

**TECHNICAL COMMITTEE ON TRANSLATION
OF ASME C&S IN SPANISH PROCEDURES**

The American Society of Mechanical Engineers

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New York, NY 10016

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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 the Technical Committee on Translation of ASME C&S in Spanish (hereafter referred to as The Technical Committee) to organize, staff and administer its activities associated with the development and maintenance of the translation of ASME Codes and Standards into Spanish.

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.

The Board on Codes and Standards Operations (BCO) supervises the translation of ASME Codes and Standards into Spanish carried out by the Technical Committee on Translation of ASME C&S in Spanish. For details of the Board on Codes and Standards Operations responsibilities related to the Technical Committee refer to the Board on Codes and Standards Operations Operation Guide.

A.2 Requirements

Adherence to the requirements of these procedures is essential to ensure consistency and the full benefits of the processes developed for the translation of ASME C&S in Spanish employed by the Technical Committee. These procedures will include the following:

- The Technical Committee on Translation of ASME C&S in Spanish Charter;
- Definitions;
- Organization;
- Duties of the Technical Committee officers and members;
- Procedures for determining subordinate group membership;
- Duties of the Technical Committee;
- Technical Committee actions;
- Procedures for the approval of personnel and administrative actions;
- Procedures for the translation of ASME C&S in Spanish by the Technical Committee

1 GENERAL

1.1 Charter. To prioritize and translate to Spanish, based on level of priority, ASME Codes and Standards.

1.2 Definitions

Consensus: for the purpose of these procedures, means substantial agreement has been reached by directly and materially affected parties. 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

Technical Committee: means the group composed of individual members and contributing members that has the responsibility for voting on final approval of the technical actions (refer to para. 7 Technical Committee Actions).

Individual voting member: is a technically qualified individual with a concern and willingness to participate in work within the charter of the Technical Committee.

Contributing member: is an individual non-voting member whose contribution to the Technical Committee and/or any of its subordinate groups is through review and comment on proposed technical actions (refer to para. 7 Technical Committee actions). Contributing members shall possess the technical qualifications described for individual voting members in para. 3.2

Staff Secretary: is an ASME Staff Engineer, fluent in English and Spanish, and is considered a member without vote. The Secretary shall fulfill all the duties and responsibilities described in these procedures.

2 ORGANIZATION AND APPROVAL OF TRANSLATION ACTIVITIES

2.1 The Technical Committee on Translation of ASME C&S in Spanish, which consists of individual members and contributing members, is responsible to the Board on Codes and Standards Operations, as assigned by the ASME Council on Standards and Certification.

2.2 The Technical Committee on Translation of ASME C&S in Spanish shall propose new standards translation work items and the establishment of new subordinate groups to the BCO for approval. The following procedures shall be followed prior to seeking BCO approval.

(a) Complete and submit to ASME staff the Request for New Standards Translation/Formation of a New Subordinate group Form. Refer to Appendix A.

(b) ASME staff shall assess the need, interest, impacts, resource requirements, and concerns to ASME related to the proposed translation and formation of the subordinate group. If supported by ASME Staff, the proposal to initiate a new standards translation, and, if necessary, a new subordinate group shall be forwarded to the BCO for approval.

2.3 If Board on Codes and Standards Operations approval is obtained, the following steps shall be followed, as applicable.

2.3.1 Subordinate Group Formation:

(a) ASME shall assign an ASME Staff Secretary to manage the new subordinate group.

(b) ASME Staff shall recruit members and Technical Committee Chair shall appoint a subordinate group interim chair. Obtain completed PAF and PF-1 forms for all subordinate group members. Process membership appointment ballots via C&S connect using the procedures developed for the approval of personnel outlined in para. 7.3.

(c) The subordinate group membership shall be established by a majority vote of the Technical Committee. Subordinate groups are advisory to the Technical Committee. Subordinate groups may also have contributing members.

(d) Activate the subordinate group on *C&S Connect*.

(e) Elect a Chair and, if needed, Vice Chair, per para. 4.2.

2.3.2 Initiation of New Translation:

(a) The ASME Staff Secretary shall notify the Technical Committee officers and applicable subordinate group officers of the approval of initiation of a new translation.

(b) The ASME Staff Secretary shall open a new record in C&S Connect and assign a Project Technical Manager.

(c) The approval process outlined under 7.2 of these procedures shall be followed.

3 THE TECHNICAL COMMITTEE ON TRANSLATION OF ASME C&S IN SPANISH

3.1 General. The Technical Committee on Translation of ASME C&S in Spanish (hereafter referred to as the Technical Committee) shall consist of a maximum of 30 individual members and contributing members.

3.2 Members. Members are technically qualified individuals (must be fluent in Spanish and English) with a concern and willingness to participate in work within the charter of the Technical Committee. The Technical Committee recommends them to the Board on Codes and Standards Operations for approval of a term not exceeding five years. Selection shall include consideration of the type of experience or expertise the individual brings to the Technical Committee. In their 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 Technical Committee need not be submitted to the Board on Codes and Standards Operations for approval. Only members may vote, and voting via *C&S Connect* is encouraged. All prospective members shall complete ASME's PF-1 form and shall have signed and returned ASME's PAF form before action can be taken by the Technical Committee to consider their request for membership via C&S Connect ballot. All terms shall expire on June 30th. Members are expected to provide their own financial support for the time and expenses associated with participation in meeting, teleconferences and any other Technical Committee activities.

3.2.1 Representation of an absent member may be by an alternate. An alternate is a person who attends meetings or intends to vote in place of the member. Alternates are proposed by the absent member, are subject to acceptance by the Technical committee and approval by the Board on Codes and Standards Operations. 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 Technical Committee.

3.2.2 The Technical committee may, at its discretion and with the approval of the Board on Codes and Standards Operations, 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 Technical committee for action, to vote on approval or disapproval of each proposal, to contribute his/her expertise in the preparation of translation of standards, to advise on personnel for membership on the Technical committee and subordinate groups, and to assist generally in carrying out the functions of the Technical 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 of Technical committee, and subordinate groups, 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. Agreement to the above policies shall be confirmed by member's completion of the Participation Acknowledgement Form (PAF).

3.3 Contributing Members. A contributing member is an individual non-voting member whose contribution to the Technical Committee or any of its subordinate groups is through review and comment on proposals. Contributing members shall possess the technical qualifications described for individual voting members in para. 3.2 above.

3.3.1 Appointment of Contributing Members. The Technical committee recommends the appointment of contributing members to the Board on Codes and Standards Operations for a term not exceeding five years. Contributing members are eligible for reappointment. Reappointments approved by the Technical Committee need not be submitted to the Board for approval.

3.3.2 Duties of Contributing Members. Except for weighted votes used for the selection of Chair and Vice Chair described in 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 Technical Committee vote. The participation by the contributing member shall be agreed to by the contributing member and the Technical 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 electronic 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.

3.3.3 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. Agreement to the above policies shall be confirmed by member's completion of the Participation Acknowledgement Form (PAF).

4 TECHNICAL COMMITTEE ON TRANSLATION OF ASME C&S IN SPANISH OFFICERS AND THEIR DUTIES

4.1 The officers of the Technical Committee shall be as follows:

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

4.2 Chair and Vice Chair

4.2.1 Only Technical committee members, excluding contributing members, with more than one year of current service on the committee are eligible to be appointed

Chair or Vice Chair of the Technical committee. The same requirement shall be applied to subordinate groups (except for when a new committee or subordinate group is being established). 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 Board on Codes and Standards Operations 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 Technical 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 Technical committee a list of the names of members of the Technical 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 Technical 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 Technical 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 Technical 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 Technical committee subject to confirmation of the Board on Codes and Standards Operations.

4.3 Secretary. The Staff Secretary, who is a member of the Technical 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 Technical committee, preside at meetings, and perform duties customarily associated with such office.

4.4.2 The Chair shall review the performance of Technical committee participants at least once every two years, and take actions to correct poor performance, including the possibility of proposing terminations. See paragraphs 3.2.3 and 7.1. Terminations must be approved by both the Technical committee and the Board on Codes and Standards Operations. 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 Staff Secretary shall prepare and distribute agendas and minutes of all meetings of the Technical committee to Technical committee participants. He/she shall receive and maintain all documents relative to the Technical committee and its subordinate groups, distribute and receive proposals for technical actions, record votes, correspond with interfacing organizations or individuals in the name of the Technical 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 Technical 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 Board on Codes and Standards Operations 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 GROUP OFFICERS

5.1 Standing subordinate groups that report directly to the Technical Committee shall have a Chair. Subordinate groups may also have Vice Chairs.

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

5.2 Chairs of all other subordinate groups that do not report directly to the Technical committee shall be appointed to specific terms not to exceed five years and no more than two consecutive five-year terms in each office may be served. This limit may be exceeded for special circumstances if approved by at least 2/3 of the Technical Committee members. An example of a special circumstance is that there is no other qualified candidate who is willing to serve. Such appointments may be by the Chair of the Technical committee or by the Chair of the group to which this subordinate group directly reports. Renewal of these appointments shall be confirmed by the Technical committee or subordinate group that made the original appointment by a majority vote.

6 DUTIES OF THE TECHNICAL COMMITTEE

6.1 Translation of Standards into Spanish. The Technical committee shall:

6.1.1 Develop the translation into Spanish of ASME codes and standards within its charter.

6.1.2 Maintain Spanish translated ASME codes and standards within its charter. The translated standards shall be updated as necessary. Before the Technical Committee or any of its subordinate groups engages in the development of a new translation or the update of a translated ASME C&S in Spanish, approval for such an activity shall be sought from the Board on Codes and Standards Operations as described in 2.2 of these procedures.

6.1.3 Achieve a consensus for the approval of the translation of the ASME code or standard in Spanish.

6.1.4 Report status of translation of ASME C&S in Spanish and related activities within its charter at least annually to the Board on Codes and Standards Operations.

6.1.5 Supervise, and provide guidance to subordinate groups on the development of translation of ASME codes and standards and related activities.

6.1.6 Approve membership actions for subordinate groups (Refer to 7.3).

6.2 Meetings. The Technical committee shall:

6.2.1 Hold meetings or electronic conferences as determined by the Technical committee or the Chair on behalf of the Technical 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 and other administrative matters.

6.2.3 At meetings, a quorum shall consist of at least 50% of the voting Technical committee membership. 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.

7 TECHNICAL COMMITTEE ACTIONS

Technical committee actions are of two types:

(a) Approval of technical actions, including a proposed new translation of an ASME standard, a proposed update to an existing ASME code or standard that has been translated into Spanish, a proposal to reaffirm an existing ASME standard translated into Spanish, or a proposal to withdraw an existing ASME standard translated into Spanish (See para. 7.2).

(b) Approval of personnel and administrative items or actions, including revisions and updates to these procedures.(See para. 7.3).

7.1 Voting Obligations

Technical 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. 4.4.2.

7.2 Approval of Technical Actions

7.2.1 Procedure for Translation of ASME standards

The Technical Committee shall utilize one of the following two options for the development of the translation of an ASME standard into Spanish:

- (1) Develop the translation by first making use of members of the Technical Committee and subordinate groups, followed by ASME's contracting the services of a professional translation company, or
- (2) Develop the translation by first making use of the services of a professional translation company.

Both Options require approval from the relevant subordinate groups and Technical committee.

7.2.2 Approval Process

Once the responsible group has determined that the draft is ready to start the approval process the following approval procedure shall be followed:

(a) The proposal shall be submitted to the applicable subordinate group, for first consideration vote via C&S Connect ballot in accordance with 7.2.4.

(b) Once approval has been obtained from the applicable subordinate group, the proposal shall be submitted to the Technical Committee for approval under first consideration vote via C&S Connect ballot in accordance with 7.2.4.

7.2.3 Authorization of Recorded Votes.

A recorded vote may be authorized by any of the following:

- (a) Subordinate group responsible for the translation
- (b) Technical committee officer(s)
- (c) A majority vote of those Technical committee participants present in a Technical committee meeting and eligible to vote

7.2.4 First Consideration Vote

(a) Votes for Technical actions shall be recorded in C&S Connect. All Technical committee or subordinate group participants eligible to vote shall have an opportunity to vote. Technical actions related to the approval of a proposed translation of an ASME standard shall not be voted on during a meeting

(b) The Secretary shall submit the proposal to the Technical committee or subordinate group for approval (hereafter referred to as the balloted committee), along with:

- (1) an explanation of the action being proposed; and
- (2) the closing date for the voting period.

(c) Acceptable ballot votes are approved, disapproved, and abstain.

(d) All ballot participants casting disapproved or abstain votes 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 officers of the balloted committee. Voting periods shall be closed upon receipt of all responses but not later than the established closing date unless the balloted committee or an officer extends the voting period.

(f) An alternate's vote shall be counted in the tally only if the corresponding 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 comment from a contributing member.

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

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

(i) At the close of the vote, the Staff Secretary shall submit a complete voting tally including the text of all disapprovals and comments to the balloted committee. All disapprovals, concerns and comments shall be submitted to the professional translation company for review and response.

(j) The professional translation company shall provide the ASME Staff Secretary with responses to all concerns along with the latest proposal (with or without recommended revisions as deemed appropriate by the professional translation company).

(k) The Staff Secretary shall make the professional translation company's responses and revised proposal, available to the project technical manager and officers of the balloted committee.

(l) The project technical manager, or officers of the balloted committee, shall review the responses and recommended revisions proposed by the translation company, agree on responses to be posted on C&S Connect and shall submit them along with the latest proposal to the Staff Secretary.

(m) The Secretary shall then make the responses available in C&S Connect to all committees and groups included in the ballot.

(n) The officers of the balloted committee, after having reviewed all first consideration vote concerns and responses, shall recommend one of the following actions:

- (1) submission for recirculation vote in accordance with 7.2.5.
- (2) submission of revised proposal for first consideration vote in accordance with 7.2.4.
- (3) withdrawal of proposal.

(o) Proposals that receive at least two thirds affirmative vote of the balloted committee membership, excluding any “Disapproved without Comment” responses that receive no disapprovals of the balloted committee membership, and that require no changes shall proceed to the Board on Codes and Standards Operations for Procedural review and approval via a C&S Connect procedural ballot.

(p) 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.

(q) Disapproved votes may be changed by the member after the vote has been closed. With the exception of para. 7.2.4(p), the Staff Secretary shall not change the vote unless the voter has provided the Staff 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 committee or subordinate group meeting, written confirmation of such a vote change shall be provided to the voter by the Secretary.

7.2.5 Recirculation Vote

(a) A recirculation vote shall be issued only after completion of a first consideration vote and shall be conducted to review unresolved disapproved votes and revision(s) made to the proposed translation in response to comments.

(b) The recirculation shall include a summary of disapproved votes, corresponding responses, as well as any proposed revisions resulting from a first consideration vote ballot.

(c) During a recirculation vote, members of the balloted committee shall be afforded the opportunity to change their vote cast during the first consideration vote. Members of the balloted 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 officers of the balloted committee. Voting periods shall be closed upon receipt of all responses but not later than the established closing date unless the balloted committee or an officer extends the voting period.

(e) Disapproved votes shall be limited to:

- (1) support of first consideration ballot disapproved votes,
- (2) disagreement with any changes introduced to the proposal

(f) Recirculation proposals that receive at least two thirds affirmative vote of the balloted committee membership, excluding any “Disapproved without Comment” responses, shall proceed to the Board on Codes and Standards Operations for Procedural review and approval via a C&S Connect procedural ballot (see para. 7.2.6).

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

7.2.6 Board on Codes and Standards Operations Approval

After a technical action as described in para. 7(a) has been approved by the Technical committee, the Secretary shall submit the Technical action to the Staff Secretary of the Board on Codes and Standards Operations for approval in accordance with their procedures, along with:

- (1) a tally of the Technical committee voting;
- (2) a summary of unresolved disapproved votes and corresponding responses.

Technical actions without any unresolved Technical committee disapproved votes, may be administratively approved, at the option of the Board on Codes and Standards Operations, 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 Board on Codes and Standards Operations in their meeting agenda for information.

7.3 Approval of Personnel and Administrative Items

(a) Personnel and administrative items, including revisions and updates to these procedures shall be approved by one of the following methods:

- (1) a majority recorded vote of the Technical committee or
- (2) a majority of Technical 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 INTERPRETATIONS

The Technical Committee may not issue any interpretations. Interpretations of any ASME standard should be submitted to the Secretary of the respective Standards Committee tasked with the development and maintenance of the English version of the standard in question.

9 APPEALS

9.1 Any action or inaction of the Technical Committee on Translation of ASME C&S in Spanish may be appealed by any individual, company, or organization. Appeals shall be directed to the Board on Codes and Standards Operations. For the BCO appeals process concerning actions or inaction of the Technical Committee on Translation of ASME C&S in Spanish, refer to the BCO Operations Guide.

10 AWARDS

10.1 Certificates of Acclamation

Certificates of Acclamation are Council on Standards and Certification awards available annually to ASME Committees for recognition of excellence in the development of a specific work product (e.g. new document, major revision) and are presented to an individual or a small group of individuals most responsible for the work product.

The Chair or the Secretary (ASME Staff) of the Technical Committee on Translation of ASME C&S in Spanish and/or the Chair or Secretary (ASME Staff) of a subordinate group responsible for the translation of an ASME Standard, may make nominations to the Board on Codes and Standards Operations (BCO) for the issuance of Certificates of Acclamation.

- (a) This award is to recognize excellence in development of a new or revised Spanish edition of an ASME code or standard; it is not intended to be a general service award. The form of the award consists of a Certificate.

- (b) The Chair and/or the Secretary (ASME Staff) of the Technical Committee on Translation of ASME C&S in Spanish or the Chair and/or Secretary (ASME Staff) of the subordinate group responsible for the translation of an ASME Standard, may solicit recommendations from the committee/group membership, including subordinate group Chairs.
- (c) The nomination shall consist of the name(s) of individuals most responsible for the development of a specific committee work product (e.g. new Spanish edition, major revision of Spanish edition)
- (d) An individual may receive more than one Certificate of Acclamation, if so deserving.
- (e) Approval by the Board on Codes and Standards Operations acting on behalf of the Council on Standards and Certification is required. The board exercises control to maintain the integrity of the award.
- (f) At the option of the awardee, a letter from the Board Chair to the individual's management describing the accomplishment and expressing appreciation for sponsoring the individual should be sent.

11 APPENDICES

Appendix A Request for New standard Translation/Formation of New Subordinate Group Form

Appendix A
**Request for Spanish Standard Translation/
Formation of New Subordinate Group Form**

1.	Provide the title and scope and year of edition of the proposed standard to be translated. [Note: This includes technical reports and guides.]
2.	Identify the affected stakeholders/users and the need(s) the proposed translation is intended to address.
3.	Will the proposed translation enhance public safety? Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input type="checkbox"/> If Yes, describe how.
4.	Will the proposed translation contribute to economic efficiency, in terms of facilitating supplier/purchaser agreements and/or international trade? Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input type="checkbox"/> If Yes, describe how.
5.	Indicate which countries it is anticipated that this standard will be used?
6.	Does the proposed translation fall under the jurisdiction of a government agency? Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input type="checkbox"/> If Yes, identify the country, agency and pertinent reference.
7.	Please indicate if there is an existing committee(s) and Subordinate Group(s) responsible for the proposed translation of the standard or if a new subordinate group will need to be formed.
8.	Would the translation of this standard, provide opportunities for supporting products or services, e.g. training or certification? Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input type="checkbox"/> If Yes, please explain.
9.	Provide a list of companies, trade associations, agencies, and other principle groups advocating for the translation of this standard.
10.	Please provide a list of volunteers who are willing to participate in the translation process. Please provide personal contacts. [Note: It is recommended that proposers volunteer to participate in the translation process.]

Appendix A
**Request for Spanish Standard Translation/
Formation of New Subordinate Group Form**

11.	What is the estimated timeframe to produce the translated standard? Explain.
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By signing the below, I acknowledge that copyright and all rights in all materials produced by ASME Standards and Certification 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. ASME Society Policies are available on ASME's web site at <http://www.asme.org/asma/policies>.

Submitted by: _____ **Date:** _____

Evaluation of request.

Requests should be submitted to:

Current Secretary of
TECHNICAL COMMITTEE ON TRANSLATION
OF ASME C&S IN SPANISH

Reference documents:

TECHNICAL COMMITTEE ON TRANSLATION OF ASME C&S IN SPANISH
PROCEDURES