



U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
National Policy

**8000.92 CHG 2**

Effective Date:  
5/14/10

**SUBJ:** AFS Certification Services Oversight Process

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**1. Purpose of This Order.** This change delegates the tasks of the defunct Flight Standards Safety and Analysis Information Center (FSAIC) to the Air Transportation Oversight System (ATOS) Certificate Management Office (CMO).

**2. Audience.** The audience includes Flight Standards branches and divisions in the regions and in headquarters.

**3. Where You Can Find This Order.** You can find this order on the MyFAA Web site at [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/). Inspectors can access this order through the Flight Standards Information Management System (FSIMS) at <http://www.fsims.avs.faa.gov>. Operators and the public can find this order at <http://fsims.faa.gov>.

**4. Explanation of Policy Changes.** Paragraph 4 removes all references to FSAIC and replaces it with ATOS CMO.

**5. Disposition of Transmittal Paragraph.** Retain this transmittal sheet until it is canceled by a new directive.

**PAGE CONTROL CHART**

Remove Pages	Dated	Insert Pages	Dated
1	2/12/07	1	5/14/10

ORIGINAL SIGNED by  
/s/ Ray Towles for

John M. Allen  
Director, Flight Standards Service



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8000.92 CHG 2**

Effective Date:  
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**SUBJ:** AFS Certification Services Oversight Process

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- 1. Purpose of This Order.** This order establishes the Certification Services Oversight Process (CSOP) as an information resource to assist Flight Standards (AFS) decisionmakers in the management of organizational and air agency certification applications.
- 2. Audience.** The audience includes Flight Standards branches and divisions in the regions and in headquarters.
- 3. Where You Can Find This Order.** You can find this order on the MyFAA Web site at [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/). Inspectors can access this order through the Flight Standards Information Management System (FSIMS) at <http://www.fsims.avs.faa.gov>. Operators and the public can find this order at <http://fsims.faa.gov>.

**4. Responsibilities.**

**a. Program Responsibilities.**

(1) The Flight Standards Certification and Surveillance Division, AFS-900, is responsible for the operation and continual improvement of CSOP.

(2) The manager of the Air Transportation Oversight System (ATOS) Certification Management Office (CMO) reports to the Director, Flight Standards Service, AFS-1, on CSOP matters. Responsibilities of the ATOS CMO manager include, but are not limited to:

- Establishing a decision support information system to support certification services.
- Producing reports as requested by the Headquarters division manager.
- Serving as an information resource for all AFS managers.
- Reporting system changes and enhancements to all AFS managers.
- Appointing a point of contact (POC) to administer the CSOP information system.

(3) The ATOS CMO manager or the delegated person will be the POC for field support.

**b. Service Director Responsibilities.** AFS-1, the Deputy Director, or any individual action for AFS-1 may approve all policy and guidance changes to the CSOP.

**c. AFS Management Responsibilities.** AFS management personnel are responsible for:

- (1) Assuring adherence to established CSOP procedures.
- (2) Assessment and justification of personnel required for each certification activity.
- (3) Accuracy of submitted data.
- (4) Timely dissemination of the CSOP Organizational Preapplication Statement of Intent (PASI) Summary and the CSOP Repair Station Summary.

**Note:** We may use CSOP data to support our AFS initiatives.

**5. CSOP Procedures.** AFS personnel must follow the procedures contained in the CSOP SharePoint Internet site. Because of the unique nature of these procedures, we cannot publish them in their entirety in a printed order. You will find the full contents of this paragraph at: <https://avssharepoint.faa.gov/afs/teams/csop/default.aspx>. The SharePoint site will reflect both the directive and paragraph numbers.

**6. Access to CSOP Program SharePoint Site.**

**a. Field Office Access.** Field Office management will approve access to their regional CSOP SharePoint site for each authorized employee by submitting the names and AVS user names to the CSOP POC.

**b. Regional Division Access.** Regional division management will approve access to their regional CSOP SharePoint site for each authorized employee by submitting the names and AVS user names to the CSOP POC.

**c. Headquarters Access.** Headquarters division management will approve access to their headquarters CSOP SharePoint site for each authorized employee by submitting the names and AVS user names to the CSOP POC.

**d. Delegation of Authority.** Managers and supervisors may delegate this authority to personnel in accordance with standard procedures.

**7. CSOP Feedback.** We encourage all CSOP users to suggest enhancements to the procedures. All customer requests for changes to the CSOP program will be reviewed and answered by the CSOP POC. E-mail your feedback and any administrative or technical questions about this order to the CSOP POC at [9-amc-avs-afs-csop@faa.gov](mailto:9-amc-avs-afs-csop@faa.gov).