Operating Guide for ASME Committee on Pressure Vessels for Human Occupancy

Approved by Pressure Vessels for Human Occupancy on: TBD
Approved by the Board on Pressure Technology Codes and Standards on: TBD

I. General (Reference Section 1)
This operating guide provides specific information related to the Pressure Vessels for Human Occupancy (PVHO) reporting to the Board on Pressure Technology, 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 charter of the Pressure Vessels for Human Occupancy (PVHO) Standards Committee of the American Society of Mechanical Engineers (ASME) shall be the development of safety standards for the design, fabrication, inspection, testing, operation, maintenance, and marking of pressure vessels for human occupancy.

III. 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

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 66.66% of all scheduled meetings of the standards committee.

Additional Preferences for Attendance at Meetings: One of those meetings may be by telephone/Zoom.

Members or their alternates are expected to participate on not less than 80% 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):

**Change in Interest Category**
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

**Addition Preferences for Standards Committee Membership:**

**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 of subordinate groups that do not report directly to the standards committee are typically appointed by:
☒ The parent committee
☐ The Chair of the parent committee
☐ Not applicable

V. Standards Committee Ballot Authorization (Reference Para. 4.4.2)
The Committee prefers to authorize a standards committee ballot 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

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

☐ provided for the following standards ___________________________

Cases are typically reviewed on the following cycle: ___________________________

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Additional Preferences for Cases: Cases are listed with no expiration date. At each yearly review, the need for the case, compliance with the current standard and status for incorporation into the PVHO standard shall be reviewed and documented in the Standards Committee minutes.

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**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

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Additional Preferences for Review by Parties Outside of ASME’s Committee Structure:

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*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>PVHO-1</td>
<td>Entire Standard</td>
<td>BPTCS</td>
<td>All ballots</td>
</tr>
<tr>
<td>PVHO-2</td>
<td>Entire Standard</td>
<td>BPTCS</td>
<td>All ballots</td>
</tr>
</tbody>
</table>

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Additional Preferences Review by Parties Within ASME’s Committee Structure:

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**IX. Additional Honors & Awards**

[Additional honors and awards information applicable to this standards committee.]
X. Additional Guidance
Errata are considered to be necessary corrections to errors introduced in the Standards during the publication process (e.g. typographical errors, misspelling, grammatical errors, and incorrect publication of revisions). Errata corrections shall be approved by the Standards committee, and shall be posted on the public domain of the PVHO Standards Committee web page in C&S Connect once approved. Subsequently, errata corrections shall be published in the next scheduled edition of the affected Standard.