Any request to seek the position of IMRBPB should be handled in accordance with this procedure.

1. Issues to be submitted should be in the form of Candidate Issue Papers (CIP)[*] that may be submitted through member authorities of the IMRBPB, the Maintenance Programs Industry Group (MPIG) of Air Transport Association (ATA) of America, or the Rotorcraft Maintenance Programs Industry Group (RMPIG) of Helicopter Association International.
2. The CIP should be developed with the template as provided on the IMRBPB web page, and provided to the IMRBPB Chairperson as a Microsoft Word document.
3. To be considered in the coming IMRBPB meeting, a package consisting of the CIP and any associated substantiation data and/or attachments should be sent directly to the IMRBPB Chairperson at least 60 days prior to the meeting date. The Chairperson will copy the package to the member authorities, MPIG and/or RMPIG Chairperson as appropriate in a timely manner.
4. When the IMRBPB Chairperson receives the CIP, he/she will send the CIP package to EASA focal for posting (upon receipt or as soon as practical) it in the meeting package.
5. The CIP Number will be allocated as: "CIP REG XXXX-YY" for regulatory proposed CIP with REG representing the submitting authority abbreviation, e.g. FAA, TCCA, EASA, etc. "CIP IND XXXX-YY" for MPIG or RMPIG proposed CIP with IND representing the submitting group's abbreviation, e.g. MPIG, RMPIG, etc. (XXXX is the year of creation; YY is the sequence number of the year.)
6. In the IMRBPB meeting, the CIP will be presented and discussed jointly by member authorities and industry as necessary, unless the originator wishes to withdraw the proposal at this stage.
7. A CIP is then either:
    a. Accepted by the IMRBPB
    b. Reworked by the attendees and accepted by the IMRBPB
    c. Returned to the originator for additional work, information or justifications
8. Once a CIP is accepted, an Issue Paper (IP) number is assigned sequentially following the IP index. The date the IP was accepted is the "Initial Date", with revision 0.
9. The main body of the IP is then frozen, and it leaves the last three sections open to the IMRBPB to update:
    a. The block for the "IMRBPB Position" should be used for keeping track of the discussions of the IP in that and subsequent meetings. Records should begin with the "date" of the meeting, then salient points of discussion, comments, actions required and IMRBPB position, as appropriate, to follow.
    b. The "Status of Issue Paper" where the current status of the IP should be stated. The three possible statuses of an IP are:
        i. "Active" – used to refer to an IP that has been agreed to by the IMRBPB and may be used in MRB/MTB programs,
        ii. "Incorporated" – used to refer to an IP that has been used to amend the MSG-3 and/or the IMPS document, and is therefore no longer in current effect, or

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[*] For simplicity, unless the meaning implied, CIP means and includes CIP submitted through member authorities, MPIG, or through RMPIG.

      iii. "Archived" – used to refer to an IP that is, for any other reason than incorporation, now only valuable for reference.

    c. "Recommendation for implementation" where the applicability and retroactivity should be considered when the recommendation is made.

10. If there is a need to revise an existing IP before it is incorporated into the IMPS or MSG-3 documents, the CIP process will be followed as indicated above. The revised IP will be tracked with "Revision / Date" where Revision starts with 1 and increases by one each time; and the Date is the date the change is incorporated.

11. IPs that are "Incorporated" or "Archived" will not be further revised; rather, a new CIP will need to be proposed to amend the IMPS or MSG-3 documents.

12. When the IMRBPB meeting is adjourned, the IMRBPB page of the EASA website should be updated with the latest information for the IP, IP index, and associated information, in a timely manner.

13. When the need for changes are identified in an active IP once the IP is published on the EASA website, the following procedure(s) should be used:

    a. If the IP does not reflect the minutes of the meeting or the understanding of a member, that member should contact the IMRBPB Chair. The Chair will consult with the IMRBPB members and, by consensus, decide if the IP should be withdrawn pending a longer discussion at the next meeting, or implemented "as-is".

    b. If the IP contains obvious/simple grammatical/formatting errors that need to be corrected so that MSG-3 or IMPS can be correctly updated, the IMRBPB Chair should be contacted. The Chair will consult with the IMRBPB members via email and, given unanimous agreement by the members, the IMRBPB management will make the required changes and post an updated version to the website in a timely manner. The IP will not have a new "Revision / Date".

14. The IMRBPB management is responsible for monitoring the publication of new versions of the MSG-3 documents and IMPS. When they are published, the management should review them to determine that the changes stated in recent active IPs were reflected.

15. Once those changes are in place, the IMRBPB management should then add an additional statement to the "Status" section of each IP to reflect where and when the information was incorporated. Finally, the status of the IP should be changed from "Active" to "Incorporated" in the IP Index.

16. If the IP is not incorporated into a document has no current effect (for example, see IP 7) then, with agreement of the Board, the status should be changed to "Archived" once the subject has been resolved.

17. Once an IP is listed as "Incorporated", all parties should refer to the revised document rather than the IP text (as the document may reflect subsequent changes.) If an IP is listed as "Archived", parties should not use the IP text in further MRB processes, but may refer to it for historical context.