

# AIR CARGO & AIRCRAFT GROUND EQUIPMENT AND SYSTEMS

# Organization and Operating Guidelines

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This revision clarifies balloting process within AGE-2 and subordinate committees, updates committee and subcommittee meeting schedules, and was checked to assure conformity with both the Technical Standards Boards Governance Policy (through its November 2008 revision) and the Aerospace Council Organization and Operating Procedures (through the AC's balloted 2011 revision).

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#### 1. <u>INTRODUCTION</u>

- 1.1 The purpose of this document is to supplement, and is subordinate to, the SAE Technical Standards Board Governance Policy (TSBGP) and the Aerospace Council Organization and Operating Procedures (ACOOP), which set forth the organization, objectives and operating procedures for the SAE's Committees.
- 1.2 The Air Cargo and Aircraft Ground Equipment and Systems Committee is one of several organized by the Aerospace Council in the Airport/Ground Operations and Equipment Systems Group.
- 1.3 This document provides an outline of the organization, operating practices, procedures and guidelines the Committee has established to facilitate accomplishment of its scope and objectives in accord with the policies of the Technical Standards Board and Aerospace Council.

#### 2. SCOPE

The scope of the Committee, assigned by the Aerospace Council, includes all aspects of air cargo, airports, ground systems and associated equipment that require interface and/or compatibility with aircraft; and thus its objectives are to:

- (a) Promote the study and discussion of design, development, and application of and research problems relating to:
  - Aircraft cargo equipment and systems,
  - Aircraft ground support and servicing equipment and systems,
  - Aircraft equipment and systems that have a direct relationship to and interface with ground support and servicing equipment and systems,
  - Aircraft engine packaging and handling and transportation,
  - Airport facilities and systems that have a direct relationship to and interface with ground support and servicing equipment and systems;
- (b) Develop and maintain technical standards, specifications and reports related to the design, performance, application and maintenance of the equipment, systems and facilities identified in subparagraph (a); and
- (c) Harmonize U.S. industry standards with and support the work of the International Organization for Standardization (through USTAG20/9 to ISO/TC 20/ SC 9) related to the design, performance, application and maintenance of the equipment, systems and facilities identified in subparagraph (a) (ref: § 6.2, ACOOP).

#### 3. ORGANIZATION & OPERATION

- 3.1 **The Air Cargo and Ground Equipment and Systems Committee** is comprised of the main (AGE-2) committee, Executive and Steering administrative committees, subcommittees and panels. Subcommittees are established or deactivated by the AGE-2 Chairperson. Panels may be established or deactivated by the subcommittee Chairperson.
- 3.2 The AGE-2 Committee, Air Cargo and Aircraft Ground Equipment and Systems, undertakes the technical research, coordinates, prepares and ballots Technical Reports; revises and maintains Aerospace Documents; and initiates projects as necessary to accomplish its scope (see 2.0, above). Projects may come from the Executive and/or Steering Committees, subcommittee members, industry, regulatory authorities, et cetera (in accord with TSB Governance Policy § 1.9, Initiation of Projects). Subordinate work groups (subcommittees) may be established, maintained and deactivated by the AGE-2 Chairperson as necessary to cope with AGE-2 projects within a specified scope (ref: § 2.3.8, TSBGP and § 4.3, ACOOP).
- 3.2.1 The AGE-2 Committee consists of a Chairperson and Vice-Chairperson, the Chairperson and Vice-Chairperson of subcommittees (see 3.5 below), and qualified members (see paragraph 4).
  - The size and composition of the AGE-2 Committee is determined by the AGE-2 Chairperson. The planning objective is to have no more than thirty (30) qualified voting members, equitably apportioned between Air Carrier, Aircraft Operators and Ground Handling entities; Aircraft Manufacturing and Government Agencies; and Support Equipment Manufacturing and Suppliers (ref: § 4.2, ACOOP).
- 3.3 The AGE-2 Committee, and its subcommittees, biennially nominate candidates and elect Chairperson and Vice-Chairperson at the AGE-2 Committee meeting prior to that meeting at which the term of office for incumbent officers expires.
- 3.3.1 **Term of office** of all elected officers of the Committee, its subcommittees and the Steering Committee is two years, with a maximum of three consecutive terms served in an office. Except for the AGE-2 Chairperson, additional terms may be served provided a minimum of two years has elapsed between the previous term and the new term; the AGE-2 Chairperson may serve additional consecutive term(s) in office with the approval of the Aerospace Council (ref: § 4.2.1.1, ACOOP).
- 3.3.2 **The Chairperson of AGE-2** is subject to confirmation by the Aerospace Council. The AGE-2 Chairperson shall accept the responsibilities of the office as outlined in the ACOOP § 4.2.1.1. He or she holds no subordinate committee office during his or her tenure, but is an Ex Officio member of each subordinate committee.

- 3.3.3 **The Vice-Chairperson of AGE-2** holds no subordinate committee office during his or her tenure, but may serve as a member of a subordinate committee. It is desirable that the Vice-Chairperson is from a group (air carrier, aircraft manufacturer, support equipment manufacturer, et cetera) other than that of the Chairperson.
- 3.4 The AGE-2 Committee meets at least once each calendar year. Subcommittee meetings normally are held in conjunction with the AGE-2 Committee meeting. The subcommittee Chairman may call additional subcommittee meetings.
- 3.4.1 Agendas for committee and subcommittee meetings are drafted by the respective Chairperson and subsequently electronically published by the SAE Representative to all committee and subcommittee members at least six weeks prior to a scheduled meeting.
- 3.4.2 Minutes for the AGE-2 Committee and subcommittee meetings are drafted by the respective Chairperson, or designee, and subsequently electronically published on AGE-2's web page by the SAE Representative within four weeks after a scheduled meeting. Minutes shall be confirmed by simple majority voice vote of the members at the subsequent Committee or subcommittee meeting.
- 3.5 **Parliamentary procedure** for the committee, subcommittee, working group or panel meeting shall be as determined by Roberts Rules of Order, latest edition.
- 3.5.1 **A quorum** is at least 50% of the qualified members (see paragraph 4) of any committee, subcommittee, work group or panel. The AGE-2 committee and subcommittees are encouraged to provide the option for those members unable to attend a meeting in person to participate via electronic means (which shall include both teleconference and internet meeting participation), a member attending a meeting virtually shall be counted towards quorum for any votes or actions taken during the meeting (ref: § 5.8.1, ACOOP).
- 3.5.2 **A simple majority vote** (51% of members present), provided a quorum is present, at any called committee, subcommittee, or panel meeting constitutes a decision on any issue under discussion, except for voting on Aerospace Documents (Technical Reports) as covered in paragraph 5.3.
- 3.5.3 The SAE Staff Representative advises the Committee on procedures, organization and operation and has the authority to suspend any activity which is undertaken in or carried out in contravention of the Technical Standards Board or Aerospace Council rules or any laws or order. Suspended activity may re-commence only with the affirmative vote of the Aerospace Council. (ref: § 2.3.7, TSBGP, and § 8.3, ACOOP.)

- 3.6 **Executive Committee:** The Executive Committee is comprised of the incumbent AGE-2 Chairperson and Vice-Chairperson, Chairperson and Vice-Chairperson of each subcommittee, the immediate past AGE-2 Committee Chairperson, and the SAE Staff Representative. The incumbent AGE-2 Chairperson serves as Chairperson of the Executive Committee
- 3.6.1 The Executive Committee reviews the draft AGE-2 Committee and subcommittee agendas prior to the called meeting(s), adjusts and proposes modifications as necessary after reviewing Steering Committee recommendations and the status of projects and documents, approves proposed technical presentation(s), and finalizes any meeting arrangements and scheduling.
- 3.6.2 Proposals for places and dates of the AGE-2 Committee and subcommittee meeting(s) are reviewed by the Executive Committee. The objective is to have venue, alternating East and West locations, and dates of future meetings chosen at least 18 months in advance. The nominated meeting place(s) is(are) proposed by the AGE-2 Chairperson or subcommittee Chairperson to and the venue is determined by simple majority voice vote of the Committee or subcommittee.
- 3.6.3 The Executive Committee reviews Steering Committee recommendations regarding new projects and subcommittee project proposals, approves or rejects, and makes assignments as appropriate.
- 3.6.4 The Executive Committee reviews Committee and subcommittee membership requests (see paragraph 4.1) and appoints qualified individuals, in accord with TSBGP § 2.3.2, and advises respective Chairperson and SAE Staff Representative of change in membership.
- 3.6.5 At least once a year, the Executive Committee reviews the contributions of members of the AGE-2 Committee and its subcommittees and awards Committee Certificates of Recognition or Appreciation and, when appropriate, nominates and submits candidates for SAE Certificates of Appreciation or other SAE awards/recognition to the Aerospace Council.
- 3.6.6 At the AGE-2 Committee meeting prior to that meeting at which the term of office for incumbent officers expires, the Executive Committee shall ensure the AGE-2 Committee and subcommittees are prepared to nominate and elect qualified Chairperson (ref: ACOOP § 4.2.1.2, Technical Committee Chairperson Selection Process) and Vice-Chairperson. The AGE-2 Committee and subcommittee agenda shall provide for the election of officers at the meeting prior to that meeting at which the incumbent officers' term expires (see paragraph 3.3.1).

- 3.6.7 In the event the Chairperson of the AGE-2 Committee or a subcommittee resigns, the Executive Committee exercises one of the following options:
  - Option 1. The Vice-Chairperson is appointed Chairperson for the term of office remaining, or;
  - Option 2. Lacking a Vice-Chairperson, a new Chairperson for the term of office remaining is nominated by the Executive Committee to and elected by the committee or subcommittee, or:
  - Option 3. If one meeting remaining in the term of office, an acting Chairperson may be appointed for that meeting by the Executive Committee or, for subcommittees, the AGE-2 Chairperson.
- 3.7 <u>Steering Committee:</u> The Steering Committee is comprised of the Chairpersons of the AGE-2 Committee and its subcommittees, two members appointed by each subcommittee Chairperson, a non-voting liaison representative of USTAG20/9, and the SAE Staff Representative. The appointed members shall hold no AGE-2 Committee or subcommittee office. The Chairperson of the Steering Committee is selected from the appointed members of the committee by nomination and a voice vote at the first Steering Committee meeting following the biennial AGE-2 Committee officer elections.
- 3.7.1 The Steering Committee is concerned with providing council and direction to the Committee and its subcommittees. Its objectives are to promote and provide continuity of AGE-2 Committee activity, consistency in operating methods, uniformity of procedures, harmonization with international Standards, and guidance for subcommittee projects and their scope.
- 3.7.2 The Steering Committee maintains, reviews and updates, in accord with ACOOP § 4.1.1, the AGE-2 Organization and Operating Guidelines.
- 3.7.3 The Steering Committee identifies the need for new projects (in accord with TSBGP § 1.9, Initiation of Projects), reviews subcommittee project proposals and forwards its recommendations to the Executive Committee for action

- AGE-2 Subcommittees: A subcommittee is established by the AGE-2 Committee Chairperson, with its membership having specific specialized expertise. The subcommittee shall be responsible to the AGE-2 Committee for delegated or assigned technical research, coordination of and drafting proposed and assigned Aerospace Documents; maintenance and revision of assigned or delegated documents; and accomplishing assigned projects; within a specified scope (see § 2.3.8, TSBGP). All work of the subcommittee shall be subject to review and approval by the AGE-2 Committee (ref: § 4.3, ACOOP). The subcommittee may be deactivated, or specific project, assignment or delegated activity terminated, by the AGE-2 Committee Chairperson when, at his or her sole discretion, the need for the specific, specialized expertise has ended.
- 3.8.1 A subordinate committee organized within the AGE-2 Committee is comprised of a Chairperson, Vice-Chairperson and qualified persons related to its assigned or delegated scope (see paragraph 3.9); the number of qualified members, appointed by the Executive Committee (see paragraph 3.6.4), is not restricted. Subcommittee Chairperson may (and is encouraged to) appoint a secretary for the purpose of recording member participation, action taken and creating minutes.
- 3.8.2 The Chairperson of a subcommittee decides the extent of the detailed treatment and limits of coverage of any project assigned or delegated to the subcommittee. If project definition cannot be resolved within the subcommittee, the Steering Committee shall be requested to furnish guidance (see paragraph 3.7.1).
- 3.8.3 The Chairperson of a subcommittee may appoint panels to assist in the completion of assignments. Panel members may be from outside the committee membership, but such panel membership does not include voting privileges on the committee. A panel functions as an informal unit, but will select from their panel membership, with the approval of the subcommittee Chairperson, a leader to document its activity and report its progress, conclusions and recommendations to the subcommittee Chairperson.
- 3.8.4 Subcommittee Chairperson submits, at least two weeks before each AGE-2 Committee meeting, an updated subcommittee status report to the AGE-2 Committee Chairperson and Vice-Chairperson.

### 3.9 **Subordinate Committee Delegated Areas of Responsibility (Scope)**

- 3.9.1 <u>Subcommittee 2A, Cargo Handling</u>, delegated responsibilities include the basic criteria, concepts and requirements for the design, performance, maintenance, safety and other factors for the systems and/or equipment related to cargo and baggage, including loading, restraint, unitization, aircraft and ramp handling, and interfacing with the terminal.
  - 3.9.1.1 <u>Airworthiness Panel</u>, a continuing panel of the subcommittee, is assigned the development or revision of documents
    - a. requested by Regulatory Authority and project approved by the Aerospace Council Chairperson (see § 7.2.1, ACOOP), or
    - b. submitted by an air carrier, airframe manufacturer or equipment supplier that will facilitate Airworthiness Authority procedures.

Following approval of the panel's recommendation or revision by the Technical Committee, in accord with the stipulations for committee preparation, circulation and voting as outlined in paragraph 5, the document is sent to the FAA, through SAE Headquarters, with a request for creation or revision of the appropriate regulatory reference. Long-term panel assignments include:

- Aerospace Standard (AS) 36100, *Air Cargo Unit Load Devices Performance Requirements and Test Parameters*, supporting Technical Standards Order TSO-C90, *Cargo Pallets, Nets and Containers*, or its superseding alternative; and,
- Aerospace Standard (AS) 5385, Cargo Restraint Straps Design Criteria and Testing Methods, supporting TSO-C172, Cargo Restraint Straps.

The Steering Committee Chairperson, or the AGE-2 Committee Chairperson, may request the panel to review or provide advice as to consistency or conformity with airworthiness requirements of AGE-2 Committee documents.

- 3.9.2 Subcommittee 2B, Aircraft Servicing, is inactive
- 3.9.3 <u>Subcommittee 2C, Vehicles, Maintenance and Aircraft Servicing,</u> delegated responsibilities include the basic criteria, concepts and requirements for the design, performance, maintenance, safety and other factors for the systems and/or equipment related to support or servicing the aircraft.

3.9.4 Subcommittee 2D, Packaging, Handling and Transportation, delegated responsibilities include the basic criteria, concepts and requirements for the design, performance, maintenance, safety and other factors for the systems and/or equipment related to engine packaging, handling and transportation, with an emphasis on transitioning military standards and specifications to and initiating new documents that reflect state-of-the-art commercial packaging methodologies while assuring optimal performance in extreme environments.

#### 4. MEMBERSHIP

4.1 Members of AGE-2 Committee, and its subcommittees, are appointed on the basis of their personal qualifications and their ability to contribute to the work of the committee in accomplishing its scope. Members function as individuals and not as representatives of any organization with which they may be associated. Members are not required (but are encouraged) to be members of SAE. (ref: § 2.3.2, TSBGP and § 4.2.3, ACOOP)

Individuals who have interests and expertise in the activities of the Committee or subcommittee can request voting membership. Requests should be submitted to the Committee or subcommittee Chairperson (see § 4.2.3.3, ACOOP). The Executive Committee shall review and act on Committee and subcommittee membership requests and notifies SAE Staff Representative of its action (see paragraph 3.6.4). Names of those requesting membership on the AGE-2 Committee are forwarded to the Aerospace Council for approval (ref: § 4.2.3.1, ACOOP).

Only members may vote on matters and/or documents coming before the AGE-2 Committee or a subcommittee. Members may designate a qualified alternate to represent him or her at AGE-2 Committee or subcommittee meetings and shall advise the Chairperson of the committee or subcommittee, in writing, prior to the meeting that the alternate will be his or her representative. The alternate may vote in place of the member but both the member and the alternate may <u>not</u> vote on the same issue or document; i.e., a member's absentee ballot on an issue or document will hold preference.

4.2 Each Chairperson of the AGE-2 Committee or a subcommittee reviews the Committee or subcommittee membership at least annually for the purpose of retaining only those who actively contribute to the effectiveness of the group or committee work (ref: § 4.2.3.2, ACOOP).

Any member of the AGE-2 Committee or a subcommittee who is absent without alternate representation from three consecutive meetings will be dropped from membership unless it is determined that other circumstances warrant retention.

Any member of the AGE-2 Committee or a subcommittee who fails to respond to 50% of electronic ballots circulated in a calendar year shall be dropped from

Committee or subcommittee membership unless it is determined that other circumstances warrant retention. It is important for members to vote on all documents circulated for ballot. Waives are better than no response.

Other evidences of disinterest may also be considered cause for removing an inactive member at any time.

The AGE-2 Committee or subcommittee Chairperson shall write a letter to each dropped member thanking him or her for services rendered to the committee and stating that he or she is being removed from the committee membership in accordance with the Aerospace Council rules.

#### 5. COORDINATION AND APPROVAL OF PUBLICATIONS

The process for the development and approval of Technical Reports and documents for publication is set forth in TSB Governance Policy (TSBGP) § 1.18 and Aerospace Council Organization and Operating Procedures (ACOOP) § 7. The purpose of the following section is to highlight and clarify the procedures and practices used by the AGE-2 Committee to accommodate, and conform to, those guidelines.

When preparing or revising a Technical Report or Aerospace Document, subcommittees (Sponsors) shall review other national or international recognized standards on the subject topic and, whenever possible, adopt or harmonize with those existing standards (ref: § 6.2, ACOOP).

NOTE: Within AGE-2's scope, the main sources to be systematically considered are the International Air Transport Association's (IATA) Airport Handling Manual and ULD Technical Manual; and the International Organization for Standardization's (ISO) TC20, Aerospace, SC9, Air Cargo and Ground Equipment documents. Due to worldwide mutual exchange of cargo and handling services being basic industry practice, it is of the utmost importance that harmonization with these documents be ensured in order to avoid conflicting requirements.

All documents are prepared or revised in accordance with SAE's *Aerospace Technical Report Style Manual* and SAE's *Guide for the Preparation of Aerospace Documents* as Aerospace Standards (AS), Aerospace Recommended Practices (ARP), or Aerospace Information Reports (AIR).

Committee documents are categorized as follows:

**Active** – the latest version of a document available to the public

Issued – First time a document is published.

Revised – Latest version of a document which was previously issued under an earlier date or revision level.

Reaffirmed – Latest version of a document (issued or revised) that has been reviewed by a Committee and determined to be technically accurate and requires no immediate revision (see paragraph 5.5).

(Active documents are subject to five-year review by the Committee and are progressed in accord with voting requirement of paragraph 5.3.)

<u>Stabilized</u> – the latest version of a document actively being used by the aerospace industry but technology is mature; covers technology, products, or processes for which technical expertise no longer resides in the committee; the committee can find no users; the using community is moving towards newer technology; <u>and</u> Committee makes a conscious decision not to revise further (see paragraph 5.6).

<u>Canceled</u> – Standard is "not fit for use" due to technical reasons or when its technical requirements are totally superseded by another document and use for any reason other than historical reference is not recommended (see paragraph 5.7).

- Summarizing the Coordination and Approval process: Approval of a Technical Report generally requires two levels of balloting: AGE-2 Committee ballot shall be considered Level 1 and Aerospace Council as Level 2 (ref: TSBGP § 1.18, et seq.). The AGE-2 Committee delegates the <u>draft</u> preparation of documents to its subordinate subcommittees (ref: § 2.3.8, TSBGP, and § 7.2, ACOOP). Draft Technical Reports and documents are initially prepared (or revised) and recommended by a subcommittee, reviewed and <u>approved</u> (Level 1 ballot required) by the AGE-2 Committee and, except for Reaffirmed, Stabilized and AIR documents, subsequently approved (Level 2 ballot required) by the Aerospace Council prior to publication.
- 5.2 Preparation by Responsible Subcommittee: Upon delegation of a project by the AGE-2 Committee, the Chairperson of the responsible subcommittee assigns the project to a qualified member as Sponsor of the document, who shall execute a release of copyright agreement with SAE (ref: § 1.18, TSBGP--Sponsor). The Sponsor is charged with the preparation / revision of the draft document, which may be submitted to industry for comment, and shall adopt comments and resolve dissenting votes resulting from circulation of the document. Every effort is made to obtain full agreement and the committee must agree to the resolution(s).

To assure consistent formatting, paragraph numbering, et cetera, draft documents and revisions are prepared to the requirements of SAE's *Aerospace Technical Report Style Manual*, using appropriate template software—when available. A cover sheet defining the project or the revision to affected paragraph(s) of existing documents is included when a draft document or revision is circulated for ballot. Background information for documents in development and for revised documents is provided in an appendix that includes a summary of all revisions and changes in the course of development, if any; e.g., Revision A, Revision B, et cetera.

Changes to wording of circulated draft document are underlined to show modifications or additions and lined out when words or paragraphs are deleted. A vertical bar in the left border of draft document is used to highlight changes and/or added paragraph(s). Equivalent word processor markup, font color, and page notation may be substituted when available. All drafting notations shall be removed in the final copy prepared for publication.

The document Sponsor makes every effort to resolve dissenting vote(s) resulting from the subcommittee circulation and vote. When dissenting vote(s) cannot be resolved, and a consensus of the subcommittee vote has accepted the draft document, it shall be progressed to the AGE-2 Committee with information concerning the reason for overriding the dissenters' views.

- 5.3 Approval of Documents Prepared for Publication: Technical Report approval process is guided by TSBGP § 1.18, et seq., and ACOOP § 7.3, et seq. A document is approved by the AGE-2 Committee, when submitted to the Committee members, using one of the following options (a subcommittee may use any of the available ballot/voting procedures at the discretion of the subcommittee Chairperson and with the agreement of the SAE Representative, but is encouraged to use "voice vote" process whenever practical as any balloting at levels below the Committee are informal ballots and conducted outside of the formal two-level balloting process [see § 7.3.3 and § 7.3.4.11 of the ACOOP]):
  - a. <u>Electronic ballot</u>: The document will be considered approved after twenty-eight (28) days from the date of circulation if at least one-half of all members receiving a ballot respond (waived votes are subtracted from the total circulation of the ballot to determine responding member voting basis) and approving ballots are returned by a least three-fourths of the responding members.
  - b. <u>Final voice vote at a meeting of the Committee</u>: The document will be considered approved, provided the document has been circulated to all members of the Committee at least twenty-eight (28) days prior to the meeting, if at least three-fourths of the Committee's total members indicate an approval by a voice vote (including written votes registered by absentees). During a voice vote, waives are subtracted from the total membership for the purpose of determining the member voting basis.
  - c. <u>Electronic Affirmation Ballot:</u> A chairperson may authorize circulation of a 14-Day affirmation ballot to the members if the document has already gone through the 28-day Committee ballot, all technical comments from disapprovals have been discussed and resolved between the sponsor and the person(s) disapproving the document, and Technical changes resulting from comment resolution and

discussion are few in number (typically less than five changes) and of sufficient clarity to communicate directly in a "Change From Change To" fashion. For this type of ballot only the changes need to be posted, not the entire document.

Committee members are to respond if they have a concern with the proposed changes.

At the end of the 14 day voting period, SAE Staff will review the comments and informthe sponsor of the results. If there are comments, these will then need to be resolved and/or taken back before the committee. If no comments are received, the document will proceed to the next level of ballot.

The Systems Group Chairperson shall be balloted on all Technical Reports simultaneously with the committee level ballot. A response from the Systems Group Chairperson is not required however any comment(s) shall be reviewed and considered (ref: § 7.3.4.12, ACOOP).

When the AGE-2 Committee has reviewed, voted and approved an Aerospace Document (level 1 ballot), a final copy will be prepared by the Sponsor and forwarded by the SAE Staff to the Aerospace Council (level 2 ballot) in accord with of the ACOOP (ref: § 8, SAE Staff Responsibilities) and TSBGP (ref: § 1.18, Sponsor). If the Sponsor finds resolution of disapproval or dissenting views unattainable at the AGE-2 Committee level and a consensus of the Committee vote has approved, those disapproval or dissenting views and Committee's reason for overriding them are submitted with the document for consideration by the Aerospace Council.

A consensus means at least 50% of the members respond to the vote and 75% of the non-waive respondents have approved (ref: § 1.18.2, TSBGP).

The Aerospace Council may then approve the document, reject the document, or refer the document with dissenting views to the Technical Standards Board for action.

5.4 <u>Simultaneous Circulations</u>: The simultaneous (accelerated) circulation of documents to both AGE-2 Committee and a subcommittee may be indicated to expedite the handling of a proposal or when the Committee needs to meet a deadline beyond its control. In general, to assure appropriate research, document preparation and member comment the use of accelerated circulation is discouraged. As a simultaneous circulation shall constitute a Level 1 ballot, the Steering Committee (refer to paragraph 3.7.1) may be requested to furnish guidance about the appropriateness of the accelerated circulation(s).

If a simultaneous circulation is deemed necessary the following procedure is used:

- a. The subcommittee Chairperson requests concurrence from the AGE-2 Committee Chairperson prior to the simultaneous circulation of a draft document to the Committees
- b. The subcommittee Chairperson prepares an explanation that will be included on the ballot cover sheet explaining why this particular draft document is being circulated via the accelerated method.
- 5.5 Reaffirmation: An Active document scheduled for a five-year review is evaluated by the AGE-2 Committee. The subcommittee assigned to maintain an Active document shall commence review early enough to complete action within the five year period, including required Committee ballot. The subcommittee may recommend Committee reaffirmation by voice vote at a meeting (preferred) or by electronic ballot. The document is subsequently reviewed and balloted by the Committee subject to the voting/ballot stipulations of paragraph 5.3. If reaffirmed by AGE-2 Committee, no further action is required (ref: § 7.4.1.3, ACOOP). If reaffirmation fails to get approval, the Committee Chairperson shall establish a project (or delegate a subcommittee) to revise the document, ballot its placement in the stabilized category or propose its cancellation.
- Stabilization: A document may be determined to be stabilized if the latest version of a document actively being used by the aerospace industry is technologically mature; covers technology, products, or processes for which technical expertise no longer resides in the committee; the committee can find no users or the using community is moving towards newer technology; and the AGE-2 Committee makes a decision not to revise further (ref: § 7.4.1.4, ACOOP). The subcommittee assigned to maintain a document shall review the document and may recommend the Committee stabilize the document by voice vote at a meeting (preferred) or by electronic ballot and, subsequently, the AGE-2 Committee may approve stabilization by voice vote or electronic ballot, in accord with voting/ballot stipulation of paragraph 5.3, above.

No further action is required for a stabilized document except in the case of a document that has been submitted to be an American National Standard which must be reviewed every ten years. Note (ref: §7.3.4.1.4, ACOOP): "SAE International Aerospace Standards are considered global standards and therefore are not submitted to ANSI to become American National Standards and therefore once stabilized, require no further review."

A stabilized document may be revised if users or producers express a need for it, the Chairperson of the responsible subcommittee recommends a revision, the Steering Committee concurs in the revision, and the AGE-2 Chairperson establishes a project (or delegates a subcommittee) to accomplish the revision; once revised, the document shall reflect the new revision level, as an Active document (Revised), and the new date.

5.7 <u>Cancellation:</u> A document may be recommended for cancellation by a panel, subcommittee, or the Aerospace Council. The document shall be cancelled only when it is deemed to be "not fit for use" due to technical reasons or when its technical requirements are totally superseded by another document. A document shall not be cancelled based only on administrative reasons such as no identified users, no committee expertise, newer technology exists, etc. Determination that a document is not fit for use may be made when there is a clear safety issue with continued use, or when there is a government requirement that can only be accommodated by elimination of the document. Cancellation should be rare and the notice of cancellation should carry a clear Rationale statement and, if at all possible, should direct users to alternative Technical Reports (ref: § 7.4.2, ACOOP).

The subcommittee assigned to maintain a document may recommend cancellation by voice vote at a meeting (preferred) or by electronic ballot. Cancellation is accomplished by issuing a new revision which contains a Cancellation Notice along with a Rationale statement and any supersession information as the first page of the document. The remaining pages contain the last active revision of the document.

As Cancellation action requires Committee and Council level ballot, the AGE-2 Committee is balloted for its approval of the cancellation, in accord with voting/ballot stipulation of paragraph 5.3, above.

Should cancellation fail to get approval in Committee vote the document remains in force and the AGE-2 Committee Chairperson shall establish a project (or delegate a subcommittee) to resolve the status of the document.

Notice Pages: All Stabilized or Cancelled documents shall carry a cover Notice Page as first page of the document. This page is used to clearly indicate the status of the document (stabilized or cancelled), the Rationale for the change in status (e.g., why the Technical Report is being stabilized or cancelled), and provides a place for any additional guidance for users (ref: § 7.8 and Appendix F, ACOOP).