




## BNCS Management and Operations Manual (MOM)

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## **Board on Nuclear Codes and Standards Management and Operations Manual**

### **Introduction**

The foundation for these procedures is based upon the Society's Constitution, By-Laws, and Rules established by the Standards and Certification Board of Directors (BoD). The Society's Constitution and By-Laws can be found on the ASME web site at the following address: [http://www.asme.org/Governance/Constitution\\_ByLaws.cfm](http://www.asme.org/Governance/Constitution_ByLaws.cfm). The Board on Nuclear Codes and Standards operates within Policies established by the BoD and these Policies can be found on the ASME C&S Policies, Procedures, and Guidelines web site at the following address:  
<http://cstools.asme.org/csconnect/pdf/CommitteeFiles/7614.pdf>

## Board on Nuclear Codes and Standards

### 1.0 Charter

- 1.1 The charter of this Board on Nuclear Codes and Standards (hereafter called BNCS) is the management of all ASME activities related to codes, standards and guides directly applicable to nuclear facilities and technology.
- 1.2 Except when otherwise recommended by the standards committee and the BNCS, the codes, standards and guides developed by standards committees supervised by the BNCS are intended to be submitted to the American National Standards Institute to become American National Standards. Such standards committees include the consensus groups (the group composed of individual members of the standards committee that has responsibility for voting on final approval of standards actions) reporting to the BNCS.

### 2.0 Organization

- 2.1 BNCS reports to the Standards and Certification Board of Directors (BoD).
- 2.2 BNCS may establish at its discretion subordinate groups to assist it in the discharge of its duties.

### 3.0 Duties of the BNCS

The duties of the BNCS are listed in paragraphs 3.1 to 3.18.

- 3.1 Supervise the development of codes, standards, and criteria for conformity assessment programs developed by standards committees under its jurisdiction.
- 3.2 Assess the need for codes, standards and related conformity assessment programs.
- 3.3 Establish the necessary structure to develop and maintain needed codes and standards.
- 3.4 Recommend for the BoD approval the establishment of new standards committees and related conformity assessment programs.
- 3.5 Recommend new and revised standards committee charters for BoD approval.
- 3.6 Approve new and revised standards committee procedure supplements.

- 3.7 Approve member classification systems appropriate to the subjects of the standards committees reporting to the BNCS.
- 3.8 Approve appointments and termination of standards committee personnel.
- 3.9 Approve codes, standards, guides and conformity assessment criteria prepared by standards committees under its jurisdiction. Approval by the BNCS of a specific code, standard, guide or conformity assessment criteria is based on assurance that a standards committee that developed the code or standard or conformity assessment criteria has operated under procedures that have been accredited as meeting the criteria for American National Standards; and achieved consensus<sup>1</sup>.
- 3.10 Approve new and revised scopes of standards. Approval may be obtained prior to initiation of the standard development process or as part of the BNCS's action on approval of the code, standard, or guide as deemed appropriate by the BNCS.
- 3.11 Approve withdrawals of existing codes, standards and guides and report to the BoD for information or action, as deemed appropriate by the BNCS.
- 3.12 Ensure all standards committees within the charter of the BNCS provide for interpretations of codes and standards within their respective committee charters.
- 3.13 Ensure that all standards committees within the charter of the BNCS are providing procedural due process.
- 3.14 Provide a vital link for procedural due process in cases of appeal.
- 3.15 Recommend for BoD approval the termination of existing standards committees and conformity assessment programs.
- 3.16 Approve granting of Certificates of Award (i.e.: Certificates of Appreciation, Acclamation or Achievement).
- 3.17 Recommend individuals for honors, medals and awards.

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<sup>1</sup> Consensus [see ANSI Essential Requirements: Due process requirements for American National Standards] means substantial agreement has been reached by directly and materially affected interest categories. This signifies the concurrence of more than a simple majority, but not necessarily unanimity. Consensus requires that all views and objections be considered, and that an effort be made toward their resolution.

3.18 When deemed necessary to preserve the integrity of the standards development process and/or to protect the interests of ASME, BNCS may take administrative action necessary to fulfill its oversight obligations. Actions may include membership actions resulting from an appeal decisions and delay or suspension of a standards committee action, including revisions to standards. Such actions are subject to due process provisions established by the BoD.

#### **4.0 Membership of the BNCS**

4.1 The membership of the BNCS is listed in paragraphs 4.1.1 to 4.1.11.

4.1.1 A Chair.

4.1.2 One or two Vice Chairs.

4.1.3 A Secretary (ASME staff member; non-voting Board member).

4.1.4 Members-at-large who preferably shall be ASME members.

4.1.5 As Ex-officio members, the chairs of the principal nuclear codes, standards and certification committees.

4.1.6 An individual identified by the Nuclear Engineering Division.

4.1.7 An individual from the U.S. Nuclear Regulatory Commission.

4.1.8 An individual from the Nuclear Energy Institute.

4.1.9 An individual from Japan Society of Mechanical Engineers (JSME).

4.1.10 Individuals from such agencies as deemed appropriate by BNCS.

4.1.11 Contributing members who shall preferably be ASME members with service on a committee reporting to BNCS Contributing members are non-voting members of the BNCS.

4.2 The BNCS may, at its discretion and with the concurrence of the BoD, add to or subtract from the list of BNCS members.

4.3 A member may act in more than one of the above categories, but shall have only one vote.

- 4.4 Members-at-large shall be selected by the BNCS and recommended for appointment or reappointment by the BoD for a term not to exceed five years. The maximum number of consecutive terms for members-at-large shall be limited to two; however, partial terms shall not be counted in the two term limit. The BNCS may also recommend the discharge of any member.
- 4.5 An ex-officio member shall serve on the BNCS concurrent with the term as Chair of the group, subject to confirmation by the BoD. If the Chair of a nuclear codes, standards or certification committee is unable to serve on the BNCS, a member of the particular committee may be nominated by the particular committee and appointed by the BNCS, subject to confirmation by the BoD, to serve in place of the Chair during the Chair's term of office.
- 4.6 The individual from the Nuclear Engineering Division shall be nominated by the Nuclear Engineering Division for appointment or reappointment by the BoD for a five year term.
- 4.7 Contributing members shall be selected by the BNCS for terms not to exceed five years. Contributing members are non-voting members of the BNCS with full privileges of the BNCS members, except for voting. Contributing members shall serve not more than two consecutive terms.
- 4.8 Representation of absent members may be by an alternate or representative.
- 4.8.1 An alternate is a person selected by a member of the BNCS to attend meetings and act for that member during an extended absence for more than two consecutive meetings. Such selections shall be subject to acceptance by the BNCS and the BoD. An alternate has all the privileges of a member during the period the alternate serves in this capacity.
- 4.8.2 Such service by an alternate automatically terminates on request of the member, on the member's return from an absence, or when the member is no longer on the BNCS.
- 4.8.3 A representative is a person selected by a member to attend a meeting to observe and express the member's views. Such a representative may vote at a meeting, but is not privileged to cast a ballot.
- 4.8.4 An absent member may not select an alternate or representative from the BNCS membership; however, a member may express views on items before the BNCS by requesting another member to present them.

4.9 The duty of each member is to give thorough consideration to each subject brought before the BNCS for approval under the provisions of paragraphs 6.2 and 6.3, to contribute expertise in the preparation of standards, to advise on personnel for membership on the BNCS and subsidiary groups, and to assist generally in carrying out the functions of the BNCS. Such duties will be carried out by attendance at meetings, by correspondence, and by telephone, teleconference or electronic means.

4.10 Members do not represent particular companies or organizations but are individual members who shall have recognized background and experience in the field addressed by the charter of the BNCS.

## **5.0 Board Officers and Their Duties**

5.1 The Officers of the BNCS shall be the Chair, one or two Vice Chairs and Secretary.

### **5.2 Chair**

5.2.1 The Chair shall be the Vice President, Nuclear Codes and Standards, who is elected by the Society membership for a three-year term commencing at the Annual Meeting. The Chair may not be elected to consecutive terms.

5.2.2 The Chair shall be the executive officer of BNCS, the Chair shall preside at meetings and shall perform such duties as customarily attached to such an office.

5.2.3 The Chair may, to the extent consistent with ASME established policy, "speak for the Society" on issues within the scope of the BNCS.

5.2.4 The Chair shall be an ex-officio, non-voting member, of all the standards committees reporting to the BNCS. Alternatively, the Chair may also be a voting member of any or all the standards committees reporting to the BNCS.

### **5.3 Vice Chair**

5.3.1 The term of office for one or two Vice Chairs shall be concurrent with that of the Chair. Each Vice Chair shall be an ASME member selected from the voting membership of the BNCS.

5.3.2 One of the Vice Chairs shall, in the absence of the Chair, fulfill the duties of the Chair's office as related to BNCS, and shall perform other duties as may be designated by the Chair.

#### 5.4 Secretary

5.4.1 The Secretary, who is a member of the BNCS without vote, shall be designated from the staff of the Standards and Certification Directorate by the Managing Director of this Directorate.

5.4.2 The Secretary shall record and distribute agendas and minutes of all meetings of the BNCS to all members of the BNCS and, if so ordered by the Chair, to guests at the meetings. The Secretary shall receive and maintain all documents relative to the BNCS, circulate ballots, correspond with interfacing organizations or individuals in the name of the BNCS, maintain rosters of the BNCS, transmit to the BoD all appointments to the BNCS and perform other secretarial functions as required by the Chair.

5.4.3 In the absence of the Chair and Vice Chairs at a meeting of the BNCS, the Secretary shall take the chair for the purpose of nomination and election of a Chair pro tem, who shall then preside at that meeting.

### 6.0 Board Actions

6.1 There are four types of BNCS actions:

6.1.1 Approval of codes, standards, guides, and accreditation and certification programs and criteria.

6.1.2 Approval of personnel and administrative actions.

6.1.3 Approval of new or revised committee charters and scopes of codes, standards and guides.

6.1.4 Selection of the BNCS Officers.

6.2 Standards Actions

6.2.1 When a proposal of the type described in paragraph 6.1.1 has been approved by a consensus committee, it shall be submitted to the BNCS for a two week ballot, during which the BNCS members shall have the opportunity to express opposition to the proposed standards action.



6.2.2 During the two week review period, the BNCS review of standards actions shall be limited to verification that the action is consistent with approved procedures, policies, and scope, and that the standards committee has adequately addressed all comments. Board members are encouraged to provide technical comments on draft proposals during the appropriate review and comment period.

6.2.3 Objections from the BNCS members received within the prescribed time limit shall be submitted to the pertinent standards committee for resolution. Objections that are withdrawn as a result of the standards committee response require no further action and the item may proceed towards final action. When the objections are not resolved or withdrawn, the item shall be subject to a recirculation ballot which includes the resolution attempts for another two-week period during which the BNCS members shall have the opportunity to support the outstanding objections. The proposal shall be approved only if fewer than one third (1/3) of the voting members of the BNCS vote disapproval at the end of the two-week period.

6.2.4 If the BNCS fails to approve a proposed action, the developer of the action shall be notified of the BNCS's disapproval.

### 6.3 Personnel and Administrative Items or Actions Relating to Policy or ASME Position

6.3.1 Proposals of the type described in paragraph. 6.1.2, may be approved with a majority vote by either ballot or voice vote action at a meeting when a quorum is present. A quorum shall consist of at least 50 percent of the BNCS members eligible to vote.

### 6.4 Committee Charters or Scope Statements for Codes, Standards and Guides

6.4.1 When a proposal of the type described in paragraph. 6.1.3 has been approved by a consensus committee, it shall be submitted to the BNCS for approval.

6.4.2 Proposals may be approved with a majority vote by either ballot or voice vote action at a meeting when a quorum is present. A quorum shall consist of at least 50 percent of the BNCS members eligible to vote.

6.4.3 Disapprovals from Board members shall be submitted to the pertinent standards committee for a response. Disapprovals which are withdrawn as a result of the standards committee response shall then be recorded as approvals. If there are outstanding disapprovals after the standards

committee response, the standards committee may resubmit the proposal, along with documented resolution attempts, to the BNCS for another two-week period during which the BNCS members shall have the opportunity to support the outstanding disapprovals. The proposal shall be approved if fewer than 1/3 of the voting members of the BNCS vote disapproved at the end of the two-week period.

6.4.4 If the BNCS fails to approve a proposed action, the developer of the action shall be notified of the BNCS's disapproval.

## 6.5 Selection of BNCS Officers

The nominations for Vice President, Nuclear Codes and Standards shall be by ballot conducted during the year prior to the year in which the position becomes vacant. In order to be eligible for nomination an individual shall have served a minimum of three years on the BNCS and have broad engineering expertise and codes and standards experience. The individual shall be an ASME member; registration as a Professional Engineer is preferred but not required. The process of determining the nominations for Vice President, Nuclear Codes and Standards shall be conducted using the Weighted Vote (3,2,1) method, as follows:

- (a) The Secretary shall submit to the voting members of the BNCS a list of the names of members who are qualified by service and are willing to serve in the office. Individual members may be excluded from this list if they so request.
- (b) Each voting member will be given a secret ballot and requested to mark, in order, their preference for the office by the numerals 3, 2, 1 (i.e., 3 for first choice, 2 for second choice, and 1 for third choice). Ballots from at least 2/3 of the members must be returned for the nomination process to be valid. The balloting process shall be carried out using C&S Connect.
- (c) The two persons whose names receive the highest number of points are the nominees for Vice President, Nuclear Codes and Standards. If there is a tie for first place, these two names will be the nominees. If there is a tie for second place, there will be a runoff using the process in (b) above to determine the second nominee.
- (d) After determining whether the nominees will serve, if elected, the names of the nominees shall be submitted to the Nominating Committee for selection of the candidate to be submitted for approval by the ASME members. If one of the nominees is not willing to serve, then the member with the next highest number of points becomes a nominee.

The Vice Chair may be elected by majority vote by either ballot or voice vote action at a meeting when a quorum is present, subject to confirmation by the BoD.

- 6.6 On questions of parliamentary procedure not covered in these procedures, "Roberts Rules of Order, Revised" shall be followed.

## 7.0 Meetings

- 7.1 Meetings of the BNCS shall be held as warranted, but not less than two times per year on dates and at locations determined by the BNCS or by the Chair and for the convenience of the BNCS electronic conferences may be held in lieu of face-to-face meetings.
- 7.2 The Chair may rule that all or a portion of a meeting be in executive session.
- 7.3 Agendas for the meetings shall be prepared by the Secretary with suggestions or recommendations by any member of the BNCS and after consultation with the Chair.

## 8.0 Appeals

- 8.1 Actions and proposals by codes and standards developing committees under the supervision of the BNCS, which have been thoroughly considered in the respective codes and standards developing committee and which remain objectionable to any party concerned with the action, may be appealed to the BNCS.
- 8.2 Appeals shall be considered according to the following sequence:
- 8.2.1 Appeals shall first be directed to the originating committee.
- 8.2.2 Appeals which cannot be resolved at the level of the committee which originated the subject in dispute may be referred to the BNCS.
- 8.2.3 If the BNCS cannot reach a mutually acceptable solution, an appeal may be submitted to the Board on Hearings and Appeals, which may decide at its discretion whether or not to consider such a further appeal.
- 8.3 The purview of appeals to the BNCS shall include the following considerations, as well as such others which may arise:
- (a) in general, that procedural due process has been provided to the appellant;
  - (b) applicable policies and procedures have been properly followed;

- (c) in connection with appeals regarding the promulgation of new or revised codes or standards, that consensus has been developed; and/or
- (d) regarding technical, as opposed to procedural appeals, BNCS may consider submitting suggestions and/or questions for consideration and follow-up by the cognizant consensus committee; however, it must be recognized that only the balanced consensus committee can modify or revise a code or standard within its jurisdiction. When the BNCS is considering a technical appeal it may require a consensus committee to report back to the BNCS in response to suggestions and/or questions and may put a hold on, or suspend appealed actions pending satisfactory resolution of the issues raised.
- (e) regarding appeal allegations involving a conflict of interest disqualification consideration, the BNCS may consider the conflict issue in the first instance if it was the appointing body for the challenged committee member(s); however, Society Policy P-15.8 on Conflicts of Interest shall be adhered to and final authority regarding conflict of interest appeals, if unresolved at the BNCS level, is the responsibility of the ASME Committee on Ethical Standards and Review. Nevertheless, even if BNCS is not the appointing body, since alleged conflict of interest is often intertwined with other reasons for an appeal; the BNCS may hear related arguments and rule as to whether related policies and/or procedures have been properly followed, provided that Society Policy P-15.8 is followed.

8.4 Procedures for appeal to the BNCS shall be as follows:

- 8.4.1 Within 10 working days after the date of mailing of the originating committee's response to the appeal, written notice by certified mail of intent to appeal must be filed with the Secretary of the BNCS.
- 8.4.2 Within 20 working days after the date of mailing the notice of intent to appeal, an official written appeal statement shall be submitted to the Secretary of BNCS with statements of the item(s) in question, the codes and standards developing committee's action with reason why the action should be modified, and the appellant's suggested modification of the action. The Secretary shall distribute copies of the official appeal statement to the members of the BNCS. The codes and standards developing committee shall be notified of the request for appeal and the Chair shall be given 15 working days after receipt by the Committee Chair of a copy of the official appeal statement to comment in writing on the appeal.
- 8.4.3 The appeal to the BNCS shall be heard in accordance with (a), (b), or (c) below:

- (a) the BNCS shall hear the appeal at its earliest practicable scheduled meeting after the date of request for appeal; or
- (b) at the discretion of the Chair, the BNCS shall hear the appeal at a special meeting of the BNCS on a date mutually agreeable to all parties; or
- (c) the BNCS shall act to have the appeal heard by a Special Appeals Panel selected by the Chair and consisting of the BNCS members who do not have a conflict of interest or the appearance of a conflict of interest in connection with the appeal.

8.4.4 The appellant, the codes and standards developing committee, and others concerned shall be notified of the hearing at least 15 working days in advance of the date set for hearing the appeal.

8.4.5 At the time of the notification of an appeal hearing, the Secretary of the BNCS shall provide the parties with a copy of the BNCS roster or a list of the members of the proposed special Appeals Panel, as applicable, in order to allow any concerned the opportunity to object should they perceive the existence of a conflict of interest. Any such objections should be submitted to the Secretary at least 10 working days prior to the scheduled date of the hearing, and shall then be distributed by the Secretary to the individual(s) being challenged in advance of the hearing, who shall then have the opportunity to respond prior to the hearing. Any objection should be addressed prior to the hearing in a manner consistent with Society Policy P-15.8, Conflicts of Interest. Objections to members of a Special Appeals Panel should be resolved, if possible, prior to the convening of the Panel; in the event that any such objection cannot be resolved by the BNCS Chair's selecting alternative Panel members, the appeal shall be heard by BNCS in accordance with either paragraph 8.4.3 (a) or (b).

8.5 The BNCS, or Special Appeals Panel, having heard an appeal, may take action by a majority vote provided that a quorum is present. The Secretary of the BNCS shall notify the appellant, the chair of the codes and standards developing committee, and others concerned of the BNCS's decision within seven working days. This notification shall be sent by certified mail, return receipt requested, or equivalent communication. The notification shall advise that, should the BNCS's decision remain objectionable to any party concerned with the action, that party may request an appeal, based on matters relating to procedural due process, to the Board on Hearings and Appeals, which may decide at its discretion whether or not to consider such further appeal. To request a further appeal, written notice of intent to appeal must be filed by certified mail with the Secretary of Board on

Hearings and Appeals within 10 working days after receipt of the notification of the results of the BNCS appeal.

## 9.0 Honorary Membership and Certificates of Appreciation

9.1 The BNCS may appoint a former member to Honorary membership and issue Certificates of Appreciation in accordance with the procedure included in Guide to Procedures for ASME Codes and Standards Development Committees<sup>2</sup> (<http://cstools.asme.org/csconnect/pdf/CommitteeFiles/7611.pdf>). For Honorary membership actions the first and third sentences of para. 7.1.2 do not apply. For Certificates of Appreciation actions the second sentence of paragraph 7.2.1 does not apply.

## 10.0 Amendments of Procedures

10.1 Amendments to these procedures require the approval of the BNCS and approval of the BoD.

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<sup>2</sup> For BNCS application, the terms standards committee, committee and consensus committee are to be considered as referring to BNCS.

## Guidance for Standards Committees Reporting to the BNCS

### Preface

All nuclear codes and standards developing committees reporting to the BNCS operate under the accredited organization method for developing American National Standards. The basic structure and practices of ASME Nuclear Codes and Standards is described in the *ASME Committee Handbook for Nuclear Codes and Standards*.

### 1.0 Standards Committees Procedures

The ASME Accredited Procedures requires each Standards Committee to develop a Procedure Supplement to address the implementation of specific procedural requirements contained in the ASME Accredited Procedures. When acting on a request to approve a Procedure Supplement, BNCS consideration includes the following criteria.

### 2.0 Organization

A standards committee operating under the ASME Accredited Procedures includes the consensus group (the group composed of individual members of the standards committee that has responsibility for voting on final approval on standards actions) responsible to BNCS as assigned by the BoD. The BNCS ensures that any Standards Committee under its jurisdiction is operating within its approved charter and the ASME Accredited Procedures and the committee's Procedure Supplement.

#### 2.1 Membership of the Standards Committee

The Standards Committee shall consist of not more than thirty five (35) members who shall have had technical, administrative, and/or management experience in a nuclear-related industry. It is preferable that such members have served on committees subordinate to that Standards Committee. Members do not represent particular organizations, but shall be classified in accordance with the primary business interests of the organization which is the primary source of salary/travel funding. Where that organization includes several business interest functions or subsidiary organizations, the category or interest will be based on the primary business interest of the organization unless approved by the Standards Committee and the BNCS.

#### 2.2 Categories of Interest

Each Standards Committee needs to have broad representation and select appropriate categories of interest from the following:

- (a) **Manufacturer (AK)** - An organization producing items.
- (b) **Manufacturer, Materials (AM)** - An organization producing or controlling materials or items.
- (c) **Owner (AO)** - An organization owning or operating a facility where items are installed or used.
- (d) **Constructor (AA)** - An organization performing facility erection or installation of items.
- (e) **Designer (AB)** - An organization performing design and design related services.
- (f) **Regulatory (AT)** - An agency or organization that regulates or enforces activities associated with design, manufacture, installation and examination of items or operation of facilities.
- (g) **Inspection (AH)** - An insurance organization empowered by an enforcement authority to provide independent inspection personnel and services related to the manufacture, installation, in-service inspection, and testing of items.
- (h) **Laboratory (AI)** - An organization whose primary function is to perform research and development, or an organization furnishing testing and examination services.
- (i) **General Interest (AF)** - Persons not specifically covered by other categories defined under (a) through (h) above.

2.2.1 Where committees use common categories of interest, the category of interest for an organization shall be the same.

2.2.2 Each committee shall be represented by a minimum of five (5) categories of interest which are submitted to and approved by the Board on Nuclear Codes and Standards. The BNCS shall ensure that the categories selected by the Standards Committee are appropriate for that committee, shall review classification of members for consistency of categorization among committees, and may question the classification of individual members if believed inappropriate.

2.2.3 The appropriate categories of interest shall be adequately represented and, to ensure substantial balance, not more than one third (1/3) of the membership shall come from any one category without the recorded assent of the other classifications and the BNCS.

2.2.4 Should the selection of an appropriate category of interest be deemed questionable, the Standards Committee shall submit its voted action to the BNCS for review and approval.



2.2.5 Organizations, such as technical societies, who are substantially concerned with the scope of the Committee, may nominate individuals as liaison representatives; such liaisons, if appointed, shall be classified in accordance with the business interests of the organization supporting their participation.

## 2.3 Multiple Representation From a Single Organization

There shall be no more than one member from a single organization serving on the Standards Committee at the same time except as follows:

- (a) One of the members is either a subtier committee chair or a liaison representative; or
- (b) The members provide different expertise considered necessary to the committee.
- (c) Under no circumstances shall there be more than two members from a single organization.<sup>3</sup>

## 3.0 Standards Committee Chair

The Chair is an ex-officio member of the BNCS and serves as a communication link between the Standards Committee and the BNCS. The Chair may provide an alternate to the BNCS from within the Standards Committee. The Chair is also an ex-officio non-voting (unless otherwise indicated) advisory member of all subtier groups reporting to the Standards Committee.

## 4.0 Standards Committee Actions

### 4.1 Intent Interpretations

- a. Technical inquiries which cannot be answered on the basis of existing Code or Standard wording may be answerable by an "intent" interpretation. Intent

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<sup>3</sup> 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 shall be made on a case by case basis by the applicable standards committee with concurrence of the BNCS. The independence of the two companies shall be used as a criterion for making this decision. In the case of government bodies, two agencies would not be considered the same organization if they promulgate separate standards/specifications/ regulations.

interpretations are permitted only to clarify conflicting or ambiguous requirements or to resolve incorrect wording.

- b. An intent interpretation shall be submitted to the Standards Committee for approval along with the proposed revisions to the Code or Standard to support the intent of the interpretation.
- c. In the situation where revisions to the Code or Standard that support the intent of the interpretation have previously been approved by the Standards Committee, such revisions shall be provided to the Standards Committee as background information.
- d. The Secretary shall not transmit the intent interpretation to the inquirer until after the supporting revisions have been approved by the BNCS.

## Appendix

### 1.0 Committee on BNCS Operations

#### 1.1 Charter and Purpose

The Committee on BNCS Operations (CBO) is a standing committee under the Board on Nuclear Codes and Standards. Its purpose is to assist BNCS in the conduct of its affairs. The Committee shall advise BNCS on operational matters, honors and awards, personnel matters, procedures, strategic and operational planning and measures of success, and perform such other duties as assigned by the BNCS Chair with the consent of BNCS.

#### 1.2 Membership

The Committee on BNCS Operations consists of the BNCS officers (i.e. Chair, two Vice Chairs, and Secretary (without vote)) and four members of BNCS. The membership of CBO shall be as follows:

- a. Chair One of the two Vice Chairs of BNCS shall fulfill this office during a three year term.
- b. Vice Chair The Chair of BNCS shall fulfill this office during a three year term.
- c. Secretary The Secretary of BNCS shall serve as CBO Secretary and shall be a member without vote.
- d. Four Members Chosen from the BNCS voting and non-voting members. Each term shall be aligned with the members' term on BNCS.
- e. When necessary, the BNCS Chair shall appoint a Nominating Task Force for the purpose of selection of BNCS members for recommendation to BNCS as CBO members. The Nominating Task Force shall normally consist of the two BNCS Vice Chairs and two BNCS voting members.

#### 1.3 Duties

- a. Review of all personnel items requiring BNCS action, such as standards committee appointments, for recommended action. This includes monitoring the balance of the standards committees.
- b. Assure that procedure supplements of nuclear codes and standards developing committees are developed and maintained as required by ASME's ANSI Accredited Procedures.
- c. Assist BNCS in the establishment of new committees and implementation of new projects, which have been approved by BNCS.
- d. Assist BNCS in initial implementation and ongoing assessment of inter-organizational projects.

- e. Review policies of the Society and BoD and make recommendations to BNCS regarding such policies.
- f. Develop, implement and maintain BNCS Planning Document.
- g. Assure that opportunities for honors and awards recognition of deserving nuclear codes and standards personnel are utilized and recommendations are made to the Society through BNCS.

## 2.0 Committee on BNCS Strategic Initiatives

### 2.1 Charter and Purpose

The Committee on BNCS Strategic Initiatives (CBSI) is a standing committee under the Board on Nuclear Codes and Standards. Its purpose is to assist BNCS in the conduct of its affairs. The Committee shall advise BNCS on strategic issues and planning, and perform such other duties as assigned by the BNCS Chair with the consent of BNCS.

### 2.2 Membership

CBSI consists of the officers of BNCS (i.e. Chair, the two Vice Chairs, and Secretary (without vote)) and the Chairs of the BNCS Task Groups assigned responsibilities for activities the BNCS Officers have identified as strategic in nature. The membership of CBSI shall be as follows:

- a. Chair One of the two Vice Chairs of BNCS shall fulfill this office during a three year term.
- b. Vice Chair The Chair of BNCS shall fulfill this office during a three year term.
- c. Secretary The Secretary of BNCS shall serve as CBSI Secretary and shall be a member without vote.
- d. Members Individuals who serve as Chairs of BNCS strategic Task Groups. Each term shall be aligned with the members' term as Chair of the Task Group.
- e. When necessary, the BNCS Chair shall appoint a Nominating Task Force for the purpose of selection of BNCS members- for recommendation to BNCS as CBSI members. The Nominating Task Force shall normally consist of the two BNCS Vice Chairs and two BNCS voting members.

### 2.3 Duties

- a. Review of strategic initiative Task Group's plans and activities and develop recommendations for BNCS.
- b. Provide direct oversight of Key BNCS Strategic Initiatives – e.g., BNCS New Reactor, Globalization, Risk Management and System based Code.
- c. Work with CBO to address Planning Document updates and monitor and measure progress toward meeting all the Strategic Objectives. CBO will take

steps to reduce the administrative burden or reporting the status of plan items and offer suggestions, when appropriate, to assist implementers in eliminating “road blocks” to progress.

### 3.0 BNCS Committee on Honors and Awards

#### 3.1 Charter and Purpose

The BNCS Committee on Honors and Awards (H&A) is a standing committee under the Board on Nuclear Codes and Standards. Its purpose is to assist BNCS in the conduct of its affairs. The Committee shall advise BNCS on matters pertaining to honors and awards and other forms of recognition for NCS volunteers and perform such other duties as assigned by the BNCS Chair with the consent of BNCS.

#### 3.2 Membership

The BNCS Committee on Honors and Awards consists of:

- a. Chair Chosen from the BNCS voting and non-voting members and the Chair's term shall be aligned with the member's term on BNCS.
- b. Members The ex-officio members of BNCS. Each term shall be aligned with the member's term on BNCS.
- c. When necessary, the BNCS Chair shall appoint a Nominating Committee for the purpose of selection of BNCS members for recommendation to BNCS as H&A members. The Nominating Committee shall normally consist of the two BNCS Vice Chairs and two BNCS voting members.

#### 3.3 Duties

- a. Developing and maintaining profiles of BNCS members that can be used as supporting information for preparing recommendations for awards.
- b. Preparing recommendations for ASME Fellow Award nominations for qualified BNCS members. This is the primary responsibility for the BNCS Committee on Honors and Awards.
- c. Preparing recommendations for candidates for the Melvin R. Green Codes and Standards Medal and Bernard F. Langer Nuclear Codes and Standards Award for transmittal to the applicable Special Awards Committee.
- d. Encouraging committees reporting to BNCS to develop timely proposals for candidates for Certificates of Appreciation, Acclamation, and Achievement.
- e. Recommending, when appropriate, changes to existing criteria for awards or criteria for potential new awards.

- f. Recommending other forms of member recognition such as letters of appreciation (from VP-NCS), letters to employers or other organizations supporting committee activities, and letters to local media supporting individual achievements.

## 4.0 Need and Scope Statements

### 4.1 BNCS Activity

- a. The Board on Nuclear Codes and Standards (BNCS) considers and acts on requests for development of new codes, standards or guides, or the expansion of existing documents.
- b. During its consideration, BNCS reviews the need and scope statements that accompany all such requests.

### 4.2 Need Statement

The need statement (typically one or two pages) includes the following information:

- a. description of the specific need<sup>4</sup>,
- b. listing of potential users,
- c. designation of intended usage (mandatory, optional in whole, or optional in part),
- d. characterization of the proposed document, including justification, as a code, standard or guide, or other type (e.g. report),
- e. information relating to how the proposed standard meets the criteria considered by BNCS, shown below.

### 4.3 Scope Statement

The scope statement (typically one or two paragraphs) provides a concise description of the contents of the proposed document. Care needs to be exercised by the individual or group preparing the proposed scope statement to clearly identify the items or activities to be addressed in the proposed document (e.g. equipment or systems to be considered, etc.).

### 4.4 Assessment Criteria

When acting on a request for the development of a new code, standard or guide, BNCS consideration includes the following criteria:

- a. Is an ASME code, standard or guide the proper solution to the identified need?

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<sup>4</sup> Publications such as NRC bulletins or INPO significant operating event reports may be cited for additional details on the description of the need to be addressed by the proposed document.

- b. Will the proposed code, standard or guide have a broad constituency, as contrasted with a single user?
- c. Is the proposed code, standard or guide needed, (e.g.: identified use, users and technical base) that will enable document development or expansion?
- d. Is needed volunteer technical expertise available to develop the code, standard or guide?
- e. Can the proposed code, standard, or guide be maintained based upon user experience and advances in the state-of-the-art, such that the published document will continue:
  1. to be technically accurate;
  2. to ensure adequate safety;
  3. to be practicable and workable;
  4. to be sufficiently specific for avoiding conflicting interpretations;
  5. to continue to be needed; and
  6. to have a definite need and application?

#### 4.5 Revisions to Need and Scope Statements

The characterization and/or scope of an approved request to develop a code, standard, or guide can be affected by issues raised during document development, industry's emerging needs, or other issues. The Project Team charged with developing a document may propose a change to the category and/or scope of an approved project with a supporting basis for the change at any time during the development process, including when the document is submitted for vote by the standards committee. However, when a need to change the characterization or scope is identified, it shall be brought to BNCS for approval as soon as practicable, rather than waiting until submittal of the complete document to limit the chance of a significant amount of work being rejected.

## 5.0 Research

Requests for research needed for the development or maintenance of ASME nuclear codes and standards are considered on a case-by-case basis. All requests for research must include a need and scope statement.

### 5.1 Need Statement

The need statement (typically one or two pages) includes the following information:

- a. description of the specific need,
- b. identification of ASME nuclear codes and standards committees that will use the results of the research to develop or maintain a code, standard or guide,
- c. description of the expected results including its use in a specific code, standard or guide,

- d. identification of groups checked for existing research,
- e. description of the research activity including:
  - 1. estimated cost
  - 2. expected duration
  - 3. potential funding sources<sup>5</sup>
- f. information related to how the proposed research meets the criteria, shown below.

## 5.2 Scope Statement

The scope statement (typically one or two paragraphs) provides a concise description of the research activity and the expected use of the results. The proposed scope statement should clearly identify the activities to be included in the proposed research project.

## 5.3 Assessment Criteria

When considering a research request, the BNCS Officers use a number of criteria including:

- a. Is the research directly needed for the development or maintenance of a specific ASME nuclear code, standard or guide?
- b. Is the research of such a nature that it is not covered by projects otherwise undertaken by industry or government groups?
- c. Is there an existing base of experience in the area of the proposed research technical base that will enable document development or expansion?

## 5.4 Action

The BNCS Officers may decide to:

- a. not pursue the research request,
- b. simply refer the request to research bodies for their consideration and disposition,
- c. actively pursue the request with ASME seed money or full funding by outside sources,
- d. take other action as deemed appropriate.

## 5.4 Funding

Funds available from ASME Codes and Standards for research that supports Codes and Standards activities are limited and usually are most effective as seed money to attract substantive support from interested/affected parties. Further,

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<sup>5</sup> Include organizations or groups expected to benefit from the research.



large-scale research projects to generate new data are, with rare exceptions, beyond the scope and purpose of ASME Codes and Standards activities. If appropriate, proposed research projects will be forwarded to ST, LLC<sup>6</sup> for action.

## 6.0 Standards Committee Charters

There are eight Standards Committees that report to BNCS:

- a. [BPV Committee on Construction of Nuclear Facility Components \(BPV III\)](#),
- b. [BPV Committee on Nuclear Inservice Inspection \(BPV XI\)](#),
- c. [Standards Committee on Cranes for Nuclear Facilities \(CNF\)](#),
- d. [Standards Committee on Nuclear Risk Management \(CNRM\)](#),
- e. [Standards Committee on Nuclear Air and Gas Treatment Equipment \(CONAGT\)](#),
- f. [Standards Committee on Nuclear Quality Assurance \(NQA\)](#),
- g. [Committee on Operation and Maintenance of Nuclear Power Plants \(OM\)](#), and
- h. [Standards Committee on Qualification of Mechanical Equipment Used in Nuclear Facilities \(QME\)](#).

Each Standards Committee has a charter<sup>7</sup> that has been approved by BNCS. For each Standards Committee, the approved charter is included in its Procedure Supplement. The Standards Committee's Procedure Supplement is posted on that Standards Committee web page which can be accessed through the BNCS web page (<http://cstools.asme.org/csconnect/CommitteePages.cfm?Committee=O1000000>).

The organizational chart for Nuclear Codes and Standards is included in the ASME Committee Handbook for Nuclear Codes and Standards.

### 6.1 BPV Joint ACI/ASME Committee on Concrete Components for Nuclear Service

The BPV Joint ACI/ASME Committee on Concrete Components for Nuclear Service (Joint Committee) is the Committee charged with maintaining BPV Section III, Division 2 and the Joint Committee reports to the BPV Committee on Construction of Nuclear Facility Components. This activity is a collaborative effort with the American Concrete Institute (ACI). The Joint Committee's charter is also approved by BNCS and is posted on the Joint Committee's web page (<http://cstools.asme.org/csconnect/CommitteePages.cfm?Committee=N20080000>).

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<sup>6</sup> The ASME Standards Technology, LLC (ST, LLC) was formed to organize and coordinate research and other projects to support Codes and Standards activities.

<sup>7</sup> Standards Committee charters shall not include duplicate scopes of work.

## 7.0 Administrative Actions for Review and Comment on US NRC Regulatory Documents

### 7.1 Framework

The following is intended to provide a framework for:

- a. establishing a consistent method for transmitting ASME developed positions to the USNRC relative to USNRC regulations, regulatory guides, policy statements and other USNRC documents that may have impact on codes and standards developed by BNCS committees;
- b. establishing responsibilities with regard to identifying and assigning appropriate USNRC documents to specific committees or individuals for review and comment;
- c. assuring compliance with Codes and Standards Policy (CSP-18) [<http://cstools.asme.org/csconnect/pdf/CommitteeFiles/7614.pdf>].

### 7.2 Responsibility

The Members of BNCS and Committees reporting to BNCS are urged to be aware of meetings and agendas of the USNRC and of its Committees such as the ACRS and the availability of proposed rules, regulations, guides, bulletins, and other USNRC publications as part of their normal work activities in the nuclear power industry. Any member of ASME Nuclear Codes and Standards can request that ASME comment on a NRC activity or document. The BNCS Chair will decide if action should be taken. Alternatively, the request may be sent to BNCS for its consideration in accordance with BNCS procedures. If it is decided to develop comments to be submitted to USNRC, the responsibility for developing the comments or position will be assigned to an individual(s) or committee on the basis of specific working interest with the subject matter.

### 7.3 Assignment

The BNCS Chair can assign responsibility for developing a comment on a NRC activity or document to a Standards Committee most involved with the subject of the NRC activity or document. When the subject is reviewed by an ASME committee member, it is not to be construed as an approval or endorsement of the subject document by ASME. Rather, the review was performed and the comments are submitted as a constructive public service for the purpose of improving future revisions of the subject document. In the time frame available for review and comment, the opinions and comments generated, by necessity, represent those of the reviewers and a consensus, where provided, is that of the individual committee rather than that of the ASME.

Alternatively, the BNCS Chair may establish a project team to develop the ASME comments or position. However, the opinions and comments generated, by necessity, represent those of the reviewers, is that of the individuals involved rather than that of the ASME.

#### 7.4 Review

Prior to release, the transmittal to the USNRC shall be submitted for review to the Chair, Vice Chairs and Secretary of BNCS, and the Chair and Vice Chair of relevant Standards Committees.

### 8.0 Administrative Actions for Membership

#### 8.1 Recommendations for Membership

The person recommending a nominee shall:

- a. provide or request the nominee to provide, a complete and current PF-1 Form,
- b. obtain a commitment from the nominee to participate if appointed,
- c. confirm that the nominee has support or will most likely receive support,
- d. provide a letter of nomination which states whether the individual is being nominated for member-at-large or contributing membership , and the basis for the nomination (e.g., contributions made, specific experience or expertise which will add to BNCS deliberations, filling of a current void, etc.).

#### 8.2 Acceptance of Resignations

Voting on acceptance of resignations is not required. Acknowledgement by the Standards Committee is sufficient. Standards Committee resignations need only be reported to BNCS for information.

### 9.0 Ballots

- a. The voting period is normally 30 days unless the BNCS or the Chair approves an alternative voting period,
- b. Each voting member shall exercise his/her voting privilege within the prescribed time limits and members eligible to vote are encouraged to vote as soon as possible,
- c. the vote contains four forms of response: approved, disapproved, abstain and not voting,
- e. votes received by the Secretary after the close of the ballot will not be considered, unless an extension of the period has been established.