



Safety Information Bulletin (SIB)	Doc #	PR.CAP.00007-001
	Approval Date	10/09/2010

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PR.CAP.00007-001

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DOCUMENT CONTROL SHEET

Process Area Continuing airworthiness
Main Process Continuing airworthiness of type design (CAP)
Main Process Owner Alain LEROY

Reference documents**a) Contextual documents**

Chicago Convention Annex 8 - Airworthiness of Aircraft (International Standards and Recommended Practices)
Commission Regulation (EC) 1356/2008 - Regulation of 23 December 2008 amending Regulation (EC) No 593/2007 on the fees and charges levied by the European Aviation Safety Agency
Commission Regulation (EC) 1702/2003 - Regulation of 24 September 2003 laying down implementing rules for the airworthiness and environmental certification of aircraft and related products, parts and appliances, as well as for the certification of design and production organisations
Commission Regulation (EC) 2042/2003 - Regulation of 20 November 2003 laying down implementing rules for the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks (OJ L315, 28.11.2003)
Commission Regulation (EC) 593/2007 - Regulation of 31 May 2007 on the fees and charges levied by the European Aviation Safety Agency Regulation (OJ L140, 01.06.2007)
Commission Regulation (EC) 859/2008 - Amending Council Regulation (EEC) No 3922/91 as regards common technical requirements and administrative procedures applicable to commercial transportation by aeroplane (OJ L 254, 20.09.2008)
ED Decision 2003/02 - On the implementation of airworthiness directives for products, parts and appliances designed in third countries and repealing ED Decision 1/2003
ED Decision 2003/1/RM - On AMC and GM for the airworthiness and environmental certification of aircraft and related products, parts and appliances, as well as for the certification of design and production organisations
ED Decision 2004/02/CF - On the acceptance of certification findings made by Transport Canada, Civil Aviation Department (TCCA) for products designed in Canada
ED Decision 2004/03/CF - On the acceptance of certification findings made by Departamento de Aviação Civil, Centro Técnico Aeroespacial (DAC/CTA) for products designed in Brazil
ED Decision 2004/04/CF - On the acceptance of certification findings made by the Federal Aviation Administration (FAA) for products designed in the United States of America and repealing Decision No 2004/01/RM
ED Decision 2009/009/E - On the delegation of powers of the Executive Director to certain staff members of the Certification Directorate, and repealing ED Decision 2008/001/E
ED Decision 2009/019/R - Amending ED Decision No 2003/12/RM of 5 November 2003 on general acceptable means of compliance for airworthiness of products, parts and appliances (« AMC-20 »)
MB Decision 04-2009 - Decision of the Management Board on guidelines for the allocation of certification tasks to National Aviation Authorities and Qualified Entities
MB Decision 12-2007 - Decision of 1 Oct 07 of the Management Board concerning the general principles related to the certification procedures to be applied by the Agency for the issuing of certificates for products parts and appliances (hereinafter referred to as PCP Decision)
PO.CAP.00016 - Airworthiness Directive Policy
Regulation (EC) 216/2008 - Regulation of European Parliament and of Council of 20 Feb. 2008 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency and repealing Council Directive 91/670/EEC, Regulation (EC) 1592/2002 and Directive 2004/36/EC
UG.TC.00002 - Certification general user guide

b) Internal documents

EASA Form NR 117 - Safety Information Bulletin
WI.CAP.0003 - Disseminating safety related information
WI.DRM.00040 - Records management within P&A section
WI.DRM.00041 - Rotorcraft section record management
WI.DRM.00042 - General aviation records management
WI.DRM.00043 - Propulsion section records management
WI.DRM.00044 - Large aeroplanes section records management
WI.DRM.00045 - Airworthiness directives section records management
WI.TC.00036 - Decisions and signatures for product safety oversight



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Abbreviations/Definitions

a) Abbreviations

- AD
- Airworthiness Directive
- ADA
- Airworthiness Directives, Safety and Research Section Administrative Assistant
- ADO
- Airworthiness Directives Officer
- CAW
- Continued airworthiness
- CM
- EASA Certification Manager for the relevant product
- EASA
- European Aviation Safety Agency
- EU
- European Union
- FAA
- Federal Aviation Administration
- FSAI
- Foreign Safety Advisory Information
- ICAO
- International Civil Aviation Organisation
- SoD
- State of Design
- SoR
- State of Registry
- NAA
- National Aviation Authority of EU Member State
- PCM
- Project Certification Manager (EASA staff or staff from NAA under contractual arrangements)
- SAIB
- Special Airworthiness Information Bulletin
- SIB
- Safety Information Bulletin

b) Definitions

Certificate holder

In accordance with Part 21A.3 (a) and (b), the Certificate Holder is the holder of a TC, restricted TC, STC, ETSO authorisation, major repair design approval or any other relevant approval deemed to have been issued under Part 21

EU applicant

Applicant from EU Member State, Norway, Iceland, Switzerland or Liechtenstein

PCM

Wherever the term PCM is used in this procedure, the term PCM means "the PCM in coordination with his/her team, as appropriate".



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Log of issues

Issue	Issue date	Change description
001	10/09/2010	First issue, Migration of C.P006-01



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INTRODUCTION

Purpose and scope

This document describes how the Certification Directorate of the European Aviation Safety Agency (EASA) internally handles Safety Information Bulletins and related tasks.

This procedure shall be followed in order to achieve standardised processes within the Agency.

This procedure describes all technical aspects related to the issuance of Safety Information Bulletins and adoption of Foreign Safety Advisory Information (FSAI).

Basic Principles

An EASA Safety Information Bulletin (SIB) is an information tool that intends to alert, inform and draw the attention of the aviation community about safety issues. SIBs contain non-mandatory information and guidance that do not qualify for an Airworthiness Directive (AD).

SIBs may be potentially used on any type of aviation safety related subject for which the Agency has received information that it finds useful to share with the aviation community for the sake of safety promotion.

Non-exhaustive examples of cases where a SIB can be issued include:

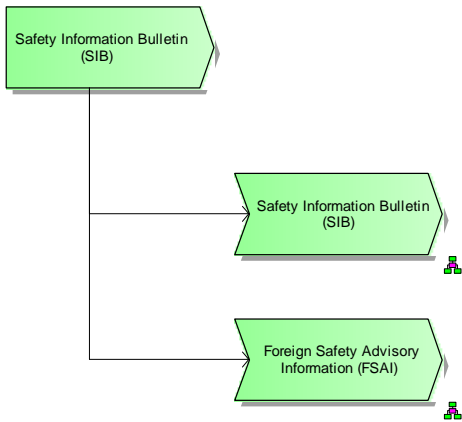
- * information related to suspected unapproved parts
- * design, production or maintenance related information and /or recommendations that do not meet the criteria for an AD
- * flight operations related information and / or recommendations

EASA also monitors Foreign State of Design Safety Advisory Information, such as FAA issued Special Airworthiness Information Bulletin (SAIB) or Transport Canada Service Difficulty Advisory, and publishes on the EASA website those concurred with by the relevant PCM(s).



Structure of process charts

Safety Information Bulletin (SIB)





Safety Information Bulletin (SIB)





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Activity	Description to the process activity
Draft the SIB, taking into account WI.CAP.0003	The Technical Owner shall prepare the SIB in close consultation with the AD Section.
Determine the existence of a potential continuing airworthiness issue or of another safety issue	---
Evaluate need to issue SIB	---
Forward draft SIB & referenced & published technical docs	The draft SIB, together with the referenced technical publication(s), shall be sent to the ADO for further processing.
Amend draft SIB as appropriate	Once the ADO receives the draft SIB, the format will be reviewed for use of language, standardisation and consistency in wording. The ADO shall also perform all verifications as defined in work instruction WI.CAP.0003 Disseminating Safety Related Information and if necessary, contact the affected parties and authorities involved with the SIB subject matter, in order to check the integrity and accuracy of the information to be published.
Accept draft SIB	The Technical Owner is finally responsible to agree with any change suggested/proposed by the ADO. The final draft SIB will be forwarded to the responsible CM for review and approval. If the draft SIB cannot be accepted by the Technical Owner, the Technical Owner will provide proposed changes to draft SIB to ADO by email (ADS@easa.europa.eu) and the ADO will amend the draft SIB accordingly before re-submitting it to the Technical Owner for review and acceptance.
Allocate SIB number	The ADO shall allocate the SIB number and inform ADA that SIB is ready for CM acceptance.
Submit final draft SIB approval package to resp. CM for SIB acceptance	The ADO prepares and submits, by email, the SIB approval package to responsible CM for approval of SIB. When relevant, the ADO shall submit the SIB approval package to multiple responsible CMs and/or other managers outside the Certification Directorate. The SIB approval package consists of: 1. final draft SIB as accepted by the Technical Owner 2. Technical Owner (TO) SIB acceptance email.
Initiate alternative action (eg. letter to NAAs), if required	In certain cases, it may be necessary to disseminate the relevant information through other means (e.g. letter to NAAs).
Accept SIB	The CM shall verify the SIB to be published and in particular ensure that it complies with the rules set forth in WI.CAP.0003 Disseminating Safety Related Information. The CM shall approve the SIB in coordination with the Technical Officer. If the final draft SIB cannot be approved by the CM, the CM will provide instructions on changes to draft SIB to ADO by email through ADS@easa.europa.eu. The ADO will amend the final draft SIB as appropriate. If the final draft SIB can be approved by the CM, the CM shall confirm his acceptance of the SIB to the ADA by e-mail to ADS@easa.europa.eu.
Disseminate SIB	Once finalised and agreed the final text with the CM concurrence, the ADA shall send the Safety Information Bulletin in the English language as attachment to an appropriate e-mail to: 1. the EASA Member States NAAs; and 2. any other known ICAO Contracting State Authority that has requested the Agency to be informed, in order to put them into a position to take appropriate action, if desired.

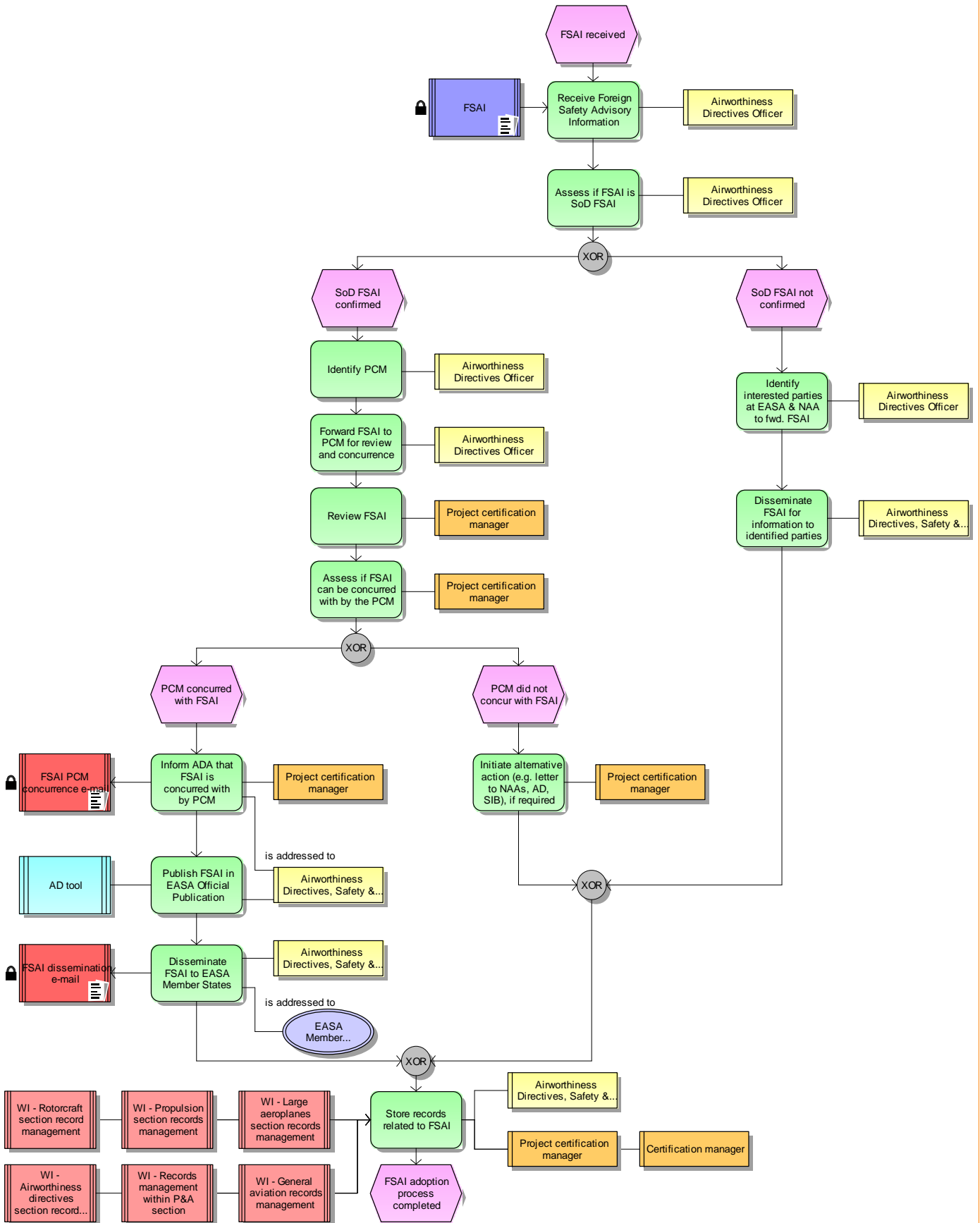


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Publish SIB in EASA Official Publication	In addition, the ADA shall manage the publication of the SIB in the EASA Official Publication (EASA website).
Store records related to SIB	Archiving of paper records and/or filing of electronic records is ensured through Work Instructions: WI.DRM.00040, WI.DRM.00041, WI.DRM.00042, WI.DRM.00043, WI.DRM.00044, WI.DRM.00045 on records management.



Foreign Safety Advisory Information (FSAI)





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Activity	Description to the process activity
Identify PCM	---
Forward FSAI to PCM for review and concurrence	---
Receive Foreign Safety Advisory Information	---
Assess if FSAI is SoD FSAI	---
Review FSAI	---
Assess if FSAI can be concurred with by the PCM	---
Inform ADA that FSAI is concurred with by PCM	---
Identify interested parties at EASA & NAA to fwd. FSAI	Identify interested parties within EASA / NAA to whom FSAI must be disseminated.
Publish FSAI in EASA Official Publication	---
Disseminate FSAI for information to identified parties	---
Initiate alternative action (e.g. letter to NAAs, AD, SIB), if required	In certain cases, it may be necessary to disseminate the relevant information through other means (e.g. letter to NAAs, AD or SIB).
Disseminate FSAI to EASA Member States	---
Store records related to FSAI	Archiving of paper records and/or filing of electronic records is ensured through Work Instructions WI.DRM.00040, WI.DRM.00041, WI.DRM.00042, WI.DRM.00043, WI.DRM.00044, WI.DRM.00045 on records management.

**RECORDS****Appendix A : Operational Documents**

Safety Information Bulletin (SIB)	
Record	Activity
SIB CM acceptance email	- Accept SIB
SIB dissemination e-mail	- Disseminate SIB
SIB	- Accept SIB
SIB TO acceptance email	- Submit final draft SIB approval package to resp. CM for SIB acceptance - Accept draft SIB

Foreign Safety Advisory Information (FSAI)	
Record	Activity
FSAI dissemination e-mail	- Disseminate FSAI to EASA Member States
FSAI PCM concurrence e-mail	- Inform ADA that FSAI is concurred with by PCM

Appendix B : External Documents

Safety Information Bulletin (SIB)	
Record	Activity
Accident or incident report from AIB	- Determine the existence of a potential continuing airworthiness issue or of another safety issue
Other safety related information	- Determine the existence of a potential continuing airworthiness issue or of another safety issue
Safety publication	- Determine the existence of a potential continuing airworthiness issue or of another safety issue
Safety recommendation	- Determine the existence of a potential continuing airworthiness issue or of another safety issue
Technical occurrence report	- Determine the existence of a potential continuing airworthiness issue or of another safety issue

Foreign Safety Advisory Information (FSAI)	
Record	Activity
FSAI	- Receive Foreign Safety Advisory Information