

Operating Guide for ASME Standards Committee on Qualifications for Authorized Inspection [QAI]

Approved by the Standards Committee on Qualifications for Authorized Inspection [QAI] on: 5/15/2023
Approved by the Board on Conformity Assessment on: 8/06/2023

I. General (Reference Section 1)

This operating guide provides specific information related to the Standards Committee on Qualifications for Authorized Inspection [QAI] reporting to the Board on Conformity Assessment, 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 and maintain standards for the qualification and duties of the Authorized Inspection Agency, its Supervisors and Inspectors. The Authorized Inspections referenced in this Charter are as covered in the ASME Boiler and Pressure Vessel Code.

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 [#] members.
- ☒ does not have a preferred lower limit on the number of its members

Additional Preferences for Number of Consensus Body Members: None.

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: None.

Members or their alternates are expected to participate on not less than 67% of all standards committee ballots.

Additional Preferences for Ballot Participation: None.

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: None.

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: None.

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: None.

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: None.

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: None.

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: None.

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:

None.

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 typically technically affected by revisions	Typical Timing of Review & Comment
The following are examples:			
QAI-1	Entire Standard	The QAI Conference Committee	Included on Standards Committee First Consideration ballots.

Additional Preferences Review by Parties Within ASME's Committee Structure: None.

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

None.

X. Additional Guidance

The QAI-1 standard is developed and maintained as an ASME standard with revisions processed separately under a continuous maintenance cycle. See Appendix 7 of the Operating Procedures for ASME Codes and Standards Development Committees.