

ASME B30 Standards Committee
Safety Standards for Cableways, Cranes, Derricks, Hoists,
Hooks, Jacks, and Slings

Supplement to Procedures for ASME Codes and Standards Development
Committees

The provisions within the following supplement, in conjunction with **Revision 17** of the Procedures for ASME Codes and Standards Development Committees, constitute the formal operating procedures for the B30 Standards Committee.

Approved by B30 Standards Committee during the January 2020 meeting
Approved by Board on Safety Codes and Standards on April 20, 2020
Date of Issuance: April 23, 2020

Summary of changes:

Updated 3.2 Selection of New Standards Committee Members

ASME B30 Standards Committee Operating Procedures

These procedures include the Procedures for ASME Codes and Standards Development Committee, Revision 17, Dated February, 2018, as supplemented below:

1.1 Charter

The charter of the ASME B30 Standards Committee on Safety Standards for Cableways, Cranes, Derricks, Hoists, Hooks, Jacks, and Slings is to develop, maintain, and interpret safety codes and standards covering the construction, installation, operation, inspection, testing, maintenance, and use of cranes and other lifting and material movement related equipment.

3.1 Standards Committee Membership

The membership of the standards committee shall consist of not more than 45 individual members. Resignations from the standards committee shall be administratively handled by the staff secretary and will be reported to the standards committee for information only.

3.2 Selection of New Standards Committee Members

The Secretary shall maintain a list of qualified candidates. When there is an opening, the Chair will request the Secretary confirm the list and solicit any additional candidates from subcommittee members and alternates. The Secretary will review the candidates to ensure that the qualification criteria have been met.

In order to be considered, candidates shall meet the following criteria:

- (a) Technical expertise and experience:
 - 1. Member of one or more B30 Subcommittee(s) for three (3) years, or
 - 2. Alternate to a subcommittee member of one or more B30 Subcommittee(s) for four (4) years, with a recommendation from the subcommittee chair, or
 - 3. A combination of (1) and (2) for a minimum of four (4) years (e.g. 2 years as an alternate followed by 2 years as a member).
 - 4. Concurrent membership on multiple subcommittees for one year counts as one year of participation.
- (b) Commitment of the individuals and their employers for the allocation of the time and expense necessary to fulfill the duties of membership.
- (c) Belong to an interest category that will maintain proper balance of committee membership for wide variety of expertise and interests.
- (d) Participation at standards committee meetings.

The list shall be presented to the standards committee for consideration, either electronically or in executive session, with background information for each candidate.

After review of the candidates presented, the standards committee will determine if it is necessary or desirable to fill any open position on the committee.

Nominees shall be selected by utilizing the weighted vote method via electronic ballot. Only one position shall be considered on a ballot and only one ballot shall be open at a time.

In the event of a tie, a subsequent weighted ballot shall be prepared and distributed listing only the candidates receiving the same number of votes. If a candidate receives the highest score during the subsequent ballot, that candidate shall be the nominee. The candidate(s) receiving the least number of

votes shall be removed from the next subsequent ballot, if required.

The approval of a nominee requires a vote of the standards committee members and approval by the Board on Safety Codes and Standards.

3.2.3 Standards Committee Member Participation Requirements

3.2.3.1 Over a two year period,

- (a) The standards committee member shall have attended a minimum of 1/3 of the standards committee meetings unless the member is physically precluded from attendance due to confirmed medical conditions. The member or alternate shall have attended a minimum of 2/3 of the standards committee meetings unless both persons are physically precluded from attendance due to confirmed medical conditions. (Attendance is expected at all sessions including the executive session), and
- (b) The member or alternate must respond to at least 80% of all letter ballots.

The member must actively participate as a member or as an alternate on at least one B30 Subcommittee for the duration of their membership on the standards committee.

3.2.3.2 The Secretary shall track compliance from April 1 through March 31 of each year and submit an annual review to the Chair and the standards committee at each May meeting. Any member not meeting the requirements in 3.2.3.1 shall be recommended for termination from the committee by the Chair. Any member not meeting the requirements will be provided with the opportunity to indicate why they did not meet the criteria during the May meeting. Upon the standards committee's consideration of any input provided by the member, a vote shall be taken during the May meeting to determine if the member is terminated from the committee.

3.2.3.3 Alternates designated by the member and approved by the standards committee must be from the same classification as the member. If a member changes classification, the alternate may stay as the member's alternate until the next standards committee meeting after the change. After that time the alternate must be able to prove that they have also changed classification or they will be removed as the committee member's alternate. The member may then submit another alternate within the same classification to the standards committee for approval.

3.2.5 Classification of Standards Committee Members

The members of the standards committee shall be classified in accordance with the major interests of their primary source of support from among the following categories, as appropriate:

- **AD (Distributor)** - Involved with the sale and distribution of the equipment or the installation.
- **AE (Employee/Union)** - The representation of workers.
- **AF (General Interest)** - Specialists who have expert knowledge in the field of the Committee's work, including consultants, who are not otherwise covered by another category of interest.
- **AG (Installer)** - The assembler or erector of parts or equipment.
- **AH (Insurer)** - Insurer of manufacturing, operations, or equipment.
- **AK (Manufacturer)** - An organization which produces complete lifting systems covered by any of the applicable standards.
- **AM (Material Manufacturer)** - An organization which produces parts or assemblies used as part of, or an accessory to, a complete lifting system covered by any of the applicable standards, i.e. wire rope, chain, slings, shackles, below-the-hook lifters, electrical components, hydraulic components, and personnel baskets.
- **AT (Regulatory)** - Issuer and enforcer of rules that govern the public installation, operation, inspection, and maintenance of parts, assemblies, or equipment.
- **AV (Trainer)** - The provider of training related to the equipment covered by the standard.
- **AW (User/Owner)** - Owner or operator of the parts, assemblies, or equipment.

Individuals who represent an authority having jurisdiction responsible for enforcing B30 requirements shall not be subject to the committee experience provision of 3.2(a).

3.2.5.1 Multiple Standards Committee Membership from a Single Organization

- (a) There shall be no more than one voting member from a single organization (see para. (e) below) except that the standards committee may nominate more than one voting member due to one or more of the following circumstances:
 - (1) The nominees represent different expertise considered necessary to the committee.
 - (2) One of the nominees (or two of the nominees if three are being nominated) is a Chair of a subcommittee.
- (b) The justification for multiple membership shall be submitted to the Board on Safety Codes and Standards at the time the nominees are considered for appointment and reappointment. When circumstances arise in which there would be three persons from one organization, the justification shall be considered at a meeting of the Board on Safety Codes and Standards.
- (c) Under no circumstances shall there be more than three voting members from a single organization.
- (d) If there are two members from one organization on the standards committee due to the acquisition of one company by another, the merger of two companies, or by a member moving from one organization to another (without changing interest category), this policy need not be applied until the expiration date of one of the member's term. If this situation results in three or more members from one company on a standards committee, it shall be brought to the attention of the Board on Safety Codes and Standards for consideration at its next meeting.
- (e) For the purposes of this policy, 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 will be made by the Board on Safety Codes and Standards on a case-by-case basis. The independence of the two companies shall be used as the criteria for making this decision. In the case of government bodies, two agencies would not be considered the same organization if they promulgated separate regulations or separate procurement standards/specifications.

3.5 Regulatory Authority Council (RAC)

RAC Procedures may be found in Appendix B.

3.6 Interest Review Group (IRG)

IRG Procedures may be found in Appendix C.

3.7 International Working Group (IWG)

IWG Procedures may be found in Appendix D.

3.7.1 B30.5 Mobile and Locomotive Cranes Latin America and Caribbean International Working Group Charter:

The B30.5 Mobile and Locomotive Cranes Latin America and Caribbean International Working Group (B30.5 LAC IWG) serves as a subordinate group operating within the Charter of the B30 Standards Committee and scope of ASME B30.5 Mobile and Locomotive Cranes. The LAC IWG provides for the participation in ASME B30.5 Mobile and Locomotive Cranes development by technical expert members based in the Latin America and Caribbean region. The B30.5 LAC International Working Group will:

- Initiate and process proposed standards actions to send for eventual consideration by the B30.5 Subcommittee.
- Review and provide comments on proposed revisions to the B30.5 Mobile and Locomotive Cranes during B30 first consideration ballots on B30.5 items.
- Conduct technical and administrative activities related to B30.5 Mobile and Locomotive Cranes development in accordance with approved ASME procedures, policies, and established guidelines.
- Coordinate IWG activities with its parent committee and ASME staff.

5.1.1 Determining Subordinate Group (Subcommittee) Membership

- (a) Membership of subordinate groups (excluding ad hoc committees) shall be recommended by the subordinate group Chair and subject to the approval of the standards committee.
- (b) Candidates for membership shall be technically qualified with a concern and willingness to participate in work within the scope of the subcommittee. Candidates for membership shall provide their category of interest when applying for subcommittee membership.

5.1.2 Subordinate Group (Subcommittee) Membership Limits

- (c) The membership of a subcommittee should consist of not more than fifteen (15) members, including officers. The subcommittee may, with the approval of the standards committee, have more than the maximum total. Justification for exceeding the maximum total shall be presented to the standards committee for consideration.
- (d) No more than seven (7) standards committee members may be members on a single subcommittee.
- (e) No standards committee member can be a member on more than 5 subcommittees, except as approved by the standards committee.

5.3.1 Determining Ad Hoc Committee Membership

Project team members for standards committee items shall be appointed by the standards committee Chair. Project team members for subcommittee items shall be appointed by the respective subcommittee Chair.

7 Standards Committee Actions

- (a) Approval of a proposed new standard or incorporation of new equipment into a B30 standard, ASME Request for the Development of a New ASME Standards Activity shall be provided for B30 review and approval.

7.2.3 First Consideration Ballot

- (j) Proposed responses to comments and recommended actions shall be presented at a standards committee meeting and the standards committee will provide feedback or approval. The subcommittee or project team shall proceed with the project as directed by the standards committee.

7.2.4 Recirculation Ballot

- (f) The subcommittee or project team shall address all comments and attempt to resolve all disapproved votes accompanied by comments related to the proposal under consideration. Proposed responses to comments and recommended actions shall be presented at a standards committee meeting and the standards committee will provide feedback or approval. Any subcommittee or project team proposal for further recirculation shall proceed as directed by the standards committee.

10.3 Approval of Interpretations

Interpretations to B30 standards shall be approved by a vote of the standards committee.

Interpretations on old editions of the Volumes should include wording:

“The ASME B30.X-20XX (most current) Volume replaced the 200X revision, so please refer to the latest Volume to determine if any language has been added, deleted or modified that might affect the Question that you have posed.”

APPENDICES

- Appendix A: Supplemental Application Form
- Appendix B: Regulatory Authority Council
- Appendix C: Interest Review Group
- Appendix D: International Working Groups

APPENDIX A: SUPPLEMENTAL APPLICATION

Provide the names and addresses of two persons, known to members of the ASME B30 Committee, who can support your application:

Verify, by entering your dated signature in this block, that you are able to commit the required time to be able to participate fully in ASME B30 Committee work at three meetings each year, and to absorb the cost of travel expenses such as airfare, accommodations at ASME selected host hotels, meals, etc.

Signature _____ Date _____

APPENDIX B: REGULATORY AUTHORITY COUNCIL

Since it is the purpose of the standards committee to promote the safety of the public by developing and maintaining standards that can be adopted by jurisdictional authorities, the committee shall establish a Regulatory Authority Council (RAC) as set forth below.

(a) **Membership.** Every jurisdiction enforcing one or more ASME B30 Code(s) shall be entitled to appoint a representative to the RAC. The representative shall be the senior official responsible for enforcement of the Code or the delegated representative. Members or alternates of the standards committee are precluded from membership on the RAC.

(b) **Appointment.** Membership on the RAC is voluntary and only requires a letter of appointment from the jurisdiction, on file with the ASME B30 Secretary.

(c) **Officers.** The RAC shall elect a Chair, Vice Chair, and Secretary for a three year term of office. The Chair, or Vice Chair in the Chair's absence, or Secretary in the Chair and Vice Chair's absence, shall act as a spokesperson for the RAC at the standards committee meetings.

(d) **Secretary.** The Secretary shall record and, with the assistance of ASME, distribute agendas and minutes of all meetings to the RAC members. The Secretary shall receive and maintain all documents relative to the RAC and any correspondence with interfacing organizations or individuals in the name of the RAC, and perform other duties as requested by the Chair. In the absence of the Chair and Vice Chair at a meeting, the Secretary shall take the chair.

(e) **Meetings.** The RAC should meet at least once annually. Attendance shall be encouraged but is not required. A meeting should be held prior to, and in conjunction with, the standards committee meeting.

(f) **Privileges and Responsibilities.** Members of the RAC will be provided access to standards committee ballots and are encouraged to comment on ballots sent out for first consideration. The standards committee and/or applicable subcommittee shall respond to comments from RAC members.

(g) **Annual Survey.** A survey shall be sent to the members of the RAC on an annual basis. It shall request any questions on, or proposed revisions or additions to, the editions of the Codes being enforced in the jurisdiction. The results of the survey shall be provided to the standards committee. Failure to return the survey shall be cause for removal from the RAC.

APPENDIX C: INTEREST REVIEW GROUP

It is the goal of ASME to have the B30 standards recognized and used by the international community. In addition, there are persons in the United States who have a strong interest in the subject matter and desire to actively participate in the balloting process but who may not have been selected for membership or may not be able to attend committee meetings. To accommodate these interested parties, an Interest Review Group (IRG) is established as set forth below:

- (a) **Membership.** Membership shall be limited to:
1. Former standards committee members,
 2. Current subcommittee Chairs who are not standards committee members,
 3. Individuals residing outside of the United States or its territories and possessing expertise needed in the development of the standard. (Representation shall be limited to one member per organization, company, or jurisdictional authority.), or
 4. Individuals with unique expertise considered by the committee to be necessary in the development of the standard.

A roster of members will be maintained by the committee Secretary.

- (b) **Appointment.** Applicants shall be approved for membership by the standards committee in accordance with the requirements for approval of standards committee members. They are appointed for a term not exceeding five years and are eligible for reappointment.
- (c) **Privileges.** Members of the IRG will be provided access to committee ballots sent out for first consideration and are encouraged to comment. The committee and/or applicable subcommittee shall respond to comments from IRG members.
- (d) **Revocation of Membership.**
1. Members who are appointed to the IRG because they are subcommittee chairs who are not standards committee members shall only retain their IRG membership for the duration of their Subcommittee Chair term of office.
 2. Periodically, members may be requested to reaffirm their interest in continuing their membership on the IRG. Members who do not respond will be dropped from the IRG. Such actions shall be reported to the standards committee.

APPENDIX D: INTERNATIONAL WORKING GROUPS

This document is intended to provide guidance for standards committee leadership, including ASME Staff Secretaries, when considering or planning the establishment of an International Working Group (IWG). IWG members/candidates, partner organizations, and others are referred to ASME S&C staff for information on IWGs. General information regarding committee membership may be found in ASME's S&C procedures and training documents.

D.1 Introduction

ASME's globalization activities seek to enhance the applicability and utilization of its codes and standards around the globe. These activities often rely on cooperation and contributions by ASME's partners and stakeholders based outside the U.S., many of whom have experience, technical expertise, and distinct perspectives that enhance the global relevance of ASME's standards.

Participation by such valued stakeholders on ASME standards development committees is desired. However there are a variety of circumstances that prevent stakeholders, regardless of their geographic location, from meeting the expectations associated with "traditional" S&C committee membership. To accommodate such individuals, ASME S&C has introduced several alternative means of S&C participation. An International Working Group (IWG) is one such innovation that permits participation by a group of stakeholders based in a common geographic location outside the U.S. and unable to fulfill the attendance expectations of committees that meet principally in the U.S.

D.2 Fundamental IWG Concepts

- (a) With regard to the Procedures for ASME Codes and Standards Development Committees, IWGs are identical to other subordinate groups.
- (b) The role of IWGs is like other subordinate groups (i.e. working groups, subgroups, etc.) in that they should be expected to both develop and review proposed standards actions for subsequent consideration by their respective standards committees. As with other subordinate groups, proposals developed by an IWG, such as revisions, interpretations, and Code Cases, will follow a path through the subordinate committee structure towards "consensus" consideration.
- (c) The reporting relationships and proposal development path between subordinate groups should be considered and possibly modified by the standards committee to facilitate an effective integration of the IWG into the consensus process.
- (d) Section 9 of the Guide to Procedures for ASME Codes and Standards Development Committees applies to subordinate groups including IWGs, and it summarizes the participation expectations and the voting and commenting privileges of the various categories of members. Each IWG member shall be designated as one of the member categories described in Section 9, and the participation expectations and voting and commenting privileges should not be otherwise amended for IWG members. For example, a member of an IWG is required to vote when a ballot is presented to the IWG, and invited to comment when the IWG is included in a review and comment distribution.

D.3 Key Differences from Other S&C Subordinate Groups

- (a) IWGs typically conduct their meetings in a geographic location outside of the U.S. (i.e. a country) common to its members.
- (b) IWGs are typically populated by virtue of the common geographic location, rather than a common engineering discipline or specialization, such as design, quality assurance, etc. At least initially, the IWG membership may be expected to represent a cross-section of relevant expertise.

- (c) IWGs may choose to conduct their proceedings in a language other than English. This includes IWG meeting discussions, minutes, and agendas.

D.4 Geographic Basis for IWGs

The IWG concept suggests a common nationality as the basis for an IWG, however it is conceivable an IWG may support a common region (e.g. Scandinavia, Central America, etc.) A preference for a “regional IWG” may arise from a desire for an IWG with a greater number of members, a broader membership base, or other reasons. However, such an arrangement may compromise several of the intended benefits of an IWG, such as the common language and jurisdiction framework shared by its members. Also, a proposal that regional stakeholders work together may reveal national or cultural sensitivities. Therefore the viability of a “regional IWG” should be determined through careful consultation with the expected participants.

D.5 Benefits of IWGs

- (a) Benefits to Standards Committees
 - 1) IWGs provide additional subordinate technical resources to standards committees.
 - 2) IWGs may help standards committees identify, understand and address stakeholder issues in countries or regions outside of the U.S. Examples of such issues may include:
 - Jurisdictional and regulatory differences
 - Manufacturer supply-chain and materials considerations
 - Innovative or unusual standards applications or products
- (b) Benefits to IWG Members
 - 1) Participation may strengthen IWG members’ individual and collective understanding of ASME standards requirements and philosophy.
 - 2) IWGs can alleviate several barriers to participation that prevent otherwise qualified experts from participating in the ASME S&C standard development process, such as very long distances, travel constraints, and language barriers.
- (c) Benefits to Global Stakeholders
 - 1) IWGs may facilitate discussion of ASME standards issues and experiences among local stakeholders.
 - 2) As an ASME S&C body, an IWG may serve as a possible first line of support for local stakeholder’s inquiries, in coordination with its standards committee and ASME staff.
- (d) Benefits to ASME Standards and Certification
 - 1) Improve the usability and acceptance of the ASME standards around the world
 - 2) Foster the development of potential S&C volunteer leaders

D.6 Formation of International Working Groups

- (a) General

The formation of the IWG, including the appointment of its members shall be conducted in accordance with paras. 5.1 and 5.2 of the Procedures for ASME Codes and Standards Development Committees. The decision to form an IWG will likely be prompted either through an expression of interest by the standards committee or stakeholders based outside the U.S. As with other expressions of interest in S&C standards participation, ASME staff and committee leadership are expected to provide guidance to stakeholders on the variety of means available for participation, and guide the selection toward the most appropriate means based on the circumstances. If the establishment of an IWG is supported by the standards committee and stakeholders, the process should be managed by ASME staff with close coordination with the standards committee or parent committee leadership.

(b) Assistance from Local Partners

Although not required, the establishment of an IWG may be facilitated by partnership with a local organization or stakeholder(s). A partner organization familiar with the range of local stakeholders and potential participants may assist in soliciting candidates for the IWG's charter membership, garnering support from employers of membership candidates, and providing logistical support for IWG meetings.

(c) Identification and Appointment of IWG Members

- 1) The appointment of IWG members shall be conducted in accordance with para. 5.1.1 of the Procedures for ASME Codes and Standards Development Committees.
- 2) Establishment of an IWG should only proceed when there is confidence that there is a sufficient pool of local experts to sustain an appropriate membership size for a viable subordinate group. However, an IWG may be established with the expectation that the desired membership size will be achieved subsequently.
- 3) As with other committees, identification of candidates for IWG membership may be conducted through solicitation of stakeholder organizations and direct appeals to individuals. The activity may be undertaken by current volunteer members, staff, or a designated local partner organization.
- 4) Regardless of the means employed to identify candidates, the assessment of their qualifications and other considerations, such as confirmation of support from their employers, should be consistent with the appointment process for other subordinate groups.

(d) IWG Officers

The election or nomination of the officers of an IWG shall be conducted in accordance with para. 5.2 of the Procedures for ASME Codes and Standards Development Committees. In particular, it is recommended to utilize the provisions permitting appointment by the Chair of the standards committee or subordinate group to which the IWG directly reports. If the appointment is conducted in accordance with those provisions, suggestions for the officer selection may be provided by the charter members or the ASME staff who are familiar with the circumstances and IWG formation.

(e) IWG Training

It is likely that, at the time of the establishment of an IWG, none of its charter members will be familiar with ASME standards development principles, procedures, processes, and practices. This is a significant difference from the more commonplace formation of a subordinate group populated with one or more members who are experienced in ASME standards development. A commitment to training and ongoing guidance in C&S development knowledge for IWG members is vital to the successful establishment of an IWG.

(f) IWG Charter

Subordinate groups typically have a charter. A template for an IWG charter is as follows:

The <country/region> International Working Group (IWG) serves as a subordinate group operating within the Charter of the <standards committee> and scope of <ASME standard title/designation>. The <country/region> IWG provides for the participation in <ASME standard title/designation> development by technical expert members based in <country/region>. The <country/region> International Working Group will:

- Initiate and process proposed standards actions for eventual consideration by <standards committee>.
- Review and provide comments on proposed revisions to the <ASME standard>.
- Conduct technical and administrative activities related to <ASME standard> development in accordance with approved ASME procedures, policies, and established guidelines,
- Coordinate IWG activities with its parent committee and ASME staff.

D.7 Complimentary Standards

The provision of complimentary standards to committee members, including IWG members, is the prerogative of ASME staff.

D.8 Support from ASME Staff

- (a) ASME staff will assist IWGs to ensure that the IWG proceedings are conducted according to ASME procedures and expectations. Assistance should be provided for activities such as preparation of meeting agendas and minutes, planning of meetings, maintenance of records, and tracking progress of work items.
- (b) ASME staff shall provide training on the operation of C&S Connect, the operations of the parent committee, and the requirements of the Procedures for ASME Codes and Standards Development Committees. Preferably, this should be done in-person during or prior to the inaugural meeting of the IWG.

D.9 Meeting Facilities and Logistical Support for IWG Meetings

ASME bears the responsibility to provide for meeting facilities and related logistical support for its S&C groups, including IWGs. As with other subordinate groups, IWG members may offer to host meetings and provide related logistical support with assistance from their employers. Alternatively, ASME may arrange for ongoing support through a local partner organization. In such arrangements, the local partner organization may be referred to as the “Secretariat” for the IWG.

D.10 Communication and Coordination with IWGs

- (a) The success of a subordinate group and the benefits it provides to the standards committee depend greatly on consistent and reliable communication and coordination of activities with their peer groups, parent committee, and ASME staff. The following characteristics of IWGs are potential barriers to such interactions:
 - 1) IWG members are not expected to regularly attend meetings of their peer groups, parent committee, or standards committee, nor are IWGs expected to conduct meetings in conjunction with those groups.
 - 2) Members of an IWG’s parent committee and standards committee are not expected to regularly attend IWG meetings.
 - 3) For an extended time following the establishment of an IWG, its members – including its officers – are likely to be unfamiliar with the practices of inter-committee communications and the strategic priorities of its standards committee.
- (b) Initially, many of these potential barriers may be addressed through a program of training to be arranged by ASME staff. Additionally, the IWG’s parent committee or standards committee may implement a number of practices to promote adequate communication and coordination with the IWG. Such practices may include:
 - 1) Assigning mentors to guide the IWG leadership.

- 2) Requiring periodic written reports on IWG meetings and key discussions. Such a report may be provided to the parent committee or standards committee in lieu of, or in addition to, the meeting minutes furnished by ASME staff.
 - 3) Requiring periodic progress reports on specific projects assigned to the IWG.
 - 4) Communicating to IWGs and ASME staff the parent committee's or standards committee's expectations for productivity and work prioritization.
 - 5) Encouraging cross-meeting attendance and regular informal email communication, and fostering interpersonal relationships between members.
 - 6) Providing useful feedback and encouragement to IWG members from the standards committee leadership.
- (c) Such practices to foster communication and coordination with IWGs should be implemented for the objective of ensuring the success of the IWG and the engagement of its members. Caution should be exercised against placing requirements on the IWG or its members that are unrealistic, needless, or inconsistent with those placed on other subordinate groups.

D.11 IWG Integration into Committee Consensus Process, Ballots, or Review and Comment Distributions

- (a) While ASME staff is expected to assume the lead role in the successful assembly, launch, training, and operational support of IWGs, the standards committees also shares the responsibility for providing for their ongoing success. To maintain the engagement of IWG members and derive the full benefit of the group as a technical resource, consideration should be given to enhancing the integration of the IWG into the standards development process through provisions implemented in the standards committee's processes or procedures.
- (b) Approval of proposals by relevant subordinate group(s) is often considered a prerequisite to standards committee consideration. Similar to their counterparts on other subordinate groups, IWG members possess expertise and perspectives which may enhance proposed standards actions that did not originate within the IWG. Therefore the standards committee should consider process mechanisms to permit IWG members to participate in ballots or review and comment distributions for such proposals. Para. 7.2.1 of the Procedures for ASME Codes and Standards Development Committees describes provisions for review and comment on draft proposals by technically affected parties, such as subordinate groups.