ASME
Process Training
B16 Committees
October 2019
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Committee Hierarchy

Carlton Ramcharran
COMMITTEE HIERARCHY

• ASME Committees have a hierarchal structure
• Each committee has a supervisory group that oversees it all the way to the Council on Standards and Certification
Information and revisions flow in both directions through the committee hierarchy.
B16 SUBCOMMITTEES

- Responsible for either entire standards or specific technical areas
- Perform the actual proposal development
- Address issues that arise during ballots
- Approve interpretations
- Led by a Chairman, Vice Chairman, & ASME Staff Secretary
B16 STANDARDS COMMITTEE

- Ultimately responsible for the final content of B16 Standards
- Led by a Chairman, Vice-Chairman, & ASME Staff Secretary
- Handles personnel issues, and strategy
BOARD ON PRESSURE TECHNOLOGY C&S

- Provide strategic direction to standards committee
- Ensuring procedures for due process
- Approving codes & standards for ASME
COUNCIL ON S&C

- All 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
• All committee memberships are listed in their respective standard(s)
• Members receive complimentary copies of the standard(s)
• Types of Membership
  – Member
  – Alternate
  – Contributing Member
  – Honorary Member
  – Delegate
MEMBER

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

• Appointed to a member for a specified term
• Interest categories must be consistent between the member and the alternate
• An alternate may be terminated or replaced by the member at any time
• Votes on standards actions at meetings if member is not present
• Votes on C&S Connect ballots
  – Counts if the member does not vote
  – If the member votes, the alternate’s vote becomes a comment
CONTRIBUTING MEMBER

• Must be technically qualified
• Provides comments on ballots
• Not assigned an interest classification
• Meeting attendance is not required
  – 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 is not required
  - Does not count towards quorum
- No term limit
DELEGATE

• A technically qualified representative of a group located outside the U. S. and Canada
• The liaison between the committee and the group
• Meeting attendance is encouraged, but not mandatory
• Must be fluent in English
• Votes on certain ballots
Balance of Interest
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

• No single category can control the direction of the standards development process
  – Committees that produce safety standards
    • No more than 33% of the membership can be from one category
  – Committees that produce product standards
    • No more than 50% of the membership can be from one category

• The B16 Standards are Product Standards
Standards Development Process

Ray Rahaman
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

• Forms of response
  – Approve
    • Additional comments are optional
  – Disapprove
    • Disagreement with the proposed standards action
    • Comment is required
  – Abstain
    • Indicated a lack of expertise
    • Comment is required
  – Not Voting
    • Indicates a conflict of interest
    • Comment is required
    • Removes oneself from the consensus voting process
LEVELS OF APPROVAL WITHIN ASME

- Subcommittee Approval
- Standards Committee Approval
- Board Procedural Review
FIRST CONSIDERATION BALLOT

• All identified changes in a proposal are open for consideration
• Votes must be submitted before ballot closure
• Standards Committee level Ballot:
  – Supervisory Board included for Review and Comment
  – Substantive Board comments count as negatives
• Approval Criteria
  – 2/3 Approved
  – 0 Disapproved
Record 18-2515, r1
B16 Subcommittee G
B16.20

Revise B16.20 – 2017, Para SW-3 & Table SW-3-1:

**SW-3 MATERIALS**

Spiral winding and filler material shall be selected from Table SW-3-1 or as agreed between the purchaser and manufacturer. In addition, materials as agreed between purchaser and manufacturer do not invalidate compliance with this Standard. Metal windings and filler materials shall be in accordance with Table SW-3-1. The inner-ring material should match the winding material unless the purchaser specifies otherwise. The centering ring may be carbon steel that is painted, metal plated, or otherwise coated to inhibit atmospheric corrosion.
RESOLUTION OF NEGATIVES

• Project Technical Manager (PTM) 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

• Unresolved negatives are reviewed in a new ballot

• Editorial changes to the proposal can either be voted at a meeting or via a recirculation ballot on C&S Connect
RECIRCULATION BALLOT

• Conducted in order to review
  – Unresolved negatives from previous ballot
  – Unresolved Public Review Comments (Standards Committee Ballots)
  – Substantive Supervisory Board Comments (Standards Committee Ballots)
  – Editorial revisions in response to comments
  – Technical revisions in response to comments

• 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

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

• Approved with 2/3 affirmative votes

• Does not need to be unanimous

• Standards Committee Ballots
  – Standards Committee members may appeal unresolved negatives within the prescribed time limits
  – Intent to appeal must be received within twenty business days of being notified of action
Record 18-2515, r2
B16 Subcommittee G
B16.20

Revise B16.20 – 2017, Para SW-3 & Table SW-3-1:

SW-3 MATERIALS

Spiral winding and filler material shall be selected from Table SW-3-1 or as agreed between the purchaser and manufacturer. In addition, materials as agreed between purchaser and manufacturer shall do not invalidate compliance with this Standard. Metal windings and filler materials shall be in accordance with Table SW-3-1. The inner-ring material should match the winding material unless the purchaser specifies otherwise. The centering ring may be carbon steel that is painted, metal plated, or otherwise coated to inhibit atmospheric corrosion.
RESOLUTION OF NEGATIVES

• Responses must be made to all comments and disapproved votes before an item can proceed
• The PTM may further revise the proposal based on comments from the recirculation ballot
• If a proposal is revised, a new ballot shall be issued
• Negatives can only be withdrawn up to six months upon ballot closure
FIRST CONSIDERATION VERSUS RECIRCULATION

<table>
<thead>
<tr>
<th>First Consideration</th>
<th>Recirculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>All identified changes in a proposal are open for consideration</td>
<td>Only new revisions made to the proposal are open for consideration</td>
</tr>
<tr>
<td>Votes are not carried over from previous ballot</td>
<td>All votes from previous ballot are carried over</td>
</tr>
<tr>
<td>Negative can be withdrawn at any time</td>
<td>Negative can only be withdrawn up to 6 month after ballot closure</td>
</tr>
<tr>
<td>Ballot period is typically 4 weeks</td>
<td>Ballot Period is typically 2 weeks</td>
</tr>
</tbody>
</table>

Once a ballot closes, the Project Manager consults with the committee officers to determine how the item should proceed.
SUPERVISORY BOARD LEVEL

• Conducted after consensus committee approval
• Verifies adherence to policies, procedures and the committee charter

• Approval Process
  – Procedural Review Approval Ballot
    • Members vote
      – Objection
      – No Objection
    • Approval with majority voting No Objection
  – Administrative Approval
    • Conducted when ballot receives no unresolved consensus committee disapproved votes, substantive Board Comments or public review objections on a Standards Committee Ballot
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
OVERVIEW OF THE STANDARDS DEVELOPMENT PROCESS

- Subcommittee Approval
- Consensus Committee Approval
- Public Review
- Board Procedural Approval
- ANSI Approval
- Publication
B16 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:
  – Balloted using the method described for technical revisions
  – Does not require ANSI Review or Approval
  – Cases may be used once Board Approved
Errata
WHAT ARE ERRATA?

• Errors in a published standard:
  – Typographical errors
  – Misspellings
  – Grammatical errors
  – Omissions
  – Staff/Printer errors

• Approval Process:
  – Proposal should include approved revision and published document
  – Once deemed an errata, the ASME Staff approves it and publishes it on the Committee page
Interpretations

Andres Carrion
INTERPRETATIONS

• Formal responses to written inquiries regarding a particular standard 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 a 14 day review period to:
  – B16 Standards Committee Chairman & Vice Chairman
  – B16 Subcommittee Chairmen's

• 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 Process
  - 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
APPOINTMENTS AND REAPPOINTMENTS

• Subcommittee Appointments & Reappointments
  – Must be approved by Subcommittee and Standards Committee

• Standards Committee Appointments
  – Must be approved by the Standards Committee and the Supervisory Board

• Standards Committee Reappointments
  – Standards Committee approval ONLY
TERMINATION

• Subcommittee termination requires
  – Subcommittee approval
  – Standards Committee approval

• Standards Committee termination requires
  – Standards Committee approval
  – Supervisory Board approval
PERFORMANCE EVALUATION

- Committee chair performs yearly review of participants performance
  - Attendance at meetings
  - Participation on ballots
  - Completion of assignments

- Failure to meet the expected performance of their position may lead to termination
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
OFFICERS ELECTION

• 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
• 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

Carlton Ramcharran
MEETINGS

- Primary means of resolving issues
- Face-to-face meetings held in March & October each year
  - Teleconferences and web conferences may be utilized
- Quorum is needed 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
QUESTIONS/COMMENTS

Please complete the brief survey based on today’s B16 Process Training and return to us before departing

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THANK YOU