

To Whom It May Concern

From: Geraldine Burdeshaw, Secretary A17 Standards Committee

Re: A17 Membership Application

Attached is the application form for A17 Membership. The membership requirements necessary for affiliated A17 committees are described. Perspective applicants should review and complete entire application. Incomplete applications will be returned. In addition, prior to your approval as a member of a Working Committee, you are highly recommended to attend at least one Working Committee meeting of the Committee to which you are applying. Upon reviewing this membership material, you may contact me if you have any further questions.

This application may also be used to apply as a Delegate to the A17 Standards Committee (A17 Working Committees do not have Delegates). A Delegate is not required to attend a meeting, since Delegates are individuals representing a group outside of the U.S. and Canada. Each group represented shall be a recognized organization within its country. Each group shall recommend an individual to represent them. The group shall also provide an explanation of their interest in participating. The duty of each delegate is to take active part in reviewing and commenting on proposed actions as well as contributing the expertise of their group in preparation of new actions. Such duties may be carried out by attendance at meetings when possible (attendance at meetings is encouraged but not required), by correspondence, and by telephone, teleconference, or other electronic means. Delegates are not eligible to vote on personnel, administrative actions, or editorial actions. Delegates will receive correspondence pertaining to Committee activities and may submit comments on any revisions.

In order to apply as a member for the A17 Standards Committee, it is recommended that you are a member of an A17 Working Committee for at least one-year. In addition responses to the following should be included with application:

- 1) Present A17 Working Committee Activity.** List the names of the committees, date of membership, and any offices held.
- 2) Past A17 Working Committee Activity.** List the names of the committees, dates of membership (from - to), and any offices held.
- 3) A17 Ad Hoc Committee Activity.** List the names of the committees, dates of membership (from - to), and any offices held.
- 4) Major Contributions.** List your major contributions to Working Committees and/or Ad Hoc Committees. For example, drafted revisions to Requirements _____, developed inspection procedures for _____, conducted research and prepared report on _____.
- 5) Other ASME Committees.** List membership and offices held.
- 6) Other Technical Organizations.** List membership and offices held.
- 7) Experience and Qualifications.** Provide details on exact nature of work that helps qualify you for A17 Standards Committee membership.

6/23

Application for A17 Elevator & Escalator Committee Membership

The ASME A17 Elevator and Escalator Committee operates under the administration and direction of the American Society of Mechanical Engineers (ASME). The Committee is responsible for the development of safety codes and standards for elevators, escalators, moving walks, material lifts and dumbwaiters.

The A17 Committee organization consists of the Standards Committee, Regulatory Authority Council (RAC), National Interest Review Group (NIRG), and various Working Committees which are described below. Membership on all committees is on an individual basis, not as a representative of an organization or company.

Standards Committee

The Standards Committee is responsible for the approval of new codes and standards, revisions to existing codes and standards, and the approval of interpretations of their requirements. The Standards Committee is also responsible for the administration of all of the A17 Committees, including the approval of personnel and procedures.

The Standards Committee is limited to 35 members who are classified in accordance with their business interests from the following categories:

- Manufacturers of the major portion of a complete (elevator, escalator, etc.) system
- Installers, maintainers, and component suppliers not covered above
- Purchasers or owners of the equipment
- Employees affected by the standards (labor)
- Government bodies having regulatory power or influence over the field in question (enforcing authorities)
- Specialists having expert knowledge in the field of the Committee's work, representatives of independent laboratories, or representatives of technical or other societies.
- Insurance interests

Each member is responsible for regular attendance at meetings (currently 3 per year) and giving full consideration to all letter ballots within the prescribed voting periods.

The following are some of the criteria used in considering the appointment of new members:

- Technical expertise and experience
- Commitment of the individual and his/her employer for active participation in committee activities, including attendance at meetings
- The interest category of the individual, in order to maintain the proper balance of committee membership
- Participation on other A17 Committees (current membership on one or more Working Committees is a prerequisite for Standards Committee membership)

Except for special circumstances, membership on the Standards Committee is limited to one person per company. Under no condition, are more than three members from one company permitted.

Regulatory Authority Council

The Regulatory Authority Council (RAC) is an adjunct body to the Standards Committee, sharing many of its responsibilities. Since the Standards Committee is limited by size and interest classification, the RAC has been established to ensure that authorities enforcing either A17.1 or the B44 Codes may review revisions developed by the A17 Committee.

Membership on the RAC is open to every jurisdiction enforcing either the A17.1 or B44 Code. Representation shall be by the senior official responsible for enforcement of the Code or a delegated representative. It is recognized that many enforcement jurisdictions with an interest in codes and standards developed by the A17 Committee may not be able to attend meetings, and this is not a requirement for RAC membership, but at least one annual meeting for the RAC will be held in order to exchange information and ideas.

Membership on the RAC shall not preclude an individual from also being on the Standards Committee or any other subordinate group other than the NIRG.

RAC members are provided access to draft proposals for review and comment and to participate in recorded votes for first consideration of standard action proposals. Items submitted for reconsideration are limited only to discussion. Members are expected to provide constructive written input and respond to annual survey in order to retain their membership.

Interest Review Group

The Interest Review Group (IRG) is also an adjunct body to the Standards Committee, sharing many of its responsibilities. Since the Standards Committee is limited by size and interest classification, the IRG has been established to ensure that the standards developed by the A17 Committee represent a national consensus of concerned interests. IRG members are responsible for reviewing all proposed revisions developed by the Standards Committee and its Working Committees.

Membership on the IRG is open to individuals with a willingness to contribute to the work of the Committee. Selection is based on the technical qualification of the individuals and the type of experience and expertise they would bring to the Committee. It is recognized that many persons with an interest in codes and standards developed by the A17 Committee are not able to attend meetings, and this is not a requirement for IRG membership.

Representation is limited to one member per organization, company, or jurisdictional authority, except that additional members may be appointed if they are also members of A17 Working Committees, or if they represent special skills, interest, or fields of action considered beneficial to the Committee. Members and alternates of the Standards Committee and members of the RAC are not eligible for IRG membership.

IRG members are provided access to draft proposals for review and comment and to participate in recorded votes for first consideration of standard action proposals. Items submitted for reconsideration are limited only to discussion. Members are expected to provide constructive written input and respond to annual survey in order to retain their membership.

Working Committees

Because of the range of diverse subjects within the scope of the A17 Committee, various Working Committees have been established. The Working Committees consist of Administrative, Technical, and Ad Hoc Committees. The responsibilities assigned to the current Administrative and Technical Committees are listed below. These Committees play an important role in all A17 projects and are responsible for the initial research, and development of all new codes and standards, revisions, and interpretations.

Membership on Working Committees is open to any individual having a substantial interest and knowledge of the subject, and a commitment to contribute to the work of the Committee, including regular attendance at meetings. Applicants for Working Committee membership are required to attend at least one meeting of the committee prior to having their application considered.

Where persons considered valuable to the Committee do not expect to be able to attend meetings on a regular basis, they may be classified as Contributing Members. A valid reason should be supplied for consideration as a Contributing Member. Individuals applying for Contributing Member are required to contribute to the work of the Committee through special assignments or other significant input.

A current list of the Working Committees and their assignments is shown on the following page.

Applying for Membership

Persons seeking membership on any of these Committees should complete a **personnel form** (PF-form) at the following website (<https://cstools.asme.org/csconnect/public/MemberProfile.cfm>) which is preferred or as attached and **participation agreement form** (to be sent upon completion of online personnel form) or submitted with attached. Both these forms must be completed in their entirety to be considered for a Committee.

The form will be reviewed by the A17 Committee and you will be informed as soon as action is taken. Incomplete forms will not be processed.

All Committee meetings are open to the public, and you are encouraged to attend meetings before applying for membership in order to become familiar with the activities of the Committee. Dates and locations of scheduled meetings may be obtained from the Secretary of the Committee.

COMMITTEE**WORKING COMMITTEE ASSIGNMENTS**

B44.1/A17.5	B44.1/A17.5 Elevator and Escalator Electrical Equipment Standard
B44.9/A17.9	B44.9/A17.9, Elevator Buffers
B44.10/A17.10	B44.10/A17.10, Escalator and Moving Walk Braking Systems
Code Coordination	Coordination of the A17 standards with building codes and other related standards
Dumbwaiter & ATD	Dumbwaiters and material lifts with automatic transfer devices
Earthquake Safety	Special requirements for elevators in seismic risk zone 2 and higher
Editorial	Reviewing documents for grammar and format, and coordination and preparation of publications; also Forewords, Prefaces, Introductions, Scopes and indexing
Electrical	Electrical equipment; coordination of requirements with NEC
Elev. Used for Construction	Elevators used for construction or demolition
Escalator & Moving Walk	Escalators and moving walks
Emergency Operation	Emergency signaling devices; firefighters' service
Guide for Emergency Pers.	Procedures for evacuation of passengers from elevators
Existing Installations	General requirements for existing installations
Hand & Sidewalk Elevator	Hand elevators and sidewalk elevators
Hoistway	Hoistways, entrances, cars, interlocks, door operation
Hydraulic	Hydraulic elevators
Inclined Elevator	Inclined elevators
Inspectors' Manual	Inspection and testing requirements and procedures
International Standards	Development of the recommended position for US voting on ISO/TC 178 matters
Limited-Use/Limited-Application	Elevators which are limited in usage and application
Maintenance	General requirements for maintenance, repair and replacement
Marine Elevator	Elevators used on ships and offshore drilling rigs
Mechanical Design	Mechanical equipment and structural design
Marine Elevator	Elevators used in mine shafts
New Technology	Requirements for adoption of new technology
Outside Emergency Elevator	Elevators specifically for emergency use that are outside of building
Qualification of Elevator Inspectors	Requirements for elevator inspectors and inspector supervisors
Rack & Pinion and Special Purpose Personnel Elevator	Rack and pinion elevators and special purpose personnel elevator
Residence Elevator	Residence elevators
Wind Turbine Elevator	Elevators used in Wind Turbines



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ASME Codes and Standards Personnel (PF-1) Form

Date: _____

Name: _____

Preferred Mailing: ☐ Business ☐ Home

Address: _____

City: _____

State/Province: _____

Postal Code: _____

Country: _____

If you are a member of ASME, fill in your member number below

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Title: _____

Company: _____

Tel #: _____

Fax #: _____

E-Mail: _____

Committee Appointment

Committee: _____

☐ Member ☐ Contributing Member ☐ Alt. To: _____

☐ Delegate (Organization Represented): _____

Description of Organization Represented: (use attachment if necessary) _____

Professional Engineers License: ☐ Yes ☐ No States/Country: _____

Degrees: _____

ASME Committee membership and offices held: ☐ None ☐ Listed below:

Membership in other technical organizations: ☐ None ☐ Listed below:

Experience and qualifications for appointment (use attachment if necessary):

Staff Use:

Interest Class: _____

Designated Liaison (if applicable): _____

Staff Contact: Geraldine Burdeshaw



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ASME Codes and Standards Participation Acknowledgement Form

I acknowledge my responsibility to comply with one of the following in carrying out my activities for all appointments and reappointments to ASME Codes and Standards activities (check one):

- ☐ I have read and agree to comply with Society Policies [P-15.7](#) Ethics, [P-15.4](#) Ethical Conduct Violation Procedures, [P-15.8](#) Conflicts of Interest, [P-15.9](#) Policy Against Discrimination (Including Discriminatory Harassment) - Members, [P15.14](#) Code of Conduct and [P-14.6](#) Society Name, Logo, Seal, Emblem, Initials, Titles, Identification, and Certificates.

NOTE: Members of ASME Codes and Standards Committees should periodically check for policy updates at <http://www.asme.org/about-asme/governance/asma-society-policies>.

- ☐ As an employee of a government agency, I agree to follow a Code of Ethics and /or Policy on Conflict of Interest administered by the pertinent jurisdiction or governmental agency.

Further, I acknowledge that copyright and all rights in all materials produced by ASME Codes and Standards Committees are owned by ASME, that ASME may register copyright in its own name, and that the only permitted reproduction of ASME copyrighted material is for Committee business.

Signature: _____ Date: _____

Name: _____
(Please Print)

Phone: _____

E-Mail: _____

Staff Contact: _____

Don't know the staff contact? Please send an email to csadmin@asmae.org for assistance.