



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

ORDER
8110.100

Effective Date:
06/22/07

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 Can I 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 website at MyFAA employees website, URL: https://employees.faa.gov/tools_resources/orders_notices/.
- 4. What an SAIB Does.** We developed the SAIB document 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.
- 5. 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 (COS). 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, not mandated by regulatory action. In particular, you may use an SAIB to notify the aviation community of the following:
 - (1)** An *airworthiness concern* that has not yet been determined to be unsafe condition. The SAIB must clearly state that, at this time, the airworthiness concern is not an unsafe condition that would warrant airworthiness directive (AD) action under Title 14 of the Code of Federal Aviation Regulations (14 CFR) part 39. The SAIB may reference recommended actions from a design approval holder's (DAH) service bulletin.
 - (2)** A *possible* 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. Unlike type-certificated products, these aircraft have no approved type design, and therefore we don't issue ADs for them. The SAIBs for these aircraft are still recommended actions and not mandatory.
 - (3)** An approved alternative method of compliance (AMOC) to an AD. Only information on 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 (FOIA).

6. 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, we *can't* use it to:

a. Require the submission of specific information from the aviation community. This includes requests for a description of defects for help in assessing potential unsafe conditions or to help determine the acceptability of proposed corrective actions for potential rulemaking. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. 3502 et seq.), the Office of Management and Budget (OMB) must approve any collection of information. For SAIBs, we currently do not have OMB approval. The Delegation and Airworthiness Programs Branch, AIR-140, is currently pursuing the necessary OMB approval and will revise this policy as appropriate.

b. Correct an unsafe condition on type-certificated products. When we determine that an airworthiness concern, including one identified by issuance of mandatory continuing airworthiness information (MCAI), is an unsafe condition, we can't use an SAIB to convey the required corrective actions. You also cannot use an SAIB 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.

c. 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.

d. 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.

7. Responsibilities.

a. Directorate and ACO.

(1) Directorates, and the aircraft certification offices (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 directorate product responsibility.

(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.

(3) For SAIBs dealing with appliances having a technical standard order authorization (TSOA), the ACO overseeing the TSOA holder is responsible for drafting the SAIB.

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

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

8. Procedures for Developing and Issuing an SAIB. Figure 1 outlines the actions for issuing an SAIB, and tells which office or person is responsible for the action.

Figure 1. Process for Issuing an SAIB

Responsible Person/Office	Action
Aviation Safety Engineer (ASE) at the Directorate or ACO	a. Decides SAIB is the right action based upon the product directorate's decision making process
ASE	b. Drafts SAIB using template in appendix A
ASE	c. Coordinates with AEG and sends draft for review and approval to directorate focal point responsible for the product
Directorate focal point	d. Sends SAIB by e-mail to AIR-140
AIR-140	e. Publishes SAIB to RGL website
ASE and Directorate focal point	f. Coordinates any revision to published SAIB

a. Development. You, the Aviation Safety Engineer (ASE), must first determine if an SAIB is the appropriate action for a specific situation by using the product directorate's COS decision-making process. When an SAIB is appropriate, consult with design approval holders, AEG, foreign civil aviation authorities, industry groups, and other sources to ensure the information you will convey is accurate and correct.

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 Air Transport Association of America (ATA) subject titles that clearly and concisely reflect the content of the SAIB (for example, Landing Gear).

(2) Identify all known applicable type-certificated makes and models in the *Introduction* section (highlight their visibility by using Times New Roman, 12 pt., 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 mandatory continuing airworthiness information (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.

c. Approval. Coordinate with the appropriate AEG personnel responsible for the product and send the draft SAIB to the assigned focal point at the directorate responsible for the product. 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.

d. Issuance. When the SAIB is approved by the directorate, the directorate focal point should e-mail it to AIR-140 for publication at "9-AMC-AIR140-Information-Products@faa.gov". Include the SAIB, attachments, and an e-mail *comment* confirming directorate approval of the SAIB.

e. Publication.

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

- [directorate-fiscal year (FY)-numerical count].
For example, CE-04-16 is Central Region (Small Airplane Directorate), FY 2004, 16th SAIB in the FY.
- For revised or corrected 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 date for the revision or correction.

(2) AIR-140 publishes an electronic (pdf) copy of the SAIB to the RGL website. 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 using e-mail notification or paper mailings.

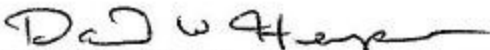
(3) AIR-140 will publish a SAIB in RGL within five (5) business days of receiving it. In cases where you require immediate publication of an SAIB (to notify owners of aircraft with a special airworthiness certificate in the experimental category of a potential unsafe condition), AIR-140 will publish the SAIB within one (1) business day. For example, if received on Friday, AIR-140 will publish it on the following Monday. If even faster handling is required, the directorate must obtain prior approval from the Manager, AIR-140.

f. **Correction and Revision.** The ASE should coordinate any corrections or revisions with the assigned focal point at the directorate responsible for the product. Since SAIBs are not mandatory, the directorate focal point should send corrections or revisions to AIR-140 only when the changes are substantive (that is, affecting the substance or specific recommendations in the SAIB). SAIB corrections and revisions are published using the same process previously identified in this order.

9. **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 Aircraft Evaluation Group; to all regional counsel in the regional offices; and to the branch levels in the Aircraft Certification Service, aircraft certification directorates, aircraft certification offices, and aircraft certification field offices.

10. **Suggestions for Improvement.** If you find any deficiencies, need clarification, or want to suggest improvements to this directive, send a copy of FAA Form 1320-19, Directive Feedback Information (written or electronically) to the Aircraft Certification Service, Planning and Financial Resources Management Branch, AIR-530, Attention: Directives Management Officer. You may also send a copy to the Aircraft Engineering Division, AIR-100, Attention: Comments to Order 8110.100. 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.

11. **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 Officer for guidance regarding retention or disposition of records.



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Aircraft Certification Service

Appendix A. Template



FAA
Aircraft Certification Service

**SPECIAL AIRWORTHINESS
INFORMATION BULLETIN**

SAIB:
Date:

SUBJ: [Insert subject title]

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.



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: Order 8110.100, Special Airworthiness Information Bulletins

To: Directive Management Officer, AIR-530

(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: _____