

**OPERATING PROCEDURES FOR ASME
ADMINISTERED U.S. TECHNICAL ADVISORY
GROUPS FOR ISO ACTIVITIES
UNDER THE STANDARDIZATION & TESTING
DEPARTMENT**

Revision 0 Approved by ANSI Executive Standards Council, October 2, 2006
(Editorially Revised – approved by ANSI Executive Standards Council – December 10, 2010)
Revision 1 Approved by ANSI Executive Standards Council, May 14, 2015

Revision 3 April 2016 (S&C BCO Approved May 9, 2016)
BST Issue 2 **Revision 0** February 2007
 Revision 1 November 2007
BST Issue 3 **Revision 0** July 2015
 Revision 1 February 2017



**OPERATING PROCEDURES FOR ASME ADMINISTERED U.S.
TECHNICAL ADVISORY GROUPS FOR ISO ACTIVITIES
UNDER THE STANDARDIZATION & TESTING DEPARTMENT**

TABLE OF CONTENTS

INTRODUCTION	i
1 GENERAL	1
2 FUNCTIONS AND RESPONSIBILITIES	1
3 U.S. TAG ADMINISTRATOR	2
4 OFFICERS	3
5 MEMBERSHIP	4
6 MEETINGS	7
7 VOTING	8
8 APPROVAL OF NATIONAL ADOPTIONS OF ISO STANDARDS AS AMERICAN NATIONAL STANDARDS	10
9 SUBMITTAL OF AN ASME DOCUMENT TO ISO	10
10 TERMINATION OF U.S. TAG	10
11 COMMUNICATIONS	10
12 APPEALS	11
13 ANTITRUST POLICY	12
14 PARLIAMENTARY PROCEDURES	12
APPENDIX A: CRITERIA FOR THE DEVELOPMENT AND COORDINATION OF U.S. POSITIONS IN THE INTERNATIONAL ACTIVITIES OF ISO	13
APPENDIX B: TAG CHARTERS	15
APPENDIX C: TAG ADDITIONAL CATEGORIES OF INTEREST	17

**OPERATING PROCEDURES FOR ASME ADMINISTERED
U.S. TECHNICAL ADVISORY GROUPS FOR ISO ACTIVITIES
UNDER THE STANDARDIZATION & TESTING DEPARTMENT**

Introduction

ASME may administer, on behalf of ANSI, the U.S. Technical Advisory Group (**TAG**) for the pertinent ISO Committee when ASME sponsors a standards committee that is responsible for a standard(s) that has the same or similar scope as a corresponding ISO standard(s). Such action requires the approval of the Board on Standardization & Testing and the Council on Standards and Certification upon recommendation from the standards committee.

Adherence to the requirements of this procedure is essential to ensure consistency in the administration of U.S. Technical Advisory Groups (TAG's), and the full benefits of participation in the development of ISO standards. The approach is to adopt the procedure as written and **to add supplemental material as needed**, such as the U.S. TAG charter. The **base requirements plus the supplemental requirements** shall become the U.S. TAG procedures, **and are** subject to approval by the **Board**. Departures from the requirements in **the base** procedures shall be subject to approval by the **Board** and by the Council on Standards and Certification.

The supplement requirements have been added to coincide with the corresponding section of the Operating Procedures for ASME Administered U.S. Technical Advisory Groups for ISO Activities and are indicated in Red.

A standards committee may establish Guidelines to these Supplemental requirements provided such procedures are not in conflict with these Supplemental Procedures or the Operating Procedures for ASME Administered U.S. Technical Advisory Groups for ISO Activities.

**OPERATING PROCEDURES FOR ASME ADMINISTERED
U.S. TECHNICAL ADVISORY GROUPS FOR ISO ACTIVITIES
UNDER THE STANDARDIZATION & TESTING DEPARTMENT**

1 General

These procedures for ASME administered U.S. Technical Advisory Groups (U.S. TAGs) meet the requirements for due process and coordination in the development of U.S. positions for ISO activities as given in ANSI "*Criteria for the Development and Coordination of U.S. Positions in the International Standardization Activities of the ISO and IEC.*" (Found in the ANSI procedures for U.S. Participation in the International Standards Activities of ISO.) A U.S. TAG consists of its members and its U.S. TAG administrator. A particular U.S. TAG is related to a particular ISO technical committee or subcommittee (e.g., "U.S. TAG for ISO/TC xx.").

Subgroups of U.S. TAGs or separate U.S. TAGs may be formed to relate to subcommittees of an ISO technical committee.

These Procedures apply to US TAGs that are under the Standardization & Testing Department. A list of the TAGs and their charters are shown in Appendix B.

2 Functions and Responsibilities

The functions and responsibilities of the U.S. TAG are:

1. Recommend registration of ANSI as a P- or O-member on an ISO technical committee or subcommittee, recommend a change in ANSI membership status on an ISO technical committee or subcommittee or recommend termination of membership as a P- or O-member on an ISO technical committee or subcommittee
2. Initiate and approve U.S. proposals for new work items for submission by ANSI for consideration by an ISO technical committee or subcommittee
3. Initiate and approve U.S. working drafts for submission by ANSI to ISO technical committees or subcommittees (and, where appropriate, working groups) for consideration as committee drafts
4. Determine the U.S. position on an ISO draft International Standard, draft technical report, committee drafts, ISO questionnaires, draft reports of meetings, etc.
5. Provide adequate U.S. representation to ISO technical committee or subcommittee meetings, designate heads of delegation and members of delegations, and ensure compliance with the ANSI *Guide for U.S. Delegates to IEC/ISO Meetings* (including preparation and submission of a Head of Delegation report by the designated Head of Delegation)
6. Determine U.S. positions on agenda items of ISO technical committee or subcommittee meetings and advise the U.S. delegation of any flexibility it may have on these positions
7. Nominate U.S. technical experts to serve on ISO working groups
8. Provide assistance to U.S. secretariats of ISO technical committees or subcommittees, upon request, including resolving comments on draft international standards, draft technical reports, and committee drafts
9. Identify and establish close liaison with other U.S. TAGs in related fields, or identify ISO

activities that may overlap the U.S. TAG's scope

10. Recommend to ANSI the acceptance of secretariats for ISO technical committees or subcommittees
11. Recommend that ANSI invite the ISO technical committees or subcommittees to meet in the United States (see 1.4 of the ANSI Procedures for U.S. Participation in the International Standards Activities of ISO)
12. Recommend to ANSI U.S. candidates for the Chair of ISO technical committees or subcommittees and U.S. conveners of ISO working groups

3 U.S. TAG Administrator

ASME shall be designated as the U.S. TAG administrator by the ANSI Executive Standards Council (ExSC) upon recommendation of its designee if any, and after ASME accepts, in writing, the responsibilities described below:

1. Organizing the U.S. TAG and applying to ANSI for approval of the U.S. TAG administrator and initial U.S. TAG membership list and accreditation of the U.S. TAG
2. Submitting the U.S. TAG membership list, annual compliance form and annual report to ANSI by established deadlines for review by the ExSC or its designee
3. Determining that the members of the U.S. TAG participate actively
4. Providing for administrative services, including arrangements for meetings, timely preparation and distribution of documents related to the work of the U.S. TAG, and maintenance of appropriate records, including minutes of meetings and results of letter ballots
5. Upon request by an interested party, making available the roster of the TAG including each member's name (or if membership is by organization, the name of the organization with a point of contact), affiliation¹ and interest category
6. Transmitting U.S. proposals and U.S. positions, as developed and approved by the U.S. TAG, to ANSI
7. Transmitting to ANSI U.S. delegates lists for all international meetings
8. Establishing a procedure to hear appeals of actions or inactions of the U.S. TAG
9. Establishing a written antitrust policy reflecting the TAG's practice to conduct all business and activity in compliance with applicable antitrust laws, see Section 13.
10. Complying with the requirements associated with ANSI oversight and supervision of activities of the U.S. TAG and its administration in accordance with 2.5.5 of the ANSI Procedures for U.S. Participation in the International Standards Activities of ISO
11. Ensuring compliance with applicable ANSI and ISO procedures
12. Completing for relevant staff mandatory training offered by ANSI to support compliance with ANSI procedures governing the administration of the U.S. TAG and representation of U.S. interests at ISO.

¹ "Affiliation" refers to the entity that the U.S. TAG member represents (which may or may not be that person's employer). If the TAG member is serving in an individual capacity, then the name of the individual, that person's employer (if employed), sponsor (if other than employer) and interest category should be available. Contact information is not required

4 Officers

There shall be a Chair, and other officers if required, nominated and elected by the members of the U.S. TAG, and subject to approval by the parent² committee. The secretary is a member of the U.S. TAG without vote and shall be appointed by ASME. Each term of office of the Chair and Vice-Chair shall not exceed three-years and shall expire June 30 of the appropriate year. The term of office of the Vice-Chair shall coincide with the term of the Chair. There is no limit on reappointments.

² The parent committee is the committee to which the U.S. TAG reports. In most cases, the parent committee is the standards committee.

5 Membership

Membership shall be open to all U.S. national interested parties³ who indicate that they are directly and materially affected by the activity of the U.S. TAG. There shall be no undue financial barriers to participation. Participation shall not be conditional upon membership in any organization, or unreasonably restricted on the basis of technical qualifications or other such requirements.

5.1 Application. A request for membership shall be addressed to the U.S. TAG administrator, shall indicate the applicant's direct and material interest in the U.S. TAG's work and willingness to participate actively (see 5.8), the applicant's proposed interest category, and, if the applicant is a representative of an organization, company, or government agency, may identify an alternate, if desired. A completed ASME Codes & Standards Personnel Form (PF-1) and a resume or brief biography is needed to communicate the candidate's qualifications.

All appointment and reappointment terms shall not exceed five-year terms and will expire June 30 of the appropriate year. There is no limit on reappointments.

Appointment is contingent upon the submittal of a statement indicating that members and their alternates/representatives 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.

5.2 Recommendation. In recommending appropriate action on applications for membership, the U.S. TAG administrator shall consider:

1. The appropriateness of the involvement of each interest in the work of the U.S. TAG
2. The potential for dominance by a single interest
3. The extent of interest expressed by the applicant, and the applicant's willingness to participate actively
4. Diverse interest and combined interest of an organization, if applicable.

Membership actions and reappointments shall be approved by a majority vote of the U.S. TAG and subject to approval by the parent committee. **The membership of the TAG shall consist of not more than 30 voting members.**

5.3 Diverse Interests. If representatives from distinct divisions of an organization can demonstrate independent interests and authority to make independent decisions in the area of the activity of the U.S. TAG, each may apply for membership.

³ **U.S. National Interested Party** [excerpted from ANSI Procedures for U.S. Participation in the International Standards Activities of ISO (2015)]: One of the following entities directly and materially affected by the relevant standards activity:

1. an individual representing a corporation or an organization domiciled in the U.S. (including U.S. branch offices of foreign companies authorized to do business in one or more states as defined by the relevant State's Corporation law within the U.S.);
2. an individual representing a U.S. federal, state or local government entity; or
3. a U.S. citizen or permanent resident.

5.4 Combined Interests. When appropriate, the U.S. TAG administrator may recommend that the applicant seek representation through an organization that is already represented by a member who represents the same or similar interests.

5.5 Observers (Contributing Members). Individuals and representatives of organizations having an interest in the U.S. TAG's work may request status as observers (contributing members). Observers (contributing members) shall be advised of the U.S. TAG activities, may attend meetings, and may submit comments for consideration, but shall not vote. Observers (contributing members) shall be approved by a majority vote of the U.S. TAG.

5.6 Classification of Members. Members shall be classified in accordance with the business interests of their primary source of support for U.S. TAG participation. All directly and materially affected U.S. national interested parties shall have the opportunity for fair and equitable participation without dominance by any single interest.

Dominance means a position or exercise of dominant authority, leadership, or influence by reason of superior leverage, strength, or representation. The requirement implicit in the phrase "without dominance by any single interest" normally will be satisfied if a reasonable balance among interests can be achieved. Unless it is claimed by a directly and materially affected person that a single interest dominated the U.S TAG activity, to the exclusion of fair and equitable consideration of other viewpoints, no test for dominance is required. Not more than one-third of the membership of U.S. TAGs dealing with safety codes and standards shall come from any single category. No single category shall have a majority on a U.S TAG dealing with product standards.

Alternates shall not be counted in determining the balance of the U.S. TAG.

The classification system shall be subject to approval by the parent Committee.

The Board on Standardization & Testing approved categories of interest shall be used and are as follows:

AB Designer	An organization performing design and design related services
AD Distributor	Those independently concerned with the marketing of the product between producer and consumer
AF General Interest	Educators, individuals from a technical society or other society and public interest persons
AI Laboratory	A national laboratory or an organization furnishing testing and examination services
AO Owner	An organization owning or operating a facility where items are installed or used
AS Producer/ Manufacturer	Those directly concerned with the production of the product involved
AT Regulatory/	Government employee using the standard but not

Government	producing a product
AU Consultants	Consultants using the standard to provide a service
AW User	Those who use the product involved but are not involved with its production or distribution

An additional category of interest for the US TAG to TC 1 and category of interest for the US TAG to TC 192 are contained in Appendix C.

When a change in the classification of a member causes the membership to be out of balance, the U.S. TAG is obligated to attempt to correct the imbalance.

5.7 Alternates. Representation of an absent member may be an alternate. An alternate is a person intended to vote in place of a member on actions. 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 at the request of the U.S. TAG, on the member's return from absence, or when the member is no longer on the U.S. TAG. Alternates shall be approved by a majority vote of the U.S. TAG and subject to approval by the parent committee. An alternate's term of appointment shall expire on the same date as the member's.

5.8 Membership Roster and Charter. ASME shall maintain the list of U.S. TAG members and the organization they represent.

The roster shall include the following:

1. Title and designation of the U.S. TAG
2. U.S. TAG administrator (name of ASME staff secretary, address(es), telephone number)
3. U.S. TAG officers (Chair and other officers)
4. Members:
 - a) Names of the individuals and alternates (as applicable) and their addresses and business affiliations including name of the organization
 - b) The interest category of each individual and alternate (as applicable)

ASME shall also maintain the charter of the U.S. TAG.

5.9 Membership Obligations. Members are expected to participate actively by fulfilling attendance, voting, correspondence, and other obligations.

5.10 Review of Membership. The Chair shall review the membership list annually with respect to the criteria of 5. Members are expected to participate actively by fulfilling attendance, voting, correspondence, and other obligations. Where a member is found in default of these obligations, the Chair shall direct the matter to the U.S. TAG for appropriate action, which may include termination of membership.

6 Meetings

Meetings of the U.S. TAG and meetings of the U.S. delegates to international meetings should be scheduled to respond to international activities. U.S. TAG meetings shall be held, as determined by the Chair/U.S. TAG administrator or by petition of a majority of the members. At meetings, a quorum shall consist of at least 50% of the U.S. TAG membership eligible to vote. 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.

In the absence of the Chair and Vice-Chair at a meeting of the U.S TAG, 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.

6.1 Open Meetings. Meetings of the U.S. TAG shall be open to all members and others having direct and material interest. At least four weeks' notice of regularly scheduled meetings shall be posted on the appropriate ASME Web page(s). The notice shall describe the purpose of the meeting and shall identify a readily available source for further information. An agenda shall be available and shall be distributed in advance of the meeting to members and to others expressing interest.

A portion of a meeting may be held in executive session, when considering subjects such as personnel and other administrative matters.

6.2 ASME Hosting an ISO Meeting. When appropriate, the U.S. TAG may propose to host an ISO technical committee, subcommittee, and/or working group meeting. Proposals should include proposed meeting dates, location, and other requirements. When possible, the U.S. TAG Secretary should investigate the needs of the ISO Committee and prepare an estimate of the meeting costs, which will then be presented to the appropriate Director, prior to the proposal being considered by the U.S. TAG. The final decision to host an ISO meeting would be ASME's when they are bearing any of the meeting costs.

Proposals to host an ISO meeting shall be approved by the responsible U.S. TAG [Ref. 7.5] and shall be confirmed by ANSI (for TC and SCs).

7 Voting

7.1 Vote. Each member shall vote one of the following positions:

1. Approve
2. Disapprove with reasons (In all but administrative matters, the reasons for a disapprove vote shall be given and if possible should include specific wording or actions which would resolve the objection.)
3. Abstain with reason
4. Not voting with reason (A response of 'not voting' signifies neither approval or disapproval and should be executed only when the U.S TAG participant believes that he/she has a conflict of interest or potential conflict of interest and, in accordance with Society Policy, is removing himself/herself from the voting process.)

7.2 Vote of Alternate. An alternate's vote is counted only if the principal representative fails to vote.

7.3 Voting Period. The voting period for ballots shall be established to allow for timely response to international time limits. An extension may be granted at the option of the Chair or U.S. TAG administrator when warranted (e.g., when the requirements for approval or disapproval specified by 7.5 or 7.6 are not achieved.).

The usual voting period is four weeks. A voting period of six weeks may be used based upon such factors as the size and complexity of the proposal, and the current U.S. TAG workload.

7.3.1 Not Returned Ballots. Members who have not voted by the close of the voting period shall be recorded as Not Returned. There is no reduction in the total U.S. TAG voting membership for members recorded as Not Returned.

7.4 Authorization of Ballots. A ballot may be authorized by:

1. Majority vote of those present at a U.S. TAG meeting
2. The Chair
3. The U.S. TAG administrator
4. Petition of five members of the U.S. TAG or a majority of the U.S. TAG, whichever is less

7.5 Actions Requiring Approval by Majority. The following actions require a ballot or an equivalent formal recorded vote with approval by at least a majority of the U.S. TAG membership:

1. Approval of officers appointed by the U. S. TAG administrator or nominated by members of the U.S. TAG
2. Formation of a subgroup, including its procedures, scope, and duties
3. Disbandment of a subgroup
4. Addition of new U.S. TAG members
5. Reappointment of U.S. TAG members and officers
6. Approval of minutes
7. Other actions of the committee not specified elsewhere

7.6 Actions Requiring Approval by Two-Thirds of Those Voting. The following actions

must be approved by at least two-thirds of those voting by ballot, excluding any 'not voting' responses, or if at a meeting, by two-thirds of those present, providing at least half of the members vote to approve:

1. Adoption of U.S. TAG procedures, categories of interests, or revisions thereof
2. Approval of recommendation to change the U.S. TAG Charter
3. Approval of U.S. position on technical matters brought before the U.S. TAG (i.e., NP, CD, DIS, FDIS)
4. Approval of recommendation to terminate the U.S. TAG

The U.S. TAG administrator shall report successful ballots on items 1, 2, 3, and 4 to the ExSC, along with its views on the action.

7.7 Consideration of Views and Objections on Ballots. The administrator of the U.S. TAG shall forward the views and objections received to the Chair of the U.S. TAG, or his designee. The Chair shall determine whether the expressed views and objections shall be considered by telephone, correspondence, or at a meeting.

Prompt consideration shall be given to the expressed views and objections of all participants including those commenting on a draft international standard (DIS) listing in *Standards Action*. A concerted effort to resolve all expressed objections shall be made, and each objector shall be advised of the disposition of the objection and the reasons therefor.

Substantive changes required to resolve objections, and unresolved objections, shall be reported to the U.S. TAG members to afford all members an opportunity within appropriate time limits to respond, to reaffirm, or to change their position.

7.8 Report of Final Result. The final result of the voting shall be reported to the U.S. TAG.

7.9 Submittal of U.S. Position. Upon completion of the procedures for voting, consideration of views and objections, and appeals, the U.S. position, which represents the U.S. consensus, shall be submitted to ANSI by the U.S. TAG administrator. ANSI, as the official ISO member body, is responsible for providing the U.S. position to ISO.

7.10 Information Submitted. The information supplied to ANSI shall include:

1. Title and designation of the document
2. Indication of the type of action requested (for example, approval of a new draft international standard or reaffirmation, revision, or withdrawal of an existing draft international standard, questionnaire, etc.)
3. Status of any appeal action related to approval of the proposed U.S. position
4. A summary of the voting and U.S. TAG member responses
5. Identification of all unresolved views and objections, names of the objector(s), and a report of attempts toward resolution

8 Approval of National Adoptions of ISO Standards as American National Standards

When the U.S. TAG recommends the adoption of ISO standards as American National Standards, para. 7.3 of the *ASME Procedures for Codes and Standards Development Committee* is applicable. The recommendation to proceed with a national adoption should include whether it will be an identical national adoption or a national adoption with changes (i.e. modified national adoptions).

9 Submittal of an ASME Document to ISO

Board on Standardization & Testing and Council on Standards and Certification approval is required prior to submitting ASME copyright standards or draft ASME standards to ISO for consideration

10 Termination of U.S. TAG

A proposal to terminate a U.S. TAG may be made by directly and materially affected interests. The proposal shall be submitted in writing to ANSI and to the U.S. TAG administrator and shall include the reasons why the U.S. TAG should be terminated. The U.S. TAG shall take action in accordance with 7.6. Should the termination be approved by the U.S. TAG, such action requires approval by the parent committee followed by approval by the supervisory board. Information regarding the termination of a U.S. TAG shall be promptly provided to the secretariat of the ISO TC or SC. In the event that the U.S. holds the secretariat for an ISO TC or SC for which the U.S. TAG is considering termination, the organization serving as secretariat shall be informed promptly and shall submit their position regarding termination of the U.S. TAG to ANSI and to the U.S. TAG administrator.

As a result of action taken in accordance with A.7.6, should termination of the U.S. TAG be approved, notification of such action shall be announced in *Standards Action*. The announcement shall note that dissolution of the U.S. TAG will result in the U.S. relinquishing its P- (participant) status in the international activity. Also, if the U.S. serves as international secretariat, the announcement shall state that the U.S. will resign as international secretariat. The appropriate notification(s) shall be sent to ISO Central Secretariat regarding the change in status, and the relinquishment of the secretariat, if applicable.

11 Communications

External communications such as inquiries relating to the U.S. TAG should be directed to the U.S. TAG administrator, and members should so inform individuals who raise such questions. All replies to inquiries shall be made through the U.S. TAG administrator.

12 Appeals

Directly and materially affected U.S. national interested parties who believe they have been or will be adversely affected by an action or inaction of the U.S. TAG or its administrator shall have the right to appeal.

12.1 Complaint. The appellant shall file a written complaint with the U.S. TAG administrator within thirty days after the date of notification of action or at any time with respect to inaction. The complaint shall state the nature of the objection(s) including any adverse effects, the section(s) of these procedures or the specific actions or inactions that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted.

12.2 Response. Within thirty days after receipt of the complaint, the respondent shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent's knowledge.

12.3 Hearing. If the appellant is not satisfied with the response of the respondent, they shall so inform the U.S. TAG administrator within 10 working days. The U.S. TAG administrator shall schedule a hearing with an appeals panel on a date agreeable to all participants, giving at least ten working days notice.

12.4 Appeals Panel. The appeals panel shall be appointed by the U.S. TAG administrator, and shall consist of three or more individuals who have not been directly involved in the matter in dispute, and who will not be materially or directly affected by any decision made or to be made in the dispute. At least 50% of the members shall be acceptable to the appellant and at least 50% shall be acceptable to the respondent.

12.5 Conduct of the Hearing. The appellant has the burden of demonstrating adverse effects, improper actions, or inactions and the efficacy of the requested remedial action. The respondent has the burden of demonstrating that the committee and the U.S. TAG administrator took all actions in compliance with these procedures and that the requested remedial action would be ineffective or detrimental. Each party may adduce other pertinent arguments, and members of the appeals panel may address questions to individuals. Robert's Rules of Order (latest edition) shall apply to questions of parliamentary procedure not covered herein for the hearing.

12.6 Decision. The appeals panel shall render its decision in writing within thirty days, stating findings of fact and conclusions, with reasons therefor, based on a preponderance of the evidence. Consideration may be given to the following positions, among others, in formulating the decision:

1. Finding for the appellant and remanding the action to the U.S. TAG or the U.S. TAG administrator with a specific statement of the issues and facts in regard to which fair and equitable action was not taken
2. Finding for the respondent with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections
3. Finding that new, substantive evidence has been introduced and remanding the entire action to the U.S. TAG or the U.S. TAG administrator for appropriate reconsideration

12.7 Further Appeal. An appeal of a U.S. TAG appeals decision may be filed with ANSI ExSC in accordance with the *Operating Procedures of the ANSI Executive Standards Council*.

12.8 Informal Settlement. ANSI encourages settlement of disputes at any time if the settlement is consistent with the objectives of the ANSI Procedures. Any settlement to which the parties agree in writing, that is consistent with these procedures, or an agreement to withdraw the appeal, will terminate the appeal process.

13 Antitrust Policy. U.S. positions developed by ASME administered U.S. TAGs shall be developed in accordance with applicable antitrust and competition laws and meetings amongst competitors to develop U.S. positions are to be conducted in accordance with these laws.

14 Parliamentary Procedures

On questions of parliamentary procedures not covered in these procedures, *Robert's Rules of Order* (latest edition) may be used to expedite due process.

APPENDIX A

Criteria for the Development and Coordination of U.S. Positions in the International Standardization Activities of the ISO

A1 Guidelines for Determining a U.S. Voting Position

The development of a U.S. position with regard to voting on international documents is a matter of great complexity. Firm rules for casting affirmative votes, negative votes, and abstentions, would be presumptuous and unworkable in many cases. However, efforts should be made to achieve consistency in the perceived conduct of the United States as a participant in international, non-treaty standards development. Toward that end, guidelines for determining a voting position are included herein in order to provide direction toward a consistent voting policy. These guidelines cannot cover all of the factors that must be considered in determining the U.S. vote. They do, however, represent generally accepted principles that should be applied to normal situations.

A1.1 If there is an existing U.S. national standard (i.e., an American National Standard or, in the absence of an American National Standard, another standard generally accepted within the United States) and:

1. If the national standard can be considered equivalent⁴ to the requirements in the international document, vote affirmative
2. If the international document includes different, additional, or more stringent requirements than are in the national standard and the U.S. consensus indicates that such requirements are:
 - a) Acceptable, and should be considered for inclusion in the national standard, vote affirmative, or
 - b) Not acceptable, vote negative
3. If the national standard includes different, additional, or more stringent requirements than are in the international document and the U.S. consensus indicates that such requirements:
 - a) Should be modified in accordance with the international document, vote affirmative, or
 - b) Must be maintained, vote negative, or
 - c) Must be maintained, but the proposed document is considered to represent the best agreement which can be attained at the present time from an international point of view, vote abstain with a statement that the U.S. cannot modify its national standard for stated reasons

⁴ The word “equivalent” is intended to convey the thought that any product or procedure that meets the requirements of the national standard will also meet the requirements of the international standard and vice versa when tested for conformance by accepted means.

A1.2 If no national standard exists and

1. If U.S. consensus establishes that the international document is:
 - a) Technically acceptable and could be used as the basis for the development of a national standard, vote affirmative, or
 - b) Not technically acceptable, vote negative
2. If the international document is of little or no interest to the U.S., abstain
3. If the international document unnecessarily creates a barrier to domestic or international trade or impedes innovation or technical progress, vote negative

A1.3 Regardless of whether or not a national standard exists, if no U.S. consensus has been established, abstain.

A1.4 The U.S. vote, if negative, must be accompanied by reasons and supporting information such as technical data and logical argument. Also, any known exceptions and/or additions that will be required to conform to U.S. safety practices or regulations shall be noted.

A1.5 Exceptions. Exceptions to the above stated voting guidelines should be carefully considered.

APPENDIX B

US TAG Charters

ASME TAG to ISO TC 1 Screw Threads

Charter: Standardization of series of internationally interchangeable fastening and traversing screw threads with a minimum variety of basic profiles, pitches and diameters including tolerances and verification.

ASME TAG to ISO TC 2 Fasteners

Charter: Standardization of dimensions, tolerances, mechanical and functional properties, test methods and acceptance procedures of fasteners.

ASME TAG to ISO TC 10 Technical Product Documentation

Charter: Standardization and coordination of technical product documentation (TPD), including technical drawings, manually produced or computer based for technical purposes throughout the product life cycle, to facilitate preparation, management, storage, retrieval, reproduction, exchange and use.

ASME TAG to ISO TC 29 SC2 Holding, Tools Adaptive Items and Interfaces

Charter: Holding tools, adaptive items and interface having no functional dimensions linked with cutting edges

ASME TAG to ISO TC 30 Measurement of Fluid Flow in Closed Conduits

Charter: Standardization of rules and methods for the measurement of fluid flow in closed conduits including:

- terminology and definitions;
- rules for inspection, installation, operation;
- construction of instruments and equipment required;
- conditions under which measurements are to be made;
- rules for collection, evaluation and interpretation of measurement data, including errors.

ASME TAG to ISO TC 39 Machine Tools

Charter: Standardization of all machine tools for the working of metal, wood and plastics, operating by removal of material or by pressure.

ASME TAG to ISO TC 100 Chains and Chain Sprockets for Power Transmission and Conveyors

Charter: Standardization in the field of power transmission chains, conveyor chains and chain wheels.

ASME TAG to ISO TC 192 Gas Turbine

Charter: Standardization in the field of all aspects of gas turbine design, application, installation, operation and maintenance, including simple turbine cycles, combined cycle systems, definitions, procurement, acceptance, performance, environment (on the gas turbine itself and the external environment) and methods of test.

ASME TAG to ISO TC 213 Dimensional and Geometrical Product Specifications and Verification

Charter: Standardization in the field of geometrical product specifications (GPS), i.e. macro- and microgeometry specifications covering dimensional and geometrical tolerancing, surface properties and the related verification principles, measuring equipment and calibration requirements including the uncertainty of dimensional and geometrical measurement. The standardization includes the basic layout and explanation of drawing indications (symbols).

APPENDIX C

TAG Additional Categories of Interest

C1 Introduction

This Appendix provides an additional category of interest for US TAG ISO TC 1 and alternative categories of interest for the US TAG to ISO TC 192.

C1.1 Additional Category of Interest for the US TAG to ISO TC 1

GS Gage Manufacturer Those directly concerned with the production of gages

C1.2 Categories of Interest for the US TAG to ISO TC 192 are shown below:

AK Supplier – Constructor, Producer or Manufacturer Interest Those directly concerned with the production of the equipment for which the PTC Document is written.

AW User Interest Those who use the equipment for which the PTC Document is written, but are not involved with its production.

AF General Interest Those employed by government, academia, consulting firms, the Public at large, etc. who have interest in the equipment for which the PTC Document is written.

AB Designer An organization performing design and design related services

AQ Testing Services A national laboratory or an organization furnishing testing and examination services