Standards Committee on

Nuclear Quality Assurance (NQA)

Supplement to
Procedures for ASME Codes and Standards Development Committees

Revision 5

NQA Standards Committee Approved: 03/31/21

Board of Nuclear Codes and Standards (BNCS) Approved: 04/19/21
Standards Committee on Nuclear Quality Assurance (NQA)  
Procedures Supplement

This Supplement includes requirements specific to the Nuclear Quality Assurance (NQA) Standards Committee as required by the American National Standards Institute (ANSI) - accredited “Procedures for ASME Codes and Standards Development Committees” (hereafter referred to as the “ANSI-accredited Procedure”). The ANSI – accredited Procedure as supplemented herein, and the NQA Standards Committee guidelines are used to facilitate committee operations.

This Supplement was prepared using the model format for Supplement to Procedures for ASME Codes and Standards Development Committees. The format references the ANSI-accredited Procedure section topic and number (e.g., Charter, Ref. Section 1.1) and then presents the committee-specific supplemental information required for that section.

1.0 Charter, Ref. Section 1.1

Requirement: “The codes or standards committee, hereafter called standards committee, of the American Society of Mechanical Engineers (ASME) shall operate within its approved charter.”

The NQA Standards Committee Charter is as follows:

The NQA Standards Committee is responsible for the development, management and maintenance of quality assurance related standards and derivative products applicable to siting, design, construction, operation and decommissioning of nuclear facilities. Examples of nuclear facilities are facilities for power generation, spent fuel storage, waste management, fuel reprocessing, nuclear material processing, fuel fabrication, high-level waste storage, and nuclear research and development. The NQA Standard Committee’s scope includes the following specific functions and responsibilities:

(a) Develop, interpret and maintain a quality assurance standard(s) applicable to nuclear activities and facilities.
(b) Develop and maintain a glossary of terms used to define and describe quality assurance functions and coordinate their usage in other codes and standards.
(c) Manage or coordinate, as appropriate, the development of supplementary quality assurance standards necessary to implement the general program requirements by established standards writing bodies or through Subcommittees of this Committee.
(d) Coordinate with other ASME codes or standards committees, American National Standards committees, international organizations (e.g. International Standards Organization (ISO) and International Atomic Energy Agency (IAEA)) and committees of other organizations that are preparing and maintaining quality assurance (QA) related codes and standards for nuclear facilities by bringing individuals and groups together to discuss and evaluate common interests, objectives and understandings, and to provide an environment conducive to reaching mutual and consistent agreement on the QA standards effort.

1 Reference (Ref.) 1, Procedures for ASME Codes and Standards Development Committees, Revision 18, November 2019.
2 Ref. 2, guidelines are posted on the NQA Standards Committee’s C&S Connect web page.
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(e) Coordinate the application and interpretations of QA program requirements contained in the standards related to nuclear activities and facilities.

(f) Provide an interface for QA program standards and criteria with other nuclear activities falling within the scope of the Board on Nuclear Codes and Standards (BNCS).

(g) On a selected basis and as situations are identified, coordinate the efforts of standards writing groups outside of the nuclear industry that may be applied to nuclear activities and/or facilities.

2.0 Selection of Maintenance Procedures, Ref. Section 6.1.2

Requirement: “The standards committee shall... Maintain standards within its charter under periodic maintenance, continuous maintenance, or stabilized maintenance procedures.”

The NQA-1 Standard is maintained under continuous maintenance procedures. Continuous maintenance is defined as “the maintenance of a standard by consideration of recommended changes to any part of it according to a documented schedule for consideration and action by the standards committee”.

3.0 Standard Committee Organization, Ref. Sections 3.0 and 4.0

The NQA Standards Committee (SC) consists of Consensus Committee (CC) Members plus any Delegates and Contributing Members. See Figure 1.

Appendix 1 provides a summary of the types of NQA Standards Committee members, their duties regarding comments and voting on ballots, and the expectations regarding meeting attendance. Appendix 2 further describes member classification, expectations and privileges.

4.0 Number of Members and Member Terms, Ref. Section 3.1, 3.2

Requirement: “The standards committee shall consist of a specified number of individual members (hereafter referred to as members) as well as delegates and contributing members.”
The CC membership has a goal to be between 35-40 members, while the number of Contributing Members and Delegates is not specifically limited. Honorary Membership is an award and does not count towards the Consensus Committee membership.

All members of the SC are voted on to serve up to a 5-year term with the following exceptions.

- When a member of the SC is elected to serve as a SC Officer, at the time of the appointment, the expiration date for their membership term shall be adjusted to match the term of office. (For example, if a new SC Chair took over in July 2020 and that Chair’s CC membership was up for reaffirmation 2021, the new membership term for the SC Chair would be 3 years from the time they took office, July 2023. In contrast, if a new SC Chair took over in July 2020 and that Chair’s CC membership was up for reaffirmation in 2024, the new membership term for the SC Chair would again be 3 years from the time they took office, July 2023.)
- If an elected Subcommittee Chair is not already a member of the SC, the Subcommittee Chair shall be appointed as a Contributing Member by the CC membership for the duration of their term. During this time, the CC may consider voting to change the Subcommittee Chair’s membership to be a CC member.

The officers of the Standards Committee (SC) shall be as follows:

- Chair
- Two Vice Chairs (one or more is allowed by the ANSI-accredited Procedure)
- Secretary

All SC officer positions shall be elected up to a 3-year term.

5.0 Member Business Interest Categories, Ref. Section 3.2.5

Requirement: “To establish balanced representation for developing evidence of consensus on standards, consensus committee members shall be classified in accordance with the business interests of their primary source of support for committee participation. The classification system and the classifications assigned to members shall be proposed by the consensus committee, shall be subject to approval by the cognizant board, and shall be included in the supplement to the procedures.”

The NQA CC member’s business interest categories and classification system are as follows:

a. Manufacturer (AK)  An organization producing, components, parts or appurtenances.
b. Material Manufacturer (AM)  An organization producing or supplying materials.
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 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. Consultant (AU) An individual who has expert knowledge or experience in the Committee’s scope of work, and provides expert advice professionally.
j. General Interest (AF) Educators, individuals from a technical society or other society, and public interest persons not specifically covered by other categories defined above.

Each member of the CC shall be assigned a business interest category defined in (a) through (j) above. It is not required that all categories be represented on the CC. Per the ANSI-accredited procedure, not more than one-third of the membership of CC shall come from any single category.

6.0 Subordinate Groups and Membership, Ref. Sections 5.1, 5.3, 6.3.2

Requirement: “When subordinate groups are required, they shall be established by a majority vote of the Consensus Committee.”

“The consensus committee shall do the following: ....Approve membership of the subordinate groups reporting to it, as required by the committee’s procedures.”

The subordinate groups to the NQA SC include an Executive Committee (EC), subcommittees (Scs), special working groups (SWGs), groups and project teams. Additional information, including procedural requirements, for each subordinate group is provided in the following paragraphs.

6.1 Executive Committee (EC)

The EC provides recommendations and advises the SC on administrative activities and operational issues. No standard actions are taken by the EC. One of the SC Vice Chairs is appointed by the SC Chair to serve as the Chair of EC for a 3-year term. The EC is composed of the SC Officers, the
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subcommittee chairs, special working group chairs, group chairs, and regulatory individuals (e.g., NRC and DOE).

6.2 Subcommittee (Sc)

The CC shall approve a subcommittee’s scope of work/charter, membership and officers. A subcommittee’s scope of work/charter includes the development of proposals/ballots (within their charter) for CC approval. However, the CC retains the authority to directly perform work within the approved scope of a subcommittee.

Each subcommittee consists of a Chair, one or more Vice Chairs, one or more Secretaries and subcommittee members. The subcommittee Chair, Vice Chair(s) and Secretaries are elected by its subcommittee membership using a weighted ballot and then approved by the CC for a 3-year term. The subcommittee members are elected by the subcommittee membership and approved by the CC.

The eight NQA SC subcommittees are as follows:

- Subcommittee on Applications (ScApp)
- Subcommittee on Assessment & Verification (ScA&V)
- Subcommittee on Engineering & Procurement Processes (ScEPP)
- Subcommittee on Interface & Administration (ScI&A)
- Subcommittee on International Activities (ScIA)
- Subcommittee on Program Management Processes (ScPMP)
- Subcommittee on Software Quality Assurance (ScSQA)
- Subcommittee on Waste Management (ScWM)

6.3 Special Working Groups (SWGs)

The Special Working Groups (SWGs) are as follows:

- Honors and Awards (SWGH&A)
- Interpretations Special Working Group (ISWG)

The SWGH&A assists in the coordination of NQA honors and awards. The ISWG screens incoming NQA inquiries and helps monitor the inquiry until a CC approved interpretation to the inquiry is transmitted to the inquirer. The special working groups’ membership, including the Chair and other officers, is appointed by the SC Chair. The special working groups’ Chair reports to the EC.

6.4 Groups

Groups include the Resource Development Group (RDG). The RDG assists new volunteers until such time that the volunteer joins a subcommittee. Group membership, including the Chair and other officers, is appointed by the SC Chair. Groups report to the EC. The RDG follows the “Guide on Implementing Resource Development Groups for ASME Codes and Standard Development Committees”, May 2014.
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6.5 Project Teams (PTs), Ref. Section 5.3

Requirement: “The selection process for project team members shall be subject to approval by the consensus committee, implemented by the committee officers, and shall be described in the standards committee’s procedural supplement.”

The SC may also establish Project Teams (PTs) with a designated Chair and team membership to prepare proposals for the SC approval. PTs function separately from subcommittees. However, subcommittee members may be approved to serve on a PT. PT membership may also include other industry representatives as members. The Chair of the PT is the project technical manager, unless otherwise designated. Any PTs shall submit a report, including status of proposals and team membership, to the SC for approval at its scheduled semi-annual meetings.

7.0 Interpretations and Interpretation Approvals, Ref. Section 10.3

Requirement: “Interpretations may be approved by either of two committees. (a) Consensus Committee or Cognizant Subcommittee...(b) Special Committee.”

The SC provides CC approved interpretations for Standards entitled Quality Assurance Requirements for Nuclear Facility Applications and previous Standards that were the direct or assigned responsibility of the SC. Responses (a.k.a. interpretations) to technical inquiries shall be developed by the responsible subcommittee (as described in the subcommittee's charter) and approved by a 2/3 vote of the CC.

8.0 Honors and Awards, Ref. Section 11.9

Requirement: “The Honors and Awards section has been relocated to Procedures for ASME Codes and Standards Development Committees.”

Guidance from Ref. 4: “Suggested procedures for development of recommendations for honors and awards are provided below. Committees should include these procedures or modifications, thereof, in their committee supplement to the procedures or, alternatively, in a separate document that would provide instructions addressing administrative activities of the committee.”

The SC may recognize the contributions of its members through the recommendation for honors and awards. Ref. 4 procedures are used. Honorary Membership award recipients may be asked to comment on standard and administrative actions. Honors and awards for the NQA SC include:

• Honorary Membership
• Awards
  o NQA Outstanding Service Medal
  o Certificates of Appreciation
  o Certificates of Achievement
  o Certificates of Acclamation

4 Ref. 4, Guide to Procedures for ASME Codes and Standards Development Committees, Version 11, August 2015.
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- Dedicated Service Award
- Letters from the Chair
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APPENDIX 1: NQA Standards Committee Members, Duties, and Meeting Attendance Expectations

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<tr>
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<td>Yes</td>
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</tr>
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</table>

[^1]: Has voting rights only if their member or delegate for whom they are an alternate has not voted; otherwise, they have comment rights. Alternates are expected to attend meetings and are counted as part of quorum only if their member does not attend.

[^2]: Recipients of an Honorary Membership award are normally asked to comment but may be excluded.

[^3]: Only votes on 1st consideration standards actions.

[^4]: These voting rules are set up in C&S Connect.

[^5]: Attendance at committee meetings is optional. Participation may be accomplished through attendance at meetings when possible, by correspondence, telephone, teleconference, or other means.

[^6]: CCM Representatives are proposed by the absent member to act in their behalf and must be accepted by the Standard Committee Chair. (See ANSI-accredited Procedure Section 3.2.1 (a)). Representatives may only vote on actions other than standards actions.

[^7]: An Alternate is a person who attends meetings or intends to vote in place of the member on standards actions or administrative action.

[^8]: Delegates are not eligible to vote on personnel, administrative actions, or editorial actions.

[^9]: Members participating by way of a teleconference are normally counted as attending a meeting.

Table 1. Standard Committee Membership Duties
## APPENDIX 2: NQA Standards Committee Membership Classification, Description, Expectations and Privileges

<table>
<thead>
<tr>
<th>Member Classification</th>
<th>Description</th>
<th>Expectations</th>
<th>Privileges</th>
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</table>
| **Consensus Committee (CC) Member** | An individual that is self-sponsored or sponsored by an employer, representing a particular interest category, and capable of attending scheduled meetings (Spring/Fall meeting and others as requested by the Chair). | 1. Attend scheduled meetings. [Attendance or absence at committee meetings affects quorum at meetings.]  
2. Participate (review and vote) on all ballots.  
3. Take on work assignments as directed by committee Chair.  
4. Actively participate on committee discussions. | 1. Listed on committee roster in AS-11 and standard membership listing.  
2. Receives complementary copies of Codes and Standards pertinent to committee work.  
3. Full access to C&S Connect and all of its features. |
| **Delegate** | Represents a group located outside the U. S. and Canada. Must be fluent in English, and have a working knowledge of the technical aspects of the committee’s work. Delegates may be appointed to standards committees, and all of its subordinate groups. A delegate is not a member of the consensus committee. | 1. Attendance at scheduled meetings optional; participation via teleconference desired. [Attendance or absence at meetings does not affect quorum at meetings.]  
2. Relative to the standards committee, participate on a first consideration ballot.  
3. Participate on all review and comment ballots.  
4. Take on work assignments as directed by committee Chair. | 1. Listed on committee roster in AS-11 and standard membership listing.  
2. Receives complementary Codes and Standards pertinent to committee work.  
3. Full access to C&S Connect and all of its features. |
| **Contributing Member** | An individual that is self-sponsored or sponsored by an employer and whose contribution to a committee is in the form of technical comment and review of proposals. Attendance at committee meetings is neither expected nor required. In addition the frequency of technical comment and review of items is by matter of agreement between the Contributing Member and the committee Chair. | 1. Attendance at scheduled meetings optional; participation via teleconference optional. [Attendance or absence at meetings does not affect quorum at meetings.]  
2. A Contributing Member does not vote (approved/not-approved) on committee ballots.  
3. Has the option to participate on all review and comment ballots. | 1. Listed on committee roster in AS-11 and standard membership listing as "Contributing Member".  
2. Full access to C&S Connect and all of its features.  
3. Complementary copies of standard(s) provided per discretion of committee Chair. |
| **Alternate** | An individual that is self-sponsored or sponsored by an employer who substitutes for an existing committee member at meeting(s) or to vote on ballot(s). | Same expectations as the member. Approved/Not Approved votes counted in final tally only if alternate’s member does not submit vote, though any comments will be considered. | Receives the same privileges as the member. |

The SC Chair evaluates the performance of the members making up the standard committee based on the proposed expectations identified in the Table and the following performance criteria.  
- Attendance: ≥ 75% of scheduled meetings (either in person, virtually, or by teleconference) (for CC Members)  
- Participation on Ballots for Approval: ≥ 90% (for CC Members)  
- Participation on review/comment ballots: ≥ 75% (for all SC Members)  
- Participation at meetings will be based on a 5-year rolling average. (for CC Members)