I. General (Reference Section 1)
This operating guide provides specific information related to the Portable Automotive Service Equipment (PASE) Standards Committee, hereafter referred to as the Committee, and provides guidance on its practices and procedural preferences.

II. Charter (Reference Section 1)
The Charter of the Committee(s) is as follows:

The standardization of safety and performance requirements for portable automotive service equipment (PASE).

III. Standards Committee Membership Number of Consensus Body Members (Reference Para. 3.3)
The Committee:
☒ prefers to operate with no more than 35 members.
☐ does not have a preferred upper limit on the number of its members

☐ prefers to operate with no fewer than [#] members.
☒ does not have a preferred lower limit on the number of its members

Additional Preferences for Number of Consensus Body Members:

Membership Duties (Reference Para. 3.3.1.1.1)
Members, their alternates, or their representatives are expected to be in attendance and participate in not less than 50% of all scheduled meetings of the standards committee.

Additional Preferences for Attendance at Meetings:

Members or their alternates are expected to participate on not less than 90% of all standards committee ballots.

Additional Preferences for Ballot Participation:
Interest Categories (Reference Para. 3.3.1.1.2)
Members of the Committee are typically identified by the following interest categories (See Appendix 2 for the definition of each interest category):
☐ AA Constructor
☒ AB Designer
☐ AC Designer/Constructor
☒ AD Distributor
☒ AE Employee/Union Interest
☒ AF General Interest
☒ AG Installer
☒ AH Insurance/Inspection
☐ AI Laboratory/Testing
☒ AK Manufacturer
☐ AM Material Manufacturer
☒ AO Owner
☐ AP Pipeline Operator/Owner
☐ AR Oil Refining/Production
☒ AT Regulatory
☐ AV Trainer/Educator
☒ AW User
☐ AX Utility
☐ AY Government
☐ CA Producer – Airframe/Power Plant
☐ CM Chemical Manufacturing
☐ DE Design/Engineering
☐ GS Gage Manufacturer
☐ MC Cast Boiler Manufacturer
☐ MH Water Heater Manufacturer
☐ MW Wrought Boiler Manufacturer
☐ OP Pressure Relief Device Manufacturer
☐ PP Petroleum Production
☐ PR Petroleum Refining
☐ RM Repair Manufacturing
☐ SP Standards Development Organization

Additional Guidance for Interest Categories:
Change in Interest Category (Reference Para. 3.3.1.2(d))
When a member’s interest category changes that does not result in an imbalance, the Committee prefers to:
☐ Reaffirm the member to complete the present term, under the new interest category
☐ Reappoint the member for a new full term, under the new interest category
☒ No preference

IV. Subordinate Group Membership
Establishment of Subordinate Groups (Reference Para. 3.2.2.1)
Subordinate groups that do not report directly to the standards committee are typically established by:
☐ The parent committee
☐ The consensus body
☒ Not applicable

Subordinate Group Membership (Reference Section 3.4)
Membership actions for subordinate groups that report directly to the standards committee are typically approved by:
☐ The consensus body
☐ The Chair of the consensus body
☒ Not applicable

Membership actions for subordinate groups that do not report directly to the standards committee are typically approved by:
☐ The parent committee
☐ The Chair of the parent committee
☐ The consensus body
☐ The Chair of the consensus body
☒ Not applicable

Chairs and Vice Chairs of Subordinate Groups that do not report directly to the Standards Committee (Reference Para. 3.4.3.2)
Chairs and Vice Chairs of subordinate groups that do not report directly to the standards committee are typically nominated by
☐ The Chair of the parent committee  
☐ Election method specified in 3.3.4.2.1.1  
☒ Not applicable

Chairs and Vice Chairs of subordinate groups that do not report directly to the standards committee are typically appointed by:
☐ The parent committee  
☐ The consensus body  
☒ Not applicable

Additional Preferences for Subordinate Group Membership:

V. Standards Committee Ballot Authorization (Reference Para. 4.4.2)
The Committee prefers standards committee ballots be authorized by:
☐ The subordinate group responsible for the standards proposal  
☐ An officer of the subordinate group responsible for the standards proposal  
☒ An officer of the standards committee  
☒ Members of the standards committee  
☐ No Preference

Additional Preferences for Authorization of Standards Committee Ballot:

VI. Interpretations
Issuance of Interpretations (Reference Section 5)
Interpretations, generally, are
☐ not provided for any standards within the committee charter  
☒ provided for all standards within the committee charter  
☐ provided for all standards within the committee charter, except the following:

_________________________  
_________________________  
_________________________

☐ provided for only the following standards:

_________________________  
_________________________  
_________________________
Approval of Interpretations (Reference Para. 5.2)
When interpretations are issued, the Committee prefers to approve them via
☒ Consensus Body
☐ Cognizant Subordinate Group
☐ Special Committee
☐ No Preference

Additional Preferences for Interpretations:

VII. Cases
Issuance of Cases (Reference Section 6)
Cases, generally, are
☒ not provided for any standard within the committee charter
☐ provided for all standards within the committee charter
☐ provided for all standards within the committee charter, except the following:

☐ provided for only the following standards:

Cases are typically reviewed on the following cycle: ____N/A_____________________

Additional Preferences for Cases:

VIII. Technically Affected Parties
Parties Outside of ASME’s Committee Structure (Reference Para. 4.4.5)
Technically affected parties outside of ASME’s committee structure are typically provided an
opportunity to review and comment on proposals during:
☒ the ANSI Public Review only
☐ a third party/industry review in addition to the ANSI Public Review
☐ the ASME Public Review only
☐ a third party/industry review in addition to the ASME Public Review
Parties Within ASME’s Committee Structure (Reference Para. 4.4.2.1.2.2)
The committees noted below are typically affected by changes to this committee’s standards as indicated below:

<table>
<thead>
<tr>
<th>Standard</th>
<th>Section/Part (if applicable)</th>
<th>Committees typically technically affected by revisions</th>
<th>Typical Timing of Review &amp; Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The following are examples:

<table>
<thead>
<tr>
<th>Standard</th>
<th>Section/Part (if applicable)</th>
<th>Committees typically technically affected by revisions</th>
<th>Typical Timing of Review &amp; Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

IX. Additional Honors & Awards (Reference Section 8 & Appendix 4)
[Additional honors and awards information applicable to this standards committee.]

Safety Codes and Standards Medal
Annually, the ASME Committee on Honors, may present an ASME Safety Codes and Standards Medal to an individual who has contributed to the enhancement of public safety through the development and promotion of ASME Codes and Standards or the ASME safety accreditation activity. Any individual Member or Committee may nominate candidates for the Safety Codes and Standards Medal. Nomination and eligibility information may be found here. A member may not receive more than one Safety Codes and Standards Medal.

X. Additional Guidance
[Committees may include in this section any additional committee specific guidance with which they would like to operate under. This section may not include any requirements and may not include any deviations from the ASME Operating Procedures for Codes and Standards Development Committees.]

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1 Committees may include conference committees.