



PIA Standard Operating Procedure SOP-300v1
Parachute Industry Association PIA Public Documents
August 20, 2016

PIA Public Documents

This SOP establishes the publications system for the Association.

All documents can be found at the link: <http://www.pia.com/member-interest/pia-public-documents>.

Maintenance of the documents, website posting and archiving to be handled by the PIA Administrator.

Revisions to General Documents are to be issued or approved by the executive committee. Technical Standards, Technical Bulletins and Technical Reports are to be adopted by the Technical Committee. SOPs are to be adopted by each committee. Service Bulletins are to be approved for posting by the Technical or Rigging Chair.

- A. General Documents** shall include letters, committee reports, and other PIA documents that do not fit into the categories listed below. **General Documents shall be numbered from 600.**
- B. Technical Standards** shall be documents which establish a standard or regulation. They shall be proposed by a committee and adopted by a majority vote (51%) of the voting membership in attendance. **Technical Standards shall be numbered from 100.**
- C. Technical Bulletins** shall be notices on matters, such as safety, for distribution to the public. They shall be proposed by a committee and approved by majority vote (51%) of the Executive Committee. Technical Bulletins are normally time sensitive. **Technical Bulletins shall be numbered from 200.**
- D. Standard Operating Procedures** shall be internal documents outlining the function of the Association such as committee procedures. They shall be proposed by a committee and adopted by a majority vote (51%) of the voting membership. **Standard Operating Procedures shall be numbered from 300.**
- E. Technical Reports** shall be documents of a technical nature that report on the result of technical or engineering test, evaluation or research performed under the scope of work of a PIA Committee. They shall be approved by a majority of the voting committee members and adopted by a majority vote (51%) of the voting membership. **Technical Reports shall be numbered from 400.**
- F. Service Bulletins** Also referred to as *Product Service Bulletins (SB)*, are generally issued by manufacturers regarding airworthiness, safety or performance issues that often require mandatory compliance. PIA may issue SB's under certain circumstances. **PIA-Issued Service Bulletins shall be numbered from 500.**
- G. External Documents** (not created by PIA) shall be listed with a clear and concise title for easy referencing. External documents will be categorized by type (Harness/containers, main canopies, reserve canopies, AADs, ancillary components, raw materials, etc.)
- H. Obsolete and Archived Documents**