ASME/API JOINT COMMITTEE
ON
FITNESS-FOR-SERVICE

POLICIES AND PROCEDURES
An Annex to the Procedures for ASME Codes and Standards Development Committees

Revision 0 Approved by the ANSI Executive Standards Council, August 30, 2005
Revision 1 Approved by the ANSI Executive Standards Council, March 22, 2007
Revision 2 (incl. Rev. 2a & 2b) Approved by the ANSI Executive Standards Council, August 10, 2010
Revision 3 Approved by the ANSI Executive Standards Council, January 8, 2014

Revision 0: February 17, 2005 (ASME BPTCS Approved)
April 20, 2005 (API CRE Approved)
Revision 1: July 17, 2006 (ASME BPTCS Approved)
November 1, 2006 (API CRE Approved)
Revision 2: April 30, 2009 (ASME BPTCS Approved)
April 29, 2009 (API CRE Approved)
Revision 2a: December 21, 2009 (ASME BPTCS Approved)
November 11, 2009 (API CRE Approved)
Revision 2b: April 14, 2010 (ASME BPTCS Approved)
April 28, 2010 (API CRE Approved)
Revision 3: April 17, 2013 (ASME BPTCS Approved)
April 24, 2013 (API CRE Approved)
TABLE OF CONTENTS

1 CHARTER .................................................................................................................................................. 3

2 ORGANIZATION .......................................................................................................................................... 3
  2.1 Description .......................................................................................................................................... 3
  2.2 Subordinate Groups .............................................................................................................................. 3

3 OFFICERS .................................................................................................................................................. 3
  3.1 Chair and Vice Chair ........................................................................................................................... 3
  3.2 Secretary ............................................................................................................................................. 3

4 MEMBERSHIP .......................................................................................................................................... 4
  4.1 Appointment ...................................................................................................................................... 4
  4.2 Membership Classification and Distribution ......................................................................................... 4
  4.3 Qualifications of Members .................................................................................................................. 4
  4.4 Review of Membership ....................................................................................................................... 4
  4.5 Representatives and Alternates .......................................................................................................... 5
  4.6 Number of Members ........................................................................................................................... 5

5 MEETINGS ............................................................................................................................................... 5
  5.1 General ............................................................................................................................................... 5
  5.2 Quorum .............................................................................................................................................. 5

6 COMMITTEE ACTIONS ........................................................................................................................... 5
  6.1 Voting ................................................................................................................................................. 5
  6.2 Ballots .................................................................................................................................................. 6

7 PUBLIC REVIEW AND SUBMITTAL TO ANSI ..................................................................................... 8
  7.1 Public Review .................................................................................................................................... 8
  7.2 Submittal to ANSI ............................................................................................................................... 8

8 INTERPRETATIONS ................................................................................................................................ 8

9 APPEALS .................................................................................................................................................. 9
  9.1 Complaint .......................................................................................................................................... 9
  9.2 Consideration of Appeals .................................................................................................................... 9
  9.3 Procedure for Appeals ......................................................................................................................... 9
  9.4 Further Appeals .................................................................................................................................. 9

10 RECORDS ............................................................................................................................................... 10
1 CHARTER

The API/ASME Fitness-for-Service Joint Committee (FFSJC) develops and maintains a standard addressing fitness-for-service assessment techniques for pressurized equipment such as vessels, heat exchangers, piping, tankage, and boilers.

2 ORGANIZATION

2.1 Description

The FFSJC is a joint committee of the American Petroleum Institute’s Committee on Refinery Equipment (CRE) and the American Society of Mechanical Engineers’ Board on Pressure Technology Codes and Standards (BPTCS).

2.2 Subordinate Groups

When subordinate groups are required, they shall be established by a majority vote of the FFSJC. When such groups engage in drafting proposed parts of the standard, individuals having substantial knowledge of the subject of the proposed standard shall be included. Individual subordinate group members need not be members of the FFSJC. Although subordinate groups do not ordinarily constitute a consensus-making group, they should have representatives from the various interests, whenever possible. Subordinate groups are advisory to the FFSJC.

3 OFFICERS

3.1 Chair and Vice Chair

There shall be a chair and vice chair approved by a majority vote of the FFSJC members, and by both the CRE and BPTCS.

3.1.1 The chair, in consultation with the vice chair and secretary, establishes the time, date, and agenda for meetings of the committee.

3.1.2 In the absence of the chair, the vice chair shall fulfill the duties of the chair and shall perform other duties as assigned by the chair.

3.1.3 The election of the chair shall be by ballot, using the weighted vote method. Prior to the ballot, the secretary will poll the FFSJC members to determine those members willing to serve if nominated. Each member will be requested to mark three choices for chair, using the numerals 3, 2, and 1, to designate their order of preference. Thirty (30) Calendar days will be allowed for reply. The numerical values are summed for each member. The two (2) names receiving the highest weighted vote totals, or three (3) names if there is a tie for second, shall be the nominees. The secretary shall then submit the names of the nominees on a ballot to all members for voting within ten (10) days. Thirty (30) Calendar days will be allowed for reply. The member receiving the majority (or plurality if there is a tie for second) of votes cast will be elected chair.

3.1.4 The nominee receiving the second highest number of votes in the ballot for chair shall be elected vice chair.

3.2 Secretary

The Secretary shall be a member of the FFSJC without vote, and a staff member of API or ASME. The Secretary’s responsibilities shall include:

(a) Maintaining a roster of the FFSJC;
(b) Performing the administrative work, including secretarial services; preparation of meeting notices and the handling of meeting arrangements; preparation and distribution of meeting agendas, minutes, ballots, and maintenance of adequate records;
(c) Performing other administrative functions as required by these procedures;

4 MEMBERSHIP

4.1 Appointment

The FFSJC will vote on individuals for membership appointments considering the individual’s qualifications, committee continuity and balance. Ballots for membership appointments shall be submitted for approval by the FFSJC. After approval by the FFSJC, individuals shall be submitted for approval by the ASME BPTCS. Acceptance of an appointment by an individual is construed as a commitment of the time necessary to carry out the duties of the appointment.

4.2 Membership Classification and Distribution

The officers of the FFSJC, with the exclusion of the secretary, shall be considered when determining the balance of the membership.

In addition, members shall be classified by the predominant interest category of their employer or organization that sponsors their participation as follows:

(a) Regulatory (AT) – An agency or organization regulating the design, manufacture, installation, or operation of the product(s) covered by the applicable standard(s).
(b) Insurance and Inspection (AH) – An organization insuring equipment and/or providing required independent inspection of the manufacture and installation of components, parts, and items.
(c) Petroleum Refining (PR) – An organization engaged in oil refining, distribution and/or storage.
(d) Petroleum Production (PP) – An organization engaged in exploration and/or production of crude oil and/or natural gas.
(e) Chemicals Manufacturing (CM) – An organization engaged in the production of chemicals.
(f) Pipeline Companies (AP) – An organization that designs, constructs, owns/operates, inspects or maintains a pipeline transportation system covered by the applicable standard.
(g) Utility (AX) – An organization providing electrical power, natural gas or water to the public.
(h) Pulp and Paper Manufacturing (PA) – An organization engaged in the production of pulp and paper.
(i) Repair/manufacturing organizations (RM) – Organizations engaged in the repair of pressure equipment and/or the manufacturing of pressure equipment.
(j) Design/engineering organizations (AB) – An organization providing design or design related services.
(k) General Interest (AF) – Consultants, educators, research and development organization personnel, and public interest persons.

The FFSJC shall attempt to achieve participation from each of these interest categories to the extent practical. The maximum FFSJC membership in any interest category shall be limited to 1/3 unless the consent of the other interest categories and approval of the ASME BPTCS is obtained.

4.3 Qualifications of Members

Members are technically qualified individuals experienced in the field of pressure equipment with an interest and willingness to participate in work within the charter of the FFSJC. Selection shall include consideration of the type of experience or expertise the individual brings to the committee.

4.4 Review of Membership

The committee chair and vice chair shall review the membership list annually with respect to the criteria in Sections 4.1 through 4.3 and level of participation. Regular participation and response to ballots are required for continued membership.
4.5 Representatives and Alternates

Representation of an absent member may be by a representative or by an alternate.

4.5.1 A representative is proposed by the absent member to act on the member’s behalf at a meeting and is accepted by the chair. Such service by a representative automatically terminates at the conclusion of the meeting at which the individual is representing the absent member. Representatives may only vote on actions other than standards actions.

4.5.2 An alternate is a person who attends meetings or intends to vote in place of the member on standards actions. Alternates are proposed by the absent member, are subject to acceptance by the consensus committee and approval by the cognizant board. An alternate shall be from the same interest classification as the member represented (see para. 4.2), or shall have an interest classification that maintains the required balance. 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 on request of the member or when the member is no longer on the standards committee.

4.6 Number of Members

The FFSJC membership is limited to a maximum of 40 voting members.

5 MEETINGS

5.1 General

Meetings of the committee and its subordinate groups shall be open to all interested parties. A portion of a meeting, or a separate meeting, may be an executive session when considering subjects such as personnel, contracts, and other administrative matters. The secretary shall issue a notice of regularly scheduled meetings of the committee and shall identify a readily available source for further information. An agenda shall be distributed in advance of the meeting to members and to others expressing interest. Meeting dates and times shall be determined by members of the FFSJC to maximize attendance and participation.

5.2 Quorum

A majority of the members of the committee shall constitute a quorum for conducting business at a meeting. If a quorum is not present, actions shall only be taken subject to subsequent confirmation by ballot or vote at a future meeting.

6 COMMITTEE ACTIONS

6.1 Voting

6.1.1 All members shall have the opportunity to vote. Each member shall vote one of the following positions:

(a) Affirmative;
(b) Affirmative, with comment;
(c) Negative, with comment (the reasons for a negative vote shall be given and if possible should include specific wording or actions that would resolve the objection);
(d) Abstain, with reasons. This vote signifies neither approval nor disapproval and the total voting membership count remains unaffected.
(e) Not Voting. This vote signifies neither approval nor disapproval, and should be executed only when the Standards Committee participant believes he or she has a conflict of interest or potential conflict of interest, and the committee member is removing himself or herself from the voting process. The total voting membership count is reduced by the number of nonvoting members.
6.1.2 Voting Period

The voting period for ballots shall end six weeks from the date of issue unless designated otherwise. An extension may be granted at the chair and vice chair’s option, when warranted. A follow-up correspondence requesting immediate return of the ballot shall be sent to members and alternate members whose votes have not been received within ten working days before the ballot closes. Votes received by the secretary after the voting period will not be considered unless an extension of the period has been granted by the chair and vice chair. At the close of the voting period, the secretary shall submit a complete voting tally to the FFSJC.

6.1.3 Actions Requiring Approval by a Majority

6.1.3.1 The following actions require approval by a majority of the membership of the Committee either at a meeting where a quorum is present or by ballot:

(a) Formation of a subgroup, including its procedures, scope, and duties;
(b) Disbandment of a subgroup;
(c) Approval of minutes.
(d) Membership actions

6.1.3.2 The following actions, by committee vote at a meeting, require approval by a majority of the members present:

(a) Approval of the meeting agenda;
(b) Authorization of a ballot.

6.1.4 Actions Requiring Approval by Two-Thirds of the Membership

The following actions require a ballot or an equivalent formal recorded vote with approval by at least two-thirds of the members, excluding “Not Voting” responses:

(a) Standards actions;
(b) Adoption of committee procedures or revisions thereof;
(c) Approval of change of committee charter;
(d) Resolution of appeals;
(e) Approval of termination of the committee

When recorded votes are taken at meetings, the standards committee participants who are absent shall be given the opportunity to vote.

6.2 Ballots

6.2.1 Authorization of Ballots

A ballot may be authorized by one of the following:

(a) A majority of the members present at a meeting.
(b) The chair.
(c) The vice chair.
(d) The secretary.

Ballots shall be distributed for comment to interested parties, as designated by the chair, vice chair, secretary, or by majority vote of the FFSJC.
6.2.2 Ballot Format

Every ballot shall concisely state the proposed action being balloted, including an explanation and background as appropriate. All ballots shall provide five types of votes: affirmative, affirmative with comment, negative with comment, abstention with reason, and not voting.

6.2.3 Resolution of Comments and Negative Ballots

All comments shall be considered and an attempt shall be made to resolve them in accordance with this section before a ballot is considered to be approved by the committee. The chair and vice chair, in conjunction with designated committee members, are responsible for the consideration and resolution of ballot comments. Comments shall be considered in one of the following ways:

(a) Comments with affirmative ballots that are persuasive and substantive: the proposed substantive changes are recirculated for approval to incorporate into the document, as provided in 6.2.5.1;
(b) Comments with affirmative ballots that are persuasive and editorial: the proposed changes are recirculated for approval to incorporate into the document as provided in 6.2.5.1;
(c) Comments with affirmative ballots that are not technically persuasive: such comments are not considered further;
(d) Comments with negative ballots that are persuasive and either substantive or editorial: the proposed changes are recirculated for approval before incorporation into the document as provided in 6.2.5.1. The submitters of the comments shall be notified of the resolution of their comments in writing;
(e) Comments with negative ballots that are withdrawn: the commenter withdraws the negative ballot in writing after consultation with the chair or the designated committee member. The negative vote is changed to either an abstention or an affirmative vote as specified by the voter;
(f) Comments with negative ballots that are found not to be technically persuasive are recirculated, as provided in 6.2.5.2. The members submitting unresolved negative ballots shall be notified in writing of their right to appeal;
(g) Comments with negative ballots that are unrelated to the item being balloted shall be recorded and reported as “negative without comment”, and will be considered for future updates. The submitter of the comments shall be so notified. The determination that a comment is unrelated to the item being balloted shall be made by the Chair, with the agreement of the Vice Chair and the project manager for the item. If this agreement is not obtained, the comment shall be handled as provided in 6.2.5.2.
(h) Comments from a committee member not voting or abstaining with reason: Such comments are not considered further.
(i) Comments received from public review: such comments shall be considered according to the applicable disposition outlined in (a) through (f). All unresolved public review comments shall be distributed to members of the FFSJC who will have the opportunity to respond, reaffirm, or change their vote on the proposal, as provided in 6.2.5.2. All public review objectors shall be notified in writing of their right to appeal if their objections have not been resolved.

6.2.4 Ballot Summary

The secretary shall prepare a summary containing all substantive and editorial comments received from the ballot, and responses to the negatives and public review comments developed by the FFSJC. The summary shall be distributed to the FFSJC.

6.2.5 Recirculation Ballots

6.2.5.1 If any changes are made to a document as a result of ballot resolution (either affirmative or negative ballots), the proposed changes must be recirculated to the committee to afford the
members the opportunity for review and comment, and to change their original votes. The entire item may be recirculated, or only those parts of the item that were changed during ballot resolution. Recirculation procedures are the same as balloting procedures, except that a shorter ballot period may be designated than that used for the previous ballot.

6.2.5.2 In order for an action to proceed to the CRE and BPTCS for approval, a recirculation ballot shall be issued for negative ballots that cannot be resolved. Copies of the comments and the responses developed by the FFSJC shall be provided to committee members. Any member wishing to change his or her original vote in support of the unresolved comments may indicate so within the specified recirculation period.

6.2.6 Submittal for CRE and BPTCS Approval

After a standards action has been approved by the consensus committee, the Secretary will submit the standards action to the Secretary of the American Petroleum Institute’s Committee on Refinery Equipment (CRE) and the American Society of Mechanical Engineers’ Board on Pressure Technology Codes and Standards (BPTCS) for approval in accordance with their procedures, along with:

(a) a tally of the consensus committee voting;
(b) unresolved negative votes from standards committee participants and board comments with project team responses and;
(c) after the completion of public review (para. 7), public comments and project team responses.

7 PUBLIC REVIEW AND SUBMITTAL TO ANSI

7.1 Public Review

All proposed, revised, reaffirmed or withdrawn standards shall be announced on the API and ASME Web sites for public review. A notification shall be included in the ASME Mechanical Engineering Magazine that, at a minimum, directs interested parties to the API or ASME Web site for the public review announcements, and provides instructions on obtaining hard copies of public review proposals. The proposal shall also be announced in ANSI Standards Action. At the request of the Chair of the standards committee, the public review may be conducted concurrently with standards committee voting or following standards committee voting.

7.2 Submittal to ANSI

After approval of the proposed standard, revision, reaffirmation, or withdrawal by the American Petroleum Institute’s Committee on Refinery Equipment (CRE) and the American Society of Mechanical Engineers’ Board on Pressure Technology Codes and Standards (BPTCS), the proposal shall be submitted to the American National Standards Institute indicating that the ANSI criteria for approval have been met. Requests for ANSI approval shall be submitted within one year from the close of the ANSI public review comment period unless ANSI has been notified in writing of good cause for a different schedule for submittal.

8 INTERPRETATIONS

The FFSJC shall not issue interpretations of any Standards it develops. However, comments on the standard submitted by interested parties shall be considered by the committee when it prepares the next revision of the standard.
9 APPEALS

9.1 Complaint

9.1.1 Any action or inaction of the FFSJC may be appealed by any individual, company, or organization. The administrative procedures in 6.2.3 must be exhausted before submission of an appeal on a ballot.

9.1.2 The complaint shall state the nature of the objection(s), including any adverse effects, the clause(s) of these procedures or standard that is at issue, actions that are at issue, and the specific remedial action(s) that would satisfy the appellant’s concerns.

9.1.3 Written notice of intent to appeal must be filed with the secretary of the FFSJC within thirty days of the reporting of the final voting results, followed within ten additional working days by the detailed objection or appeal statement.

9.2 Consideration of Appeals

9.2.1 Appeals shall first be directed to the FFSJC. Initially, complaints may be reviewed by the staffs of the two organizations (API and ASME), in consultation with the committee officers, in an attempt to reach agreement on a suggested resolution. Any such suggestion shall then be referred to the FFSJC for a vote. If still unresolved the FFSJC may either reconsider its prior action or hold an appeal hearing in accordance with 9.3.

9.2.2 Appeals that cannot be resolved at the level of the FFSJC shall be referred to an Appeals Board consisting of equal representation of members from the API Committee on Refinery Equipment and the ASME Board on Pressure Technology Codes and Standards. Members of the Appeals Board shall be appointed taking into account each organization’s respective conflict of interest policy. All parties to the appeal must be notified of the proposed members of the Appeals Board and given the opportunity to object to members on the Board should they perceive the existence of a conflict of interest.

9.3 Procedure for Appeals

9.3.1 The FFSJC, after determining that a hearing is in order, shall arrange to hear the appeal at its earliest practicable scheduled meeting after the date of request for appeal, or at the discretion of the FFSJC chair and vice chair, at a meeting of a hearing panel, consisting equally of FFSJC members representing API and ASME on a date mutually agreeable to all parties. Members of the hearing panel shall be appointed by the chair and vice chair.

9.3.2 The appellant, the FFSJC, and others concerned shall be notified of the hearing at least fifteen working days in advance of the date set for hearing the appeal.

9.3.3 The FFSJC shall take action with respect to the appeal in accordance with the voting requirements stated in 6.1 and 6.2. The secretary of the FFSJC shall notify the appellant, the chair and vice chair of the FFSJC, and others concerned, of the committee decision within seven days of the date of the hearing.

9.4 Further Appeals

9.4.1 For any subsequent appeal to the Appeals Board, written notice or equivalent communication of intent to appeal must be filed with the FFSJC secretary within ten working days after the date of the FFSJC’s response to the appeal has been distributed.

9.4.2 Appeals that cannot be resolved at the level of the Appeals Board may be referred to a Hearing Panel whose membership shall be agreed to by the management of API and ASME.
10 RECORDS

Records shall be retained in accordance with the policies of the organization providing the FFSJC secretary.