

COMMITTEE CHARTER Committee: AE-5 AEROSPACE FUEL, INERTING & LUBRICATION SYSTEMS Date: REVISED May 2013

1. Scope

SAE Committee AE-5 shall provide a technical, coordinating, and advisory function for aircraft fuel, inerting and lubrication systems. The committee will prepare and issue engineering standards and technical reports for the general information of the Aerospace Industry. The documents sponsored by the committee encompass fuel, inerting and lubrication systems from the airframe to the engine except for fuel couplings, fittings, and other items under the cognizance of other SAE committees. When subjects arise within the committee which are not within the scope of the committee, or overlap the interest area of another committee, the project shall be submitted for review and approval to other concerned committees with coordination as required. The SAE AE-5 Committees shall:

- a) Develop liaison between Government, regulatory authorities and organizations such as the CRC, ASTM, API, AIA, etc. in order to obtain early coordination on proposed documents, to minimize duplication of effort, to clarify system and component requirements, and to eliminate redundant or conflicting requirements.
- Review documents having to do with systems and components associated with aerospace fuel, inerting and lubrication components and systems, including ground refueling equipment.
- c) Recommend changes to documents being reviewed and/or initiate new documents.
- d) Review and coordinate AE-5 documents associated with the testing of systems and components.
- e) Prepare SAE documents in the forms of AIR's, ARP's, and AS's.
- f) Monitor the development of fuels, lubricants and additives and update committee documents as appropriate to capture these changes

This charter is in conformance with Aerospace Council Organization and Operating Procedures.

2. Overview

SAE AE-5 - Aerospace Fuel, Inerting and Lubrication Systems operates under the Aerospace Mechanical & Fluid Systems Group and is divided into committees and panels as required to meet the group objectives.

In accordance with the SAE Technical Standards Board Rules and Regulations, Technical Committee members act as individuals and not as agents or representatives of their employers/sponsors; government employees act in accordance with government regulations. The opinions and actions of members may not agree with the points of view of their employers/sponsors.

3. Objectives

SAE AE-5 shall utilize and coordinate the knowledge, experience, and skills of technical experts in the field of Aerospace Fuel, Inerting and Lubrication Systems to assess the technical aspects of related aerospace vehicle systems and components and ground refueling equipment, to obtain a uniformity of requirements and procedures, to stimulate industry interest, and to pursue and resolve in an expeditious manner tasks of mutual technical interest.

The detailed objectives of SAE AE-5 are as follows:

- Support and further the policies and objectives of the SAE Technical Board rules and regulations.
- b. Promote the study and discussion of subjects within the scope of the committee.
- c. Develop technical criteria and procedures to ensure compatibility of system components when operating individually or integrated within the systems.
- Study and coordinate industry and government activity comments pertaining to existing and proposed military documents applicable to Aerospace Fuel, Inerting and Lubrication Systems.
- e. Study and co-ordinate industry and regulatory authority activity aiding understanding and interpretation of related regulations where appropriate
- f. Develop, generate, interpret, maintain, and disseminate Aerospace Standards (AS), Aerospace Recommended Practices (ARP), Aerospace Information Reports (AIR), and Technical Reports within the committee disciplines as needed by industry, regulatory and government activities.
- g. Provide a means by which engineers in the aerospace fuel, inerting and lubrication systems field can work with other technical personnel with related interests with the goal of developing compatible aerospace systems.
- h. Promote participation in working with other technical committees to accomplish objectives shared by other technical groups.
- i. Provide technical forums, presentations, and field trips to improve the overall knowledge of the members of the committee.

4. Committee Membership

4.1 Qualifications

All grades of membership on the committees and panels consist of individuals who are selected for their known qualifications, technical expertise, and their availability to contribute to the work of the committee. SAE membership is strongly recommended, but it is not a requisite for committee membership.

4.2 Grades

Participants of the committees and panels shall be classified as member, liaison member, or mail list recipient.

4.2.1. Member Grade

Persons desirous of becoming a member shall submit their qualifications in writing to the relevant committee Chairperson. Candidates for member grade shall be advised of their status in writing by the Chairperson. Only members are entitled to vote on committee matters.

Members shall carry out assignments to the best of their abilities.

4.2.1.1 Attendance

A member shall attend meetings of the committee and carry out assignments expeditiously. If a member cannot attend a meeting, the member shall designate an alternate (not another member of the committee). The alternate shall have full authority to act in the member's behalf. Successful fulfillment of the committee objectives is entirely dependent upon the participation of each member at the committee meetings. Members who have been absent for three consecutive meetings or have attended less than four of any eight consecutive meetings and who have not provided an alternate at these meetings will be contacted and requested to state their intentions. The committee Chairperson shall make disposition of their membership status. Exceptionally attendance by Web conference may be considered acceptable to meet the attendance requirement, at the discretion of the Chairperson. In the event that a member has been discharged, reinstatement may be requested, in writing, of the Chairperson.

4.2.1.2 Member Voting Responsibilities

Members are required to vote on all documents. Members who do not respond or vote on three consecutive ballots shall be considered to have their status changed to liaison where they lose the ability to vote but can still retain the ability to receive ballots and provide comments.

4.2.2 Liaison Members

Liaison members are appointed by the committee Chairperson because of their specific skills. Liaison members have access to documents and receive ballots. Liaison members can comment on ballots but are not entitled to vote. If a person wishes to become a liaison member, then he/she can submit their request, with their qualifications, in writing to the relevant committee Chairperson.

4.2.3 Mailing List Recipients

Mailing List Recipients are welcome to attend and participate in the activities of the committee and panel meetings unless a closed session has been declared. Mailing List Recipients do not have access to committee documents or ballots but will receive committee and meeting notifications. Mail List Recipients are not entitled to vote.

5. Committee Organization

The SAE Committee AE-5 is under the cognizance of the Aerospace Mechanical & Fluid Systems Group as shown in the organization chart (Figure 1). It consists of the AE-5 Steering Committee, Committees, and Panels. The organization of the overall committee, including the formation or dissolution of subject specific committees, is subject to review by the Aerospace Mechanical & Fluid Systems Group.

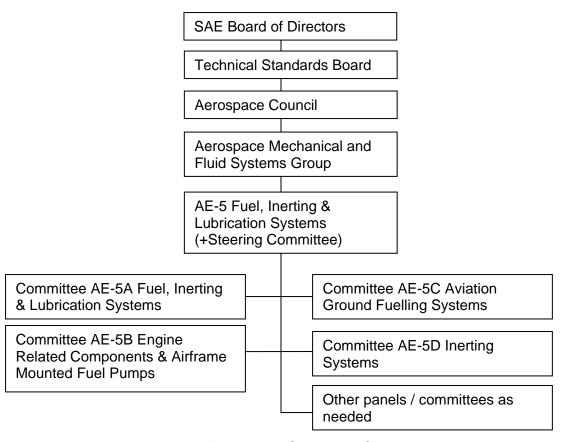


Figure 5.1 – Committee Organization

5.1 AE-5 – Steering Committee

The membership of the AE-5 shall be comprised of the officers of the AE-5 committees and members selected by the AE-5 Chairperson. Note the overall AE-5 chairperson is the Chair of the AE-5A committee.

AE-5 shall be responsible for:

- a. The selection of AE-5 Chairpersons, Vice-Chairpersons, and Membership Chairpersons, and review at the end of each term.
- Selection of nominees for SAE awards.
- c. Selecting the times and places of meetings. A minimum of 3 meetings shall be broadly planned in advance, but the specific times/venues of each meeting shall be left to appointed individuals.
- Soliciting and coordinating presentations. These may be made at AE-5 meetings, or, if needed, at a symposium.
- e. Organizing field trips.
- f. Clearing and assigning agenda items for committees to prevent conflicts with other committees.
- g. Scheduling joint meetings involving the AE-5 Committee.
- h. Planning and coordinating displays and demonstrations of equipment.
- i. Maintaining committee charter and attending to all other activities of the committees.
- j. At the discretion of the AE-5 Chairperson, committees are formed to carry out a prescribed segment of the AE-5 activities within the scope and objectives outlined in paragraphs 2 and 3

5.2 AE-5 Committees

The AE-5 Committees are responsible for data and documents within the committee scope. They may assign group tasks and projects as necessary to accomplish their tasks.

5.3 AE-5 Officer Responsibilities For Each Committee

5.3.1 Chairperson

The Chairperson shall serve up to three terms of two years, at the discretion of the steering committee The Chairperson's duties are to:

- a. Plan and conduct committee meetings.
- b. Establish working panels of the AE-5 Committees or individual member work assignments and supervise their performance.
- c. Assign projects to expedite committee work.
- d. Act for the committee between meetings subject to confirmation at the next meeting.
- e. Supervise and report voting at the meetings.

- f. Review and modify the membership to maintain an active committee.
- g. Recommend revisions to the committee rules as needed.
- h. Arrange for the nomination of candidates for the Technical Board Certificate of Appreciation Award.
- i. Forward minutes of the preceding meeting to the SAE staff representative within 8 weeks of each meeting.
- j. Prepare the agenda for future meetings.

If the Chair cannot attend a meeting, then he/she must ensure that the Vice-Chair will be present

5.3.2 Vice-Chairperson

The Vice-Chairperson shall be nominated by the chair and approved by the Steering Group. The Vice-Chairperson shall serve as the Chairperson when the Chairperson is not present and accept specific assignments as designated by the Chairperson. The Vice-Chairperson shall become Chairperson at the end of the Chairperson's term.

5.3.3 Secretary

The Secretary shall be appointed at the discretion of the Chairperson. The Secretary shall keep a record of all actions at each meeting and shall forward minutes to the Chairperson no more than 4 weeks after each meeting.

5.3.4 SAE Staff Representative

An SAE Staff Representative shall be assigned to AE-5 to assist in accordance with Aerospace Council Guidelines.

5.3.5 Membership Chairperson

The Membership Chairperson, if required, shall be appointed by the committee Chair. A current roster of all members, liaison members, and mail list recipients, including addresses and records of attendance, shall be maintained. As directed by the Chairperson, the Membership Chairperson shall correspond with prospective members and their sponsors to extend invitations for membership and, in accordance with the attendance and program participation requirements, shall correspond with inactive members to learn their intentions regarding their membership.

5.4 Working Group or Panel Member responsibilities

If a task within an AE-5 committee is of sufficient magnitude and has continuing action for the foreseeable future, the Chairperson of the AE-5 committee may form a working group or panel to carry out these actions. The working group or panel shall be governed by the scope and objectives as defined in paragraphs 2 and 3. A working group or panel has the same prerogatives as a committee with respect to generating documents, conducting specification reviews, and having technical discussions. Execution and officer responsibilities will be similar to the committees, as noted above.