PREFACE

These procedures define the organization, scope, duties, and responsibilities of the Committee on AIA Accreditation (CAA). The Committee operates within the Constitution, Bylaws, and Rules of the American Society of Mechanical Engineers (ASME), and in accordance with the policies of the Board on Conformity Assessment (BCA) and Council on Standards and Certification (CSC). These procedures provide guidelines for the Committee activities, establish policies and procedures, and define the duties of CAA Task Groups and method of their appointments. The interface of activities between the Committee, ASME Conformity Assessment staff (ASME staff), Survey Teams and ASME is also described.

These procedures become effective upon approval of the CAA, and final approval by BCA. They may be amended or revised as necessary to reflect changes and such amendments or revisions are effective upon approval of the CAA, and final approval by BCA.
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1 SCOPE

The Committee on AIA Accreditation (CAA) is constituted for the purpose of establishing means for assuring implementation of ASME QAI Accreditation activities described in ASME QAI-1. This includes the development of requirements and procedures for accreditation. These QAI accreditation activities are administered and coordinated by the ASME Conformity Assessment staff.
2 RESPONSIBILITIES

2.1 The Committee is responsible for oversight of the issuance, renewal, extension, amendment, suspension, reinstatement, withholding, and withdrawal of ASME Certificates of Accreditation. The actions are taken on the basis of the Committee's review of Reports of Surveys, Audits, or Investigations of an Applicant's/Certificate Holder’s QAI-1 Program and its implementation.

2.2 The Committee is responsible for reviewing and evaluating all apparent deficiencies or nonconformances or alleged violations reported to ASME in connection with the Certificates under the Committee's purview and for assuring the resolution of such deficiencies, nonconformances, or alleged violations in accordance with these procedures.
3 ORGANIZATION

3.1 The Committee reports to the ASME Board on Conformity Assessment.

3.2 The Committee shall consist of not less than seven nor more than thirteen voting members. The Chair and Vice Chair of the Committee shall be considered within this membership. The Secretary serves without vote and is not included in the count of voting members.

3.3 Membership on the Committee shall preferably be limited to persons with experience as a member of the QAI Standards Committee, a Boiler and Pressure Vessel Standards Committee, Committee on BPV Conformity Assessment (CBPVCA), Committee on Nuclear Certification (CNC), Committee on Conformity Assessment Requirements, or a subtier group reporting to any of the aforementioned committees. Committee members should be encouraged to join ASME if not members when nominated, although ASME membership is not a condition for selection.

3.4 Voting members shall be appointed to the Committee for a term of five years by the BCA. Members may serve more than one term.

3.5 OFFICERS

3.5.1 The officers of the Committee shall consist of a Chair, Vice Chair, and Secretary.

3.5.2 The Chair and Vice Chair shall be appointed by the BCA for concurrent terms of five years.

3.5.3 Nominations to the offices of Chair and Vice Chair by members of the Committee shall be by secret weighted ballot.

(a) Before expiration of the terms of the Chair and Vice Chair, the Secretary shall contact all members to determine whether they are willing to serve as a Committee officer, if elected. The Secretary shall then send out to the Committee members a list of all members who have indicated their willingness to serve, with a request that members mark, in order, their preference for Chair by the numerals 3, 2, and 1, each representing a numerical value which is used to compute the highest number of votes for first choice. Ten days will be allowed for reply.

(b) The two names receiving the weighted highest number of votes for first choice, or three if there is a tie for second, shall be nominees. The Secretary shall then submit the names of the nominees on a ballot to all members, for voting within ten days, and the member receiving the majority (or plurality if there is a tie for second) of votes cast will be nominated for Chair.

(c) Following the nomination for Chair, a second written ballot shall be submitted to all members for voting for Vice Chair, within ten days.
(d) Three names to be placed on the ballot for Vice Chair are the remaining name from the ballot for Chair and the names of the two available individuals receiving the weighted highest number of votes in the Committee survey for nomination as Chair. The member receiving the plurality of votes cast shall be nominated Vice Chair.

3.5.4 If there is a vacancy in the office of the Chair, the name of the Vice Chair will be submitted to the BCA to fill the unexpired term of the Chair. If there is a vacancy in the office of Vice Chair, a new Vice Chair will be nominated by the Committee under the voting procedures of 3.5.3 (a) and (b), to fill the unexpired term of the Vice Chair.

3.5.5 The Chair and Vice Chair shall not serve more than two consecutive terms in the same office unless such appointment, on the recommendation of the Committee, is approved by the BCA.

3.5.6 The Secretary, who is a member of the Committee without vote, shall be designated from the ASME Standards and Certification Directorate.

3.6 Members shall not be considered as representing any specific organization and shall be classified according to interest into one of the following categories:

(a) general interest (AF);
(b) manufacturer (AK);
(c) owner (AO);
(d) designer (AB);
(e) insurance/inspection (AH);
(f) regulatory (AT).

No more than one-third of the membership shall come from any interest category without the consent of the other classifications and approval of the BCA. All categories of interest should be represented but lack of representation shall not preclude the Committee from conducting its business in a normal fashion. When, however, one or more categories are not represented, the Committee shall take necessary steps to fill the vacancy(ies) at the earliest practical time.

3.7 Each member of the Committee should recommend a person, within the same interest category, as an alternate to serve in the absence of, or at the direction of, the member. Appointment of the alternate shall be by the same procedures as for members (see 3.4). Alternates shall have the same privileges and responsibilities as members when serving on the member's behalf. Service of alternates terminates

(a) upon request of the member;
(b) upon request of the alternate; or
(c) within six months, when the person represented by the alternate is no longer a member of the Committee.

3.8 Members and alternates shall provide signed acknowledgment for compliance with ASME policies on confidentiality, conflict of interest, and code of ethics. Compliance statements shall be maintained on file by the ASME staff.

3.9 Members and alternates, upon change of category of interest, shall be requested to submit their resignation to the Committee. Such resignation shall be taken under consideration by the Committee and appropriate action will be recommended in accordance with 3.4, 3.6, and 3.7.

3.10 The ASME Senior Consultant provides the liaison between ASME Team Leaders and the Committee, and attends the Committee meetings, as necessary, as a staff person without voting privileges.
4 DUTIES

4.1 OFFICERS

4.1.1 Chair. The Chair shall preside at meetings of the Committee and shall perform such other duties as are customarily assigned to that office or required by these procedures. The Chair shall annually review the record of the activity of each member of the Committee with regard to the member's contribution to the work of the Committee, attention to correspondence, and attendance at meetings. Based on such a review, the Chair may recommend to the BCA that the member's or alternate’s appointment to the Committee be terminated for cause.

4.1.2 Vice Chair. The Vice Chair shall, in the absence of the Chair, fulfill the duties of that office.

4.1.3 Secretary. The Secretary shall record and prepare the agenda and minutes of all meetings of the Committee and shall perform such other duties as are customarily attached to such an office or required by these procedures. In the absence of both the Chair and Vice Chair at a meeting of the Committee, the Secretary shall take the Chair for the purpose of nomination and election of a Chair pro tem, who shall then preside at the meeting.

4.2 MEMBERS

The duty of each member (or the appointed alternate who is serving in the member's absence) is to give thorough consideration to each subject brought before the Committee for action, vote on acceptance or rejection of each proposal, recommend personnel for membership on the Committee, contribute their expertise, and assist generally in carrying out the functions of the Committee. Such duties may be carried out by attendance at meetings, by correspondence, and by telephone.
5 MEETINGS

5.1 FREQUENCY

The Committee shall hold meetings as required by its program of work and responsibility under the due process provisions of these procedures on a date and a location determined by the Committee. It may hold meetings at other times at the call of a CAA Officer or the request of not less than three members of the Committee.

5.2 ACCESS

Because of the sensitive nature of its activities, all portions of meetings of the Committee dealing with an Applicant/Certificate Holder shall be in executive session and closed to all persons except members and alternates of the Committee, ASME designated staff, Chair of BCA, ASME Internal Audit Teams, other parties as requested by the Committee Chair, and as noted in Section 11, Procedural Due Process. In addition, portions of meetings may be in executive session when considering such subjects as personnel and litigation.

5.3 QUORUM

5.3.1 At any meeting of the Committee, a quorum is established when not less than two-thirds of the members of the Committee, or the alternate when a member is absent, are present. In the absence of a quorum, the minutes of the meeting and any voted action shall be subject to ballot approval by the membership.

5.3.2 Hearings shall not be conducted at meetings where a quorum is not present.

5.4 CONFIDENTIALITY

Team Reports, minutes, agendas, ballots, and material distributed relating to an Applicant/Certificate Holder are to be considered confidential and discussion of their contents by members and alternates of the Committee with nonmembers of the Committee is strictly prohibited. All Team Reports and other material relating to an Applicant/Certificate Holder shall be destroyed by members and alternates or returned to the Secretary following final disposition. Agreeing to comply with these requirements is not to be interpreted as preemption of one's obligation to adhere to the constitution, charter, laws or regulations of the country, state, province or municipality of residence.
6 TASK GROUPS

6.1 When the need exists, a Task Group and Task Group Chair shall be appointed by the Chair of the Committee. A member of the Task Group may be appointed as Task Group Secretary by the Task Group Chair. The membership shall be selected from the CAA and the ASME Consultants may be requested to serve on Task Groups. Task Group members may also be selected from outside of the CAA for matters not dealing with an Applicant/Certificate Holder. Task Groups shall meet as often as the workload requires. A Task Group may be selected to handle one or more special subject assignments.

6.2 The number of members of each Task Group shall be as required to carry on the assigned task. It shall be the duty of the Committee to limit the size of Task Groups to numbers which will best serve operational needs.

6.3 At any time considered beneficial to its operations, the Chair of the Committee may discharge or reorganize, in whole or in part, the membership of any Task Group. The Task Group will be discharged by the Chair of the Committee when their task is completed.

6.4 VOTING

6.4.1 At Task Group meetings, when discussion indicates general agreement on any question, the Task Group Chair shall call for a vote. When a majority of the membership of the Task Group register approval through the vote, the action of the Task Group shall be considered as a recommendation to the Committee.

6.4.2 If a majority affirmative vote is not received in the vote, the action is defeated.

6.4.3 The Task Group will report the voted recommendation of the Task Group to the Committee.
7 COMMITTEE ACTIONS

7.1 TYPES

7.1.1 Actions relating to the status of Certificates include the following:

(a) issuance;
(b) withholding;
(c) withdrawing;
(d) change in scope;
(e) change in name;
(f) transfer of Certificate Holder location;
(g) extension of expiration date;
(h) consideration of Team recommendation for resurvey;
(i) addition of new locations;
(j) Team recommendation for audit for cause or investigation;
(k) suspension;
(l) reinstatement following suspension.

Except as noted in 7.5, actions of this type shall be based on a review by the Committee of a survey, audit, or investigation Team Report, as appropriate. A further exception is that for Item (j), information other than a Survey or Audit Report may be the basis for the decision.

7.1.2 Actions relating to matters other than those listed in 7.1.1 and administrative matters, are subject to the requirements of 7.2.4.

7.2 VOTING REQUIREMENTS AND DISPOSITION OF NEGATIVE VOTES

7.2.1 Approval of actions of the type encompassed in 7.1.1 at Committee meetings requires a two-thirds affirmative vote of the Committee membership present and voting, i.e., exclusive of those having a conflict or potential conflict of interest (see 7.4). When the action is submitted for ballot, a single negative vote or lack of two-thirds affirmative vote requires reconsideration of the action. Reconsideration ballots will be considered approved if affirmative ballots are received from two-thirds of the Committee membership, exclusive of those having a conflict of interest.

7.2.2 When reconsideration of an action is required (see 7.2.1), the Chair may

(a) advise staff to ballot the action again when additional information can be furnished which could have a bearing on resolution of negative vote(s); or
(b) advise staff to place the item on the agenda for the meeting next following the ballot closing date for discussion and resolution of the negative vote(s); or
(c) appoint a Task Group consisting of negative voter(s), the Team Leader, and additional Subcommittee members, as appropriate. The Task Group shall be charged with the responsibility to review the negative vote(s) and submit a recommended course of action to the Committee; or
(d) when the negative vote(s) involve withholding a Certificate applied for or withdrawing an existing Certificate, invite the involved Applicant/Certificate Holder to the next meeting. The purpose of this meeting will be to discuss the factors involved in the withholding or withdrawing action with the Applicant/Certificate Holder so that the Committee may render a supplemental decision to withhold, withdraw or issue a Certificate.

7.2.3 In the case of action relating to the extension of expiration date of a Certificate (see 7.6), if a two-thirds vote of the voting members is not obtained, the Certificate Holder shall be notified that the Certificate shall be allowed to expire and informed of their right to procedural due process.

7.2.4 Approval of actions of the type encompassed in 7.1.2 require a simple majority affirmative vote of the Committee membership for ballots, or those members present at a Committee meeting, exclusive of those having a conflict or potential conflict of interest.

7.3 VOTING OBLIGATIONS

7.3.1 Each Committee member, or alternate when serving in the member’s capacity, shall carry out their duties and responsibilities with emphasis on exercising their voting privilege at meetings and within prescribed time limits on ballots.

7.3.2 For votes taken at a meeting, the Chair may vote when such vote would change the result, or to represent the Interest Category of the Chair.

7.4 CONFLICT OF INTEREST

Any member having a potential conflict of interest related to any action shall remove themselves from the voting on that action; in which case, their alternate may act in their stead, unless the alternate has a similar conflict.

7.5 ACTIONS DELEGATED TO STAFF

7.5.1 Name Change. Company name changes on the Certificate may be made by staff upon receipt of a request from the Certificate Holder including sufficient documentation to support the request.
7.5.2 **Address Change.** Company address changes on the Certificate may be made by staff upon receipt of a request from the Certificate Holder including sufficient documentation to support the request.

7.5.3 **Extension of Expiration Date**

(a) The staff may extend the expiration date of Certificate(s) to the expected Committee evaluation completion date, without Committee action, under the following conditions:

(1) The Certificate Holder has made proper application with the required deposit at least five months prior to the expiration date and the staff is unable to provide a Survey or Audit Team due to scheduling difficulty. If the Certificate Holder refuses or cancels available survey dates, this will not be considered a scheduling difficulty (see 7.5.3(b)); or

(2) The Certificate Holder has made proper application with the required deposit at least five months prior to the expiration date and Survey or Audit has been performed prior to the expiration date but Committee action has not been completed.

(b) When the Certificate Holder refuses available or cancels assigned dates, and rescheduling cannot provide a survey date which will permit completion of Committee evaluation prior to the Certificate(s) expiration date, the staff shall inform the Certificate Holder by Certified Mail, return receipt requested, or equivalent communication, that the Certificate(s) will expire on the expiration date unless, within the ten working days of receipt of notification, they request Committee consideration of an extension and state the reason(s) for such request.

7.5.4 Staff shall submit any matter covered in this subsection to the Committee if there is reason to question the action.

7.5.5 Staff shall report actions taken of the type covered in this subsection to the Committee.

7.6 **EXTENSION OF EXPIRATION DATE**

When a survey has been performed and the Team recommendation is unfavorable, the Committee shall act concurrently and individually on

(a) the recommendation for resurvey; and

(b) extension of the expiration date to complete the evaluation of the Resurvey or Report by the Committee.

In the case of (b), the provisions of 7.2.3 shall apply.
7.7 ACTION TO WITHHOLD OR WITHDRAW

If it is the decision of the Committee to withhold or withdraw accreditation, the ASME staff shall advise the Applicant/Certificate Holder of such action with a brief but definitive description of the findings upon which the decision was based and information relating to reconsideration or appeal of such decision as described in the Due Process provisions of these procedures (see Section 11).

7.8 CERTIFICATE SUSPENSION AND REINSTATEMENT

7.8.1 A Certificate may be suspended by voted action of the Committee. The act of suspension will allow the accredited company to retain its Certificate number. However, it will not be able to perform inspection services. Actions leading to the suspension of Certificates shall be based on nonconformance, deviations, and/or deficiencies in the program as a result of a written report by an ASME Survey, Audit, Investigation, or by information received from the Certificate Holder. If it is the decision of the Committee to suspend accreditation, the ASME staff shall advise the Certificate Holder of such action with a brief but definitive description of the findings upon which the decision was based and information relating to reconsideration or appeal of such decision as described in the due process provision of these procedures.

7.8.2 Reinstatement requires Committee action. Committee action may be at a meeting of the Committee or by ballot.
8 BALLOTS

8.1 AUTHORIZATION

Any action requiring a vote of the Committee may be processed by ballot. Ballots may be authorized by any of the following:

(a) an Officer of the Committee;
(b) a majority vote of those members present at a meeting of the Committee; or
(c) petition of five members of the Committee.

8.2 BALLOT PROCEDURES

8.2.1 The Secretary shall ensure that all pertinent information is on the ballot form, or attached thereto, to permit proper consideration of the matter at hand by the membership. The action to be voted on shall be clearly identified on the ballot.

8.2.2 The ballot shall provide for the following types of responses:

(a) approved;
(b) disapproved with reason;
(c) abstain with reason;
(d) not voting with reason.

Types (b), (c), and (d) responses shall be explained by the voting member in space provided on the ballot. A “Not Voting” ballot reduces the total membership for that action, while an “Abstain” ballot does not affect the membership count.

8.2.3 The voting period for ballots shall be fourteen days from the date of issue or as soon as all ballots are returned, whichever comes earlier. Ballots not received within thirty days of the date of issue of the ballot shall be recorded as "Not Returned." Not Returned signifies neither approval or disapproval. The total Committee voting count is not affected. A week in which a meeting of the Committee is convened shall not be counted in determining a ballot voting period.

8.2.4 The results of all ballots including comments shall be reported to the Committee for information, resolution, or action as required.
9  INTERPRETATIONS

9.1  COMMITTEE REQUESTS

9.1.1  Requests for Interpretation of the QAI-1 Standard generated by the CAA shall be presented to the Secretary of the QAI Standards Committee.

9.1.2  The Secretary of the CAA shall be responsible for maintaining a copy of each inquiry submitted for interpretation, monitoring the processing of each inquiry until a response is received, and reporting the response received to the Committee.

9.2  AIA ACCREDITATION

The Secretary of the CAA shall report all interpretations issued by the QAI Standards Committee related to AIA accreditation to the Committee. A record of such inquiries shall be included in the minutes of the Committee meetings.
10 SURVEYS, AUDITS AND INVESTIGATIONS

10.1 The procedures for the organization, conduct, and report of Surveys, Audits and Investigations are included in the latest revision of the procedure for “Conduct of ASME Surveys, Reviews, Audits, Investigations and Interviews.”

10.2 ASME surveys or audits, not including audits for cause, may be aborted only with the consent of the Certificate Holder or Applicant.

10.3 The Auditor or Lead Auditor performing or directing third party conformity assessment activities under ASME’s accreditation scheme for the QAI-1 Standard shall be qualified in accordance with the Standard Qualification Criteria for Designees for Accreditation Programs.
11 PROCEDURAL DUE PROCESS

11.1 GENERAL

Actions leading to the withholding, suspension or withdrawal of Certificates shall be based on noncompliance with requirements of the QAI-1 Standard; nonconformances, deviations, and/or deficiencies in the Applicant's/Certificate Holder's QAI-1 Program; and/or lack of implementation of the QAI-1 Program described in a written report of a Survey, Audit, or Investigation, or by information received from the Certificate Holder.

11.2 SHOW CAUSE

11.2.1 When a report of an Audit or an Investigation recommends withdrawal or suspension of a Certificate and is concurred with by Committee voted action, the staff shall notify the Certificate Holder of the findings and Committee action. The Certificate Holder will be invited to appear before the Committee to show cause why the recommended action to withdraw or suspend accreditation should not be approved by the Committee. Staff notification shall be by Certified Mail, return receipt requested, or an equivalent communication, and shall provide a date, time, and place of the hearing. The Certificate Holder shall be invited to provide a written reply to the Secretary of the Committee prior to the hearing. Copies of such replies shall be provided to the Committee members for review.

11.2.2 The conduct of hearings shall be as set forth in 11.5.

11.3 RECONSIDERATION

11.3.1 Any Applicant/Certificate Holder who makes a written request, stating their reason, that an adverse action of the Committee be reconsidered, shall be

(a) required to submit their reasons, in writing, to the Secretary of the Committee, supporting their request for reconsideration of the action by the Committee and of extension of the expiration date of the Certificate(s). Copies of written statements submitted by the Applicant/Certificate Holder shall be provided to the members of the Committee for review; and

(b) granted the privilege of appearing before the Committee.

11.3.2 If such organization requests reconsideration, the expiration date(s) of the Certificates shall, if necessary, be extended to the next meeting of the Committee.

11.3.3 The expiration date of the Certificate(s) may be extended by Committee action based on information submitted by staff or the Certificate Holder.
11.3.4 The conduct of reconsideration hearings, shall be as set forth in 11.5.

11.4 APPEAL

11.4.1 Any Applicant/Certificate Holder who makes a written request, may appeal an adverse action of the Committee to the BCA. Such requests shall be in order only after reconsideration proceeding as described in 11.3 have been completed if such a reconsideration proceeding has been requested.

11.4.2 The Secretary shall transmit a request for appeal to the Secretary of the BCA, with a copy of the transmittal to the Applicant/Certificate Holder. The appeal shall be conducted in accordance with the procedures of the BCA, with the Chair and/or Vice Chair, and Secretary of the Committee attending to represent the Committee.

11.5 CONDUCT OF HEARING

11.5.1 Hearings shall not be conducted at meetings where a quorum is not present (see 5.3).

11.5.2 The hearing shall be closed to all persons except members and alternates of the Committee, ASME designated staff, ASME Internal Audit Teams, ASME Counsel, representatives of the Applicant/Certificate Holder, and the Team Leader.

11.5.3 At the discretion of the Chair, persons who took part in the survey, audit, or investigation may be present during the hearing to answer questions posed by the Committee members or the Applicant/Certificate Holder.

11.5.4 Prior to the start of the hearing, the Chair shall advise the members and alternates of the conflict of interest provisions in effect during the hearing and request any member or alternate who may be aware of a potential conflict of interest with the matter at hand, to identify themselves to the Secretary. Members and alternates who consider themselves in potential conflict of interest shall not vote on any action pertaining to the subject for which the hearing is being held.

11.5.5 Members and alternates who are disqualified from voting due to potential conflict of interest may participate in the discussion.
11.5.6 All persons present at the hearing shall be introduced to the Applicant/Certificate Holder and their representatives, if any, indicating only their areas of interests and not their employer.

11.5.7 The Chair will explain the pertinent procedures of the Committee and will set forth the reasons for the hearing. The Chair shall indicate the right of the Applicant/Certificate Holder to explain or clarify their position with respect to the matter under question and to question any member of the Committee or of the Team who may be present. The Chair shall also advise that members of the Committee shall be permitted to question the Applicant/Certificate Holder to obtain clarification of items under discussion.

11.5.8 Following completion of the hearing, the Chair shall advise the Applicant/Certificate Holder that the Committee shall go back into executive session for further discussion and to arrive at a decision in the matter and that the Applicant/Certificate Holder shall be advised of the decision by means of an official communication sent within five days from ASME. At this time, the Chair shall orally advise the Applicant/Certificate Holder of their right to appeal that decision to the BCA.

11.6 POST HEARING PROCEDURES

11.6.1 Prior to reconvening in executive session, the Chair shall ask all visitors to leave the meeting.

11.6.2 For a motion to pass, at least two-thirds of the membership present and eligible to vote must be in the affirmative. Those members who have identified themselves or been established as having a potential conflict of interest and therefore "not voting" shall not be included in the tally of membership eligible to vote. If a two-third affirmative vote is not obtained, the Chair may do one of the following to obtain resolution of the motion:

(a) resume discussion with the objective of developing a new action which will satisfy the negative vote(s); or
(b) appoint a Task Group consisting of the Team Leader, negative voter(s), and additional Committee members as appropriate. The Task Group will be charged with responsibility to review the negative vote(s) and submit a proposal to the Committee for voted action.

11.6.3 When there is voted action, the staff shall prepare and send a letter within five working days to the Applicant/Certificate Holder setting forth the Committee's decision. If the decision is adverse to the Applicant/Certificate Holder, the letter shall be sent by Certified
Mail, return receipt requested, or equivalent communication, and include an explanation of those items on which the Committee based its decision and shall enumerate those steps and actions necessary to retain or reapply for accreditation. The letter shall also include information regarding the right to appeal that decision to the BCA within five working days of receipt of the Committee's action. The letter shall also advise the Applicant/Certificate Holder that a request for appeal be sent to the Secretary of the CAA. A copy of the letter shall be sent to the Chair and Vice Chair of the CAA.
12 PUBLIC INFORMATION

12.1 LIST OF CERTIFICATE HOLDERS

All Certificates issued under QAI-1 shall be published by ASME for the purpose of information.

12.2 PUBLIC COMMENTS

All public comments objecting to the revisions, renewals, issuances, and terminations of Certificates shall be referred to the Committee for consideration. A response will be made to each commenter indicating the action taken and the disposition of these comments.
14 REVISIONS TO THE PROCEDURES

Revisions to these procedures are subject to the approval by the Board on Conformity Assessment.
Appendix A, Guide to Information Appearing on Certificate of Accreditation

This Appendix is provided as a guide for the format and content of AIA Certificates of Accreditation.

<table>
<thead>
<tr>
<th>Item</th>
<th>Subject</th>
<th>Description</th>
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| 1    | Organization  | This section describes the name of the organization that qualifies as an AIA, i.e. jurisdiction, insurance company, or third party inspection organization.  
  First line to identify the name of the accredited Authorized Inspection Agency with which ASME has an agreement.  
  Second line may be used, as required, to identify additional information regarding the AIA organization, for example:  
  • “also known as.....” to recognize use of a name abbreviation or acronym  
  • “an affiliate of....” or “a subsidiary of...” to recognize relationship with a related organization  
  • “with authority for administration designated to....” or “with authority for administration designated from...” to recognize jurisdictional relationship with an organization to act on its behalf  
  Subsequent lines to include the full street address or physical location, city, state or province, country, and postal code. |
| 2    | Scope         | This entry on the Certificate describes the scope and limitations of the accredited AIA activities. The standard scope statement will include:  
  “Authorized Inspection Agency for performance of inspection activities controlled from the above location to cover (identification of Boiler Code Sections/Divisions) of the ASME Boiler and Pressure Vessel Code in accordance with QAI-1, Parts (x).”  
  The first parenthetical reference, to Sections / Divisions of the ASME Boiler and Pressure Vessel Code, to be replaced with a listing of those Sections / Divisions for which the organization has demonstrated qualification, i.e. Section I; Section III, Divisions 1, 2, 3, and/or 5; Section IV; Section VIII, Divisions 1, 2, and 3; Section X; Section XI; and/or Section XII, as applicable. The second parenthetical reference (x) to be replaced with identification of the applicable Parts of the QAI-1 Standard. |
| 3    | Authorized    | Date accreditation was granted by the Society |
| 4    | Expires       | Date accreditation will expire |
| 5    | Certificate Number | Unique AIA Certificate number assigned by the Society |
| 6    | Signatures    | Authorizing signatures of the Chair, ASME Board on Conformity Assessment and ASME Director, Conformity Assessment, respectively. |