

IP Procedure
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Revision: 3  
Date: 28/04/2010

Candidate Issue Papers (CIP) may be submitted through a regulatory agency, Air Transport Association (ATA) of America, or Maintenance Programs Industry Group (MPIG) with substantiating data.

The CIP will be developed and saved in a word document; and supporting documents may be PDF.

The template as provided on the EASA web site must be used for the CIP submission.

It has to be sent directly to the IMRBPB Chairman within 60 days of the meeting date.

If accepted, the CIP will be sent to EASA web master for posting it in the meeting package.

An IP Number will be allocated when the CIP is first discussed during the IMRBPB Numbering system for Candidate IP is:

CIP REG XXXX-YY (XXXX year of creation, YY sequence number in this year) for Regulatory proposed CIP

CIP IND XXXX-YY for industry proposed CIP.

From this step this CIP is:

1/ Added in the Issue Paper (IP) index of the IP chapter of the IMRBPB page of the EASA website.

The date of the meeting will be indicated in the “IMRBPB discussion date” column to indicate it will be discussed during the meeting.

2/ Added in the IP list of the IMRBPB page of the EASA website using only IP xxx reference.

If required after initial presentation the IP, it can be revised. In that case the revision number (and date) is filled on the IP form.

The revision number and its date are added; by EASA; in the concerned column of the IP index.

Revisions to IP will be submitted with original front page.

When an IP is discussed during an IMRBPB; the meeting date is mentioned in the column “IMRBPB discussion date” in order to identify and trace any discussion concerning this IP through the concerned meeting minutes.

If a position is agreed and stated on the IP form (being closed or not) the IP is not revised (the original text is not changed) but the date of the last position is mentioned behind the IP number in the IP list of the EASA web site, in order to trace the date of the last position taken.

In order to close an IP, all attending signatory regulatory must agree on the IMRBPB position mentioned on the IP.

IPs, associated supporting data, and IP numbering and index are to be maintained on the EASA web site as the reference deposit.

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