

# Procedures for ASME Codes and Standards Development Committees

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# **Procedures for ASME Codes and Standards**

## **Development Committees**

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## PROCEDURES FOR ASME CODES AND STANDARDS DEVELOPMENT COMMITTEES

### A INTRODUCTION

This introduction is an integral part of these procedures and contains requirements that must be followed.

#### A.1 General

These procedures contain requirements and guidance for use by ASME standards committees to organize, staff and administer their activities associated with the development and maintenance of ASME Codes and Standards.

ASME By-Laws assign overall supervision of Codes and Standards activities of the Society to the Council on Standards and Certification. Responsibility for supervision of Codes and Standards activities within specific functional areas is assigned to supervisory boards functioning under the overall direction of the Council on Standards and Certification.

Supervisory boards manage the development of Codes and Standards under their jurisdiction through the establishment and supervision of standards committees. The scope of the boards' supervisory responsibilities with respect to standards development and maintenance includes:

- Approving and discharging committee personnel.
- Assessing the need for codes, standards and related accreditation activities within their assigned area of responsibility.
- Ensuring that standards committees under its jurisdiction operate within the committees' approved charters and these procedures.
- Ensuring that committees within the charter of the board are providing due process.
- Providing a forum for hearing appeals of standards committees' actions or inactions.
- Approving for ASME all codes and standards, and accreditation and certification criteria developed by committees under their jurisdiction based on assurance that the code, standard, or criteria was developed under procedures meeting the criteria for American National Standards.

When deemed necessary to preserve the integrity of the standards development process and/or to protect the interests of ASME, the supervisory board may take administrative action necessary to fulfill its oversight obligations. Actions may include membership actions resulting from an appeal decision and delay, suspension, or discontinuance of a standards committee action, including revisions to standards. Such actions are subject to due process provisions established by the Council on Standards and Certification.

The Council on Standards and Certification, under the direction of the Board of Governors, supervises the codes and standards activities of the Society. Either directly or through its appropriate supervisory board, such supervision includes:

- (a) approval of, and revision to, the charter of a standards committee;
- (b) withdrawal of a standard developed by a standards committee; and
- (c) disbandment of a standards committee.

If action is taken to withdraw a standard that is also an American National Standard, ANSI shall be so notified.

A separate document entitled “Guide for Procedures for ASME Codes and Standards Development Committees” is provided as guidance on selected topics addressed by these procedures.

## **A.2 Background**

These procedures are the product of an extensive redesign effort undertaken during 1997-1998 to develop an improved and timely process for developing and maintaining codes and standards. They are based on, and incorporate the historically proven practices successfully employed by ASME standards committees to meet the high quality standards set by the Society as well as the requirements established by the American National Standards Institute (ANSI) for approval as American National Standards. These procedures are intended to help standards committees produce consensus documents in an efficient and timely way, while maintaining due process and protecting the ASME intellectual property rights.

## **A.3 Requirements**

Adherence to the requirements of this procedure is essential to ensure consistency and the full benefits of the standards development processes. The approach is to adopt the procedure as written and develop a supplement to describe the basic details such as the committee charter. The supplement shall reference these procedures and shall include the following additional information as applicable:

- Charter;
- Limits on number of members;
- Member interest categories;
- Procedures for determining subordinate group membership;
- Procedures for determining project team membership; and
- Standards for which interpretations shall be provided.

The supplement becomes the standards committee procedures, subject to approval by the cognizant supervisory board. Departures from the requirements in these procedures shall be subject to approval by the Council on Standards and Certification as well as by the cognizant supervisory board. A separate document entitled “Supplement to Procedures for ASME Codes and Standards Development Committees” is provided to assist in the development of the Supplement.

Written instructions may be developed by the standards committee in order to provide additional guidance as needed to facilitate committee operations. Such instructions shall not conflict with the procedures and require only standards committee approval.

## PROCEDURES FOR ASME CODES AND STANDARDS DEVELOPMENT COMMITTEES

### 1 GENERAL

**1.1 Charter.** The codes or standards development committee, hereafter called standards committee, of the American Society of Mechanical Engineers (ASME) shall operate within their approved charter. The codes or standards developed by the standards committee may include requirements for safety, health, design, production, construction, measurement, maintenance, performance or operation of equipment or qualification of personnel.

**1.2 American National Standards.** Except when otherwise recommended by the consensus committee and approved by the cognizant supervisory board, the codes and standards developed by standards committees are intended to be submitted to the American National Standards Institute to become American National Standards.

#### 1.3 Definitions

**Consensus** [see ANSI Essential Requirements: Due process requirements for American National Standards] means substantial agreement has been reached by directly and materially affected interest categories. This signifies the concurrence of more than a simple majority, but not necessarily unanimity. Consensus requires that all views and objections be considered, and that an effort be made toward their resolution.

**Consensus committee** means the group composed of individual members of the standards committee that has responsibility for voting on final approval of standards actions.

**Consensus committee members** means individual members of the standards committee.

**Continuous maintenance** means the maintenance of a standard by consideration of recommended changes to any part of it according to a documented schedule for consideration and action by the standards committee.

**Contributing members** are the standards committee members described in para. 3.4.

**Delegates** are the standards committee participants described in para. 3.3.

**Individual members** are the standards committee participants described in para. 3.2.

**Periodic maintenance** means the maintenance of a standard by review of the entire document and action to revise or reaffirm it on a schedule not to exceed five years from the date of approval by the cognizant supervisory board or by ANSI in the case of American National Standards.

**Standards Action** means a proposed new standard, a proposed revision to an existing standard, proposal to reaffirm an existing standard, proposal to withdraw an existing standard, or a proposed national adoption of an ISO or IEC standard.

**Standards committee** means the consensus committee plus delegates and contributing members.

**Standards committee participants** are the individual members, delegates, and contributing members.

## 2 ORGANIZATION

**2.1** A standards committee, which consists of individual members, delegates, and contributing members, is responsible to an ASME codes and standards supervisory board, as assigned by the ASME Council on Standards and Certification. The consensus committee is that portion of the standards committee consisting only of individual members.

**2.2** A standards committee may establish at its discretion subordinate groups to assist it in the discharge of its duties.

**2.3** If an executive committee is established, its function shall be only of an advisory nature to the standards committee.

## 3 THE STANDARDS COMMITTEE

**3.1 General.** The standards committee shall consist of a specified number of individual members (hereafter referred to as members) as well as delegates and contributing members.

**3.2 Members.** Members are technically qualified individuals with a concern and willingness to participate in work within the charter of the standards committee. The consensus committee recommends them to the cognizant board for appointment for a term not exceeding five years. Selection shall include consideration of the business interest of the employer, if any, who supports the member's standards committee participation, as well as the type of experience or expertise the individual brings to the standards committee, to maintain a proper balance (see para. 3.2.5). In their standards committee activities these members participate, including voting, as individuals rather than as representatives of their employer or of any other organization. Members are eligible for reappointment. Reappointments approved by the consensus committee need not be submitted for board approval. A reappointment that results in a continued state of unbalanced consensus committee membership shall be brought to the attention of the cognizant supervisory board for consideration.

**3.2.1** Representation of an absent member may be by a representative or by an alternate.

(a) Representative. A representative is proposed by the absent member to act on the member's behalf at a meeting and is accepted by the chair. Such service by a representative automatically terminates at the conclusion of the meeting at which the individual is representing the absent member. Representatives may only vote on actions other than standards actions.

(b) Alternate. An alternate is a person who attends meetings or intends to vote in place of the member on standards actions. Alternates are proposed by the absent member, are subject to acceptance by the consensus committee and approval by the cognizant board. An alternate shall be from the same interest classification as the member represented (see para. 3.2.5), or shall have an interest classification that maintains the required balance. An alternate has all the privileges of a member during the period of his/her service in this capacity. Such service by an alternate automatically terminates on request of the member or when the member is no longer on the standards committee.

**3.2.2** The consensus committee may, at its discretion and with the approval of the appropriate supervisory board, add to or subtract from the list of members.

**3.2.3 Duties of Members.** The duty of each member is to give thorough consideration to each subject brought before the standards committee for action, to vote on approval or disapproval of each proposal, to contribute his/her expertise in the preparation of standards, to advise on personnel for membership on the standards committee and subordinate groups, and to assist generally in carrying out the functions of the standards committee. Such duties may be carried out by attendance at meetings, by correspondence, and by telephone, teleconference, or other electronic means. Members failing to carry out their duties shall be subject to having their appointment terminated. Individuals whose appointments have been terminated may appeal this action.

**3.2.4** Members and their alternates/representatives of standards committees, subordinate groups, and project teams shall comply with Society Policies P-15.7, Ethics; P-15.8, Conflicts of Interest; P-14.6, Society Name, Seal, Emblem, Initials, Titles, Identification, and Certificates; and P-15.9, Policy Against Discrimination.

**3.2.5 Classification of Members.** In order to establish balanced representation for developing evidence of consensus on standards, consensus committee members shall be classified in accordance with the business interests of their primary source of support for committee participation. Alternates shall not be counted in determining the balance of the consensus committee. The classification system and the classifications assigned to members shall be proposed by the consensus committee, shall be subject to approval by the cognizant board, and shall be included in the supplement to the procedures. Not more than one-third of the membership of consensus committees dealing with safety codes and standards shall come from any single category without the recorded approval of the other classifications and the approval of the cognizant board.

No single category shall have a majority on consensus committees dealing with product standards except with the recorded approval of the other classifications and the approval of the cognizant board.

If a member's classification changes because of a change in employment or another reason, action shall be taken by the consensus committee to:

- (a) reaffirm the member to complete the present term, or
- (b) reappoint the member for a full term, or
- (c) terminate the membership

The effects of the member's changed classification on the balance of interest for the consensus committee shall be considered.

**3.3 Delegates.** Delegates are individuals representing a group of experts outside of the U.S. and Canada, and is intended to allow participation on ASME committees. Each group represented shall have a clearly defined interest in participating on ASME committees. A group is intended to be interpreted broadly to mean jurisdiction(s), company(ies), professional society(ies), trade organization(s), or user group(s). The method for selecting a prospective delegate shall be at the discretion of each group. The appointment of a delegate may be limited in scope relative to the charter of the standards committee, as determined by the consensus committee.

**3.3.1 Application for Delegates.** Each group shall recommend an individual to represent them. The group shall also provide an explanation of their interest in participating.

**3.3.2 Appointment of Delegates.** The consensus committee recommends the appointment of delegates to the cognizant board for appointment for a term not exceeding five years. Delegates are eligible for reappointment. Reappointments approved by the consensus committee need not be submitted for board approval.

**3.3.3 Alternates.** An alternate is a person intended to vote in place of the delegate on standards actions. Alternates are proposed by the group, are subject to acceptance by the consensus committee and approval by the cognizant board. An alternate has all the privileges of a delegate during the period of his/her service in this capacity. Such service by an alternate automatically terminates on request of the group or when the delegate is no longer on the standards committee.

**3.3.4 Duties of Delegates.** The duty of each delegate is to take active part voting on first consideration votes for standards actions, and 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 failing to carry out their duties shall be subject to having their appointment terminated. Delegates whose appointments have been terminated may appeal this action. Delegates are not eligible to vote on personnel, administrative actions, or editorial actions that are processed in accordance with para. 7.4.

**3.3.5 Policies.** Delegates and their alternates shall comply with Society Policies P-15.7, Ethics; P-15.8, Conflicts of Interest; P-14.6, Society Name, Seal, Emblem, Initials, Titles, Identification, and Certificates; and P-15.9, Policy Against Discrimination.

**3.3.6 Classification of Delegates.** Delegates shall be classified in accordance to the predominant interest of the member's group, for information only. The classification will not be used in determining whether the committee has balanced representation.

**3.4 Contributing Members.** A contributing member is an individual non-voting member whose contribution to a committee is through review and comment on proposals (see para. 7.2.1). Contributing members shall possess the technical qualifications described for individual voting members in para. 3.2.

**3.4.1 Appointment of Contributing Members.** The consensus committee recommends the appointment of contributing members to the cognizant board for appointment for a term not exceeding five years. Contributing members are eligible for reappointment. Reappointments approved by the consensus committee need not be submitted for board approval.

**3.4.2 Duties of Contributing Members.** Except for weighted votes (see para. 4.2.3) and votes on personnel items, contributing members will be provided the opportunity to participate via review and comment on all proposals submitted for consensus committee vote. The participation by the contributing member shall be agreed by the contributing member and the standards committee chair. Attendance at committee meetings is optional. Participation may be accomplished through attendance at meetings when possible, by correspondence, and by telephone, teleconference, or other means. Contributing members failing to carry out their duties shall be subject to having their appointment terminated. Contributing members whose appointments have been terminated may appeal this action.

**3.4.3 Policies.** Contributing members shall comply with Society Policies P-15.7, Ethics; P-15.8, Conflicts of Interest; P-14.6, Society Name, Seal, Emblem, Initials, Titles, Identification, and Certificates; and P-15.9, Policy Against Discrimination.

**3.4.4 Classification of Contributing Members.** Because this is a non-voting member position, contributing members need not be assigned an interest classification as described in para. 3.2.5.

## **4 STANDARDS COMMITTEE OFFICERS AND THEIR DUTIES**

**4.1** The officers of the standards committee shall be as follows:

- (a) Chair
- (b) One or more Vice Chair
- (c) Secretary

## 4.2 Chair and Vice Chair

**4.2.1** Only consensus committee members with more than one year of current service on the committee are eligible to be appointed Chair or Vice Chair of the standards committee. Each term of office shall not exceed three years, and no more than two consecutive three-year terms in each office may be served. This limit can be exceeded for special circumstances if approved by at least 2/3 of the cognizant supervisory board members. An example of a special circumstance is that there is no other qualified candidate who is willing to serve. At the time of appointment, the expiration date for their membership term shall be adjusted to match the term of office.

**4.2.2** The Chair and Vice Chair shall preferably be ASME members.

**4.2.3** The nomination of the Standards Committee Chair and Vice Chair shall be conducted using the Weighted Vote (3,2,1) method, as follows:

(a) The Secretary shall submit to members of the consensus committee a list of the names of members of the consensus committee who are qualified by service and are willing to serve in the office. Individual members may be excluded from this list if they so request.

(b) Each consensus committee member will be given a secret ballot and requested to mark, in order, their preference for the office by the numerals 3, 2, 1 (i.e., 3 for first choice, 2 for second choice, and 1 for third choice). Ballots from at least 2/3 of the consensus committee members must be returned for the nomination process to be valid. The balloting process should be carried out using C&S Connect.

(c) The two persons whose names receive the highest number of points are the nominees. If there is a tie for first place, these two names will be the nominees. If there is a tie for second place, there will be a runoff using the process in (b) above to determine the second nominee.

(d) After confirming the nominees will serve, if elected, the Secretary shall submit the names of the nominees on a ballot to all members of the consensus committee for voting. If one of the nominees is not willing to serve, then the member with the next highest number of points becomes a nominee.

**4.2.4** The Chair and Vice Chair shall be elected by a majority of the consensus committee subject to confirmation of the cognizant board.

**4.2.5** The cognizant board may appoint the initial Chair and Vice Chair for new standards committees.

**4.3 Secretary.** The Secretary, who is a member of the standards committee without vote, shall be designated from the Standards and Certification Directorate.

#### 4.4 Duties of the Officers

**4.4.1** The Chair shall be the executive officer of the standards committee, preside at meetings, and perform duties customarily associated with such office.

**4.4.2** The Chair shall review the performance of standards committee participants at least once each year, and take actions to correct poor performance, including the possibility of proposing terminations. See paras. 3.2.3, 3.3.4 and 7.1. Terminations must be approved by both the consensus committee and the cognizant board. Individuals whose appointments have been terminated may appeal this action.

**4.4.3** The Vice Chair, in the absence of the Chair, shall fulfill the duties of the Chair's office and shall perform other duties as may be assigned by the Chair.

**4.4.4** The Secretary shall prepare and distribute agendas and minutes of all meetings of the standards committee to standards committee participants. He/she shall receive and maintain all documents relative to the standards committee and its subordinate groups, distribute and receive proposals for standards actions, record votes, correspond with interfacing organizations or individuals in the name of the standards committee, and perform other duties as requested by the Chair.

**4.4.5** In the absence of the Chair and Vice Chair at a meeting of the standards committee, the Secretary shall take the chair for the purpose of nomination and selection of a Chair pro tem, who shall then preside at that meeting.

**4.4.6** The officers shall ensure that these procedures as well as ASME and Codes and Standards policies (CSP's) are followed.

**4.4.7** The cognizant board may remove an ineffective Chair or Vice Chair and appoint a successor. The individual removed from office may appeal the action of the board to the Council on Standards and Certification.

### 5 SUBORDINATE GROUPS

**5.1 Establishment of Subordinate Groups.** When subordinate groups are required, they shall be established by a majority vote of the consensus committee. Subordinate groups are advisory to the standards committee. When such groups engage in drafting proposed standards or parts of standards, individuals having substantial knowledge of the subject of the proposed standard shall be included. Individual subordinate group members need not be standards committee participants. Although subordinate groups do not ordinarily constitute a consensus-making group, they should have representatives from the various interests whenever possible. See para. 3.2.4. Subordinate groups may also have delegates and contributing members.

**5.1.1** The consensus committee may approve membership of the subordinate groups reporting to it (i.e., appointments, reappointments and terminations), or the standards committee Chair may appoint the membership. Resignations from subordinate groups are reported to the standards committee for information only.

## **5.2 Subordinate Group Officers.**

**5.2.1** Standing subordinate groups that report directly to the standards committee shall have a Chair. Subordinate groups may also have Vice Chairs. The Chair and Vice Chair shall serve no more than two consecutive three-year terms in each office. This limit can be exceeded for special circumstances if approved by at least 2/3 of the consensus committee members. An example of a special circumstance is that there is no other qualified candidate who is willing to serve.

The Chair and Vice Chair of standards development subordinate groups that report directly to the standards committee shall be nominated and elected using the method specified in para. 4.2.3, by holding an election via C&S Connect or at a meeting. The Chair and Vice Chair shall be elected by a majority vote of the subordinate group, subject to confirmation of the consensus committee.

In the case of new standards development subordinate groups that report directly to the standards committee, the Chair and Vice Chair may be appointed by the standards committee Chair.

**5.2.2** Chairs of all other subordinate groups that do not report directly to the standards committee shall be appointed to specific terms not to exceed five years. Such appointments may be by the Chair of the standards committee or by the Chair of the group to which this subordinate groups directly reports. Renewal of these appointments shall be confirmed by the standards committee or subordinate group that made the original appointment by 2/3 vote. No more than two terms may be served.

**5.3 Project Teams.** Each standards action shall have an assigned project team to manage and prepare proposals for consensus committee approval. A project team shall consist of a project administrative manager (normally an ASME staff member), a project technical manager (normally a technically knowledgeable committee member) and, as necessary, additional standards committee and subordinate group members. Other technically knowledgeable members of the public, including those responsible for requesting the action, may be included. Project teams may be assigned one or more standards actions.

**5.3.1** The selection process for project team members shall be subject to approval by the consensus committee and controlled by the committee officers. See para. 3.2.4. Selection of project teams is not governed by the requirements of para. 5.1.

## 6 DUTIES OF THE STANDARDS COMMITTEE

### 6.1 Standards. The standards committee shall:

**6.1.1** Develop standards within its charter. At the initiation of a project to develop a new standard or to revise an existing standard that is maintained under periodic maintenance, notification shall be submitted to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent. If comments are received within 30 days from ANSI's announcement of the PINS and the comments assert that the proposed standard duplicates or conflicts with an existing American National Standard or a candidate American National Standard announced previously by ANSI, the comments shall be addressed in accordance with para. 2.5 of the *ANSI Essential Requirements*. Such notification is not required for revisions of a standard that is maintained under continuous maintenance.

**6.1.2** Maintain standards within its charter. Standards shall be revised as necessary. Each standard shall be reaffirmed, revised, or withdrawn within five years after its approval [for identical national adoptions of ISO or IEC standards; refer to para. 7.3]. Unless notification of a project initiation (see para. 6.1.1) or request for public review announcement (see para. 8.1) has already been submitted to ANSI for a standard that is maintained under periodic maintenance, the Secretary shall submit to ANSI a request for an extension of time to reaffirm or revise a standard within thirty days following five years after the approval date of the standard. ANSI approval of an American National Standard automatically expires on the tenth anniversary date of its approval.

A request for extension for a standard maintained under continuous maintenance may be submitted to ANSI within five years after its latest approval date, but the standard shall then be maintained under periodic maintenance.

**6.1.3** Achieve a consensus for the action proposed on a standard.

**6.1.4** Ensure that duplication of standards is minimized.

**6.1.5** Make good faith efforts to resolve potential conflicts between existing American National Standards and candidate American National Standards.

**6.1.6** Provide for interpretations of standards within its charter, if applicable.

**6.1.7** Report status of standards within its charter at least annually to the cognizant board.

**6.1.8** Oversee the assignment of project teams for the development of proposed standards actions.

**6.2 Meetings.** The standards committee shall:

**6.2.1** Hold meetings or electronic conferences as determined by the standards committee or the Chair on behalf of the standards committee. Teleconference meetings are encouraged to minimize travel and reduce the time it takes to complete actions.

**6.2.2** Provide for meetings open to the public. Members of the public may express their views on items being discussed but shall not have voting privileges. However, a portion of a meeting may be in executive session, when considering subjects such as personnel, accreditation, certification, registration, litigation and other administrative matters.

**6.2.3** At meetings, a quorum shall consist of at least 50% of the consensus committee membership eligible to vote. In the absence of a quorum, the minutes of the meeting and any voted action shall be subject to approval by a recorded vote of the membership.

**6.2.4** Taping of meetings and teleconferences is prohibited by any member of a committee, guests, or attendees. Only the secretary, who is a member of ASME's staff, may be permitted to tape a meeting under certain guidelines.

**6.2.5** On questions of parliamentary procedure not covered in these operating rules, "Robert's Rules of Order" shall be used.

**6.3 Members.** The consensus committee shall:

**6.3.1** Recommend members from the necessary areas of interest.

**6.3.2** Approve membership of the subordinate groups reporting to it, as required by the committee's procedures.

## **7 STANDARDS COMMITTEE ACTIONS**

Standards committee actions are of four types:

- (a) Approval of a proposed new standard, a proposed revision to an existing standard, a proposal to reaffirm an existing standard, or a proposal to withdraw an existing standard (See para. 7.2).
- (b) Approval of national adoptions of ISO or IEC standards (See para. 7.3).
- (c) Approval of editorial actions (See para. 7.4).
- (d) Approval of personnel and administrative items or actions relating to policy or ASME position (See para. 7.6).

## 7.1 Voting Obligations.

Standards committee participants eligible to vote or their designated alternate shall be obligated to vote on each committee action and are encouraged to vote as early as possible. Consistent failure to vote, or abstention from voting, shall be just cause for termination in accordance with para. 7.6.

## 7.2 Approval of Standards Actions

### 7.2.1 Review and Comment

(a) At appropriate stages of the development process, the project team should provide access to draft proposals for review and comment to technically affected parties, such as: the relevant standards committee, subordinate groups, other standards committees, board members and members of the public who have expressed interest.

(b) All standards actions shall be forwarded to the cognizant board for review and comment (typically concurrent with the standards committee voted action).

(c) Committee officers or the project team Manager shall determine whether comments received are substantive. Comments received that are not related to the proposal under consideration shall be considered non-substantive and may be considered as a submittal of a new proposal. The submitter shall be so notified.

(d) Substantive comments related to the proposal under consideration shall be submitted to the project team for consideration.

(e) The project team shall develop responses to substantive comments, prepare a summary of comments and responses, and make the summary available. If substantive changes are made to the proposal, the proposal shall be resubmitted for review and comment either concurrent with, or followed by, a recorded vote. If the review and comment is conducted prior to a recorded vote and the proposal has no changes or only non-substantive changes as a result of the comments, the proposal shall be submitted to the standards committee for vote.

**7.2.2 Authorization of Recorded Votes.** A recorded vote may be authorized by any of the following:

(a) Project team responsible for the standards action

(b) Standards committee officer

(c) Cognizant board

(d) A majority vote of those standards committee participants present in a standards committee meeting and eligible to vote

(e) Petition of five standards committee participants.

### 7.2.3 First Consideration Vote

(a) Votes for standards actions shall be recorded in C&S Connect. All standards committee participants eligible to vote shall have an opportunity to vote. When recorded votes are taken at meetings, the standards committee participants who are absent shall be given the opportunity to vote.

(b) The Secretary shall submit the proposal to the standards committee along with:

- 1) an explanation of why the action is being proposed;
- 2) substantive comments recorded on C&S Connect during the development process and project team responses to the comments; and
- 3) the closing date for the voting period.

(c) The vote form shall contain four forms of response: **approved, disapproved, abstain, and not voting**. A response of **not voting** signifies neither approval nor disapproval and shall be executed only when the standards committee participant believes that he/she has a conflict of interest or potential conflict of interest and, in accordance with Society Policy, is removing himself/herself from the voting process.

(d) Standards committee participants casting disapproved or abstain votes or not voting responses shall provide written explanation. Disapproved votes should include an alternative action that will resolve their disapproved vote.

(e) Voting periods shall not be shorter than two weeks unless agreed to by the consensus committee. Voting periods shall be closed upon receipt of all responses but not later than the established closing date unless the consensus committee or an officer extends the voting period.

(f) An alternate's vote shall be counted in the tally only if the corresponding standards committee participant's vote is not submitted. In the event both the member and alternate vote, the alternate's comment shall be considered in the same manner as a Review and Comment (see para. 7.2.1).

(g) Members may change their vote at any time up until the closure of the vote.

(h) Votes received by the Secretary after the recorded vote has been closed shall not be counted.

(i) At the close of the vote, the Secretary shall submit a complete voting tally including the text of all disapprovals and comments to the standards committee and the project team.

(j) The project team shall address all comments and attempt to resolve all disapproved votes accompanied by comments related to the proposal under consideration. The project team responses shall be made available to the standards committee and shall include a recommendation of one of the following:

- 1) proceed with no changes
- 2) submission for recirculation vote (with or without editorial or technical revisions)  
(see para. 7.2.4)
- 3) submission of revised proposal for first consideration vote (see para. 7.2.3)
- 4) withdrawal of proposal

(k) Proposals that receive at least two thirds affirmative vote of the consensus committee membership, excluding any “Not Voting” and “Disapproved without Comment” responses that receive no disapprovals of the standards committee membership, and that require no changes shall proceed to ANSI Public Review (see para. 8) and supervisory board approval (see para. 7.2.6).

(l) Disapproved votes accompanied by comments unrelated to the proposal under consideration, or without comments, shall not be further considered, are not required to be submitted for recirculation and shall be reported as “Disapproved without Comment”. The member who submitted the vote is not required to be notified of their right to appeal. Comments that are not related to the proposal under consideration shall be documented and considered in the same manner as submittal of a new proposal. The submitter of the comments shall be so notified.

(m) Disapproved votes may be changed by the member after the vote has been closed. With the exception of para. 7.2.3(1), the Secretary shall not change the vote unless the voter has provided the Secretary with instruction to do so. If the change of vote was not submitted in writing by the voter or documented in the minutes of the relevant standards committee meeting, written confirmation of such a vote change shall be provided to the voter by the Secretary.

(n) Editorial changes made to a standards action as a result of a disapproved vote and other comments received shall be handled in accordance with para. 7.4.

(o) Technical changes made to a proposed standards action as a result of a disapproved vote and other comments received shall be submitted for either a recirculation vote or a first consideration vote, at the discretion of the standards committee officers.

#### **7.2.4 Recirculation Vote**

(a) A recirculation vote shall be issued only after completion of a first consideration vote and shall be conducted for one of the following reasons:

- 1) to review unresolved disapproved votes and/or substantive supervisory board comments
- 2) to review unresolved objections received as a result of ANSI Public Review (See para. 8)
- 3) to review editorial revision(s) in response to comment(s)
- 4) to review technical revision(s) in response to comment(s)

(b) The recirculation shall include a summary of disapproved votes, public review objections, and/or substantive supervisory board comments and the project team responses, as well as any proposed revisions.

(c) During a recirculation vote, members of the consensus committee shall be afforded the opportunity to change their vote cast during the first consideration vote. Members of the consensus committee who did not cast a vote during first consideration may participate on subsequent ballots.

(d) Voting periods shall not be shorter than two weeks unless agreed to by the consensus committee. Voting periods shall be closed upon receipt of all responses but not later than the established closing date unless the consensus committee or an officer extends the voting period.

(e) Disapproved votes shall be limited to:

- 1) support of first consideration disapproved votes, unresolved Public Review objections and/or substantive supervisory board comments
- 2) disagreement with any changes introduced to the proposal

(f) Recirculation proposals that receive at least two thirds affirmative vote of the consensus committee membership, excluding any “Not Voting” and “Disapproved without Comment” responses, shall proceed to ANSI Public Review (see para. 8) and supervisory board approval (see para. 7.2.6).

(g) Standards committee participants who submitted the unresolved disapproved votes shall be notified in writing (including electronic communications) of their right to appeal standards committee actions.

### **7.2.5 Withdrawing or Holding an Approved Standards Action**

A standards action that has been approved by the consensus committee may be put on hold or withdrawn by the consensus committee. Withdrawing or holding an item requires:

1) Consideration of action to hold or withdraw an approved standards action shall have been initiated by the consensus committee prior to submittal of the approved action for ANSI approval (see para. 9.2);

2) Approval by 2/3 of the total consensus committee membership, excluding any “Not Voting” and “Disapproved without Comment” responses, either at a meeting or via C&S Connect vote.

3) If the approved standards action had already been submitted for supervisory board approval (see para. 7.2.6), action to hold or withdraw that standards action also requires approval of the supervisory board, in accordance with its procedures.

## 7.2.6 Supervisory Board Approval

After a standards action has been approved by the consensus committee, the Secretary shall submit the standards action to the Secretary of the cognizant board for approval in accordance with their procedures, along with:

- 1) a tally of the consensus committee voting;
- 2) a summary of unresolved disapproved votes and board comments, and project team responses

Any comments resulting from ANSI Public Review (see para. 8) shall be provided to the supervisory board, along with the corresponding responses and final consensus committee voting tally.

Standards actions without any unresolved consensus committee disapproved votes, substantive supervisory board comments, or public review objections may be administratively approved, at the option of the individual board, by delegating the board's responsibility for procedural review. Such review and declaration of administrative approval may be accomplished by responsible ASME staff or by a board-appointed review group, with no formal recorded vote of the board required. Such administrative approvals shall be provided in list form to the responsible board in their meeting agenda for information.

## 7.3 Approval of National Adoptions of ISO or IEC Standards as American National Standards

**7.3.1** ASME standards committees may consider national adoptions of ISO or IEC standards in the absence of a corresponding ASME standard or where the ISO or IEC standard is the relevant sector's preferred standard to meet safety and marketplace needs. If an ASME standard with the same scope does exist, it would normally be withdrawn subsequent to the national adoption of the ISO or IEC standard, or revised to supplement the nationally adopted ISO or IEC standard.

**7.3.2** Recommendations to proceed with approval of national adoptions of ISO or IEC standards require approval of the responsible supervisory board and Council on Standards and Certification.

**7.3.3** Refer to the ANSI Procedures for the National Adoption of ISO and IEC Standards as American National Standards for requirements for proposed national adoptions of ISO and IEC standards. Only identical or modified versions of ISO or IEC standards may be considered for national adoption.

**7.3.4** Standards committee approval of national adoptions shall be in accordance with para. 7.2 or, for identical adoptions, in accordance with the expedited procedures provided in the ANSI Procedures for the National Adoption of ISO and IEC Standards as American National Standards.

**7.4 Approval of Editorial Actions.** Editorial actions are those which propose changes to the code or standard that are not substantive. Editorial actions shall be approved using the method described for standards actions in para. 7.2, or by the following method at meetings in which a quorum is present.

(a) The Secretary shall present the proposed revision to the consensus committee along with an explanation of why the action is being proposed.

(b) Members shall either **Approve** (accepting the change as non-substantive) or **Disapprove** (in either disagreement with the change or asserting that the change is substantive).

(c) Editorial actions shall be approved when at least 2/3 of the consensus committee members present approve the action.

(d) Editorial actions that do not receive 2/3 approval shall be submitted for approval using the method described for standards actions in para. 7.2.

#### **7.5 Drafts Submitted for Review under the ANSI Canvass Method**

ASME committees shall not vote or provide positions on drafts submitted by other standards developers under the ANSI Canvass Method. However, interested individuals may submit their own personal comments on such drafts during the ANSI public review period.

#### **7.6 Approval of Personnel and Administrative Items.**

(a) Personnel and administrative items or actions relating to policy or ASME position shall be approved by one of the following methods:

- 1) a majority recorded vote of the consensus committee or
- 2) a majority of consensus committee members at committee meetings provided a quorum is present.

(b) This criterion also applies to honors and awards unless a more restrictive requirement applies to the particular honor or award.

(c) Approval of motions during a meeting shall be by at least a majority vote of the members voting; however, the Chair may rule that a motion has not passed even if a majority vote has been cast. The reason for such ruling shall be the closeness of the vote, abstention of some members, or a combination of these reasons.

## 8 PUBLIC REVIEW

**8.1** All proposed, revised, reaffirmed or withdrawn standards shall be announced on the ASME Web site for public review. A notification shall be included in **Mechanical Engineering** that, at a minimum, directs interested parties to the ASME Web site for the public review announcements, and provides instructions on obtaining copies of public review proposals. If the proposal is intended to be submitted to ANSI for approval, it shall also be announced in ANSI Standards Action. At the request of an Officer of the standards committee, this may be conducted concurrently with standards committee voting or following standards committee voting.

**8.2** The standards committee may supplement the public review by having a proposed standards action sent to group(s) or individual(s) known to have an interest in the scope and purpose of the proposed standards action.

**8.3** The standards committee may supplement the public review with public hearings addressing the scope and provisions of standards.

**8.4** The project team shall attempt to resolve all negative comments received through public review that are related to the proposal under consideration. Following consideration of each such comment, the commenter shall be advised in writing (including electronic communications) of the consideration of the comments, the action taken, or reasons why the comments could not be resolved and notification in writing (including electronic communications) of their right to appeal the standards committee's actions. All unresolved public review objections that are related to the proposal under consideration, along with project team responses, shall be distributed to members of the consensus committee who will have the opportunity to reaffirm or change their vote on the proposal. [Refer to the ANSI Procedures for the National Adoption of ISO and IEC Standards as American National Standards for alternative public review procedures for proposed identical national adoption of ISO or IEC standards.]

Comments that are not related to the proposal under consideration shall be documented and considered in the same manner as submittal of a new proposal. The submitter of the comments shall be so notified.

## 9 APPROVAL

**9.1 Supervisory Board.** The cognizant board shall take the appropriate action to attest that these procedures have been followed and that the requirements set forth in these procedures have been met. Refer to para. 7.2.6.

### 9.2 American National Standards Institute

**9.2.1** If a proposal is intended to be submitted for ANSI approval, the requirements of paras. 9.2.2 and 9.2.3 shall be followed.

**9.2.2** When the cognizant board has completed action per para. 9.1 regarding the proposed standard, revision, reaffirmation, or withdrawal, the proposal shall be submitted to the American National Standards Institute indicating that the ANSI criteria for approval have been met. Requests for ANSI approval shall be submitted within one year from the close of the ANSI public review comment period unless ANSI has been notified in writing of good cause for a different schedule for submittal.

The ANSI criteria for approval are as follows:

- (a) The standard was developed in accordance with the procedures upon which the developer was granted accreditation, with particular attention given to whether due process was followed, consensus was achieved, and an effort was made to resolve any objections to the standard;
- (b) Any appeal to the standards developer with respect to the standard was completed;
- (c) Notice of the development process for the standard was provided to ANSI in accordance with PINS or its equivalent;
- (d) Any identified conflict with another American National Standard was addressed in accordance with the *ANSI Essential Requirements*;
- (e) Other known national standards were examined with regard to harmonization and duplication of content;
- (f) ANSI's patent policy is met, if applicable;
- (g) ANSI's policy on commercial terms and conditions is met, if applicable.

**9.2.3** The information to be submitted by the Secretary to the American National Standards Institute shall be as specified in Clause 4.2.1.1 of the ANSI Essential Requirements: Due process requirements for American National Standards, and shall include:

- (a) Title and designation of the proposed American National Standard;
- (b) Indication of the type of action requested (that is, approval of a new American National Standard; reaffirmation, revision, or withdrawal of an existing American National Standard; or national adoption of ISO or IEC standard);
- (c) A declaration that applicable procedures were followed;
- (d) A roster of the consensus committee at the time of voting, an indication of the vote of each member including abstentions and unreturned votes, the interest category of each member, and a summary of voting in each interest category.
- (e) Identification of all unresolved negative views and objections, with names of the objector(s), and a report of attempts toward resolution;

## 10 INTERPRETATIONS

**10.1 General.** Interpretations are formal written responses to written (e.g., letter, fax or e-mail) inquiries which are transmitted to the inquirer on ASME interpretation letterhead.

Informal responses to inquiries may be offered by ASME staff and volunteers. Such individual responses should be accompanied by a statement making it clear that they are the opinion of the individual, not interpretations. These responses may be either verbal or written. If written, the responses shall not be on ASME interpretation letterhead.

### 10.2 Requirements for Interpretations

- (a) Interpretations shall be written in an “inquiry” and “reply” format.
- (b) The inquiry or the reply shall include the name and specific edition(s) of the standard(s) being interpreted.
- (c) Existing interpretations shall be revised when there is an identified need for a correction or clarification. There shall be a statement advising that ASME may reconsider its interpretation when additional information is made available.
- (d) Interpretations shall not revise existing requirements or establish new requirements.
- (e) Interpretations shall not include explanations describing why the standard is written the way it is, except they may include any rationale that was approved through the consensus process as a part of the standards action.
- (f) Interpretations shall not approve, certify, rate or endorse any item, construction, proprietary device or activity.
- (g) Interpretations shall be transmitted to the inquirer on ASME interpretation letterhead signed by the staff person responsible for administrative activities of the standards committee or cognizant subcommittee.
- (h) Those interpretations not included in a special interpretation publication service shall be published on the ASME Web site and/or in the Codes and Standards section of **Mechanical Engineering** magazine.

**10.3 Approval Committee.** Interpretations may be approved by either of two committees.

- (a) **Consensus Committee or Cognizant Subcommittee.** Interpretations may be approved by a vote of the consensus committee or cognizant subcommittee. No member interest category shall have a majority on the cognizant subcommittee.

(b) **Special Committee.** Interpretations may be approved by the unanimous vote of a special committee. Members of the special committee shall be members of the consensus committee or subordinate group responsible for the standard. No member interest category shall have a majority on the special committee. The special committee shall have at least five members, one of which shall be the ASME staff secretary responsible for the standard. Special committee members shall be appointed by the Chair of the standards committee or cognizant subcommittee.

One member of the special committee shall be designated as Chair. The Chair shall be appointed by the Chair of the standards committee.

#### **10.4 Approval Voting Process - Consensus Committee or Cognizant Subcommittee** (referred to as “committee” hereafter in this subsection for simplicity)

- (a) Votes may be obtained by letter, fax, recorded votes at meetings, or electronic means.
- (b) The Secretary shall submit the proposal to the committee members along with:
  - a proposed inquiry and reply, and
  - a copy of the original inquiry.
- (c) The vote form shall contain three forms of response: **no objection**, **objection**, and **not voting**.
- (d) When the vote is taken at a meeting, no objection by at least two thirds of members present and eligible to vote is required to approve the interpretation.
- (e) When a vote is taken other than at a meeting:
  - 1) All voting members of the committee shall have an opportunity to vote.
  - 2) Voting periods shall be closed upon receipt of all responses but not later than four weeks after the date of issue unless the committee or a committee officer extends the voting period.
  - 3) Members casting objections shall provide written justification and shall describe an alternative action that will resolve their objection.
  - 4) Votes received by the Secretary after the voting period will not be considered unless an extension of the period has been established by the committee or committee officer. At the close of the voting period, the Secretary shall submit a complete voting tally to the committee. All objections and comments shall be carefully considered by the committee Chair and their resolution attempted. Responses to substantive comments and objections shall be documented and made available to committee members.

5) Technical changes made in a proposed interpretation as a result of objections and comments received shall be submitted to the committee with a two-week period given in which the members shall have the opportunity to express opposition to the changes. If after consideration, objections cannot be resolved, they shall be reported to the committee with copies of the reason for the objections and the responses. Each member who wishes to change his/her original vote shall so indicate within a specified time frame. A recirculation ballot may be issued. The members who submitted the unresolved objections shall be notified of their right to appeal.

6) **No objection** by at least two thirds of members voting is required to approve the interpretation, provided at least half of the members vote.

### 10.5 Approval Voting Process - Special Committee

- (a) All members of the special committee shall vote.
- (b) Votes may be obtained by letter, fax, recorded votes at meetings, or electronic means.
- (c) The Secretary shall submit the proposal to the special committee along with:
  - a proposed inquiry and reply, and
  - a copy of the original inquiry.
- (d) The vote form shall contain two forms of response: **no objection** and **objection**.
- (e) Members casting objections shall provide written justification and shall describe an alternative action that will resolve their objection.
- (f) Voting periods may be closed upon receipt of all responses or two weeks after the date of issue unless the committee or committee officer extends the voting period.
- (g) The Secretary shall submit a complete voting tally to the special committee. All objections and comments shall be carefully considered by the special committee Chair and their resolution attempted. Responses to substantive comments and objections shall be documented and made available to special committee members.
- (h) Technical changes made in a proposed interpretation as a result of objections and comments received shall be submitted to the special committee with a two-week period given in which the members shall have the opportunity to express opposition to the changes. If after consideration, objections cannot be resolved, the interpretation shall be submitted to the consensus committee or the cognizant subcommittee for consideration. See para. 10.4.
- (i) Interpretations are approved when all members vote **no objection**.

**10.6 Information Copies.** Information copies of all transmittals shall be sent to the Chair and Vice Chair of the standards committee.

## 11 APPEALS

**11.1** Any action or inaction of a standards and/or consensus committee may be appealed by any individual, company, or organization.

**11.2** Appeals shall be considered according to the following:

**11.2.1** Appeals shall first be directed to the standards committee.

**11.2.2** Appeals which cannot be resolved at the level of the standards committee which originated the subject in dispute, may be referred to the cognizant supervisory board.

**11.2.3** If the supervisory board's decision remains objectionable to any party concerned with the action, a request for an appeal, based upon matters relating to procedural due process, may be submitted to the Council on Standards and Certification's Board on Hearings and Appeals, which may decide at its discretion whether or not to consider a further appeal.

**11.3** Procedures for appeal to the standards committee shall be as follows:

**11.3.1** Written notice (certified mail preferred) of intent to appeal shall be filed with the Secretary of the standards committee within 20 working days after the date of notification of the action, followed within 10 additional working days by the detailed objection or appeal statement. The item in question will then not proceed pending a hearing on the appeal. Notice of intent to appeal an inaction may be submitted to the Secretary of the standards committee at any time and shall be followed within 10 days by the detailed objection or appeal statement.

**11.3.2** The Secretary shall notify the standards committee of the request for appeal. A response to the appeal statement shall be developed by a proponent of the action or inaction in question. The response shall be made available to all concerned parties at least 15 working days prior to the date of any scheduled hearing.

**11.3.3** The consensus committee, after determining that a hearing is in order, shall arrange to hear the appeal at its earliest practicable scheduled meeting after the date of request for appeal, or at the discretion of the standards committee Chair, at a meeting of a hearing panel, consisting of members of the consensus committee appointed by the Chair, on a date mutually agreeable to all parties.

**11.3.4** The appellant, the consensus committee members and others concerned shall be notified of the hearing at least fifteen working days in advance of the date set for hearing the appeal. At the time of notification, the Secretary shall provide the parties with a copy of the consensus committee roster or a list of the members of the proposed hearing panel, as applicable, in order to allow any concerned party the opportunity to object should they perceive the existence of a conflict of interest. Any such objections should be submitted to the Secretary at least 10 working days prior to the scheduled date of the hearing, and shall then be distributed by the Secretary to the individual(s) being challenged in advance of the hearing, who shall then have the opportunity to respond prior to the hearing. Any objection should be addressed prior to the hearing in a manner consistent with Society Policy P-15.8, Conflicts of Interest.

**11.3.5** Appeal hearings generally should be held in open session (other than the executive session portion). However, upon written request of either of the parties or the Committee Officers, it shall be limited to the following participants:

- (a) members of the consensus committee hearing the appeal and eligible to vote;
- (b) appellant(s);
- (c) respondents(s);
- (d) pertinent ASME Staff; and
- (e) ASME legal counsel

Any such written request shall be submitted to the Secretary at least 10 working days prior to the scheduled hearing date.

**11.3.6** Deliberations shall take place during executive session only. Attendees for the executive session portion of the hearing shall be limited to the following:

- (a) members of the consensus committee hearing the appeal and eligible to vote;
- (b) pertinent ASME Staff; and
- (c) ASME legal counsel

**11.3.7** For appeals relating to personnel or other administrative items, the appeal shall be upheld or denied on the basis of a majority recorded vote of those hearing the appeal; for appeals relating to technical issues, the appeal shall be upheld or denied by a two thirds affirmative vote of those hearing the appeal. The Secretary of the standards committee shall notify the appellant, the Chair of the standards committee and others concerned, of the committee's decision within seven days of the date of the hearing.

**11.4** For any subsequent appeal to the cognizant supervisory board, written notice by certified mail or equivalent communication of intent to appeal must be filed with the Secretary of the board within 10 working days after the date of mailing of the originating standards committee's response to the appeal. Thereafter, the procedures of the cognizant supervisory board shall apply.

**11.5** To request a further appeal following conclusion of the supervisory board appeal, written notice of intent to appeal must be filed by certified mail or equivalent communication with the Secretary of the Board on Hearings and Appeals within 10 working days after receipt of the notification of the results of the supervisory board appeal. Thereafter, the procedures of the Board on Hearings and Appeals shall apply.

**11.6** In addition, any individual, company, or organization aggrieved by any action or inaction of a supervisory board may request reconsideration and an appeal hearing before that board. If the supervisory board's decision remains objectionable to any party concerned with the action, a request for an appeal, based solely upon matters relating to procedural due process, may be submitted to the Board on Hearings and Appeals, which may decide at its discretion whether or not to consider the appeal. Any individual, company, or organization aggrieved by any action or inaction of the Council on Standards and Certification may request reconsideration by the Council on Standards and Certification. The Board on Hearings and Appeals is the final level of appeal relating to Codes and Standards matters within ASME.

**11.7** The appeals procedures of the supervisory boards and the procedures of the Board on Hearings and Appeals are available from ASME upon request.

**NOTE: The Honors and Awards section has been relocated to Guide to Procedures for ASME Codes and Standards Development Committees**

## **12 RECORDS**

Records shall be retained in accordance with Codes and Standards Policy CSP-38, Document Retention.

## **13 AMENDMENTS**

Amendments to these procedures require the approval of the Council on Standards and Certification.

Any amendments to these procedures will be submitted to ANSI for acceptance in accordance with their criteria for acceptance of revisions to the accredited procedures.

### **Appendix 1: Draft Standards for Trial Use**

Upon recommendation by majority approval of the consensus committee membership, and approval by a majority of the membership of the responsible supervisory board, draft standards intended for subsequent submittal to ANSI for approval as American National Standards may be issued by ASME for trial use and comment for a period of up to three years. The availability of such draft standards shall be announced on the ASME Codes and Standards web site and other appropriate media.

Materially affected interests who wish to challenge the decision to issue a draft standard for trial use may do so, following the appeals procedures of para. 11. Draft standards for trial use issued by ASME shall be in compliance with the ASME Policy on Referencing Patented Items and Trademarks in Codes and Standards.

The following statement, or equivalent, shall be included on the front cover of the draft standard for trial use, which may be identified as a Draft Standard for Trial Use:

“Publication of this draft standard for trial use and comment has been approved by ASME. Distribution of this draft standard for comment shall not continue beyond (x) months from the date of publication, with x to be determined by the consensus committee, based on the schedule for each specific project. It is expected that following this (x) month period, this draft standard, revised as necessary, will be submitted to the American National Standards Institute for approval as an American National Standard. A public review in accordance with established ANSI procedures is required at the end of the trial use period and before a draft standard for trial use may be submitted to ANSI for approval as an American National Standard. This draft standard is not an American National Standard. Suggestions for revision should be directed to the Managing Director, Technical, Standards and Certification, ASME.”

Comments received as a result of the announcement of the draft standard for trial use will be considered by the responsible committee for subsequent development as an American National Standard. Those who submitted comments will be advised of the disposition of their comments.

### ASME Approval of Procedures

Revision 0:	September, 1997	
Revision 1:	November, 1997	(CCS Approved)
Revision 2:	April, 1998	(CCS Approved)
Revision 3:	November, 1998	(CCS Approved)
Revision 4:	March, 1999	(CCS Approved)
Revision 5:	March, 1999	(CCS Approved)
	and	
	June, 1999	
Revision 6:	September, 1999	(CCS Approved)
	June, 2000	
	and	
	March, 2001	
Revision 7:	June, 2001	(CCS Approved)
	and	
	September, 2001	
Revision 8:	November 2001	(CCS Approved)
	June, 2002	
	and	
	November, 2002	
Revision 9:	September, 2003	(CCS Approved)
	and	
	November, 2003	(CCS Approved)
	and	
	March, 2004	(CCS Approved)
Revision 10:	June, 2004	(CCS Approved)
	and	
	November, 2004	(CCS Approved)
	and	
	June, 2005	(CCS Approved)
Revision 11:	June, 2006	(C&S BoD Approved)
	and	
	March, 2007	(C&S BoD Approved)
Revision 12:	January, 2008	(C&S BCO Approved)
Revision 13	July, 2008	(C&S BCO Approved)
	and	
	August, 2008	(C&S BCO Approved)
	and	
	February, 2009	(C&S BCO Approved)
	and	
	March, 2009	(C&S BCO Approved)
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