOA inspector		
	3 years of experience as a company inspector		
	3 years of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	An organization as a holder of an FAA production approval must have a person(s) in its employ with 3 years of experience similar to the experience listed below:		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original domestic and/or export airworthiness approvals for products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought, or show evidence of knowledge as indicated by the asterisk (*) below.		
	*Show evidence of 3 years of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought conform to approved design and are in a condition for safe operation.		
	*First article, in-process, and final assembly inspections		
	*Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, plating, etc.)		
	*Destructive and nondestructive inspections		
	*Manufacturing processes		
	*Airworthiness assurance		
	*Developing/implementing quality control systems/procedures		
	*Testing procedures		
	*Use of FAA-approved type design data		

Applicant's Name_____

Table 6

APPLICANT INFORMATION **Write in the number of years of experience possessed for DMIR functions 3 and 7 and DAR/ODAR function 20 in the left column and attach supplemental substantiation.**			
Experience Includes	**ISSUE ORIGINAL EXPORT AIRWORTHINESS APPROVALS FOR CLASS III PRODUCTS**	**Adv**	**EP**
	Employed by a PAH authorized to issue export airworthiness approvals for class III products.		
	1 year of experience as a DMIR		
	1 year of experience as a DOA inspector		
	1 year of experience as a company inspector		
	1 year of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	Organization holding an FAA production approval must have a person(s) in its employ with 1 year of experience similar to that listed below. Those person(s) authorized by the FAA to issue Form 8130-3 must perform or be directly in charge of inspections which determine that products conform to the PAH's approved type design data and are in a condition for safe operation.		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original domestic and/or export airworthiness approvals for class III products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or show evidence of knowledge as indicated by the asterisk (*) below for class III products.		
	*Show evidence of 1 year of experience (for class III) with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine class III products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for original export airworthiness approval meet 14 CFR part 21, subpart L, and any special requirements of the importing country. Should include knowledge of:		
	*First article, in-process, and final assembly inspections		
	*Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, plating, etc.)		
	*Destructive and nondestructive inspections		
	*Manufacturing processes		
	*Airworthiness assurance		
	*Developing/implementing quality control systems/procedures		
	*Testing procedures		
	*Use of FAA-approved type design data		

Applicant's Name_____

Table 7

APPLICANT INFORMATION **Write in the number of years of experience possessed for DMIR functions 1, 4, 7 and DAR/ODAR functions 8 in the left column and attach supplemental substantiation.**			
Experience Includes	**ISSUE ORIGINAL AIRWORTHINESS APPROVALS DESIGNATED FOR DOMESTIC USE OF ANY COMPONENT OR PART NOT INCLUDED IN TABLES 3 AND 5 ABOVE, INCLUDING STANDARD PARTS**	**Adv**	**EP**
	1 year of experience as a DMIR		
	1 year of experience as a DOA inspector		
	1 year of experience as a company inspector		
	1 year of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	An organization as a holder of an FAA production approval must have a person(s) in its employ with 1 year of experience similar to the experience listed below:		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original domestic and/or export airworthiness approvals for products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought, or show evidence of knowledge as indicated by the asterisk (*) below.		
	*Show evidence of 1 year of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine that products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) conform to approved design and are in a condition for safe operation. Should include knowledge of:		
	*First article, in-process, and final assembly inspections		
	*Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, plating, etc.)		
	*Destructive and nondestructive inspections		
	*Manufacturing processes		
	*Airworthiness assurance		
	*Developing/implementing quality control systems/procedures		
	*Testing procedures		
	*Use of FAA-approved type design data		

Applicant's Name_____

Table 8

APPLICANT INFORMATION **Write in the number of years of experience possessed for DMIR functions 5 and 7 and DAR/ODAR function 21 in the left column and attach supplemental substantiation.**			
Experience Includes	**MAKE CONFORMITY DETERMINATIONS ON AIRCRAFT AND PARTS THEREOF (including those submitted for FAA tests prior to issuance of an FAA Type Design Approval)**	**Adv**	**EP**
	5 years of experience as a DMIR		
	5 years of experience as a DAS inspector		
	5 years of experience as a DOA inspector		
	5 years of experience as a company inspector		
	5 years of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	Involved in making actual conformity determinations or having responsibility for managing programs which lead to the determination that prototype or test articles, parts, or installations (including completed aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) conformed to the type design under evaluation by the FAA or show evidence of knowledge as indicated by the asterisk (*) below.		
	Organization holding an FAA production approval must have a person(s) in its employ with 5 years of experience similar to experience listed below:		
	Organization not holding an FAA production approval must have a person(s) in its employ with 5 years of experience similar to experience listed below:		
	*Show evidence of 5 years of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine prototype or test articles, parts, or installations, or completed aircraft (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) to be used for FAA design evaluation conform to the type design being evaluated. Should include knowledge of:		
	*First article, in-process, and final assembly inspections		
	*Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, plating, etc.)		
	*Destructive and nondestructive inspections		
	*Manufacturing processes		
	*Airworthiness assurance		
	*Developing/implementing quality control systems/procedures		
	*Testing procedures		
	*Use of FAA-approved type design data		

Applicant's Name_____

Table 9

APPLICANT INFORMATION **Write in the number of years of experience possessed for DMIR functions 5 and 7 and DAR/ODAR function 22 in the left column and attach supplemental substantiation.**			
Experience Includes	**ISSUANCE OF CONFORMITY CERTIFICATIONS FOR COMPONENTS MANUFACTURED IN THE UNITED STATES FOR NON-U.S. PRODUCT MANUFACTURER**	**Adv**	**EP**
	3 years of experience as a DMIR		
	3 years of experience as a DAS inspector		
	3 years of experience as a DOA inspector		
	3 years of experience as a company inspector		
	3 years of experience as an FAA manufacturing inspector		
	Candidate experience, if applicable.		
	Involved in making actual conformity determinations or having responsibility for managing programs which lead to the determination that prototype or test articles, parts, or installations (including completed aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) conformed to the type design under evaluation by the FAA, or show evidence of knowledge as indicated by the asterisk (*) below.		
	Organization holding an FAA production approval must have a person(s) in its employ with 5 years of experience similar to experience listed below:		
	*Show evidence of 5 years of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine prototype or test articles, parts, or installations, or completed aircraft (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) to be used for FAA design evaluation conform to the type design being evaluated. Should include knowledge of:		
	*First article, in-process, and final assembly inspections		
	*Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, plating, etc.);		
	*Destructive and nondestructive inspections		
	*Manufacturing processes		
	*Airworthiness assurance		
	*Developing/implementing quality control systems/procedures		
	*Testing procedures		
	*Use of FAA-approved type design data		

Appendix J. Corrective Action Request Form

CORRECTIVE ACTION REQUEST

Wencor West O.D.A.	1625 N 1100 W, SPRINGVILLE, UT 84633	

①	To:	CAR #:	Date:	
	Initiator:	Criticality:	MAJOR / MINOR	
	Contract / Order#: Our PO# Or Audit #:	Response Due:	7 DAYS (default)	
	Quality Standard:	Procedure / Spec #:		
	Non-Conformance:			
	Written by:	Manager Approval:		
②	**Cause:** *(identify direct cause and root cause)*			
③	**Immediate Containment Action:** Date Completed:			
④	**Corrective Action to Eliminate Root Cause:** Written by: Date written:			
	Projected Completion Date:	***Note: determine which other processes, personnel and procedures may be affected by actions taken.***		
⑤	**VERIFICATION / CLOSURE:**			
	☐ Satisfactory	☐ Not Satisfactory	☐ Additional information required	
	Reviewed by:		Date:	
	Comments:			

Form CARFORM ODA. Rev n/c

Appendix K. Training Record Matrix

Draft ODA Engineering Unit Member Training Record			
Name:		Position:	
ODA Function Codes:			
Training Subject	**Date**	**Trainer Signature**	**Trainee Initials**
Candidacy Program			
• Assigned Mentor			
• Provided objective proof of competency			
New UM Training			
• Procedures Manual			
• FAA Order 8100.15			
• FAA Order 8100.8			
• FAA Order 8100.37			
• Assigned Functions			
Recurrent In-house training			
FAA Training			