



## PIA Technical Standard TS-110v2 Parachute Industry Association Publications

10 September 2024

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### Manufacturer's Product Service Bulletin Format

The following standard service bulletin format is adopted for use by parachute equipment manufacturers. Additional information may be included, as required.

**Product Service Bulletin:** (File title: Manufacturer, bulletin number and description)

**Manufacturer:** (Letterhead w/full contact information)

**Issue date:**

**Bulletin number:** (Assign each bulletin a unique number in serial order)

**Subject:** (Brief title identifying the product and the nature of the service to be performed)

**Status:** (Grounding, mandatory, optional, recommended, or advisory)

**Identification:** (The manufacturer's brand name, specific model type, part number(s), affected serial number(s), applicable dates of manufacture)

**Background:** (A brief historical description of the circumstances leading up to the decision to issue a service bulletin. This section should be used to explain that the manufacturer is issuing the product service bulletin to ground the product, remedy a defect that has become evident, or offer a product improvement which can be retrofitted to enhance performance or safety.)

**Service bulletin:** (Brief, specific instructions should be carefully worded to specify the action to be taken to comply with the service bulletin.)

**Compliance date:** (A designated date by which the service must be performed or take effect. The date may be immediate or some future date, such as the next service cycle.)

**Authority:** (The person, or position of a person, within an organization who has taken responsibility for publishing the service bulletin should be identified so that clarification can be sought if the bulletin is found to be ambiguous or lacking in detail. A name, address, telephone number, fax number, email address and website should be provided.)



**Distribution:** (List all those to whom the service bulletin was sent. If the service bulletin will affect persons in other sporting/professional groups or organizations who use the product, a broader distribution through national magazines or aviation authorities should be specified.)

**The distribution list shall include but is not limited to:**

- All dealers and owners/customers for whom addresses are on file
- All drop zones
- USPA Safety & Training Committee
- PIA Technical Committee
- IPC Technical Committee
- All Appropriate parachuting periodicals
- National Aero Clubs - Parachuting sections
- Military parachuting organizations
- Experimental Aircraft Association
- Soaring Society of America
- International Aerobatic Club