



**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

National Policy

**ORDER
8110.100A**

09/18/2010

SUBJ: Special Airworthiness Information Bulletin

- 1. Purpose of This Order.** This order shows you how to develop and issue a special airworthiness information bulletin (SAIB).
- 2. Audience.** All Federal Aviation Administration (FAA) employees and managers who write or approve SAIBs.
- 3. Where to Find this Order?** You can find this order on the FAA's Regulatory and Guidance Library (RGL) website at <http://rgl.faa.gov> or the Directives Management System (DMS) website at https://employees.faa.gov/tools_resources/orders_notices/.
- 4. What This Order Cancels.** This order cancels FAA Order 8110.100, Special Airworthiness Information Bulletin, dated 06/22/07.
- 5. Explanation of Changes.** We revised this order to:
 - a.** Allow an SAIB to be used for requesting voluntary reporting of information.
 - b.** Require a statement within the SAIB to identify approval from the Office of Management and Budget (OMB) when requesting information.
 - c.** Identify the responsibilities and procedures for an aviation safety engineer (ASE) within a headquarter's office (e.g., AIR-120, AIR-130, etc.) to draft and approve an SAIB for programs or processes of assigned responsibility.
 - d.** Remove Figure 1.
 - e.** Add guidance for where to find the Air Transport Association of America (ATA) or Joint Aircraft System/Component Code (JASC) documents.
 - f.** Clarify the time it takes to publish an SAIB.
 - g.** Remove reference to correcting an SAIB (SAIBs are revised).
 - h.** Clarify the drafting process when revising an SAIB.
 - i.** Clarify where to send an SAIB for review and approval involving a technical standard order authorization (TSOA) or letter of design approval (LODA).
 - j.** Update the SAIB template with the correct FAA logo.

k. Add FAA Form 1320-19, Directive Feedback Information.

6. Effective Date. This order is effective October 18, 2010.

7. What an SAIB Does. We developed the SAIB as an information tool to alert, educate, and make recommendations to the aviation community about ways to improve the safety of a product. The target audience may be narrow or broad, from parachute riggers to type clubs. An SAIB contains non-regulatory information and guidance and, therefore, is non-mandatory.

8. When to Use an SAIB.

a. The decision when to use an SAIB is determined by each product directorate's decision-making process for continued operational safety. Each directorate must develop criteria for when to use an SAIB that includes, as a minimum, the guidance provided in this order.

b. An SAIB should only be used to offer information about ways to improve a product's safety that is advisory in nature, and not mandated by regulatory action. In particular, an SAIB may be used to notify the aviation community of the following:

(1) An airworthiness concern that has not yet been determined to be an unsafe condition. The SAIB must clearly state that, at the time the SAIB is issued, the airworthiness concern is not an unsafe condition that would warrant airworthiness directive (AD) action under Title 14 of the Code of Federal Regulations (14 CFR) part 39. The SAIB may reference recommended actions from a design approval holder's (DAH's) service bulletin.

(2) An unsafe condition on aircraft with a special airworthiness certificate in the experimental category, such as for the purpose of amateur-built, which do not have a type certificate. Without a type certificate, these aircraft have no approved type design; therefore, we can not issue an AD for them. The SAIBs for these aircraft are still recommended actions and not mandatory.

(3) Information on an approved alternative method of compliance (AMOC) to an AD. Only the identity of persons or organizations that have received an AMOC approval should be specified in the SAIB. Other information regarding the content or substance of an AMOC must be handled under the Freedom of Information Act.

c. An SAIB may also be used to request voluntary reporting of information on the safety of a product (e.g., inspection results). Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et seq.), the OMB has approved the collection of information. The OMB control number is 2120-0731.

9. When Not to Use an SAIB. As previously stated, an SAIB is a non-mandatory document that is advisory in nature. It only makes recommendations and, therefore, must not be used to:

a. Correct an unsafe condition on type certificated products. When determining that an airworthiness concern is an unsafe condition, including one identified by issuance of mandatory

continuing airworthiness information (MCAI), do not use an SAIB to convey the required corrective actions. Additionally, an SAIB cannot be used to:

- (1) Identify an interim corrective action while an AD is being developed.
- (2) Clarify any requirements specified in an AD. If clarification is needed, revise or supersede the AD.
- (3) Grant special exemptions to ADs. Use the AMOC process to deviate from an AD.

b. Recommend changes to the limitation section of the airplane/rotorcraft flight manual (AFM/RFM) or the airworthiness limitations section (ALS) in the instructions for continued airworthiness (ICA). Issue an AD to change these mandatory requirements.

c. Change approved maintenance actions. Refer any recommended changes to an operator's maintenance program to the appropriate flight standards district office (FSDO) for review and approval.

10. Responsibilities.

a. Headquarters Offices (e.g., AIR-120, AIR-130, etc.) are responsible for drafting and approving SAIBs for programs or processes of assigned responsibility (e.g., technical standard orders).

b. Directorate and Aircraft Certification Office (ACO).

(1) Directorates, and the ACOs they oversee, are responsible for developing SAIBs for their products of assigned responsibility. (See FAA Order 8100.5, *Aircraft Certification Service, Mission, Responsibilities, Relationships, and Programs*, for specific product responsibility.) For SAIBs dealing with appliances or articles having a TSOA or a LODA, the ACO overseeing either of these approval holders is responsible for drafting the SAIB.

(2) Directorates are responsible for reviewing and approving SAIBs for content and document quality. Each directorate must assign a focal point for receiving SAIBs and establish a review process to ensure appropriate content and formatting. Directorate approval and aircraft evaluation group (AEG) acceptance of each SAIB is necessary before publication. In cases of dispute whether an SAIB is necessary, the directorate manager, or the designee, will provide the final decision.

c. Delegation and Airworthiness Programs Branch (AIR-140). Located in Oklahoma City, Oklahoma, this branch:

- (1) Assigns SAIB numbers,
- (2) Publishes and maintains SAIBs on the RGL website (<http://rgl.faa.gov>), and

- (3) Distributes SAIBs electronically.

11. Procedures for Developing and Issuing an SAIB.

a. Development. The aviation safety engineer (ASE) must first determine if an SAIB is the appropriate action for a specific situation.

- (1) For ASEs within an ACO or directorate, use the product directorate's continued operational safety (COS) decision-making process. When an SAIB is appropriate, consult with DAHs, AEG, other civil aviation authorities, industry groups, and other sources to ensure the information you will convey is accurate and correct.

- (2) For Headquarter's ASEs, consult with your manager or his/her designee.

b. Drafting. Draft the SAIB using the template in appendix A. SAIBs should be uniform in format, style, and quality. Follow the FAA's plain language principles in FAA Order 1000.36, *FAA Writing Standards*. Attach or insert drawings or figures electronically. When drafting the SAIB, you must:

- (1) Include a subject title using ATA or JASC subject titles that clearly and concisely reflect the content of the SAIB (for example, Landing Gear). Contact your directorate AD focal point (e.g., AD Coordinator) for a copy of the ATA/JASC document. You may add to the ATA/JASC subject title if further clarification is necessary.

- (2) Identify all known applicable type certificated makes and models in the Introduction section (highlight them by using bold font). Use the type certificate data sheet (TCDS) to designate the correct make and model. Include common names of aircraft only when needed for clarification.

- (3) Clearly state, if applicable, that the purpose of the SAIB is to correct an unsafe condition on an aircraft with a special airworthiness certificate in the experimental category that does not have a type certificate.

- (4) When referencing MCAI, clearly state that we have determined that no regulatory action is necessary because the airworthiness concern does not meet the criteria for an FAA AD under 14 CFR part 39.

- (5) If requesting information, include the following sentence after the request:
"Under the provisions of the Paperwork Reduction Act (44 U.S.C. 3501 et seq.), the Office of Management and Budget (OMB) has approved the information collection contained in this SAIB, and assigned OMB Control Number 2120-0731."

- (6) If revising an SAIB, supplement the original paragraph(s) in the Introduction section with an explanation of why it is being revised. Do not delete the original introduction or background paragraphs.

c. Approval.

(1) For SAIBs initiated by the ACO or directorate, coordinate with the appropriate AEG personnel responsible for the product (except for TSOA or LODA) and send the draft SAIB to the assigned focal point at the directorate responsible for the product, or for TSOA or LODA the directorate that has geographic responsibility for the TSO approval holder. Coordination with the ACO manager is at the discretion of each office. Directorates will review and approve the SAIB to ensure that the SAIB does not state mandatory or regulatory information or directions, and adheres to this order. Directorates are also responsible for reviewing each SAIB for clarity and readability.

(2) For SAIBs initiated by headquarter's, obtain approval from your office manager or his/her designee.

d. Issuance. When the SAIB is approved by the directorate or headquarters office as appropriate, e-mail it to AIR-140 for publication at "9-AMC-AIR140-Information-Products@faa.gov". Include the SAIB, attachments (if applicable), and an e-mail comment confirming directorate/headquarters approval of the SAIB.

e. Publication.

(1) Before publishing the SAIB, AIR-140 will assign an SAIB number as follows:

(a) [directorate/headquarter-fiscal year (FY)-numerical count].

For example, CE-04-16 is Central Region (Small Airplane Directorate), FY 2004, 16th SAIB in the FY. An SAIB initiated by a Headquarters office will be identified as 'HQ'.

(b) For revised SAIBs, the originally published SAIB number followed by an "R1" (or R2, R3, etc., as appropriate), for example CE-04-16R1. AIR-140 will also change the date of the new SAIB document to reflect the current revision date.

(2) AIR-140 publishes an electronic (pdf) copy of the SAIB to the RGL site. To receive a published copy, directorates, ACOs, AEG personnel, and other interested persons should subscribe to SAIBs for the specific product and model of interest using the instructions on the RGL web homepage. AIR-140 no longer distributes SAIBs through paper mailings.

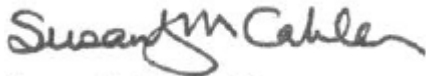
(3) AIR-140 will publish an SAIB in RGL within two (2) business days of receiving it. If faster handling is required, the directorate/Headquarters office must obtain prior approval from the Manager, AIR-140.

f. Revision. Since SAIBs are not mandatory, only revise them for a substantive change (that is, affecting the substance or specific recommendations in the SAIB). The ASE should coordinate the revision with the assigned focal point at the directorate responsible for the product or headquarter's office manager or his/her designee, as appropriate. For TSOA or LODA, coordinate the revision with the directorate that has geographic responsibility for the TSO approval holder.

12. Distribution. Distribute this order to the Office of the Chief Counsel; the Flight Standards Service; regional flight standards divisions, and flight standards field facilities and AEG; to all regional counsels in the regional offices; and to the branch levels in the Aircraft Certification Service, aircraft certification directorates, ACOs, and aircraft certification field offices.

13. Suggestions for Improvement. If you find any deficiencies, need clarification, or want to suggest improvements to this directive, send a written or electronic copy of FAA Form 1320-19 to the Aircraft Certification Service, Administrative Services Branch, AIR-510, Attention: Directives Management Officer. You may also send a copy to the Aircraft Engineering Division, AIR-100, Attention: Comments to Order 8110.100A. If you urgently need an interpretation, contact the Delegations and Airworthiness Programs Branch, AIR-140, at (405) 954-4103. Always use FAA Form 1320-19 to follow-up each verbal conversation.

14. Records Management. Refer to Orders 0000.1, *FAA Standard Subject Classification System*; 1350.14, *Records Management*; and 1350.15, *Records, Organization, Transfer and Destruction Standards*; or your Records Management Officer or Directives Management Officer for guidance regarding retention or disposition of records.



Susan J.M. Cabler
Acting Manager, Aircraft Engineering Division
Aircraft Certification Service

Appendix A. Template



FAA
Aviation Safety

SPECIAL AIRWORTHINESS INFORMATION BULLETIN

SUBJ: [Insert subject title]

SAIB:

Date:

This is information only. Recommendations aren't mandatory.

Introduction

This Special Airworthiness Information Bulletin ...

Background

[Insert brief explanation for SAIB]

Recommendations

[Insert recommended actions]

For Further Information Contact

[Insert name], Aerospace Engineer, [Insert office address]; phone: (xxx) xxx-xxxx; fax: (xxx) xxx-xxxx; e-mail: XXXX.

(Optional) For Related Service Information Contact

[Insert company name], [Insert company address]; phone: (xxx) xxx-xxxx; fax: (xxx) xxx-xxxx.

Appendix B. FAA Form 1320-19, Directive Feedback FormU.S. Department
of Transportation**Federal Aviation
Administration****Directive Feedback Information**

Please submit any written comments or recommendation for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: Order 8110.100ATo: Directive Management Officer, AIR-510*(Please check all appropriate line items)*

- ☐ An error (procedural or typographical) has been noted in paragraph _____ on page _____ .
- ☐ Recommend paragraph _____ on page _____ be changed as follows:
(attached separate sheet if necessary)
- ☐ In a future change to this order, please include coverage on the following subject *(briefly describe what you want added)*:
- ☐ Other comments:
- ☐ I would like to discuss the above. Please contact me.

Submitted by: _____ Date: _____

Telephone Number: _____ Routing Symbol: _____

FAA Form 1320-19 (10-98)