1. GENERAL

The SAE Committee A-10, Aircraft Oxygen Equipment, has established three Working Groups to help facilitate the organization of its documents and projects. Each document and project has been designated with a Working Group category that most accurately represents the document’s primary area of concentration, as far as the knowledge retained/discussed within. The Working Group categories are defined in Sections 1.1 – 1.3.

1.1 EQUIPMENT WORKING GROUP

Documents which are specific to aircraft oxygen equipment at the level of a component, sub-assembly, or line replaceable unit (LRU).

1.2 SYSTEMS WORKING GROUP

Documents which are specific to an aircraft oxygen system comprised of multiple components, sub-assemblies, or LRUs integrated to function together to perform a specific function.

1.3 SCIENCE AND TECHNOLOGY WORKING GROUP

Documents which are specific to aircraft oxygen equipment technology and cannot be classified as an Equipment or System working group document. Example topics include, but are not limited to: breathing physiology and extreme effects.

2. REFERENCES

2.1 APPLICABLE DOCUMENTS

2.1.1 Aerospace Council of the SAE Technical Standards Board, Organization and Operating Procedures

This document (also referred to as the “Aero Guide”) is available on the SAE A-10 Committee website on the Main page under the Resources section.
2.1.2 Document Status List

This document (also referred to as the DSL) is available on the SAE A-10 Committee website on the Committee Work Area page under the Document Status Lists folder.

2.1.3 Action Item List

This document (also referred to as the AIL) is available on the SAE A-10 Committee website on the Committee Work Area page under the Action Item List folder.

2.1.4 Report Template

This document is composed of three files, one for each working group, and is available on the SAE A-10 Committee website on the Committee Work Area page under the respective Working Group Leaders folder.

2.2 ACRONYMS

AIL: Action Item List
AIR: Aerospace Information Report
ARP: Aerospace Recommended Practice
AS: Aerospace Standard
DSL: Document Status List
LRU: Line Replaceable Unit
EQP: Equipment Working Group
SCI: Science and Technology Working Group
SYS: Systems Working Group
WIP: Work in Progress
3. PROJECTS

Projects, also referred to as a WIP, are initiated and developed when a document is deemed necessary to address a specific knowledge gap within the industry, at the time of its creation, taking into account the committee’s scope. Projects may be initiated by committee members, liaisons, industry needs, technology development, regulatory agencies, etc. Once a project is initiated, the committee delegates the preparation of a draft document to a primary project sponsor and/or co-sponsor(s), and assign it to a Working Group.

For further details regarding project initiation, refer to the Aero Guide, Sections 7.2 and 7.2.1.

4. DOCUMENTS

SAE Committee A-10 prepares the following types of SAE publications: Aerospace Information Report; Aerospace Recommended Practice; and Aerospace Standards.

For further details regarding the types of SAE documents, refer to the Aero Guide, Sections 6.1.2 – 6.1.5.

There are two basic status categories for documents, which are Active or Cancelled. There are additional subcategories under the active category which define the administrative status of each document. These subcategories do not impact the usability of the document.

An active document is defined as a document that has not been cancelled. Any active document that is within five years of its original publication will have the status of Issued. Every active document requires an action to be taken within five years of its most recent action. The actions that the committee can take for each active document are: Reaffirm; Revise; Stabilize; or Cancel. The last reported action that the committee takes on a document determines its administrative status. Note that a Stabilized document, although still an active document, is no longer expected to be actioned every five-year period following its stabilization. The committee shall commence a review of each active document early enough to complete any actions within the five-year period.

For further details regarding the status and review requirements of SAE documents, refer to the Aero Guide, Sections 7.4 and 7.5.
The committee delegates the responsibility of each document to a minimum of one primary sponsor and one co-sponsor. All sponsors shall meet the requirements of a sponsor per Section 6. The primary sponsor is typically the person who was the primary sponsor during the project development, however, in the event that this condition does not exist the primary sponsor shall be someone with relevant experience and expertise consistent with the scope of the document and meets the primary sponsor requirements per Section 6.1. The co-sponsor(s) can be any person within the Committee’s forum that meets the co-sponsor requirements per Section 6.2.

Each document will be assigned to a Working Group, according to its most accurate category, to facilitate tracking and future work, as required.

The DSL tracks all of the A-10 Committee’s documents and projects and will be updated after each committee meeting. The DSL offers the following minimum information for each document or project:

a) Working Group assignment  
b) Document number  
c) Document title  
d) Issue and/or Revision history  
e) Status  
f) Primary sponsor  
g) Co-sponsor(s)  
h) Open action items

5. WORKING GROUP LEADERS

Working group leaders shall be selected and designated by the Committee Chair. Each working group shall be assigned a minimum of two leaders. Each set of leaders will be responsible for the maintenance and organization of their respective groups, and shall provide a report to the committee at each meeting regarding the activity of the documents and projects within their working group. The presentation of each working group’s report should be in a consistent format, facilitated with the use of each working group’s Report Template.

Each working group is assigned a minimum of two leaders with the intent that at least one leader will be present at each committee meeting to report on their respective group. In the event that none of the leaders from a working group will be present at a meeting, the leaders are responsible for preparing their group’s report
and delegating the presentation of their report to a committee member that will be in attendance.

The responsibilities and expectations of a Working Group Leader are as follows:

a) Report on all projects and documents within your respective group that are due, have open action items, or have any other type of activity, at every committee meeting.

b) Review every project and document within your respective group, regardless of activity, at every spring meeting. For projects and documents that do not have any activity, a review of the sponsors and a general inquiry of the document’s status is sufficient.

c) Exhibit leadership and encourage progress of every project and document within your respective group by:
   i) Reminding sponsors when their documents are due for review and disposition.
   ii) Requesting reports from sponsors for every project and document to be reported on at the next committee meeting.
   iii) Reminding sponsors of their respective Action Items.
   iv) Inquiring if help or assistance is needed by the sponsor(s).

d) Report to the Committee Officers of any issues regarding a sponsor(s) ability to meet their responsibilities.

e) Report to the Committee Officers of any issues pertaining to any project(s) or document(s).

The working group reports provided to the committee at each meeting shall meet the following:

a) Reports should be given in similar format and generated using the Report Template for each respective working group (ref. Section 2.1.4).

b) Report on all Works in Progress (WIP) at each meeting.
c) Report on all open Action Items that are due at the time of the meeting or past
   due. Sponsors will be reminded of past due Action Items and requested to
   make every effort to resolve their respective Action Items.

d) Do not report on Stabilized or Cancelled documents unless there is a specific
   request from the sponsor(s).

e) Use the minutes from the previous meeting to help prepare for the next
   meeting's report.

f) Any document that has been balloted and has not yet been published should
   be given a report at every meeting until the document reaches publication.

6. SPONSORS

6.1 PRIMARY SPONSORS

Primary sponsors are those individuals which assume the responsibility for the
development, maintenance, review, and disposition of active documents and
projects. Primary sponsors use their knowledge, experience, and engineering skills
to support their responsibilities as the primary sponsor. Any individual that actively
participates in the committee's activities (even if not a committee member) may
volunteer to become the primary sponsor, but ultimately shall be selected and
designated by the Committee Chair.

The responsibilities and expectations of a primary sponsor are as follows:

a) To be the leader of the respective project or document.

b) Active committee participation.

c) Experience and/or engineering skills consistent with the scope of the project
   or document.

d) Use and complete New Project Request Form when an action is to be
   initiated involving the development and issue of a new document, or
   revising of an existing one.

e) Review project or document and revise as necessary.
f) Report any activity for project or document to Working Group Leaders.
g) Prepare draft(s) of the project or document.
h) Submit draft(s) electronically to SAE for ballot.
i) Ensure that a sufficient number of ballots have been received for consensus.
j) Review ballot summaries.
k) Resolve all comments received from ballots.
l) Make all needed changes to the balloted draft in order to achieve consensus.

For further details regarding sponsors, refer to the Aero Guide, Section 7.2.2.

6.2 CO-SPONSORS

Co-sponsors are those individuals which assume the responsibility of supporting the primary sponsor in the development, maintenance, review, and disposition of active documents and projects. Co-sponsors use their knowledge, experience, and engineering skills to support their documents and projects. Any individual that actively participates in the committee’s activities (even if not a committee member) may volunteer to become a co-sponsor, but ultimately shall be selected and designated by the Committee Chair.

The responsibilities and expectations of a co-sponsor are as follows:

a) Active committee participation.
b) Experience and/or engineering skills consistent with the scope of the project or document.
c) Review project or document and report to the primary sponsor.
d) Review any comments received from ballots and report to the primary sponsor.
e) In the event that the primary sponsor will miss a meeting, assist in reporting any activity for project or document to Working Group Leaders for the respective meeting.