



PIA Standard Operating Procedure SOP-308
Parachute Industry Association Publications
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Committee Report Format

I. Introduction

This format shall be the standard report format for the standing committees of the PIA. Use of this format shall promote ease of use and completeness of the report.

II. Sample format

PIA *Sample* Committee

Date

Members:	Name – Chair	Company name
	Name	Company name
	Name	Company name

Committee Projects

Project ID number: **-001*

Project name:

Project goal/purpose:

Project background:

Current Status:

Completion date:

Summary:

* The "**Project ID number**" should be prefixed with an abbreviation unique to each individual committee. The numbers are assigned in ascending order. Once a project is completed, that number is retired so there will never be any duplication of numbers. Example of committee abbreviations are as follows:

AW - Awards
DZ - Drop Zone/Sport Promotion
EC - Executive
ML - Museum/Library
MS - Membership
NE - Nominations & Elections
PB - Publications
RI - Rigging
RM - Risk Management
SP - Sport Promotion
SY - Symposium
TC - Technical