



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

**ORDER  
NUMBER  
8110.116**

Effective Date:  
09/23/2011

**SUBJ:** Procedures for Requesting Development of SAE Standards

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- 1. Purpose of This Order.** This order describes the process the Federal Aviation Administration (FAA) uses to request the development or revision of consensus standards from the Society of Automotive Engineers, SAE International (SAE) Aerospace Council and its associated technical committees. We use these standards, as one means, to establish FAA policies, guidance, or technical standard orders (TSO).
- 2. Audience.** All divisions, directorates, and offices in the Aircraft Certification Service (AIR) are required to follow the procedures described in this document. Other FAA organizations may use these procedures to formally request support from SAE.
- 3. Where to Find this Order.** You can find this order on the Directives Management website at My FAA employees website, URL: [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/) or the FAA's Regulatory and Guidance Library (RGL) website at <http://rgl.faa.gov>.
- 4. Scope.** This order describes how the FAA tasks SAE to develop or revise standards to support FAA's establishment of policies, guidance, or TSOs. This document does *not* describe the SAE internal working process used to develop standards that the FAA requests.
- 5. FAA's Relationship with SAE.** The FAA has had a long relationship with SAE, specifically with the SAE Aerospace Council and associated SAE Technical Committees. SAE Aerospace Technical Committees develop consensus standards for the aerospace industry. The FAA often references these standards to provide technical guidance and minimum performance standards for the design and testing of aircraft and their systems, equipment, and parts.
- 6. Tasking SAE.** When an FAA organization wants SAE to develop or revise a document, the organization will submit its request to the AIR, Aircraft Engineering Division (AIR-100) using an SAE Task Request (STR) form (see appendix A). AIR-100 will review the STR and either accept the STR or return it to the requesting organization for revision. Once accepted, AIR-100 will:
  - a. Submit the request to SAE (via the FAA's representative on the SAE Aerospace Council),
  - b. Notify the public of the FAA's request for SAE support,
  - c. Work with SAE and the requesting FAA organization to identify the appropriate SAE committee to complete the STR, and

- d. Add the STR and associated information to a database of STRs.

**Note:** The FAA may develop policies, guidance, or TSO's without the use of industry standards. The FAA may reference existing SAE documents without submitting a formal request to SAE.

**7. Expectations for FAA Support of SAE Task Requests (STRs).**

a. When an FAA organization establishes an STR, that organization is expected to assign an employee as its point of contact (POC) for working with the SAE committee addressing the STR. The designated POC is responsible for:

- (1) Supporting any SAE committee meetings necessary to ensure successful completion of the STR,
- (2) Requesting support from any other FAA organizations needed to complete the STR,
- (3) Providing periodic status updates to AIR-100 for inclusion in the STR database,
- (4) Obtaining approval for any revisions to the STR, and
- (5) Submitting any STR revisions to AIR-100 for formal communication to SAE.

b. Upon the completion of the SAE committee activities in support of the STR, the designated POC is responsible for determining whether the resulting document is acceptable to the FAA and meets the requirements set by the STR. The designated POC must submit to AIR-100 a recommendation for the FAA's disposition toward the document in SAE final balloting, including any formal comments that should be included in the FAA's ballot to the SAE Council. AIR-100 will coordinate with the FAA's representative to the SAE Council for balloting.

c. The FAA will consider the STR complete when the SAE Council approves the document for final publication. Although FAA's support of the tasked SAE committee is no longer required, the designated POC may continue working with the SAE committee to ensure the document remains current. If the requesting organization chooses not to reference the SAE document in the manner described by the STR, the designated POC will notify AIR-100. AIR-100 will communicate this decision to SAE via the FAA's representative to the SAE Council.

~~Fot~~ David W. Hempe  
Manager, Aircraft Engineering Division  
Aircraft Certification Service

**Appendix A. SAE Task Request (STR) Form****1. STR Date:****2. This STR is for (Choose one):**

\_\_\_\_\_ developing a new SAE document  
\_\_\_\_\_ revising an existing SAE document    SAE doc. no.: \_\_\_\_\_

**3. Task Request:**

*{Describe the topic of the request and the type of SAE document you are requesting, for example, Aerospace Standard, Aerospace Recommended Practice, Aerospace Information Report, etc.}*

**4. Objectives for the use of the SAE Document:**

*{What will FAA use this SAE document for?, for example, this document is intended to support development of a new Technical Standard Order (TSO).}*

**5. Other Considerations:**

*{Describe any parameters which may aid in successful completion of the task. For example, what type of information and performance requirements should SAE include in the document, what types of organizations should be represented on the committee completing the task, what other documents or information should the committee consider? It may be useful to bound the problem by developing a scope and purpose of the document.}*

**6. Termination of the STR:**

This STR will terminate upon publication of the requested SAE Document

**7. Primary FAA Point of Contact (POC) for this STR: {POC's Name and organization}****8. Other FAA POC's supporting this STR: {POC's Name and organization}**

**Approved By:** \_\_\_\_\_ **Date of Approval:** \_\_\_\_\_  
*{Requesting Manager's name and organization;  
For example, Carol Martineau, Manager  
Technical Programs & Continued Airworthiness Branch}*

**Approved By:** \_\_\_\_\_ **Date of Approval:** \_\_\_\_\_  
*{Name and Title of FAA Representative  
to SAE Aerospace Council  
For example, David W. Hempe, Manager  
Aircraft Engineering Division}*

## Appendix B. Administrative Information

**1. Distribution.** Distribute this order to Washington D.C. headquarters branch levels of the Aircraft Certification Service, to the branch level of the regional aircraft certification directorates, and to all aircraft certification field offices (ACOs).

**2. Authority to Change This Order.** The issuance, revision, or cancellation of the material in this order is the responsibility of the AIR Engineering Division (AIR-100).

**3. Suggestions for Improvement.** If you find deficiencies, need clarification or want to suggest improvements to this order, send FAA Form 1320-19, Directive Feedback Information, (written or electronically) to the Aircraft Certification Service, Administrative Services Branch, AIR-510, Attention: Directives Management Officer. You can also send a copy to the Aircraft Engineering Division, AIR-100, Attention: Comments to Order 8110.SAE. If you urgently need an interpretation, you can contact the Technical Programs and Continued Airworthiness Branch (AIR-120) at 202-385-6330. Always use Form 1320-19, in appendix C, to follow up each verbal conversation.

**4. 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 office Records Management Officer or Directives Management Officer for guidance regarding retention or disposition of records.

### 5. Referenced Documents.

**a.** For more information on SAE, you may contact SAE by mail: SAE International, 400 Commonwealth Drive, Warrendale, PA 15096-0001, by telephone: (724) 776-4970, fax (724) 776-0790. You may also visit SAE online at [www.sae.org](http://www.sae.org).

**b.** You can find a current list of technical standard orders on the FAA Internet website Regulatory and Guidance Library at [www.airweb.faa.gov/rgl](http://www.airweb.faa.gov/rgl). You will also find the TSO Index of Articles at the same site.



U.S. Department  
of Transportation

**Federal Aviation  
Administration**

**Directive Feedback Information**

Please submit any written comments or recommendations 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: \_\_\_\_\_

To: Directive Management Officer, 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:  
*(attach separate sheet if necessary)*

☐ In a future change to this directive, 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: \_\_\_\_\_

FTS Telephone Number: \_\_\_\_\_ Routing Symbol: \_\_\_\_\_

FAA Form 1320-19 (dated 10/98)