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PROCEDURES MANUAL

Origination Date: (mo/yr)

I. Title Page/Signature <sup>3-5a</sup>	Document
Authorization Signature	Identifier: QMS-00 Procedures Manual
(Your Digital Signature)	Date: Latest Revision Date
Date Authorized	Document
(your date)	Revision: Draft, Redline, Released, Obsolete

Abstract:  
This Manual describes the Company's policies, procedures and limitations according to **FAA Order 8100.15**.

<b>Your Logo</b>	Your Company Name	QMS-00 Procedures Manual
ODA: xxxxxxxx		Rev: Orig

## II. List of Effective Pages<sup>3-5b</sup>

The status of each page in the *QMS-00 Procedures Manual* is recorded in the following list of effective pages. Blank pages and pages that have been removed or are no longer current

[Redacted]

The ODA Administrator:

- [Redacted]
- [Redacted]
- [Redacted]

### LIST OF EFFECTIVE PAGES

Page Number	Revision	Revision Date
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		

<b>Your Logo</b>	Your Company Name	QMS-00 Procedures Manual
ODA: xxxxxxxx		Rev: Orig

## II.1 Table of Contents

I.	Title Page/Signature <sup>3-5a</sup>	1
II.	List of Effective Pages <sup>3-5b</sup>	2
II.1	Table of Contents	3
II.2	Revision Log	4
III.	Manual Control <sup>3-5c</sup>	5
1.0	Preface and Introduction <sup>3-5d</sup>	6
2.0	Authorized Functions and Limitations <sup>3-5e</sup>	6
2.1	ODA Type and Authorized Functions	6
2.2	Articles Covered by ODA	7
2.3	Airmen Type Rating and Testing Capabilities (when applicable)	7
3.0	Organizational Structure and Responsibilities <sup>3-5f</sup>	7
4.0	ODA Administrator and Unit Member Duties and Responsibilities <sup>3-5g</sup>	7
4.1	ODA Administrator Responsibilities	7
4.2	ODA UM Responsibilities	8
5.0	Required Capabilities and ODA Unit Positions <sup>3-5h</sup>	8
6.0	ODA Unit Member Listing (ODA Unit Listing) <sup>3-5i</sup>	8
7.0	Unit Member and ODA Administrator Selection and UM Removal <sup>3-5j</sup>	8
8.0	Training <sup>3-5k</sup>	8
9.0	Internal Audit (and Performance Assessment Program) <sup>3-5l</sup>	8
9.1	Internal Audit	8
9.2	Management Review	9
9.2.1	General	9
9.2.2	Management Review Inputs	9
9.2.3	Management Review Outputs	9
10.0	Regulations and Guidance Material <sup>3-5m</sup>	9
11.0	Duration of Authorization <sup>3-5n</sup>	9
12.0	Maintenance of Eligibility <sup>3-5o</sup>	9
13.0	Inspection <sup>3-5p</sup>	9
13.1	Supplier Control	10
14.0	Service Monitoring <sup>3-5q</sup> (Continuing Requirements - Airworthiness and Operational Approvals)	10
15.0	Authorized Function Procedures <sup>3-5r</sup>	11
16.0	Records <sup>3-5s</sup>	11
17.0	Corrective Action <sup>3-5t</sup>	11
17.1	Required Actions for Nonconformities <sup>value added</sup>	11
17.2	Required Records for Nonconformities <sup>value added</sup>	12
18.0	Work Activity Reporting <sup>3-5u</sup>	12
19.0	Interference <sup>3-5v</sup>	13
20.0	Appendices <sup>3-5w</sup>	15
	Appendix A: Memorandum of Understanding <sup>3-5w(1)</sup> - also see 8100.15 page 363	15
	Appendix B: ODA Holder and Unit Organizational Chart <sup>3-5w(2)</sup>	18
	The Organizational Chart is an overview of the management structure of the Company.	18
	Appendix C: ODA Facilities <sup>3-5w(3)</sup>	18
	(Your description and location of on-site facilities used in performing authorized functions, including off-site facilities and other locations where UMs perform work activities, which are subject to approval by the QMT)	18
	Appendix D: Required ODA Unit Capabilities and Positions <sup>3-5w(4)</sup> - and personnel roster from para 5.0	19
	Appendix E: Forms <sup>3-5w(5)</sup>	19
	Appendix F: Certification Plans <sup>3-5w(6)</sup> (TC - STC - PMA)	19
	F.1 TC and STC Certification Plan	19
	F.2 PMA Certification Plan	21
	Appendix G: No Acoustical Change <sup>3-5w(7)</sup> - Qualifications, Selections, Limitations, and Program Procedures (TC & STC only)	22

<b>Your Logo</b>	Your Company Name	QMS-00 Procedures Manual
ODA: xxxxxxxx		Rev: Orig

G.1	Qualification Requirements of Individuals Making NAC Determinations .....	22
G.2	Selection Process .....	23
G.3	Roles and Responsibilities .....	23
G.4	NAC Determination Limitations .....	23
G.5	Program Procedures for NAC Determinations .....	23

Documents that are referenced herein in ***bold italic*** font indicate

(NOTE:

## II.2 Revision Log

Revision Level	Revision Date	Page Numbers	Description	FAA Approval
			See CO #101	

See the applicable ***Change Order*** for Company Approval Signatures

### ANNUAL REVIEW

Year	Date Review	Revisions	Reviewed By



<b>Your Logo</b>	Your Company Name	QMS-00 Procedures Manual
ODA: xxxxxxxx		Rev: Orig

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

## 1.0 Preface and Introduction<sup>3-5d</sup>

(Your Company's) *QMS-00 Procedures Manual* establishes [REDACTED] to ensure consistent [REDACTED] that are authorized by the FAA under **14 CFR Part 183 Subpart D**.

The Company provides its OMT with [REDACTED]. In addition, to ensure continuous improvement and optimal conformance of authorized functions, the Company [REDACTED] by applying applicable [REDACTED].

The Company enables Responsible Authorities to [REDACTED] are regularly integrated into [REDACTED] according to the ***QMS-01 Control of Documented Information Procedure*** and the ***QMS-02 Configuration Management Procedure***.

### **IMPORTANT:**<sup>4-16.a</sup>

Company policies and procedures are [REDACTED] approved by the OMT and implemented according to the ***QMS-02 Configuration Management Procedure***.

## 2.0 Authorized Functions and Limitations<sup>3-5e</sup>

### 2.1 ODA Type and Authorized Functions

Function Code (your list, for instance)	Function	Limitations
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

<b>Your Logo</b>	Your Company Name	QMS-00 Procedures Manual
ODA: xxxxxxxx		Rev: Orig

Function Code (your list, for instance)	Function	Limitations
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

## 2.2 Articles Covered by ODA

(your list of articles)

## 2.3 Airmen Type Rating and Testing Capabilities (when applicable)

Certs - Ratings - Auths	Testing Capabilities	Make - Model - Series

## 3.0 Organizational Structure and Responsibilities<sup>3-5f</sup>

The Organizational Chart in *Appendix B* is an overview of the management structure of the Company. The Company's **Personnel Roster** [REDACTED]

that includes [REDACTED]

[REDACTED] which are further defined in the **QMS-05 Responsibilities and Authorities Procedure**. All Unit Members are [REDACTED]

The Accountable Manager oversees this effort and determines that **Requests for Support** are [REDACTED]

Unless otherwise noted, the Company applies the definitions of key terms according to the **QMS-16 Definitions and Abbreviations Procedure**.

## 4.0 \*ODA Administrator and Unit Member Duties and Responsibilities<sup>3-5g</sup>

### 4.1 ODA Administrator Responsibilities

The ODA Administrator responsibilities are defined in the **QMS-05 Responsibilities and Authorities Procedure**.

<b>Your Logo</b>	Your Company Name	QMS-00 Procedures Manual
ODA: xxxxxxxx		Rev: Orig

## 4.2 ODA UM Responsibilities

Unit Member responsibilities are defined in the **QMS-05 Responsibilities and Authorities Procedure**. The Company's **Personnel Roster** records [REDACTED]

## 5.0 Required Capabilities and ODA Unit Positions<sup>3-5h</sup>

The Company determines and provides [REDACTED] with the capabilities to [REDACTED] according to the **QMS-03 Personnel Roster** - see *Appendix D* herein.

The Company's OMT Lead is notified [REDACTED] when the Company determines [REDACTED]. A notification due on Saturday, Sunday or a holiday is delivered on the next business day.

## 6.0 ODA Unit Member Listing (ODA Unit Listing)<sup>3-5i</sup>

The Company retains and maintains a **Personnel Roster** that [REDACTED] perform FAA authorized functions.

## 7.0 Unit Member and ODA Administrator Selection and UM Removal<sup>3-5j</sup>

The Company selects [REDACTED] according to the **QMS-03 Personnel Roster**. [REDACTED]

## 8.0 Training<sup>3-5k</sup>

The Company trains [REDACTED] according to the **QMS-06 Training Program**. The Company coordinates [REDACTED] to enable review of [REDACTED]

## 9.0 Internal Audit (and Performance Assessment Program)<sup>3-5l</sup>

### 9.1 Internal Audit

The Company assigns Responsible Authorities to perform annual internal audits that are [REDACTED] according to the **QMS-12 Internal Auditing Procedure**, which includes [REDACTED]

Internal audit nonconformities are processed [REDACTED] according to the **QMS-14 Control of Nonconformities Procedure**.

Internal audit results are provided to [REDACTED] who coordinates [REDACTED]



<b>Your Logo</b>	Your Company Name	QMS-00 Procedures Manual
ODA: xxxxxxxx		Rev: Orig

The **Internal Audit Log**, auditing procedures and audit results are [REDACTED] according to the **QMS-04 Management Process Procedure**.

## 9.2 Management Review

### 9.2.1 General

Top management reviews [REDACTED]

according to the **QMS-04 Management Process Procedure**.

### 9.2.2 Management Review Inputs

Management review is planned and performed according to the **QMS-04 Management Process Procedure**, which takes into consideration [REDACTED]

### 9.2.3 Management Review Outputs

Results from management reviews include [REDACTED]

[REDACTED] according to the **QMS-04 Management Process Procedure**.

## 10.0 Regulations and Guidance Material<sup>3-5m</sup>

The Company's Training Program Manager retains and maintains [REDACTED]

In addition, the responsibility includes [REDACTED]

which are [REDACTED]

## 11.0 Duration of Authorization<sup>3-5n</sup>

The Company's ODA issued under **14 CFR § 183.45** is effective until [REDACTED]

[REDACTED] for any reason, including those identified in **14 CFR § 183.67**.

## 12.0 Maintenance of Eligibility<sup>3-5o</sup>

The Company continually [REDACTED] and notifies [REDACTED] within [REDACTED]

to meet the requirements of **14 CFR part 183**. A notification due on Saturday, Sunday or a holiday is delivered on the next business day.

## 13.0 Inspection<sup>3-5p</sup>

The Company acknowledges [REDACTED]

[REDACTED] which are available upon request according to **14 CFR § 183.59**.



<b>Your Logo</b>	Your Company Name	QMS-00 Procedures Manual
ODA: xxxxxxxx		Rev: Orig

A notification due on Saturday, Sunday or a holiday is delivered on the next business day.

## 15.0 Authorized Function Procedures<sup>3-5r</sup>

The Company's policies for preparing authorized function procedures are defined in the **QMS-10 Production Procedure**. Delegated/authorized function procedures are subject to [REDACTED]

## 16.0 Records<sup>3-5s</sup>

Records are retained and maintained as required by the **QMS-01 Control of Documented Information Procedure**.

## 17.0 Corrective Action<sup>3-5t</sup>

The Company dispositions [REDACTED] according to the **QMS-14 Control of Nonconformities Procedure**.

Corrective actions [REDACTED] according to the **QMS-13 Corrective Action Procedure**.

The Company coordinates [REDACTED]

### 17.1 Required Actions for Nonconformities<sup>value added</sup>

When [REDACTED] the Company applies actions according to the **QMS-14 Control of Nonconformities Procedure** and/or the **QMS-13 Corrective Action Procedure**.

The Company evaluates [REDACTED]

Nonconformities are documented to:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The Company affirms corrective actions are [REDACTED] and also:

- [REDACTED]
  - [REDACTED]
  - [REDACTED]

<b>Your Logo</b>	Your Company Name	QMS-00 Procedures Manual
ODA: xxxxxxxx		Rev: Orig

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

## 17.2 Required Records for Nonconformities <sup>value added</sup>

The Company retains and maintains records [REDACTED]  
[REDACTED] according to the **QMS-01 Control of Documented Information Procedure**.

## 18.0 Work Activity Reporting <sup>3-5u</sup>

The Company coordinates [REDACTED] reporting of work activities, which includes:

- [REDACTED]
  - [REDACTED]
  - [REDACTED]
- [REDACTED]
  - [REDACTED]
  - [REDACTED]
- [REDACTED]
  - [REDACTED]
- [REDACTED]
  - [REDACTED]
- [REDACTED]
  - [REDACTED]
  - [REDACTED]
- [REDACTED]
  - [REDACTED]
  - [REDACTED]
- [REDACTED]
  - [REDACTED]
  - [REDACTED]
- [REDACTED]
  - [REDACTED]
  - [REDACTED]

<b>Your Logo</b>	Your Company Name	QMS-00 Procedures Manual
ODA: xxxxxxxx		Rev: Orig

## 19.0 Interference<sup>3-5v</sup>

[REDACTED] necessary to facilitate [REDACTED] including [REDACTED] as requested by [REDACTED]

When any Employee [REDACTED] they are welcome to [REDACTED]

The Company [REDACTED] any interference [REDACTED] which includes evaluations for:

- [REDACTED]
  - [REDACTED]
  - [REDACTED]
    - [REDACTED]
      - [REDACTED]
      - [REDACTED]
        - [REDACTED]
- [REDACTED]
  - [REDACTED]
    - [REDACTED]
      - [REDACTED]
        - [REDACTED]
- [REDACTED]
  - [REDACTED]
- [REDACTED]
  - [REDACTED]
    - [REDACTED]
      - [REDACTED]
- [REDACTED]
  - [REDACTED]





<b>Your Logo</b>	Your Company Name	QMS-00 Procedures Manual
ODA: xxxxxxxx		Rev: Orig

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<b>Your Logo</b>	Your Company Name	QMS-00 Procedures Manual
ODA: xxxxxxxx		Rev: Orig

I [REDACTED]

[REDACTED]  
[REDACTED] [REDACTED]  
[REDACTED]

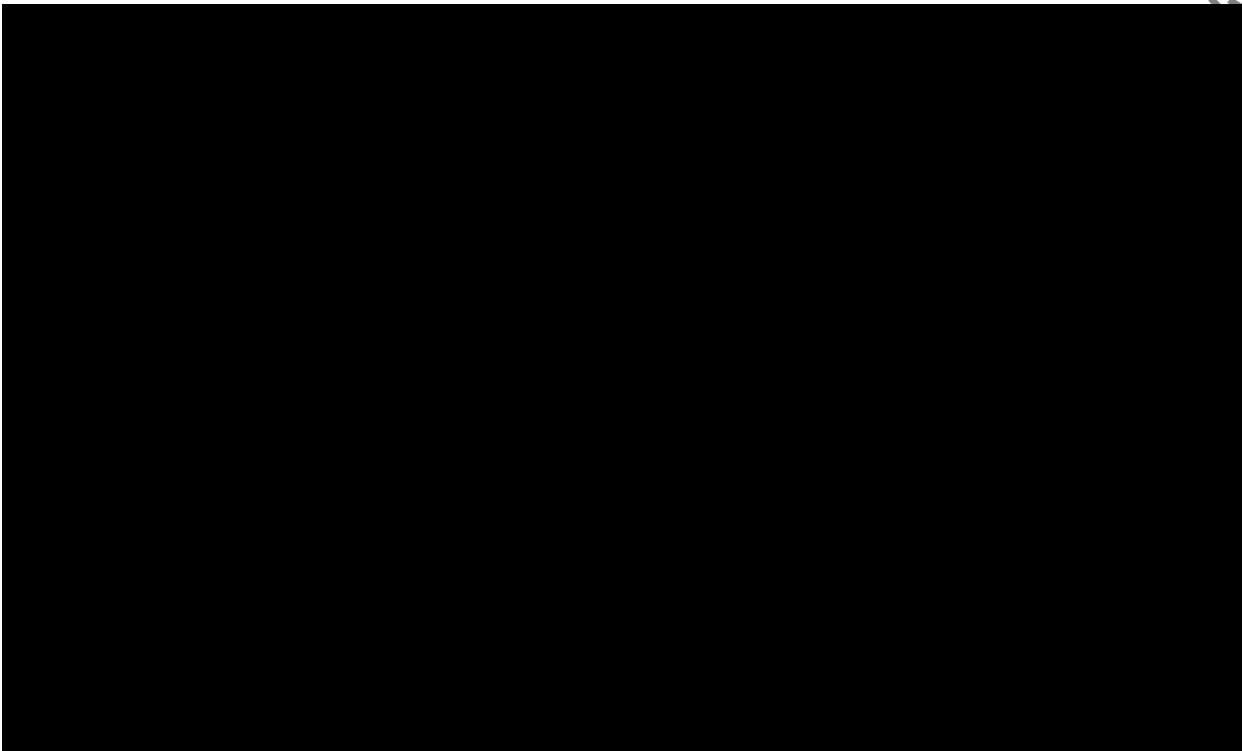
[REDACTED]  
[REDACTED] [REDACTED]  
[REDACTED]

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<b>Your Logo</b>	Your Company Name	QMS-00 Procedures Manual
ODA: xxxxxxxx		Rev: Orig

## Appendix B: ODA Holder and Unit Organizational Chart<sup>3-5w(2)</sup>

The Organizational Chart is an overview of the management structure of the Company.



## Appendix C: ODA Facilities<sup>3-5w(3)</sup>





Your Logo	Your Company Name	QMS-00 Procedures Manual
ODA: xxxxxxxx		Rev: Orig

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<b>Your Logo</b>	Your Company Name	QMS-00 Procedures Manual
ODA: xxxxxxxx		Rev: Orig

- [REDACTED]
- [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
- [REDACTED]
- [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]

## F.2 PMA Certification Plan

The Company uses [REDACTED]

which may be configured using [REDACTED]

- [REDACTED]
- [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
- [REDACTED]
  - [REDACTED]
  - [REDACTED]
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- [REDACTED]
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<b>Your Logo</b>	Your Company Name	QMS-00 Procedures Manual
ODA: xxxxxxxx		Rev: Orig

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