<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope</td>
<td>1</td>
</tr>
<tr>
<td>Responsibilities</td>
<td>2</td>
</tr>
<tr>
<td>Organization</td>
<td>3</td>
</tr>
<tr>
<td>Meetings</td>
<td>4</td>
</tr>
<tr>
<td>Subcommittee Actions</td>
<td>5</td>
</tr>
<tr>
<td>Ballots</td>
<td>6</td>
</tr>
</tbody>
</table>

**Appendix A**

Question Review Procedures and Statement of Confidentiality .................................. 7
1 SCOPE

The scope of the Subcommittee includes

(a) Development of written examination for Certification
(b) Maintenance of written examination for Certification
(c) Consideration of challenges to test questions
2 RESPONSIBILITIES

The Subcommittee is responsible to the QFO Standards Committee. The Subcommittee will comply with the QFO Certification Procedures. The Subcommittee may be requested to assist in providing an evaluation of any challenges to test questions. This may require coordination with the Subcommittee on Certification.
3 ORGANIZATION

3.1 The membership will be as established by the QFO Standards Committee. The Subcommittee shall consist of not less than four members.

3.2 A Chair shall be appointed by the QFO Standards Committee. A Vice-Chair may also be appointed.

3.3 The Secretary shall be designated from the ASME Codes and Standards Directorate.

3.4 BALANCE

Members shall be classified according to interest into one of the following categories which are consistent with those provided for the QFO Standards Committee.

(a) AT – Regulatory – federal and state government bodies responsible for the promulgation and/or enforcement of environmental regulations
(b) AO – Owner/Operators – operators of high capacity fossil fuel fired plants to which this standard applies
(c) AK – Manufacturers – manufacturers of high capacity fossil fuel fired plants to which this standard applies
(d) AH – Insurance – insurers of high capacity fossil fuel fired plants to which this standard applies
(e) AE – Employee/Union Interest – unions representing employees of high capacity fossil fuel fired plants to which this standard applies
(f) AF – General Interest – public interest groups and other persons with expertise in public health, operator safety, education, and testing not otherwise classified above
(g) AG – Installer/Erector – designers or constructors of facilities to which this standard applies
(h) AV – Services – Training companies providing services to operators of high capacity fossil fuel fired plant equipment.
(i) AX – Utilities – companies or facilities to which this standard applies whose primary or principal purpose is to produce electricity for wholesale or retail sale

No more than one half of the membership may represent any one interest classification. Lack of representation of an interest category shall not preclude the Subcommittee from conducting its business.
4 MEETINGS

4.1 Meetings will be held as required by the program of work and where there is responsibility to provide an evaluation of challenges to test items.

4.2 ACCESS

All portions of the meeting dealing with specific test questions are normally closed to all persons except members of the Subcommittee, members of ASME Internal Audit Teams, the Chair of BCA, and the ASME Testing Consultant. A nonmember may be invited to attend. Such nonmember will be required to sign the appropriate confidentiality statements.

4.3 QUORUM

A quorum is established when not less than one half of the members of the Subcommittee are present at a meeting.

4.4 CONFIDENTIALITY

All documents related to the contents of examinations shall be treated as confidential.
5 SUBCOMMITTEE ACTIONS

5.1 TYPICAL BUSINESS

(a) written test questions for the QFO Examination
(b) review and evaluation of EEOC Analysis and pass rates

5.2 VOTING REQUIREMENTS

5.2.1 Approval of actions at meetings

Acceptance of written test questions into the valid bank requires unanimous approval by the members present. Actions on challenges to test questions requires unanimous approval by the members present. All other business requires a simple affirmative vote by at least two-thirds of the members present.

5.2.2 Approval of actions by ballot

Ballots will be considered approved if affirmative votes are received from all members voting. A single negative requires reconsideration. The Chair and the Secretary will establish whether reconsideration will be by ballot or at a meeting. Reconsideration ballots will be considered approved if affirmative votes are received from at least fifty percent of the subcommittee membership.

5.3 VOTING OBLIGATIONS

5.3.1 Subcommittee members shall exercise their voting privilege at meetings and within prescribed time limits on ballots.
6 BALLOTS

6.1 AUTHORIZATION

Ballots may be authorized by any of the following:

(a) an Officer of the Subcommittee;
(b) a majority vote of those members present at a meeting of the Subcommittee; or
(c) petition of two members of the Subcommittee.

6.2 BALLOT PROCEDURES

6.2.1 The Secretary shall ensure that all pertinent information is on the ballot form, or attached thereto, to permit proper consideration of the matter at hand by the membership. The action to be voted on shall be clearly identified on the ballot.

6.2.2 The ballot will contain “approved”, “not approved with reason”, and “not voting with reason”, as the forms of response. “Not voting with reason” shall be used for conflict of interest.

6.2.3 “Not Voting” signifies neither approval or disapproval, but the total subcommittee voting membership is reduced by one.

6.2.4 The voting period for ballots shall be twenty one days from the date of issue. Expedited or extended ballots may be authorized by the Subcommittee Chair. Ballots not returned shall be designated “Not Returned”. “Not Returned” signifies neither approval or disapproval. The total Subcommittee voting count is not affected.

6.2.5 The Secretary shall report the results of all ballots including comments to the Subcommittee for information, resolution, or action as required.
APPENDIX A  QUESTION REVIEW PROCEDURES AND STATEMENT OF CONFIDENTIALITY

1  INTRODUCTION

The purpose of these procedures is to assure that test questions shall be maintained as confidential.

2  ATTENDANCE AT MEETINGS

The following are the only persons who will be permitted to attend meetings while questions are being reviewed:

(a) QFO Subcommittee on Testing members;
(b) ASME Codes & Standards staff;
(c) ASME Testing Consultant hired to advise ASME, design the examinations, and monitor statistics;
(d) Other QFO Committee members, upon permission of the Chair of the Standards Committee or the Chair of the Subcommittee on Testing.
(e) Other ASME Testing Committees, upon permission of the Chair of the Standards Committee or the Chair of the Subcommittee on Testing.
(f) A nonmember when invited by the Subcommittee.
(g) Members of ASME Internal Audit Teams and the Chair of BCA.

3  SIGNED STATEMENT

Prior to the distribution of questions at a meeting, the Secretary shall assure that all participants have signed a statement agreeing to keep all information confidential. Persons refusing to sign the statement will be required to leave the meeting.

4  CONTROL OF QUESTIONS

(a) No member shall be permitted to leave the room with a copy of approved test questions.
(b) If the meeting lasts more than one day, the copies shall be returned to ASME staff at the end of each day.
(c) During lunch breaks, the meeting room shall be locked or the test questions secured.
(d) Members may take notes at the meeting to assist in subsequent item development.
(e) Draft test questions may be taken for rework prior to acceptance. This shall be recorded in the minutes.
5 REVIEW OF QUESTIONS OUTSIDE THE MEETING

If it is necessary to do further research outside of the meeting which requires that a subcommittee member have a copy of one or more draft questions, they must be kept confidential and be reported upon at the next meeting.
QFO SUBCOMMITTEE ON TESTING

STATEMENT ON CONFIDENTIALITY

The undersigned hereby agrees to treat all information regarding the questions on the Examination, including all discussions and material distributed at this meeting, as strictly confidential.

The undersigned shall not be permitted to apply for ASME QFO certification until twelve months subsequent to the date of the members resignation from this Subcommittee.

Individuals already having ASME QFO certification may participate as members of the Subcommittee.

Discussions of specific test items with any person not authorized to have access to the contents of the Examination is prohibited.

Name:  ________________________________________________________
(print)                                                                 
(signature)  ________________________________________________________

Date:  ________________________________________________________