1. GENERAL

All Committee activity shall be conducted according to the provisions of this charter and in accordance with the procedures established by the Technical Standards Board and the Aerospace Council of SAE International, as reflected in Technical Standards Board Governance Policy and Aerospace Council Organization and Operating Guide.

2. FUNCTION

2.1 Charter

The Aerospace Council of SAE has established the SAE S-9 Cabin Safety Provisions Committee.

2.2 Scope

The primary activity of the Committee shall be to address, through information exchange and shared expertise, the design and/or performance of cabin interiors, furnishings, safety equipment, and survival systems, as well as operational, human factors, and ergonomic issues, which have an impact upon the safety and survivability of aircraft passengers and crew in emergency situations.

2.3 Objectives

2.3.1 Develop air transport industry standards which assure that aircraft systems, equipment and procedures are designed to minimize injury or loss of life in planned or unplanned emergency situations and provide safe operations under normal conditions. The end product(s) of the Committee’s efforts are the consensus of technically competent individuals in the field of aircraft cabin safety; however, they may not represent special interest, corporate, or regulatory position(s). These recommendations will be presented in documents conforming to SAE-approved formats, such as:

AIR (Aerospace Information Report) ARP (Aerospace Recommended Practice)
ARD (Aerospace Resource Document) AS (Aerospace Standard)

2.3.2 Provide a forum for the exchange of cabin safety information relating to transport category and commuter category aircraft emergency equipment and procedures.
2.3.3

Define the needs and encourage research in the design, performance, and/or implementation of cabin interiors, safety equipment, and survival systems, including consideration of operational, human factors, and ergonomics issues that impact cabin safety.

2.3.4

Advise, consult and cooperate with industry, government, educational institutions, aviation organizations, other standardization bodies, other SAE Committees and their members, and the public on matters relating to cabin safety provision issues.

3. ORGANIZATION

3.1 Committee Structure

The Committee shall consist of a parent Committee and subcommittees, working groups, and/or ad hoc committees as deemed appropriate by the Steering Group. Each member of the Committee, except the Chair, Vice Chair and Secretary, shall also be a member of one of the subordinate committees; however, subordinate committee members need not be members of the parent Committee.

3.2 Steering Group

The Steering Group shall consist of the Chair, Vice Chair and Secretary of the Committee, the Chair of each of the subordinate committees and the SAE Staff Representative. The function of the Steering Group is to assist the Chair in the guidance of the Committee, in setting the meeting agenda, approval of new projects, recommendations and approval of new members, and reviewing the activity and status of existing projects.

3.3 Officers

The Committee shall have a Chair, Vice Chair and Secretary. Nominations for a new Chair will be made to the outgoing Chair by Committee members and forwarded to the Steering Group for selection of the new Chair, subject to approval of the Chair of the Aircraft Division of the Aerospace Council. Each new Chair shall then appoint a Vice Chair and Secretary, subject to approval of the Steering Group. In addition, the Chair shall appoint, for each of the subcommittees, a Chair and Vice-Chair/Secretary, subject to approval of the Steering Group. All officers shall serve for a maximum six (6) year term.

4. MEMBERSHIP

4.1 Committee Membership Guidelines
Membership on the Committee shall be by recommendation of the Steering Group, appointment by the Chair, and approval of the Aerospace Council. Membership shall be open to individuals in aircraft cabin safety-related occupations and shall be from the following organizations:

- Airframe Manufacturers
- Equipment Suppliers
- Educational Institutions
- Airlines
- Trade Associations
- Government
- Crew Member Organizations
- Safety Institutions

### 4.2 Member Expertise

Each Committee member shall possess a high degree of experience in one or more areas of the aviation safety field. Subordinate committees may accept members who are not eligible for Committee membership, if such members have specialized knowledge outside of the safety area that addresses a specific project. The Committee membership shall be proportioned to comprehensively reflect the aviation community, emphasizing aircraft cabin safety and occupant protection / survival.

### 4.3 Member Privileges

Membership on the Committee entitles a person to a full voice in all Committee deliberations, to sponsor projects, and to vote on all matters of business before the Committee, including project ballots.

### 4.4 Member Responsibilities

#### 4.4.1 Members shall function as individuals dedicated to the objectives of the S-9 Committee and not as representatives of their employers.

#### 4.4.2 A member who fails to attend two (2) consecutive Committee meetings may have his or her voting privileges revoked by the Committee Chair, and/or have his or her membership privileges revoked by the Committee Chair after approval by the Steering Group.

#### 4.4.3 A member who fails to attend two (2) consecutive subordinate committee meetings may have his or her subordinate committee voting privileges revoked by the subordinate committee Chair, and/or have his or her membership privileges revoked by the subordinate committee Chair after approval of the Committee Chair.

#### 4.4.4 A member who fails to vote on two (2) consecutive ballots, without justification, shall have his or her voting privileges revoked by the Committee Chair.

#### 4.4.5 A member who has had his or her voting or membership privileges revoked for lack of participation may appeal such revocation to the Steering Group at the next scheduled Committee meeting.
5. **OPERATION**

5.1 **Project Authorization**

Each proposed project, including document revisions, must be approved by the S-9 Steering Group prior to submission for approval to the Aircraft Division Chair. After the initial approvals of the project concept, and assignment to the appropriate subcommittee, working group and/or *ad hoc* committee, an abstract or AIR outlining the scope of the project and the type of document to be created or revised shall be prepared by the subordinate committee / project sponsor and returned to the Steering Group for final authorization to proceed.

5.2 **Document Preparation**

All formal documents prepared under Committee auspices should follow the procedures and format published in the *SAE Aerospace Technical Report Style Manual*.

5.3 **Voting**

5.3.1 Formal documents resulting from subcommittee projects will be voted on first in the originating subcommittee and then routed through the other subcommittees for comment after the initial approval. Alternatively, documents may be routed through the other subcommittees for comment before the originating subcommittee records its vote. The document sponsor or the Chair of the initiating subcommittee will coordinate resolution of the comments. After resolution of the comments, a ballot will be circulated to all members of the Committee for final approval.

5.3.2 Only Committee members or their designated alternates may vote on issues of business before the Committee, including ballots relative to committee-developed standards as noted in Paragraph 2.3.1. Ballot results will be tabulated in accordance with Aerospace Council Guidelines.

5.3.3 Ballots shall be monitored by the Committee Chair and the results reported to the Committee when a formal document has been approved by the Committee membership.

5.4 **Status Report**

All subordinate committee Chairs shall provide ongoing documentation of the activity and status of projects to the Committee Chair. This report shall incorporate a project listing or similar identification to enable ready reference to any given project at any given time and to facilitate the Committee’s efforts with SAE and the Aircraft Division of the Aerospace Council. Subordinate committee Chairs shall report the activity and status of their projects at the semi-annual Committee meetings or more often when warranted.

5.5 **Meetings**
5.5.1 The Committee meets at the direction of the Chair, normally in the Spring and Fall for 2- to 3-day sessions. The Steering Group shall typically meet the day preceding the Committee meeting. Subordinate committee meetings will be held in conjunction with the Committee meeting and at other times at the discretion of the subordinate committee Chairs.

5.5.2 The Committee meeting agenda shall be prepared by the Committee Chair in coordination with the subordinate committee Chairs and disseminated with the next meeting announcement by the SAE staff representative.

5.5.3 All Committee meetings shall be conducted in accordance with established SAE Procedures and Practices.

5.5.4 Minutes of all meetings shall be recorded by the Committee Secretary (or designate) and distributed by SAE. Subordinate committee meeting minutes shall be recorded by the subordinate committee Vice Chair/Secretary (or designate) and forwarded to the Committee Secretary for distribution with the Committee meeting minutes.

5.5.5 Minutes of subordinate committee meetings not held in conjunction with the Committee meeting shall be recorded by the subordinate committee Vice Chair/Secretary (or designate), distributed not later than one week prior to the next scheduled subordinate committee meeting, and forwarded to the Committee Chair for review.

5.6 Attendance

Attendance at the meetings is open to anyone with an interest in Cabin Safety Provisions. Attendance shall be monitored and recorded by the Committee Secretary and the Vice Chair or Secretary of each subordinate committee. An annual attendance report shall be provided to the Committee Chair.

Revised: May 2009