



RIGGING ADVISORY CIRCULAR

Issue Date: 01 January 1990

RAC No. 107 Rev. A

SUBJECT: MANUFACTURER'S PRODUCT SERVICE BULLETIN
FORMAT

STATUS: RECOMMENDED

BACKGROUND: The Parachute Industry Association has recommended that service bulletins issued by parachute equipment manufacturers should conform to the format used in the APF Rigging Advisory Circulars. The PIA standard is issued as its Technical Standard 110.

APF POLICY: Service bulletins issued by parachute equipment manufacturers should conform to the following format.

1. Printed on A4 white paper. For preference, the first sheet should be the manufacturer's letterhead. Either one or both sides of the paper may be used, but each side of each sheet should be clearly identified with the document number or subject of the bulletin, the page number and the total number of pages.

2. Illustrated, preferably with line drawings rather than photographs, as necessary.

3. To contain, as applicable, information under the following headings:

Issue Date. The date of issue of the bulletin (not necessarily the same as the compliance date.) The month should be spelled out in order to prevent possible confusion between day number and month number.

Subject. A short, concise title identifying the product and the nature of the service to be performed.

Status. Indicate Mandatory, Optional, Recommended or Advisory. If some parts of the bulletin have a different status, the status of these parts should be indicated clearly.

Identification. A precise identification showing the manufacturer's brand name, part number(s), affected serial number(s), applicable dates of manufacture, etc, as necessary.

Background. A brief historical description of the circumstances leading up to the decision to issue the service bulletin. This section should be used to explain that the manufacturer is issuing the service bulletin to remedy a defect which has become evident or to offer a



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product improvement which can be retrofitted to enhance safety. If this bulletin supersedes or expands a previous bulletin, that bulletin should be identified in this section, and the changes outlined where necessary.

Service Bulletin. Brief but specific and complete instructions should be carefully worded to specify the action to be taken to comply with the service bulletin. They should include, where necessary, the qualifications required of the person who undertakes the work and the documentation required after the work is completed.

If there is more than one organisation that has established a service bulletin policy, then the policy of each organisation should be stated separately.

Effective Date. A designated date by which the service must be incorporated or take effect. The date may be immediate, some future date such as a service cycle, or in some cases may be retrospective (where a defect has been identified and published in some manner beforehand). Note that the name of the month should be spelled out, not abbreviated to a number.

Authority. The name of the person, or the position, within the organisation who has the responsibility for publishing the service bulletin, so that clarification can be sought if necessary. Where the person responsible for issuing the bulletin is not the same as the person to whom enquires should be directed, the bulletin should show, and distinguish between, the two names.

In addition to the name and/or position of the responsible person, the address, telephone number, facsimile number and/or telex number should be provided. Alternatively, this information may be included in the organisation's letterhead.

Distribution. A list of all those to whom the service bulletin was distributed. If the bulletin will affect persons in other sporting/professional groups or organisations who use the product, a broader distribution through national magazines or aviation authorities may be specified.

EFFECTIVE DATE: Immediately

AUTHORITY: APF Director Rigging

DISTRIBUTION: RAC holders
Civil Aviation Authority, Airworthiness Section