ASME Process Training
B16 Committees

WELCOME

ASME Committee Structure Topics

- Committee Hierarchy
- Membership
- Balance of Interest

Committee Hierarchy
Committee Hierarchy Overview

- ASME Committees have a hierarchical structure
- Each committee has a supervisory group that oversees it all the way to the Council on Standards and Certification (CSC)

Information and revisions flow in both directions through the committee hierarchy

Project Teams

- Project teams are the lowest level of the hierarchy
- Size can vary from one individual to many
- Perform the actual proposal development
- Address issues that arise during ballots
- May also be called working groups or task groups
- Headed by the Project Technical Manager

Subcommittees

- Review project team proposals
- Approve interpretations and errata
- Responsible for either entire standards or specific technical areas
- Headed by a volunteer chairman
- May have a ASME staff secretary
Standards Committee

- Ultimately responsible for the final content of standards
- Chair, Vice-Chair, ASME staff secretary
- Also handles personnel issues, and strategy

Supervisory Board

- Reviews proposals for technical accuracy
- Review and vote that the standards committee followed procedures
- Provide strategic direction to standards committee

Council on Standards and Certification

- Supervisory Boards report to the Council on Standards and Certification (CSC)
- Sets the strategic objectives for codes, standards, and related conformity assessment activities

Membership
Membership

• Many ways to participate on ASME Committees
• All volunteers have full access to C&S Connect
• Volunteers are listed in the standard and get complimentary copies of the standard

Types of Membership

• Member
• Alternate
• Contributing Member
• Honorary Member
• Delegate

Member

• Most common form of membership
• Full voting privileges
• Must attend meetings
• Typically cannot have more than 2 members from 1 company/organization

Member (cont.)

• If a member cannot attend a meeting they have the option to send a representative
  – The officers should be notified of any representatives
  – Can only vote on non-standards actions
  – Service automatically terminates at the end of the meeting
Alternate

- Substitutes for an existing committee member at meetings
- Votes on ballots
  - Counts if the member does not vote
  - If the member votes, the alternate’s vote becomes a comment

Contributing Member

- Provides comments on ballots
- Meeting attendance not mandatory
  - Does not count toward quorum

Honorary Member

- Minimum 10 years of service on the committee
- 90% approval required for appointment
- Provides comments on ballots
- Meeting attendance not mandatory
  - Does not count towards quorum
- No term limit

Delegate

- A technically qualified representative of a group located outside the U. S. and Canada
- Must be fluent in English
- Votes on certain ballots
Balance of Interest

- No single category can control the direction of the standards development process
  - B16 develops product standards
    - Balance is no more than 50%
  - Standards like the Boiler Code and the B31 Piping Code are safety standards
    - Balance is no more than 33%

Interest Categories

- Volunteers are classified by the knowledgebase that they bring to the committee
  - Manufacturer (AK)
  - Distributor (AD)
  - Materials Manufacturer (AM)
  - Consumer/User (AW)
  - Designer/Constructor (AC)
  - Regulatory (AT)
  - Insurance/Inspection (AH)
  - General Interest (AF)

Balance of Interest

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Revisions to Codes and Standards

- Standards like the Boiler Code and the B31 Piping Code are safety standards
  - Balance is no more than 33%
Revision Types

• Technical Revisions
  – Impact requirements of the document
• Editorial Revisions
  – Non-substantive changes
• Cases
  – Alternatives or additions for immediate use
• Errata
  – Publication errors

Balloting

• Voting members are obligated to participate on ballots
• Forms of response
  – Approve
  – Disapprove
  – Abstain
  – Not Voting

Forms of Ballot Responses

• Approve
• Disapprove
  – Disagreement with the proposed revision
  – Comment is required
    • Specific
    • Relevant to the scope of the revision
    • Suggest an alternative
• Abstain
  – Indicates a lack of expertise
  – Comment is required
• Not Voting
  – Indicates a conflict of interest
  – Comment is required
  – Removes oneself from the voting process
Technical Revisions

Levels of Approval

- Subcommittee Approval
- Standards Committee Approval
- Board Procedural Review

Preparation of Revision Item

- Subject
- Explanation
- Summary of Changes
- Attached Files

Subcommittee Level

- First Consideration Ballot
  - Resolution of negatives
  - Proposal revision
- Recirculation Ballot
  - Resolution of negatives
First Consideration Ballot

• Entire proposal is open for consideration
• Votes must be submitted before ballot closure
• Approval on first consideration
  – 2/3 Approved
  – 0 Disapproved

Resolution of Negatives

• Project Manager’s responsibility to respond to all comments/negatives
  – Responses must address the concerns raised and make a “good faith” effort to resolve them
• Negatives may be withdrawn at any time
• Remaining negatives are reviewed in a new ballot

Recirculation Ballot

• Conducted in order to review
  – Unresolved negatives from previous ballot
  – Unresolved public review objections
  – Editorial revisions in response to comments
  – Technical revisions in response to comments

Recirculation Ballot (cont.)

• Votes from previous ballot are carried over
• Members may cast a first time vote on the recirculation ballot
• Members are only voting on new revisions introduced to the proposal
Recirculation Ballot (cont.)

- Disapproved votes are limited to
  - Support of first consideration negatives
  - Disagreement with changes introduced to the proposal

Approval on Recirculation

- Approved with 2/3 affirmative votes
- Does not need to be unanimous

Resolution of Negatives

- Responses must be made to all comments/negatives
- PM may further revise the proposal based on comments
- If proposal is revised, a new ballot is needed

Recirculation vs. First Consideration

First Consideration
- The entire proposal is open for consideration
- No votes are carried over from previous ballot
- Ballot period is typically 4 weeks

Recirculation
- Only new revisions made to the proposal are open for consideration
- All votes from previous ballot are carried over
- Ballot period is typically 2 weeks.

Once a ballot closes, the Project Manager consults with the committee officers to determine how the item should proceed.
Standards Committee Level

• First Consideration Ballot
  – Resolution of negatives
  – Proposal Revision
• Recirculation Ballot
  – Resolution of negatives

First Consideration Ballot

• Entire proposal is open for consideration
• Votes must be submitted before ballot closure
• Approval on first consideration
  – 2/3 Affirmative
  – 0 Disapproved

First Consideration Ballot (cont.)

• Supervisory Board included for Review and Comment
• Substantive Board comments count as negatives

Resolution of Negatives

• All comments/negatives must be responded to
• Responses must address the concerns raised and make a “good faith” effort to resolve them
• Negatives may be withdrawn at any time
• Remaining negatives are reviewed in a new ballot
Recirculation Ballot

• Conducted in order to review
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Recirculation Ballot (cont.)

• Votes from previous ballot are carried over
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Recirculation Ballot (cont.)

• Disapproved votes are limited to
  – Support of
    • First consideration negatives
    • Unresolved Public Review Comments
    • Substantive Supervisory Board Comments
  – Disagreement with changes introduced to the proposal

Resolution of Negatives

• All negatives/comments must receive a response
• PM may further revise the proposal based on comments
• If proposal is revised, a new ballot is needed
Approval on Recirculation

- Approved with at least 2/3 affirmative votes
- Does not need to be unanimous
- Standards Committee members may appeal unresolved negatives within the prescribed time limits
  - Intent to appeal must be received within 20 working days of being notified of action

Supervisory Board Level

- Procedural Review
- Members vote
  - Objection
  - No Objection
- Approval with majority voting No Objection

Scope Changes

- Must be completed prior to other revision work being balloted
- Same approval process as revision
- Must be approved by the Supervisory Board

Final Stages

- Public Review
  - Any interested parties may review and comment on the proposal
  - Attempts must be made to resolve all comments
- Approval by ANSI
- Publication
Editorial Revisions

Approval of Editorial Revisions

- Ballot using the method described for technical revisions
  - or -
- Vote at a meeting
  - Subcommittee Level
  - Standards Committee Level

Editorial Actions at a Meeting

- A quorum must be present
- Members vote “Approve” or “Disapprove”
- Action approved with 2/3 affirmative vote

Cases
Cases
- Cases represent alternatives or additions to existing rules
- Written in question and reply format
- Intended for incorporation into the next edition

Approval Process
- Ballot using the method described for technical revisions
- Do not require ANSI Review or Approval
- Cases may be used once Board Approved

Errata
Publication errors; Standards not published as approved:
- Typographical errors
- Misspellings
- Grammatical errors
- Omissions
- Staff/Printer errors

What are Errata?
Approval Process

• Action taken at Subcommittee meeting where quorum is present or via C&S Connect Ballot
• Proposal should include approved revision and published document

Interpretations

• Formal responses to written inquiries regarding a particular code requirement
• Written in a “Question” and “Reply” format

Responses to Inquiries

• Shall be “Yes/No” format based on existing wording of the pertinent standard
• Shall NOT revise existing requirements or establish new requirements
• Shall NOT include explanations describing why the standard is written the way it is
Receiving Inquiries

- All inquiries are submitted online at www.go.asme.org/inquiry
- Staff reviews requests for interpretation for formatting and nature of questions
  - Must reference a specific requirement
  - No consulting, endorsing, or rationales

Approval Process

- Interpretations may be approved by
  - Consensus Committee
  - Cognizant Subcommittee
  - Special Committee
- Approved response(s) forwarded for review to:
  - B16 Standards Committee
  - B16 Subcommittee Officers
- Issued and available for use immediately after approval

Approval by the Consensus/Subcommittee

- No member interest category may have majority
- Approved at a meeting with at least 2/3 voting
  “No Objection” provided a quorum is present
- Approved electronically with at least 2/3 voting
  “No Objection” provided 50% of the committee votes

Special Committee for Interpretations

- Have at least 5 members including ASME staff
- Membership appointed by the Chair of the Standards Committee or Cognizant Subcommittee
- No more than 50% from one interest class
Approval by a Special Committee

- All members of the Special Committee must vote
- Approved when all members vote “No Objection”

Intent Interpretations

- Issued when a revision is necessary to clarify conflicting, ambiguous or incorrect wording
- The Question/Reply and revision are approved and published together
- Interpretation is not issued until the revision is approved by the Board

Membership Actions

Types of Actions

- Appointment
- Reappointment
- Termination
- Election of Officers
Approval Requirements

- Considered to be administrative actions
- Must receive majority affirmative votes to pass
- Action may be taken at a meeting or by ballot

Appointments and Reappointments

- Proposed term not to exceed 5 years
- Interest Category must be considered to maintain proper balance
- Participation is reviewed
  - Attendance at meetings
  - Technical discussions
  - Completion of assignments
  - Ballot Participation

Subcommittee Appointment/Reappointment

- Must be approved by Subcommittee and Standards Committee
  - or -
- The Standards Committee Chair may appoint a member

Standards Committee Appointment/Reappointment

- Member appointment requires
  - Standards Committee approval
  - Supervisory Board approval
- Member reappointment requires
  - Standards Committee approval only
Performance Evaluation

• Committee chair performs yearly review of participants performance
  – Attendance at meetings
  – Participation on ballots
  – Completion of assignments
• Action may be taken to correct poor performance, including termination

Termination

• Subcommittee termination requires
  – Subcommittee approval
  – Standards Committee approval
• Standards Committee termination requires
  – Standards Committee approval
  – Supervisory Board approval

Conclusion of Membership

• Resignations do not need to be balloted, only reported
• Members whose term expires are not considered terminated
• Individuals may appeal
  – Membership terminations
  – Disapproved appointment/reappointment

Election of Officers

• Determination of Chair and Vice Chair
• Only members with more than one year of current service are eligible
• Proposed term not to exceed 3 years
• Cannot serve more than 2 consecutive terms in one position
Election of Officers (cont.)

• Secret weighted ballot issued containing all qualified and willing members
• Voters select three candidates in order of preference
• The two candidates with the most votes proceed to a runoff ballot

Runoff Ballot

• Secret weighted ballot issued containing the two candidates
• Voters select their preferred candidate
• Candidate with the majority is elected and sent to the supervisory committee for final approval

Meetings

• Primary means of resolving issues
• Face-to-face meetings held as often as 4 times a year
  – teleconferences and web conferences may be utilized
**Quorum**

- Necessary to formally conduct business
- Defined as at least 50% of the membership that is allowed to vote
- If quorum is not reached, actions at the meeting must be approved by recorded vote

**Representatives**

- If a member cannot attend a meeting they may send a representative
  - Acts on behalf of the member and counts toward a quorum
  - May participate in all committee business, with the exception of standards actions
- Must be accepted by the Chair in writing

**Standards Actions**

- Standards Actions can only be voted on by the voting members
  - Include editorial revisions and technical revisions to standards
  - Approval needs 2/3 affirmative vote
    - Subcommittee requires a quorum is present
    - Standards Committee requires 100% attendance
  - Almost always done by electronic ballot

**Administrative Actions**

- Can be voted on by members and representatives
  - Include membership, adopting minutes and agendas, agreeing to a meeting schedule, and revisions to procedures
  - Most typical action voted at a meeting
Additional Items

Conflict of Interest
- In instances where one’s judgment is controlled by their loyalty to a competing interest, they should refrain from voting – Use the “Not Voting” option
- Members have the right to challenge the participation of other members when conflict of interest is suspected

Intellectual Property
- When an individual is appointed to a Codes and Standards committee, they acknowledge in writing that copyright and all rights to all materials produced by ASME Codes and Standards committees are owned by ASME
- ASME copyright only applies to drafts of standards and published standards – not internal documents used for drafts

Intellectual Property (cont.)
- Standards are copyrighted not just to protect ASME intellectual property, but to make sure they are used in the proper context
- If a committee proposes to incorporate material from the copyrighted publication of another organization, the committee should request ASME staff to obtain written permission
Intellectual Property (cont.)

- Patented items should not be referenced explicitly in ASME codes and standards
  - If in doubt use performance language
- If performance language doesn’t work a patented item may be included or referenced in a standard
  - ANSI’s patent policy applies