

Operating Guide for ASME Committee on Conformity Assessment Requirements

Approved by Committee on Conformity Assessment Requirements on: May 25, 2023

Approved by the Board on Conformity Assessment on: June 22, 2023

I. General (Reference Section 1)

This operating guide provides specific information related to the ASME Committee on Conformity Assessment Requirements, hereafter referred to as the Committee, and provides guidance on its practices and procedural preferences.

II. Charter (Reference Section 1)

The Charter of the Committee(s) is as follows:

To develop, interpret, and maintain a standard for ASME Conformity Assessment Requirements for ASME Codes and Standards.

III. Standards Committee Membership

Number of Consensus Body Members (Reference Para. 3.3)

The Committee:

- ☒ prefers to operate with no more than 25 members.
- ☐ does not have a preferred upper limit on the number of its members

- ☒ prefers to operate with no fewer than 12 members.
- ☐ does not have a preferred lower limit on the number of its members

Additional Preferences for Number of Consensus Body Members:

The Committee prefers to have as a minimum, representatives from each of the ASME Standards Committees developing or administering standards having conformity assessment requirements. The Committee prefers that each representative is recommended to be appointed as member of C-CAR by the Chair of that respective ASME Standards Committee.

Membership Duties (Reference Para. 3.3.1.1.1)

Members, their alternates, or their representatives are expected to be in attendance and participate in not less than 50% of all scheduled meetings of the standards committee.

Additional Preferences for Attendance at Meetings:

Members or their alternates are expected to participate on not less than 80% of all standards committee ballots.

Additional Preferences for Ballot Participation:
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Interest Categories (Reference Para. 3.3.1.1.2)

Members of the Committee are typically identified by the following interest categories (See Appendix 2 for the definition of each interest category):

- ☐ AA Constructor
- ☐ AB Designer
- ☒ AC Designer/Constructor
- ☐ AD Distributor
- ☐ AE Employee/Union Interest
- ☒ AF General Interest
- ☐ AG Installer
- ☒ AH Insurance/Inspection
- ☐ AI Laboratory/Testing
- ☒ AK Manufacturer
- ☒ AM Material Manufacturer
- ☒ AO Owner
- ☐ AP Pipeline Operator/Owner
- ☐ AR Oil Refining/Production
- ☒ AT Regulatory
- ☐ AV Trainer/Educator
- ☐ AW User
- ☐ AX Utility
- ☐ AY Government
- ☐ CA Producer – Airframe/Power Plant
- ☐ CM Chemical Manufacturing
- ☐ DE Design/Engineering
- ☐ GS Gage Manufacturer
- ☐ MC Cast Boiler Manufacturer
- ☐ MH Water Heater Manufacturer
- ☐ MW Wrought Boiler Manufacturer
- ☒ OP Pressure Relief Device Manufacturer
- ☐ PP Petroleum Production
- ☐ PR Petroleum Refining
- ☐ RM Repair Manufacturing
- ☐ SP Standards Development Organization

Additional Guidance for Interest Categories:
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Change in Interest Category (Reference Para. 3.3.1.1.2(d))

When a member's interest category changes that does not result in an imbalance, the Committee prefers to:

- ☒ Reaffirm the member to complete the present term, under the new interest category
- ☐ Reappoint the member for a new full term, under the new interest category
- ☐ No preference

Additional Preferences for Standards Committee Membership:

IV. Subordinate Group Membership**Establishment of Subordinate Groups (Reference Para. 3.2.2.1)**

Subordinate groups that do not report directly to the standards committee are typically established by:

- ☒ The parent committee
- ☐ The consensus body
- ☐ Not applicable

Subordinate Group Membership (Reference Section 3.4)

Membership actions for subordinate groups that report directly to the standards committee are typically approved by:

- ☒ The consensus body
- ☐ The Chair of the consensus body
- ☐ Not applicable

Membership actions for subordinate groups that do not report directly to the standards committee are typically approved by:

- ☐ The parent committee
- ☒ The Chair of the parent committee
- ☐ The consensus body
- ☐ The Chair of the consensus body
- ☐ Not applicable

Chairs and Vice Chairs of Subordinate Groups that do not report directly to the Standards Committee (Reference Para. 3.4.3.2)

Chairs and Vice Chairs of subordinate groups that do not report directly to the standards committee are typically nominated by

- ☐ The Chair of the parent committee
- ☐ Election method specified in 3.3.4.2.1.1
- ☒ Not applicable

Chairs and Vice Chairs of subordinate groups that do not report directly to the standards committee are typically appointed by:

- ☐ The parent committee
- ☐ The consensus body
- ☒ Not applicable

Additional Preferences for Subordinate Group Membership:

V. Standards Committee Ballot Authorization (Reference Para. 4.4.2)

The Committee prefers standards committee ballots be authorized by:

- ☐ The subordinate group responsible for the standards proposal
- ☐ An officer of the subordinate group responsible for the standards proposal
- ☒ An officer of the standards committee
- ☐ Members of the standards committee
- ☐ No Preference

Additional Preferences for Authorization of Standards Committee Ballot:

VI. Interpretations

Issuance of Interpretations (Reference Section 5)

Interpretations, generally, are

- ☐ not provided for any standards within the committee charter
- ☒ provided for all standards within the committee charter
- ☐ provided for all standards within the committee charter, except the following:

- ☐ provided for only the following standards:

Approval of Interpretations (Reference Para. 5.2)

When interpretations are issued, the Committee prefers to approve them via

- ☒ Consensus Body
- ☐ Cognizant Subordinate Group
- ☐ Special Committee
- ☐ No Preference

Additional Preferences for Interpretations:

VII. Cases

Issuance of Cases (Reference Section 6)

Cases, generally, are

- ☐ not provided for any standard within the committee charter
- ☒ provided for all standards within the committee charter
- ☐ provided for all standards within the committee charter, except the following:

- ☐ provided for only the following standards:

Cases are typically reviewed on the following cycle: ____2 years____

Additional Preferences for Cases:

Cases which are due to expire will automatically be included in the CAR Standards Committee agenda at least one meeting prior to the expiration date. If a case is allowed to expire, the committee prefers this be stated in the CAR Standards Committee minutes.

VIII. Technically Affected Parties

Parties Outside of ASME's Committee Structure (Reference Para. 4.4.5)

Technically affected parties outside of ASME's committee structure are typically provided an opportunity to review and comment on proposals during:

- ☐ the ANSI Public Review only
- ☐ a third party/industry review in addition to the ANSI Public Review
- ☒ the ASME Public Review only
- ☐ a third party/industry review in addition to the ASME Public Review

Additional Preferences for Review by Parties Outside of ASME's Committee Structure:

Parties Within ASME's Committee Structure (Reference Para. 4.4.2.1.2.2)

The committees noted below are typically affected by changes to this committee's standards as indicated below:

Standard	Section/Part (if applicable)	Committees ¹ typically technically affected by revisions	Typical Timing of Review & Comment
The following are examples:			
CA-1		BPE BPV I BPV III BPV IV BPV VIII BPV X BPV XII BPV XIII CBPVCA TOMC CNC RTP	Included on Standards Committee First Consideration ballot and Recirculation ballot

Additional Preferences Review by Parties Within ASME's Committee Structure:

IX. Additional Honors & Awards (Reference Section 8 & Appendix 4)

Not Applicable.

X. Additional Guidance

The CA-1 standard is developed and maintained as an ASME standard with revisions processed separately (similar to continuous maintenance documents). Appendix 7 of the Operating Procedures for ASME Codes and Standards Development Committees shall be used to develop and maintain the standard.

¹ Committees may include conference committees.