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## PIA Standard Operating Procedure SOP-313v4 Parachute Industry Association Publications

21 February, 2017

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### Specifications/Standards Committee Operating and Review Procedures

1. General. This document defines the standard operating and review procedures for the Specifications/Standards committee. If anything in this document is in conflicts with the PIA by-laws, the by-laws shall take precedence.
  - 1.1 Organization. The committee shall consist of an elected chairperson and at least 5 members. The chairperson shall be nominated and elected into office by the General PIA membership during the first annual meeting and serve a two-year term. There will be 4 core sub committees; Hardware, Narrow Fabrics, Parachute Manufacturing Standards and Broad Fabrics. The committee or sub committee chairperson will select a chair and co-chair of any ad-hoc committees as needed for special projects.
  - 1.2 Members. A member list will be updated on a on-going basis after each PIA Spec meeting by the PIA Administrator from attendance sheets provided by the PIA Spec Administrator. The list will name companies and Government Agencies as members. Member companies must be Full, Sustaining or Affiliate Members of the PIA. Members are encouraged to attend the 2 annual general meetings as well as the 1 annual working meeting.
    - 1.2.1 Contribution Agreement and Assignment. An assignment of rights contract shall be circulated and signed by each specification committee member.
  - 1.3 Communication. All committee work documents, committee business notices, and any other necessary information will be posted to the PIA Specification website. The committee chairperson will ensure that the necessary documents are posted to the website. For member access contact the chairperson or sub committee chairperson.
2. Specifications, Standards, and Test Methods. The most current revision of Specifications, Standards and Test Methods shall be made available from the PIA Specifications and Standards section at: [www.pia.com](http://www.pia.com).
  - 2.1 Document Revision Lettering and Numbering.
    - 2.1.1 Adapted Government Documents.
      - 2.1.1.1 Initial. Where applicable, initial PIA documents represent the latest version of the corresponding military documents inclusive of all approved amendments existing at the time of printed publication.



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- 2.1.1.2 "A". Where applicable, "A" revisions will include all known and approved Department of Defense (DoD) engineering changes, revisions, and notices. Where applicable when there are no changes, revisions or notices to be included, "A" shall be approved without change from the initial.
- 2.1.1.3 "B" and later. Where applicable, "B" and later revisions will include changes to reflect technology and design evolution.
- 2.1.2 Original PIA Documents.
- 2.1.2.1 Numbering. Documents originated by the PIA Specification Committee, which were not previously a Mil-document, shall follow a numbering system designated by the sub-committee chairperson.
- 2.1.2.2 Revision Lettering. All subsequent changes to a document will be designated with consecutive letter revisions beginning with "A".
- 2.2 Changes.
- 2.2.1 Change Proposals. Beneficial comments (recommendations, additions, deletions) and any pertinent data which may improve a published document shall be submitted to the PIA Specifications/Standards committee or subcommittee members. Any member of the PIA may submit a change proposal, but the sponsor should be prepared to supply justification for the change including supporting data and test samples which may be needed for the evaluation of the proposal. Request for change shall appear on the PIA Specification website for review.
- 2.2.1.1 Responses to change proposals. Responses (questions, comments, etc.) are invited from the parachute community regarding change proposals. Responses should be posted to the PIA Specification website or presented at the committee meeting. All responses should be in writing and submitted to the project sponsor by the response date noted on the change proposal (21 days). All responses should be assigned by committee or sub committee chairperson no later than 10 business days prior to the next scheduled meeting.
- 2.3 Draft Review. All drafts for review shall be the latest version posted on the PIA Spec website. For all drafts, the changes will be as follows: New verbiage will be in red and deleted verbiage will be in strikethrough.
- 2.4 Draft Approval.
- 2.4.1 Drafts will be posted to [www.piaspecs.com](http://www.piaspecs.com). Drafts completing the 45-day review period without any valid and accepted comments shall be forwarded to the PIA Webmaster for placement into the PIA Specifications and Products (Store).



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- 2.4.1.1 Valid and accepted technical comments received during the 45 day review period shall warrant a change to the draft revision and posted to applicable Drafts section. The revised simultaneous Clean Copy draft shall be resubmitted to the full specification committee for another 45 day review period. Upon expiration of the 45 Day Review Expiry Date for the Clean Copy (without any valid and accepted comments), it shall be forwarded to the PIA Webmaster for placement into PIA Specifications and Products (Store).
- 2.4.1.2 Valid and accepted editorial and/or non-technical comments shall warrant a change to the draft. The revised Clean Copy draft shall be resubmitted to the full specification committee for review. The review period shall be a minimum of 5 working days and then without any valid and accepted comments shall be forwarded to the PIA Webmaster for placement into the PIA Specifications and Products (Store).
- 2.4.1.3 PIA Specifications, Standards and Test methods shall be reviewed by their appropriate committee for currency on a cyclical basis every 5 years.
- 2.4.1.4 A PIA Reaffirmed Notice shall be issued to cover Specifications, Standards and Test Methods that have been reviewed and determined to be current by their respective committee. The PIA Reaffirmed Notice reaffirmation shall be vertically marked on the right hand side of the spec pages.
- 2.4.1.5 A PIA Reaffirmed Notice shall be posted to the 45 Day Review as Draft 1 Clean Copy. If these clean notices have no valid and accepted comments received during this period, they shall be forwarded to the PIA Webmaster for placement into the PIA Specifications and Products.
- 2.4.1.6 A PIA Reaffirmed Notice that has accepted editorial and/or non-technical comments shall warrant a change to the draft. The revised Clean Copy draft shall be resubmitted to the full specification committee for review. The review period shall be a minimum of 5 working days and then without any valid and accepted comments, shall be forwarded to the PIA Webmaster for placement into the PIA Specifications and Products (Store).
- 2.4.1.7 A PIA Reaffirmed Notice that has valid and accepted technical comments received during the 45 day review period shall warrant a change to their Draft Revision and posted to their applicable Drafts section. The Reaffirmed Notice would be canceled and it would follow the regular specifications revision sequencing as the Original PIA Documents covered by para 2.1 through 2.4.1.2.
- 2.4.1.8 A PIA Reaffirmed Notice shall be issued for one five year review cycle. Due to the constant evolution of the formatting for specifications and to maintain the specification format continuity, the next review in 10 years shall have the specification



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updated to the next Draft Revision.

2.5 Voting.

2.5.1 Voting Process. Voting members must be present to vote. Proxy voting is not allowed. Each member company shall have one vote when voting on committee issues. A member company shall have the right to vote after attending at least one meeting.

2.5.2 Voting Approval. A change proposal and the revised documents will be approved if 2/3 of the eligible members respond and 3/4 of the votes are in favor of approval.

2.6 Copyright Registration. Copyright registration shall be filed with the Copyright Office electronically on Form VA each time a document is revised and approved within 60 days of committee approval.

3. Historical Data. All historical information pertaining to current Specifications/Standards will be located at the PIA Specification website: [www.piaspecs.com](http://www.piaspecs.com). In addition, all historical information is also maintained by the PIA Administrator.

3.1 Meeting Minutes. The Specifications Administrator will keep meeting minutes, by either computer, taped or hand for each of the subcommittee meetings. These will include discussions, votes, proposals and any other pertinent information. These minutes will be published on the PIA Specification website.

4 Addresses for PIA Specification Committee  
[www.pia.com/](http://www.pia.com/)  
[www.piaspecs.com](http://www.piaspecs.com)