

**B20 STANDARDS COMMITTEE  
ON CONVEYORS AND RELATED EQUIPMENT**

**SUPPLEMENT TO PROCEDURES FOR THE ASME CODES AND STANDARDS  
DEVELOPMENT COMMITTEES**



**Revised to Update Reference to Accredited Standards Development Procedures – October  
2018**

## ASME B20 STANDARDS COMMITTEE PROCEDURES

These procedures include the Procedures for ASME Codes and Standards Development Committee, Revision [17], Dated [October 30, 2018], as supplemented below:

### Charter (Ref. 1.1) –

The charter of the B20 Committee on Safety Standards for Conveyors and Related Equipment, hereafter called the Standards Committee, of The American Society of Mechanical Engineers (ASME), shall be: This standard applies to the design, construction, installation, maintenance, inspection, and operation of conveyors and conveying systems in relation to accident hazards.

Conveyors covered by this standard include such items as power conveyors, gravity conveyors, pneumatic tubes, skip hoists, vertical reciprocating conveyors, and power unloading scoops, except as provided in the following paragraph.

This standard does not apply to industrial powered trucks, tiering machines, cranes, derricks, hoists, power-and hand shovels, bucket drag lines, moving stairways, dumbwaiters, manlifts, and platform elevators to carry passengers or the elevator operator.

### Number of Members (Ref. 3.1) –

The membership of the Standards Committee shall consist of not more than 35 members, but the supporting subordinate groups and project teams, may in the aggregate total a larger number. Membership in the Standards Committee shall be on an individual basis.

### Multiple Membership from a Single Organization (Ref. 3.2.1) –

(a) There shall be no more than one voting member from a single organization (see para. (e) below) except that a Standards Committee may nominate more than one voting member due to one or more of the following circumstances:

- (1) The nominees represent different expertise considered necessary to the Committee.
- (2) One of the nominees (or two of the nominees if three are being nominated) is a Chair of a Subcommittee.

(b) The justification for the multiple membership shall be submitted to the Board on Safety Codes and Standards at the time the nominees are considered for appointment and reappointment. When circumstances arise in which there would be three persons from

one organization, the justification shall be considered at a meeting of the Board on Safety Codes and Standards.

(c) Under no circumstances, shall there be more than three voting members from a single organization.

(d) If there are two members from one organization on the Standards Committee due to the acquisition of one company by another, the merger of two companies, or by a member moving from one organization to another (without changing interest category), this policy need not be applied until the expiration date of one of the member's term. If this situation results in three or more members from one company on the Standards Committee, it shall be brought to the attention of the Board on Safety Codes and Standards for consideration at its next meeting.

(e) For the purposes of this policy, an organization is defined as a company, government agency, union, etc. In the case where two companies are part of the same corporation or one company is owned by another, a decision as to whether they constitute a single organization will be made by the Board on Safety Codes and Standards on a case-by-case basis. The independence of the two companies shall be used as the criteria for making this decision. In the case of government bodies, two agencies would not be considered the same organization if they promulgated separate regulations or separate procurement standards/specifications.

#### Member Interest Categories (Ref. 3.2.5) –

The membership of the ASME B20 Committee on Safety Standards for Conveyors and Related Equipment shall be classified in accordance with their major interests from among the following categories, as appropriate:

- AD - Independent distributors and retailers
- AE - Employees affected by the Standard - Labor
- AF - General Interest - Specialists having expert knowledge in the field of the B20 Committee's work, representatives of independent laboratories, or representatives of technical or other societies
- AG - Installers and erectors
- AH - Insurance interests
- AK - Manufacturers of the product, product component, or material
- AT - Governmental bodies having regulatory power or influence over the field in question
- AO - Owners or users of conveyor and related equipment
- AX - Utilities

#### Determining Subordinate Membership (Ref. 5.1.2, 6.3.2) –

The standards committee shall approve membership of the subordinate groups reporting to it.

Determining Project Team Membership (Ref. 5.3) –

The chairman of the B20 standards committee appoints the project teams.

Interpretations (Ref. 6.1.6, 10.3(a), 10.5) –

Interpretations are approved by a vote of the B20 Standards Committee.

Voting Procedures (Ref. 7.2.3) –

Explanation of Votes:

Approved - vote indicates that you accept the revision as written. Comments may be submitted with these votes on the attached comment sheets, however, these comments will only be used either by the Secretary for guidance in preparing the final publication or for consideration by the developer of the action for consideration for possible future revision.

Disapproved - vote indicates that you do not accept the revision as written and a reason for your disapproved vote and the rewording of the proposal which would satisfy your objection must be included. If no reason is submitted, the vote will be recorded as a “disapproved without reason”. The Committee is not required to consider disapproved votes unaccompanied by a reason. The Committee is not required to solicit a reason from the disapproved voter.

Not Voting - vote indicates that you have reviewed the proposal and do not wish to either approve or disapprove the proposal because you have a conflict of interest on the subject matter being considered. A “not voting” vote reduces the total committee voting membership for that particular action. This vote effectively removes you from the Committee for the purpose of determining the percentage of approved votes on that item.

Abstain - vote indicates that you do not wish to either approve or disapprove the proposal because you either would like to have further Committee discussions before taking a position, you are not technically qualified, you did not have adequate time to consider the proposal, or you are an employee of a governmental agency which prevents you from voting. An “abstain” vote does not affect the total committee voting membership. The vote is counted for the purpose of determining the percentage of approved votes.