



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

**ORDER
8900.1**

Effective Date:
09/13/2007

SUBJ: Flight Standards Information Management System (FSIMS)

1. Purpose of This Order. This order establishes the Flight Standards Information Management System (FSIMS) as the repository of all Flight Standards policy and guidance concerning aviation safety inspector job tasks. Technically speaking, FSIMS is a Flight Standards directive, which aviation safety inspectors use as the system of record for all Flight Standards policy and guidance.

2. Audience. The primary audience for this order is Flight Standards aviation safety inspectors, their managers and supervisors, and other operational and administrative employees. The aviation industry uses this order as a reference only, and the general public may find it of interest.

3. Where You Can Find This Order. Flight Standards personnel can find this order at <<http://fsims.avr.faa.gov>>. Operators and the public can find this order at <<http://fsims.faa.gov>>.

4. Cancellation. This order cancels the following Federal Aviation Administration (FAA) orders and incorporates their entire content into this directive (See Appendix A.):

- FAA Order 8300.10, Airworthiness Inspector's Handbook, and all numbered changes
- FAA Order 8400.10, Air Carrier Operations Inspector's Handbook, and all numbered changes
- FAA Order 8700.1, General Aviation Operations Inspector's Handbook, and all numbered changes

5. Explanation of Changes.

a. Sole Source for Policy and Guidance. FSIMS is now more than a data repository of Flight Standards policy documents. The Director, Flight Standards Service, intends for FSIMS to be the sole source of policy and guidance for aviation safety inspectors.

(1) The establishment of FSIMS as an agency directive does not mean we have removed the contents of the cancelled directives. We have included the contents of the cancelled orders in this directive.

(2) The functional capabilities of FSIMS, e.g., searches conducted according to inspector specialty, etc., have not changed. Rather, to simplify coordination, to eliminate confusion between electronic and printed versions of various orders, and to confirm FSIMS as the single Flight Standards policy document, we have made FSIMS a stand-alone, electronic directive.

(3) Flight Standards will continually review its other directives, both technical and administrative, and incorporate them into this directive when they are due for revision.

b. Electronic Handbook.

(1) We will publish this directive, i.e., FSIMS, and any subsequent changes to it, solely in an electronic form. Flight Standards will not produce or distribute printed copies of this directive.

(2) Inspectors or the public and industry may print the contents of FSIMS in whole or in part; however, the printed copy will bear a disclaimer in the footer indicating FAA cannot guarantee the printed document's currency and validity. This is because Flight Standards policy divisions could change the content of FSIMS on a daily basis.

(3) Inspectors should not print the contents of FSIMS in its entirety; it amounts to nearly 8,000 pages.

(4) Inspectors should use the MyFSIMS function to create a customized library of content pertinent to their job functions.

(5) With an electronic directive, inspectors will not need to remove and insert printed pages. MyFSIMS alerts inspectors to any changes to FSIMS when they log onto their computer network.

6. Policy Division Responsibilities.

a. Development of Policy and Guidance. Policy divisions—as defined in *FS Order 1100.1, Flight Standards Organizational Handbook*—will continue to develop policy and guidance for aviation safety inspectors. Flight Standards will publish these changes in FSIMS. For example, the Aircraft Maintenance Division, AFS-300, will continue to develop FSIMS policy and guidance previously contained in FAA Order 8300.10, Airworthiness Inspector's Handbook, and pertinent to aircraft maintenance.

b. Quality System. Policy divisions must follow the Flight Standards Quality Management System (QMS) Process AFS-100-001, Directives and Advisory Circular Production, and associated work instructions in the production of policy and guidance for inspectors included in FSIMS.

7. Technical Publishing Responsibilities. The Technical Information and Communications Programs Branch, AFS-140, is responsible for formatting, coordinating, and publishing in FSIMS any policy or guidance changes developed by the policy divisions according to QMS Process AFS-100-001. (Per Office of Management and Budget (OMB) requirements, agencies must coordinate policy with affected parties using a specific administrative process.) AFS-140 also has the responsibility to maintain the legal case file for FSIMS.

8. Service Director Responsibilities. Per OMB requirements, the Flight Standards Service Director, the Deputy Service Director, the Assistant Deputy Service Director, or any individual acting for the Service Director, approves all policy and guidance changes to FSIMS.

a. Delegation of Authority. The Service Director may re-delegate this authority in writing to policy divisions for changes to policy which affect only that division.

b. Office of Primary Responsibility. For administrative purposes only, the Office of the Director, Flight Standards Service, AFS-1, is designated as the office of primary responsibility for this order.

9. Aviation Safety Inspector Responsibilities. Inspectors have the following responsibilities concerning the use of FSIMS:

- To use FSIMS as their sole source of policy and guidance.
- To comment on coordination copies of draft policy and guidance.
- To take all training provided for FSIMS so they can use its capabilities to the fullest.
- To provide customer satisfaction information with FSIMS' content or operation through the "E-mail the Librarian" function within FSIMS.

10. Making Changes to FSIMS.

a. Policy Divisions. Policy divisions issue changes or updates to their policy and guidance subject areas by developing a change to this order in accordance with FAA Order 1320.1, Directives Management System, and AFS QMS Process AFS-100-001.

(1) Policy divisions no longer need to "clump" numerous chapters together in a handbook change. Divisions can create a change of any size—a single page, a single paragraph, or large sections of its subject matter policy.

(2) Policy divisions issue changes to their subject matter policy on a when-needed basis, i.e., they will not "save" material for quarterly changes. The flexibility offered by an electronic order means that divisions may make needed changes at any time as long as the divisions follow QMS Process AFS-100-001.

(3) AFS-140 will develop any associated ISO work instructions for policy divisions' use in developing a change.

b. Bulletins. Flight Standards policy divisions will no longer issue bulletins; instead, the division develops a change to FSIMS. We will incorporate existing bulletins, as appropriate, into appropriate portions of FSIMS as per AFS-100-001.

c. Notices. Flight Standards will issue notices for the purpose of distributing temporary or life-limited information to inspectors. Flight Standards will accomplish changes or updates to permanent policy and guidance through changes to FSIMS. However, divisions may use notices to distribute information in a timely manner while working on a permanent change to FSIMS. Flight Standards will also issue notices to address emergency or national security situations.

Note: Flight Standards will incorporate its current series of notices (8000, 8300, 8400, 8700, and 8900) into FSIMS as a change at a later date. Those notices remain in effect until their established expiration dates, and this order does not cancel them.

d. No Supplements. Regional Flight Standards divisions may *not* issue any form of regional supplement, policy memo, etc., to FSIMS.

e. User Feedback. Regional divisions, office managers, and inspectors must use the “FSIMS Librarian” function in FSIMS to forward corrections, suggestions, or questions about policy to AFS-140. AFS-140 will then assign the correction, suggestion, or question to the appropriate policy division for resolution. (Users can find policy-owner information in FSIMS by clicking on the “Pub Data” button within a document.)

f. Inspector Versus Operator Information. Flight Standards will only publish policy and guidance pertinent to inspector job functions in FSIMS. We will issue information for operators either as an advisory circular; as an addition to FAA Order 8000.87, Safety Alerts for Operators, located within FSIMS; or as an addition to FAA Order 8000.91, Information for Operators, also located within FSIMS.

11. Contact Information.

a. Administrative Questions. Direct questions about the administrative aspects of this order to AFS-140 using the “E-mail the Librarian” function described in paragraph 10e above.

b. Technical Questions. For questions about the technical content of this order, i.e., FSIMS, see paragraph 10e above.

ORIGINAL SIGNED by

James J. Ballough
Director, Flight Standards Service

Appendix A. Current Content of FSIMS

For aviation safety inspectors: <http://fsims.avr.faa.gov>

For the public and operators: <http://fsims.faa.gov>