# Scope

This Guideline describes the process for preparation and content and recommends a format for NQA internal guidelines.

# General

The ASME NQA Standards Committee and its working groups develop and use Administrative Guidelines in order to more efficiently and effectively conduct its business. When such a need is identified, this Guideline should be utilized for the generation and control of such Guidelines. The primary function of a Guideline is to serve as a knowledge transfer instrument and one method of assuring consistency across Subcommittee and Working Group actions.

# Process

## The development of NQA Standards Committee Guidelines should be initiated via a Task Proposal Notice, a proposal from a Subcommittee, or by a directive from the NQA Standards Committee Chair or Executive Committee.

## Guidelines should only be generated to describe or improve an existing process.

## When the need for a Guideline expires, the applicable Guideline should be withdrawn from use subject to concurrence by the NQA Standards Committee Chair.

## Guidelines should be reviewed and approved by an administrative NQA Standards Committee ballot.

## The format utilized in this Guideline should be followed for all Guidelines with a Title block and Footer. If there is a need for additional Sections, they should be numbered 1, 2, 3, 4, etc. Subsections should be numbered 1.1, 1.1.1, etc. This content and arrangement are a suggested format, not a strict requirement.

## The Guidelines should be maintained by posting the most current approved version on the NQA Standards Committee page.

## Every attempt should be made to keep a Guideline simple and direct.

## When needed, flow charts and simple explanations should be used to describe the activity or process covered by the Guideline.

## In no case should any Guideline deviate from the Management & Operations procedures of the Board of Nuclear Codes and Standards or the approved NQA Supplemental procedures.

## A listing of NQA Standards Committee Guidelines, including effective revisions, should be maintained by the ASME Secretary or on the NQA C&S Connect webpage.

# References & Attachments

## References and Attachments should be listed and included in this Section.