



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

**ORDER  
8000.92**

Effective Date:  
12/11/06

**SUBJ: AFS Certification Service Oversight Process (CSOP)**

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**1. PURPOSE.** This order establishes the Certification Service Oversight Process (CSOP) as an information resource to assist Flight Standards (AFS) decisionmakers in the management of organizational and air agency certification applications.

**2. DISTRIBUTION.** We will distribute this order to the Associate Administrator for Aviation Safety (AVS); to the branch level in the Washington headquarters AFS; to the program director, Federal Aviation Administration (FAA) Academy, and to the Regulatory Standards Division at the Mike Monroney Aeronautical Center; to all regional administrators; to the branch level in the regional AFS divisions; and to all AFS field offices. We will also include this order in the Flight Standards Information Management System (FSIMS) application at [www.fsims.avr.faa.gov](http://www.fsims.avr.faa.gov).

**3. RESPONSIBILITIES.**

**a. Program Responsibilities.**

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

(2) The Flight Standards Safety Analysis Information Center (FSAIC) Manager reports to the Director, Flight Standards Service, AFS-1, on CSOP matters. Responsibilities of the FSAIC Manager include, but are not limited to:

- Establishing a decision support information system to support certification activities
- Producing reports as requested by the Headquarters Division managers
- Serving as an information resource for all Flight Standards managers
- Reporting system changes and enhancements to all Flight Standards managers
- Appointing a point of contact (POC) to administer the CSOP information system

(3) The FSAIC Manager, or other delegated person, will be the POC for field support.

**b. Service Director Responsibilities.** The Director, Flight Standards, the Deputy Director, or any individual acting for the Director 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.

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**Distribution:** A-W(VR)-1; A-WX(FS)-3; A-X-1; A-Y (AY)-2  
AMA-200 (12 cys); A-FFS-O (ALL)

**Initiated By:** AFS-1

(3) Accuracy of submitted CSOP data.

(4) Timely dissemination of the CSOP Organizational Preapplication Statement of Intent (PASI) Summary and the CSOP Repair Station PASI Summary.

**NOTE: We may use CSOP data to support other AFS initiatives.**

**4. CSOP PROCEDURES.** Inspectors must follow the procedures contained in the CSOP SharePoint Web 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: <http://avssharepoint.faa.gov/afs/Teams/CSOP/default.aspx>. The SharePoint site will reflect both the directive and paragraph numbers.

**5. ACCESS TO CSOP PROGRAM SHAREPOINT WEB SITE.**

**a. Field Office Access.** Field Office management will approve access to their regional CSOP SharePoint Web 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 Web 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 the headquarters CSOP SharePoint Web 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.

**6. 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-awa-avs-afs-csop@faa.gov](mailto:9-awa-avs-afs-csop@faa.gov).

ORIGINAL SIGNED BY  
Roger C. Forshee Jr. for  
James J. Ballough  
Director, Flight Standards Service