

## Red Line Process for Updating Fire Test Handbook

The Fire Test Handbook can be considered a living document, which can be edited and updated as new information becomes available. Some of these updates are simple corrections that are discovered with wording, terminology, or unit conversions. Other updates are procedural in nature, in which the execution of the test or the test arrangement or apparatus is improved.

In an effort to minimize confusion, a simple process has been developed to keep track of any edits or updates, while maximizing clarity of the test procedure. First, all Handbook chapters will now be tagged with a date at the footing of each page. The date will be given in month/year format, in red text. This will enable end users to determine if they have the latest version, by comparing their lab's version (printed in many cases) against what is available on the Fire Safety Branch's website. The FAA strongly encourages using the most recent version available. Second, all changes to the chapter will be denoted in red text. In some cases, text strikethrough will also be used, to further indicate exactly what has been altered. Third, with the exception of minor corrections to spelling, wording, or incorrectly converted units, all changes must first be discussed during International Aircraft Materials Fire Test Forum (IAMFTF) meetings, which are held three times per year. A majority of the test method details and information are obtained through discussions that take place during these meetings. Industry experts most familiar with the test methods and equipment share their experiences with the public, including other industry experts, as well as the FAA and other regulatory authorities in attendance. Lastly, all changes will remain in red text for a minimum period of 6 months, to allow sufficient time for review and discussion at IAMFTF meetings. Following the 6-month discussion period, if there are no objections, the change will be made permanent with all strikethrough removed, and red text changed to black.\*

\*Please note the previous version of the Handbook chapter will remain current until the revised chapter becomes permanent. This may require more than a 6-month period, to allow for additional experimentation and discussion. In addition, if the FAA determines that a specific apparatus or procedure specified in a current (or previous) version of the Handbook results in non-compliance with the original test methodology, the FAA will follow a formal process to require that a compliant procedure is followed.