



PARACHUTE INDUSTRY ASSOCIATION

PARACHUTE INDUSTRY ASSOCIATION SPECIFICATIONS COMMITTEE REVIEW PROCEDURE

1. Specification Status

1.1. Document Status. Where applicable, initially published PIA Specifications represent the latest version of the corresponding Military Specification inclusive of all approved amendments existing at the time of publication.

1.2 Document Date. The date on the PIA Document is the date of approval for publication.

2. Review Process-Change Proposal.

2.1 Change Proposals. Beneficial comments (recommendations, additions, deletions) and any pertinent data which may improve a specification shall be submitted to the PIA in writing by using the Change Proposal form. Anyone may submit a suggestion, but the sponsor should be prepared to supply justification including supporting data and test samples which may be needed for evaluation of the proposal. The Change Proposal shall be sent to the Parachute Industry Association for review, c/o Administrative Director, at the address listed in Section 8 at least 60 days prior to the next PIA Meeting. The Specifications Committee will send Change Proposals to members for review at least 45 days prior to the next meeting.

2.2 Change Proposal Review. Complete Change Proposals submits shall be placed on the agenda of the PIA Specifications Committee for review on the next scheduled meeting date.

2.3 Review Process. The processing of Change Proposals is described in Section 4.

3. Review Process-Periodic Maintenance.

3.1 Periodic Review. PIA Specification Documents will be periodically reviewed by the Specifications Committee with input from users, manufacturers, and other interested parties. At least every five years, specifications which have had no amendments or change proposal activity during this time will be brought up for routine review by the PIA at the first meeting following the fifth anniversary of the document date.

3.2 Notification of Review. Documents to be routinely reviewed over the next PIA calendar year will be listed under the PIA Internet Home Page and in the Para NewsBrief 45 days prior to the next PIA meeting.

3.3 Mail Distribution List. The PIA Specifications Committee will develop a mailing list of interested parties who will receive advance notification of documents for review 45 days prior to the next PIA meeting. To be included on the distribution list, send a letter giving name, address, employer, and position to the PIA address in Section 8.

4. Specifications Committee Review Protocol:

4.1 First Meeting Agenda. Items to be considered for discussion at the PIA Winter Meeting (or first meeting of the calendar year) will include Change Proposals and Specifications for Periodic Review.

4.1.1 Change Proposals which are complete and properly formatted and which have been communicated to the Specifications Committee 45 days in advance will be brought up for discussion. Supporting information, data, and test results may be presented. The committee may discuss the proposal and suggest if additional information is needed or is ready for an approval vote. Complete Change Proposals and any approvals for voting will become a part of the official minutes of the Committee and will be distributed to the recipients of the Specifications Committee Mail Distribution List. Change Proposals which have been approved by vote of the Specifications Committee since the last meeting will be finalized editorially and prepared for publication and distribution.

4.1.2 Specifications for Routine Review for the calendar year which have been previously publicized 45 days prior to the meeting will be noted individually with a brief discussion period. Any further suggestions for change must be submitted on a Change Proposal and cannot be formally presented until the next Committee meeting.

4.1.3 Proceedings of the Specifications Committee will be published along with copies of complete Change Proposals and will be distributed to the Mail Distribution List. A brief of the Committee Proceedings will be posted on the PIA Internet Home Page and in the ParaNewsBriefs.

4.1.4 Response to Change Proposals is invited from the parachute community. Responses should be in writing, attached to the Change Proposal, and should be submitted to the Project Sponsor by the response date which will appear in the committee proceedings. The sponsor shall review and attempt to resolve all objections. All of this information shall be documented and presented to the Specifications Committee under a project summary.

4.2 Second Meeting Agenda. Items on the agenda of the Second Meeting will be final responses to Change Proposals and new Change Proposals which have been distributed for review 45 days prior to the PIA meeting.

4.2.1 Change Proposals presented at the previous meeting which have been distributed via the mailing list and Home Page and which have received at least a quorum of approvals and no negative responses may be considered for balloting. Wording of the amendment for voting will be finalized by the subcommittee.

4.2.2. Change Proposals which have been challenged will be discussed and further action outlined, or the proposal may be rejected. If follow up action is required, a target schedule will be set in order to continue consideration of the proposal at a later meeting.

5. Voting Process.

5.1 Target Schedule. It will be the objective of the Specifications Committee to bring Change Proposals to a vote by the second meeting following presentation of the formal proposal. This will vary depending on the complexity of the proposal, the objections and questions raised, and the time required to obtain additional information. Those proposals which cannot reach a conclusion or be cleared for voting in this time may be continued at the discretion of the Committee until a resolution is obtained.

5.2 Final Draft of Change Proposal. Once objections have been cleared the Specifications Committee will prepare a final draft of the Change Proposal, will attach a voting ballot, and will mail the voting package to eligible Specifications Committee members for voting. See the attached Change Proposal Final Draft Voting Ballot.