All proposals for New Standards Committees shall include:

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|  | The title of the proposed standards committee: |
|  | The charter of the proposed standards committee: |
|  | A list of any federal agencies that may be involved (as applicable) along with any pertinent issues of which they are aware. |
|  | Identification of any committee conflicts that the submitter is aware of, both within and outside of ASME. |
|  | The types of standards (product or safety-related) that the committee will most likely develop (to assist in determining appropriate committee balance) |
|  | The supervisory board to which it would report.  |
|  | The names and proposed interest categories of at least 6 individuals (preferably balanced) who have confirmed that their companies would support their participation on such a committee.

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| --- | --- | --- | --- | --- | --- |
|   | Name  | E-mail Address   | Company  | Category of Interest | Country (other than USA)  |
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|  | Recommendation of one of the above individuals to be the initial Chair along with confirmation that they are willing and able to take on the role. |

**Actions Necessary to Create a New Standards Committee**

The current process for approving a new standards committee includes individual actions for:

1. approval of creating the committee by the Board and the Council
2. approval of the charter by the Council
3. appointment of an initial Chair by the Board
4. appointment of members by the Board

If the Board does not feel that it is appropriate to establish a formal standards committee yet, they could establish a Project Team to assist in further developing the proposal for the new standards committee.

**Appendix A
Document Information**

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| **General**  |
| **Title**  | **Proposal for a New Standards Committee Form**  |
| **Owner (Individual)**  | **MD or Senior Director Standards**  |
| **Owner (Department)**  | **Standards**  |
| **Contributor(s)**  |   |
| **Approver(s)**  | **Review by Directors and Approved by MD or Senior Director Standards**  |
| **Users**  | **All Standards Development Staff**  |
| **Access Levels**  | **Staff, committee members and public**  |
| **Review Cycle**  | **Annual Review**  |
| **Date of Next Review**  | **February 2022** |
| **Repository**  | **SharePoint and T:\Technical\S&C Policies, Procedures and Guides\3 Guides\** |

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| **Version History**  |
| **Version**  | **Approved on**  | **Change Summary**  |
| 1  | 11-7-2019 | Approved by BCO as Part of IOP Recommendation 72.  |
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