

## **Procedure for initiating and Processing a Joint Document Thru Two or More ASME Consensus Committees (CC) (i.e., B46, B89 or Y14 Committee)**

1. Problem identification
  - a. Technical issue brought to H213 [Problem definition, impact of problem on industry or standard(s)]
  - b. Problem clarified and acknowledged (from meeting discussions)
  - c. Need for timing of resolution determined as it relates to the release of affected standards.
2. H213 resolution
  - a. Discuss possible solutions and negotiate an agreement
  - b. If agreement is reached go to #8 document approval
  - c. If agreement is not reached, Pre-JAC study is invoked.
3. Pre-Joint Advisory Committee (JAC) study (A small group of experts from the impacted CC's meet to closely examine the problem and make recommendations.)
  - a. Recommendations go first to H213 for review and approval (by a majority vote of the H213 committee)
  - b. Each impacted CC must approve the formation of the Pre-JAC and the membership of the Pre JAC from their area (by a majority vote of the consensus committee)
  - c. Problem definition, impact statement, and scope of work document reviewed, expanded and finalized.
  - d. Recommendation for which standard(s) need to be revised or new standard(s) to be created.
4. JAC Formation and Membership
  - a. Scope of work, development schedule, JAC Charter and recommendation approvals.
    - i. Recommendations go first to H213 for review and approval (by a majority vote of the H213 committee H213)
    - ii. Each impacted CC must approve (by a majority vote of each CC)
  - b. JAC chairman approvals
    - i. The Joint Advisory Committee Chairman will be approved by the consensus committees. When needed the JAC may have Co-Chairmen which will be approved by the appropriate consensus committees (e.g., from their area). Joint Advisory Committees may also have a Vice Chair. 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.
  - c. JAC membership approvals
    - i. Each consensus committee approves the membership of the Joint Advisory Committees from their area. The consensus committees approve reappointments and terminations from their area. Vacancies from Joint Advisory Committees are reported to the consensus committees for replacement and H213 for information.

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- d. Joint Advisory Committee shall be assigned under the H213 Special Committee.
- 5. JAC document creation
  - a. JAC meets and creates draft document. The documents may be recommended changes to one or more standards, or a new PDS standard.
  - b. The Joint Advisory Committees shall prepare and process the draft joint document following Appendix III<sup>1</sup>. The involved consensus committees shall each vote on the proposal.
- 6. H213 Review and Approval

Before balloting the appropriate Consensus Committees, the Draft first goes to H213 for review and approval (by at least 2/3 of the voting members)

### **7. Subcommittee Review**

Before balloting the appropriate Consensus Committees, the Consensus Committees shall consult with appropriate Subcommittees.

### **8. Document approval**

One disapproval from any consensus committee member received on a first consideration vote shall be sufficient to keep the proposal from proceeding. If one or more disapproved votes is received from a subcommittee or project team member during a concurrent first consideration vote with the standards committee, it shall be sufficient to keep the item from proceeding. An attempt at resolution shall be made in accordance with Procedures.

- a) When the proposal draft is for a new or revised PDS standard (or guide) and two Consensus Committees are involved both consensus committees have to approve the draft following para. 7<sup>1</sup> (by at least 2/3 of the voting members)
- b) When the proposal draft is for a new or revised PDS standard (or guide) and three Consensus Committees are involved at least two of the consensus committees have to approve the draft following para. 7<sup>1</sup> (by at least 2/3 of the voting members) and the third consensus committee must approve the draft by at least a majority approval of the voting members.
- c) When the proposal draft is for a new or revised standard (or guide) from one consensus committee (the primary consensus committee), for example revising an Y14 standard, and two consensus committees are involved, the draft shall be approve by the primary consensus committee following para. 7<sup>1</sup> (by at least 2/3 of the voting members) and the other consensus committee must approve the draft by at least a majority approval of the voting members.
- d) When the proposal draft is for a new or revised standard (or guide) from one consensus committee (the primary consensus committee), for example revising an Y14 standard, and three consensus committees are involved, the draft shall be approved by the primary consensus committee following para. 7<sup>1</sup> (by at least 2/3) and the two other consensus committees must approve the draft by at least a majority approval of the voting members

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9. When the Joint Advisory Committee is unable to come to a resolution between involved areas the conflict will be referred to the H213 Special Committee. The H213 Special Committee will invite all relevant Joint Advisory Committee members or consensus committee members to participate in a discussion convened by them for the purpose of facilitating resolution and/or putting forth a recommendation for approval by the consensus committees.

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<sup>11</sup> ASME Codes & Standards Development Committee Procedures With Supplemental Requirements for Committees Under the Jurisdiction of the Board on Standardization & Testing [Rev. 10 Sept 2015]

Rev. 2 dated April 15, 2016