Safety Information Bulletin (SIB)

PR.CAP.00007-004

	Name	Validation	Date
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DOCUMENT CONTROL SHEET

Reference documents

a) Contextual documents

ED Decision 2014/116/E - On the delegation of powers of the Executive Director to certain staff members of the Agency's Certification Directorate

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/

UG.CERT.00002 - Certification Handbook

b) Internal documents

TE.CAP.00117 - Safety Information Bulletin

UG.CERT.00002 - Certification Handbook

WI.CAP.00003 - Disseminating safety related information

WI.CERT.00005 - Decisions and signatures for certification

WI.IMS.00064 - Records management within P&A section

WI.IMS.00065 - Rotorcraft department records management

WI.IMS.00066 - General aviation & RPAS department records management

WI.IMS.00067 - Propulsion section records management

WI.IMS.00068 - Large aeroplanes department records management

WI.IMS.00069 - Safety information section records management

Abbreviations/Definitions

a) Abbreviations

AD: Airworthiness Directive

ATM/ANS: Air Traffic Management/Air Navigation Services

EASA: European Aviation Safety Agency

EU: European Union

FAA: Federal Aviation Administration

FSAI: Foreign Safety Advisory Information

ICAO: International Civil Aviation Organisation

NAA: National Aviation Authority of EU Member State

PCM: Project Certification Manager (EASA staff or staff from NAA under contractual arrangements)

RCZ: Risk to civil aviation arising from Conflict Zones

SAIB: Special Airworthiness Information Bulletin

SIA: Safety Information Assistant

SIB: Safety Information Bulletin

SIO: Safety Information Officer

SoD: State of Design

TO: Technical Owner

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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".

Log of issues

Issue	Issue date	Change description
001	10/09/2010	First issue, Migration of C.P006-01
002	02/09/2013	Second issue, simplification of workflows and adjustment of procedure to also cover non-airworthiness related SIBs, as well as SIBs triggered/owned by directorates other than Certification
003	01/09/2014	Issue 003. Migration of PR.CAP.00007-002 in compliance with Convergence project.
004	01/07/2015	Issue 004. Revision of SIB consultation and approval process, introduction of regular SIB validity check

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INTRODUCTION

Purpose and scope

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

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 on 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 and 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

- information related to falsification of licenses

- 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, including to address risks arising to civil aviation from conflict zones (RCZ)

- ATM/ANS related information and/or recommendations

- reacting to Safety Recommendations issued by Safety Investigation Authorities addressed to EASA

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).

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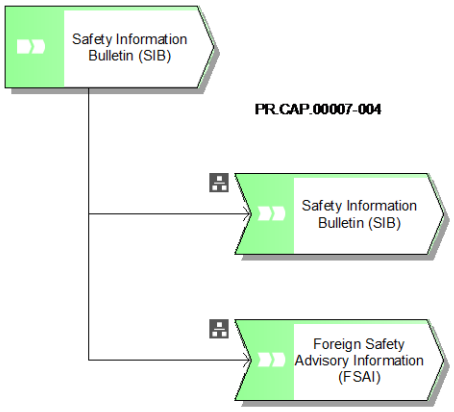
Structure of process charts

Safety Information Bulletin (SIB)



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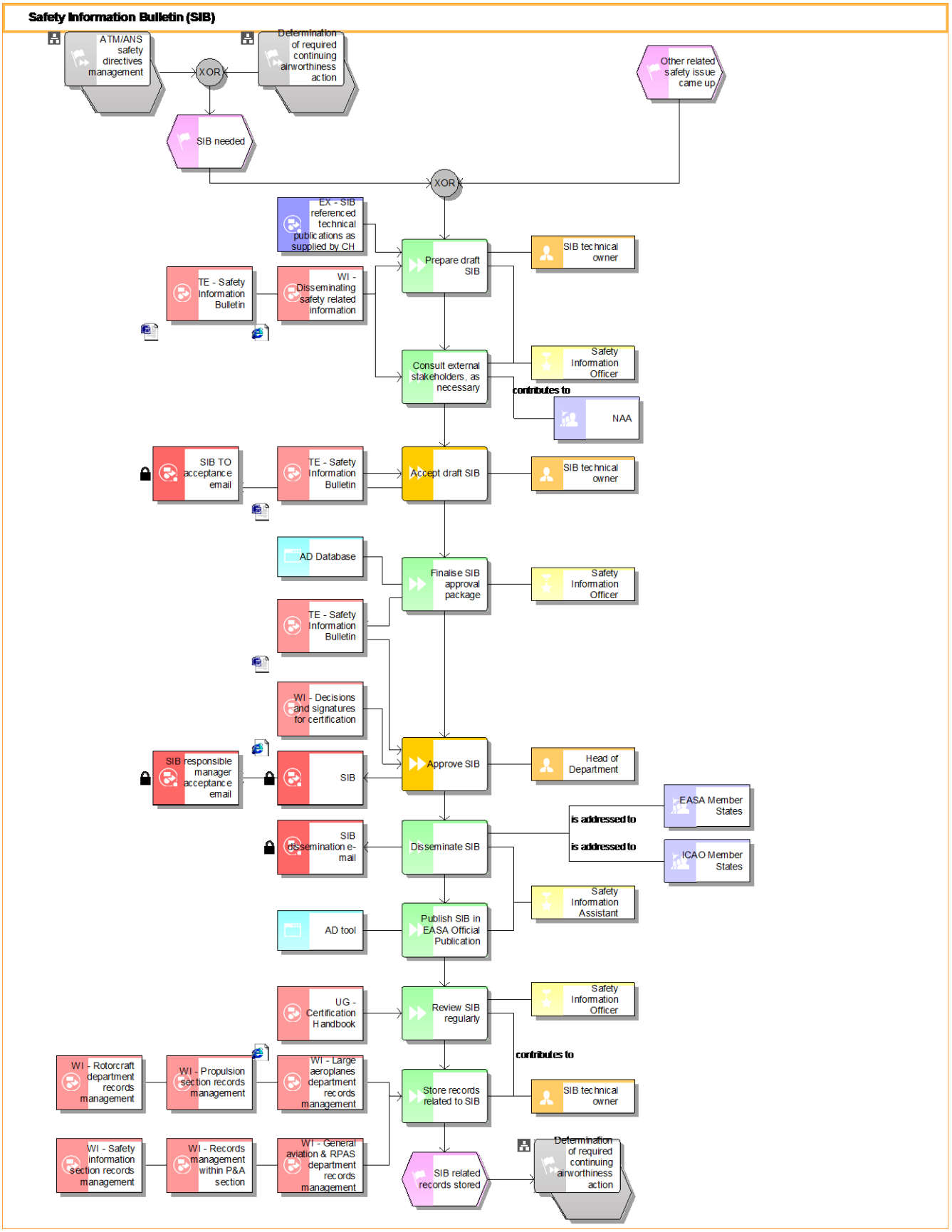

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Activity	Description to the process activity
Prepare draft SIB	In close cooperation with the Safety Information Section, the SIB Technical Owner shall draft the SIB in accordance with the EASA Work Instruction on Disseminating safety related information. This includes the labelling of the draft SIB in accordance with one or more of the following categories: - Airworthiness - Operations - ATM/ANS - Aerodromes As appropriate, the SIB Technical Owner shall send the draft SIB for consultation to all affected departments within the Agency. The SIB Technical Owner shall revise the draft SIB as required and send it, together with the referenced and published technical documentation, to the Safety Information Officer for further processing. The Safety Information Officer shall review the format of the draft SIB for use of language, standardisation and consistency in wording.
Consult external stakeholders, as necessary	The Safety Information Officer shall also perform all verifications as defined in the EASA Work Instruction on Disseminating Safety Related Information, including a consultation of all EU NAAs. In this context, the Safety Information Officer may contact the directly affected parties and authorities involved in the SIB subject matter to check specifically the integrity and accuracy of the information to be published. The selection of external parties to be consulted shall be guided by the categorisation of the SIB during the drafting phase as related to “Airworthiness”, “Operations”, “ATM/ANS” and/or “Aerodromes”.
Accept draft SIB	The SIB Technical Owner is finally responsible to agree with any change suggested/proposed by the Safety Information Officer. The final draft SIB will be forwarded to the responsible Head of Department for review and approval. If the draft SIB cannot be accepted by the Technical Owner, he/she will provide proposed changes to the draft SIB to the Safety Information Officer by email (ADs@easa.europa.eu), and the Safety Information Officer will amend the draft SIB accordingly before re-submitting it to the Technical Owner for review and acceptance.
Finalise SIB approval package	The Safety Information Officer shall allocate the SIB number in the AD Database and inform the Safety Information Assistant that the SIB is ready for acceptance by the responsible Head of Department. The Safety Information Officer prepares and submits the SIB approval package to the responsible Head of Department for approval. When relevant, the Safety Information Officer shall submit the SIB approval package to multiple responsible Heads of Department within one or more directorates. The SIB approval package consists of: 1. Final draft SIB as accepted by the Technical Owner 2. Technical Owner (TO) SIB acceptance email.
Approve SIB	The Head of Department of the SIB Technical Owner shall verify the SIB to be published and in particular ensure that it complies with the rules set forth in EASA

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	Work Instruction on Disseminating Safety Related Information. The responsible Head of Department shall approve the SIB in coordination with the SIB Technical Owner. As deemed necessary and for critical or politically sensitive cases, the Head of Department shall involve the responsible Director and the Executive Director before approving the SIB. If the final draft SIB cannot be approved by the responsible Head of Department, he/she will provide instructions on changes to the draft SIB to the Safety Information Officer by email through ADs@easa.europa.eu. The Safety Information Officer will amend the final draft SIB as appropriate. If the final draft SIB can be approved by the responsible Head of Department, he/she shall confirm his acceptance of the SIB to the Safety Information Assistant by e-mail to ADs@easa.europa.eu.
Disseminate SIB	The Safety Information Assistant shall send the Safety Information Bulletin in the English language as attachment to an email 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.
Publish SIB in EASA Official Publication	In addition, the Safety Information Assistant shall manage the publication of the SIB in the EASA Official Publication (EASA website).
Review SIB regularly	The Safety Information Officer shall regularly perform a validity check of the SIB content in close coordination with the SIB Technical Owner. Reference is made to the EASA Certification Handbook.
Store records related to SIB	Archiving of paper records and/or filing of electronic records is ensured through the applicable Work Instructions.

Internal Process Interfaces
ATM/ANS safety directives management Determination of required continuing airworthiness action

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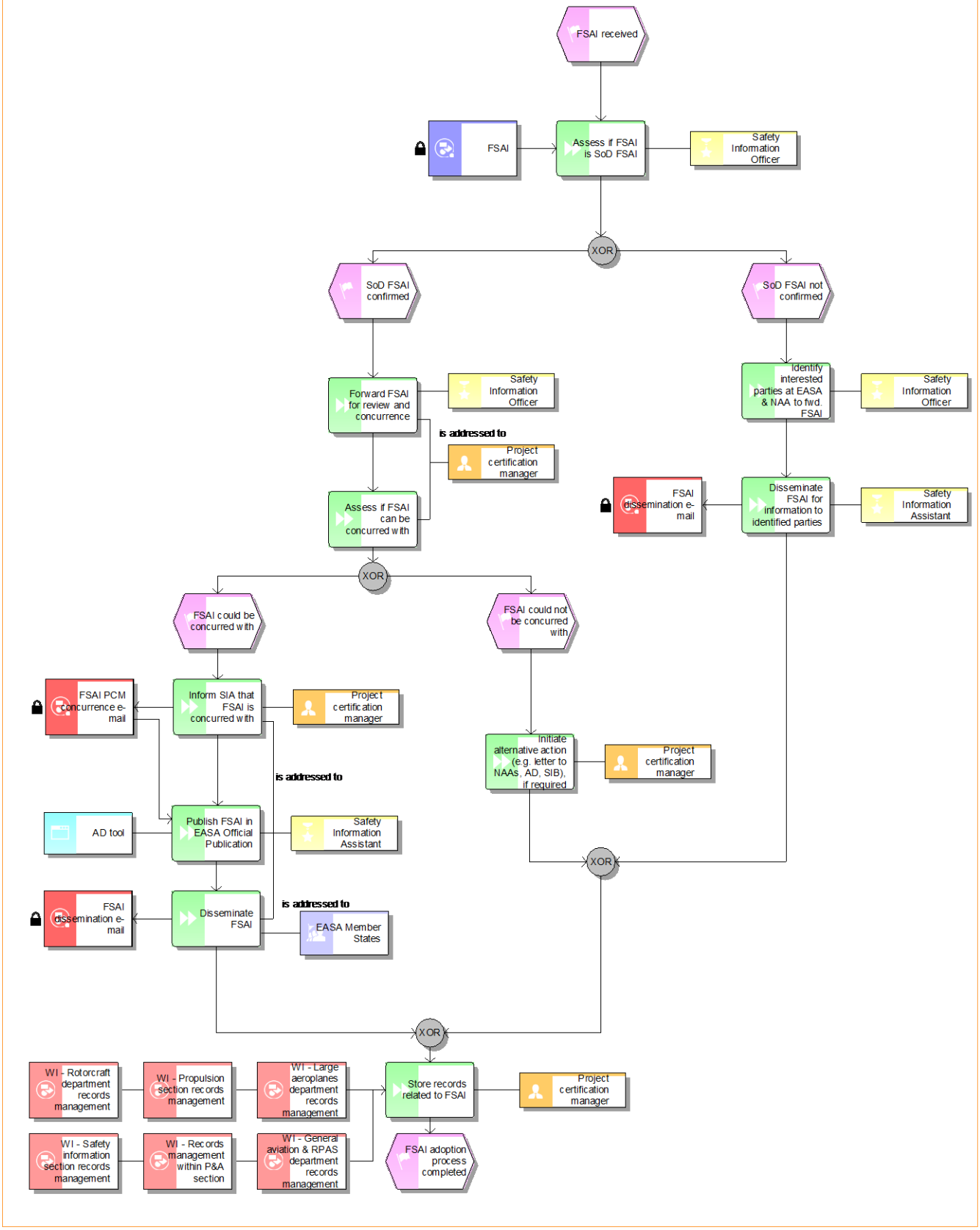
Foreign Safety Advisory Information (FSAI)



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Activity	Description to the process activity
Forward FSAI for review and concurrence	The SIO shall Identify the responsible Project Certification Manager and forward him/her the Foreign Safety Advisory Information for review and concurrence.
Assess if FSAI is SoD FSAI	Assess if Foreign Safety Advisory Information is State of Design Foreign Safety Advisory Information
Assess if FSAI can be concurred with	Assess if Foreign Safety Advisory Information can be concurred with by the PCM
Inform SIA that FSAI is concurred with	---
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	---
Store records related to FSAI	Archiving of paper records and/or filing of electronic records is ensured through the applicable Work Instructions.

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RECORDS

Appendix A : Operational Documents

Safety Information Bulletin (SIB)	
Record	**Activity**
SIB TO acceptance email	- Accept draft SIB
SIB responsible manager acceptance email	- Approve SIB
SIB dissemination e-mail	- Disseminate SIB
SIB	- Approve SIB

Foreign Safety Advisory Information (FSAI)	
Record	**Activity**
FSAI dissemination e-mail	- Disseminate FSAI for information to identified parties - Disseminate FSAI
FSAI PCM concurrence e-mail	- Inform SIA that FSAI is concurred with

Appendix B : External Documents

Foreign Safety Advisory Information (FSAI)	
Record	**Activity**
FSAI	- Assess if FSAI is SoD FSAI

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