

**OPERATING PROCEDURES
ISSUE 1**

COMMITTEE ON DESIGNEES (COD)

Approved by the Board on Conformity Assessment on September 11, 2009

**The American Society of Mechanical Engineers
Three Park Avenue
New York, NY 10016**

CONTENTS

1	Scope.....	1
2	Organization.....	2
3	Membership	3
4	Committee Officers and Their Duties.....	4
5	Responsibilities	5
6	Delegation to Staff	6
7	Meetings.....	7
8	Voting Requirements	8
9	Ballots	9
10	Amendments of Procedures	10

1. SCOPE

- 1.1 The Committee on Designees (COD) reviews the qualifications of potential new Designees against established criteria and makes recommendation to ASME.
- 1.2 The COD, when requested by the Staff, considers allegations of misconduct of Designees and makes recommendations to ASME.
- 1.3 In general, the COD serves as an approval body for new Designees and an advisory group to Staff on matters relating to the conduct of Designees.
- 1.4 The COD does not develop criteria nor does it develop codes or standards nor administer conformity assessment programs.

2. ORGANIZATION

2.1 The Committee on Designees is responsible to the Board on Conformity Assessment (BCA).

3. MEMBERSHIP

- 3.1 The voting membership of COD shall consist of not less than three nor more than six members.
- 3.2 Membership actions are recommended by COD, subject to BCA approval.
- 3.3 Members shall be appointed for terms not to exceed five years. Members may serve multiple terms.
- 3.4 There are no alternates for COD members. An absent member may not select a representative to attend a meeting on the member's behalf.
- 3.5 Members shall provide signed acknowledgment for compliance with ASME policies on confidentiality, conflict of interest, and code of ethics. Compliance statements shall be maintained on file by the ASME staff.
- 3.6 Professional conduct of each member shall be reviewed annually by the Chair with regard to work of the Committee, attention to correspondence, ballots, and attendance at meetings.

4. COMMITTEE OFFICERS AND THEIR DUTIES

4.1 The officers of the Committee shall be as follows:

- (a) Chair
- (b) Vice Chair
- (c) Secretary

4.2 CHAIR AND VICE CHAIR

4.2.1 The Chair and Vice Chair are appointed by the Board on Conformity Assessment. The term of office of the Chair shall be three years. The term of office of the Vice Chair shall be concurrent with the term of the Chair.

4.2.2 The Chair shall be the executive officer of the Committee, preside at meetings, and perform such duties customarily associated with such office.

4.2.3 The Vice Chair, in the absence of the Chair, shall fulfill the duties of the Chair's office and shall perform other duties as may be assigned by the Chair.

4.3 SECRETARY

4.3.1 The Secretary shall be designated from the Standards and Certification Directorate and shall serve without vote.

4.3.2 The Secretary shall record and distribute agendas and notes of all meetings of the Committee to members of the Committee. The Secretary shall receive and maintain all documents relative to the Committee, distribute and receive ballots, correspond with interfacing organizations or individuals in the name of the Committee, and perform other duties as requested by the Chair.

4.3.3 In the absence of the Chair and Vice Chair at a meeting of the Committee, the Secretary shall select a Chair Pro Tempore from the members in attendance, who shall then preside at that meeting.

5. RESPONSIBILITIES

- 5.1 COD reviews candidates based on criteria approved by the Board on Conformity Assessment.
- 5.2 COD provides recommendations to ASME regarding the approval of new ASME Designees.
- 5.3 Individual performance, assignments, and maintenance of qualification of contracted Consultants are the responsibility of the Managing Director, Conformity Assessment and Conformity Assessment staff.
- 5.4 Maintenance of qualification of certified Boiler and Pressure Vessel Team Leaders shall be periodically reviewed by Conformity Assessment staff. Any unresolved question or concern shall be called to the attention of COD.
- 5.5 The duty of each member is to give thorough consideration to each subject brought before the Committee for action, to vote on approval or disapproval of each proposal, to contribute his/her expertise, to advise on personnel for membership, and to assist generally in carrying out the functions of the Committee. Such duties may be carried out by attendance at meetings, by correspondence (including ballots), and by telephone.
- 5.6 The Staff Secretary reviews and investigates reports or complaints regarding the performance or conduct of Designees. If closure of resolution of the matter is not reached, the Staff Secretary may refer the matter to the Committee on Designees for appropriate action.

6. DELEGATION TO STAFF

6.1 COD may delegate to ASME staff the responsibility for evaluation and acceptance of prospective designees.

6.2 The responsibility for evaluation and acceptance of renewal of certification of designees is delegated to ASME Staff. Staff may bring any questions they have on reappointments to the Committee for review.

6.3 DOCUMENTATION

Evaluations by ASME staff shall be documented to assure the criteria for the respective program has been met.

6.4 REFERRAL TO COMMITTEE

When staff cannot make the determination or when an exception needs to be considered, this shall be submitted to the Committee.

6.5 REPORTING

The staff actions taken on designees will be reported to the Committee annually.

7. MEETINGS

7.1 ACCESS

Portions of the meeting dealing with specific individual's qualifications or issues of conduct may be closed to all persons except member of this Committee, internal auditors, Codes and Standards Staff, and the Chair of BCA. Such matters shall be treated as confidential. Other individuals may be invited to attend providing they sign the appropriate confidentiality statement.

7.2 FREQUENCY

Meetings shall be held as needed.

7.3 QUORUM

At any meeting a quorum is established when fifty percent or more of the voting members are present.

8. VOTING REQUIREMENTS

Approval of actions requires at least a majority vote of the voting COD membership either at a meeting or through a ballot.

9. BALLOTS

9.1 AUTHORIZATION

Ballots may be authorized by an Officer, by a majority vote of members present at a meeting, or by a petition of three members.

9.2 CONFIDENTIALITY

Material included in, or with, a ballot shall be considered confidential. (Excluding administrative actions, such as procedures or personnel.)

9.3 BALLOT PROCEDURES

9.3.1 The Secretary shall ensure that all pertinent information is included with the ballot. The action to be voted on shall be clearly identified and stated on the ballot.

9.3.2 The ballot will contain "approved," "not approved with reason," "abstain with reason," and "not voting with reason" as the forms of response, with "not voting with reason" to be used for conflict or apparent conflict of interest.

9.3.3 A "Not Voting" response signifies neither approval nor disapproval, but the total voting membership is reduced by one.

9.3.4 "Abstain" signifies neither approval nor disapproval. The total Committee voting count is not affected.

9.3.5 The voting period for ballots shall normally be twenty one days from date of issue. Expedited or extended ballot periods may be authorized by an Officer. Ballots not received within the designated voting period will be considered as "Not Returned." "Not Returned" signifies neither approval nor disapproval. The total Committee voting count is not affected.

9.3.6 The Secretary shall record the results of all ballots including comments and report to the Committee for resolution and action as required.

9.3.7 Approval of actions related to an individuals qualifications or issues of conduct require a majority affirmative vote of the Committee membership exclusive of those listed as "not voting". When the action is submitted for ballot, a single negative vote or lack of two-thirds affirmative vote requires reconsideration by ballot or at a meeting. Reconsideration ballots will be considered approved if affirmative ballots are received from a majority of the Committee membership, exclusive of those listed as not voting, i.e. having a conflict of interest.

9.3.8 Approval of administrative actions, such as procedures or personnel, shall require a simple majority of the Committee membership, exclusive of those listed as "not voting".

10. AMENDMENTS OF PROCEDURES

10.1 Amendments to these procedures require the approval of the Board on Conformity Assessment.