

SAE G-16

Aviation Fuel Operations Committee

Charter & Policy Guidelines

Dated: 2008-09-22

Scope

This document forms the Charter & Policy Guidelines for SAE's "G-16 Aviation Fuel Operations Committee", hereafter called "the G-16", an international group of subject matter experts in the fuel field that includes, oil companies, standards groups, fuel quality audit pools, into-plane providers, and airlines.

Purpose

- a) To develop, publish, and maintain one consolidated operational standard (AS 6401) that is accepted and applicable globally for the safe receipt, storage, and distribution of quality aviation jet fuel for the aviation industry.
- b) In this regard, the standard will document recognized best practices from a number of accepted industry practices, per the following standards: Air Transport Association (ATA) 103; Canadian Standards Association (CSA) B836; Coordinated Agency for Supplier Evaluation Inc (CASE) 2A; IATA Fuel Quality Pool (IFQP) Standards; and Joint Inspection Group (JIG) Guidelines.
- c) Additionally, numerous related Standards documents (e.g. National Fire Protection Association (NFPA), American Petroleum Institute (API), Energy Institute (EI), applicable civil aviation regulations (e.g. Federal Aviation Administration [FARs] & AC 150/5230- 4A; Transport Canada [CARs]; and European Aviation Safety Agency [EASA/JARs], etc), were reviewed and provided the framework for the standard and are, where necessary, incorporated.
- d) Benefits of a global standard include common procurement standards, standardized supplier quality practices; and consistent application of standards for potential audit pooling activities.

Membership Expectations

- a) In discharging their responsibilities, members function as individuals intending to represent the best interests of the industry, and not as agents or representatives of any organization with which they may be associated.
- b) Committee membership shall be in accordance with SAE Aerospace Council guidelines.
- c) To expedite and finalize the AS 6401 Standard development, no new members will be considered until such time as the initial issue of the Standard is officially published. Nonetheless, meetings are open to interested parties.
- d) Following publication of the initial issue, the G-16 membership will reopen, in accordance with Technical Committee Composition details shown below.
- e) The current SAE G-16 Roster membership will consist of:
 - two Co-Chairs (in lieu of a Chair and Vice Chair);
 - Secretary;
 - Members (User/Producer);
 - Liaisons; and
 - Mailing Lists.
- f) All committee Members are expected to:
 - attend a majority of committee meetings.
 - if unable to attend meetings, nominate an Alternate to attend on their behalf. Alternates need not be nominated in advance and need not be from the same organization.
 - members absent, without alternate representation, from three consecutive committee meetings may have their membership status reviewed, unless the committee determines that circumstances warrant retention
 - participate in committee meetings, initiate discussions, contribute to agendas, develop or update content, support technology advancement through papers or presentations.
 - vote on a majority of the document ballots, failure to vote on ballots could also be considered cause for removing an inactive member, at the discretion of the chairperson.

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Member Selection

- a) The committee should be composed of individuals who, in addition to being technically qualified, are in a position to render policy guidance to the committee.
- b) Individuals are selected as Members:
 - such that the technical committee will be competent and authoritative in its field;
 - to ensure it remains a global cross section of technical/operational subject matter experts from user groups (airlines), suppliers (international oil companies), fuel service providers; and related industry associations.
 - to maintain balance within the technical committee in accordance with both the SAE Technical Standards Board Governance Policy, and the SAE Aerospace Council Guide.
- c) Co-Chair incumbents shall be reviewed every two years, per the SAE Aerospace Council Guide.

Technical Committee Composition

- a) Overall Technical (G-16) Committee membership shall strive for an equitable balance of representation by knowledgeable persons, in order that the individual's point of view (as a user, supplier, fuel service provider, association, or regulator) may be considered.
- b) Voting membership shall be limited to a max of 20 persons. There shall be no limit on other forms of membership.
- c) The two persons acting as co-Chairs of the G-16 shall always represent the user and the producer groups. They shall ensure that membership is balanced amongst all areas, per the example representation matrix:

# of persons	Industry Area	Specifics
6	Airline	3 North American operators 3 International operators
6	Oil Company	International aviation fuel suppliers
2	Fuel Service Provider	Preferably w/ international distribution
6	Associations / other	At Chair's discretion

- d) Annually, all Technical Committee members will be asked to declare their interest category.
- e) SAE membership, although encouraged, is not a prerequisite for committee membership.

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Ballots & Voting

Document voting shall be in accordance with the Aerospace Council Organization & Operating Guide. Voting rights are one per each "Member", but all opinions by any interested party to the process will be heard.

Meetings

Meetings shall be:

- scheduled on an ad-hoc "as required" basis, as decided by the committee;
- alternated equitably between international and North American locations;
- recorded via an Agenda, Action Items, and Decision Log.

Copyright

The SAE AS 6401 Standard will be published as part of a "joint-copyright" with the Joint Inspection Group Limited (JIG). A signed Copyright Form is signed and kept on file at SAE when a new project is started.

Annual Review Process

Following publication, the AS 6401 Standard shall be reviewed at least annually. There shall be a maximum period of 5 years between republication. Reviews and republications should ensure the Standard's continued relevance with the most up-to-date technical information.

References

- SAE Technical Standards Board Governance Policy
- SAE Aerospace Council Organization & Operating Guide
- SAE website: www.sae.org