



Two Park Avenue

tel 1.212.591.8500

New York, NY

fax 1.212.591.8501

10016-5990 U.S.A.

www.asme.org

STANDARDS & CERTIFICATION

Codes and Standards Policy Update

All of the operating policies of the Council on Standards and Certification approved since January 1973 are included in this document. Wherever the term "Council" is used, it shall mean the Council on Standards and Certification

Latest approved revision: February 27, 2020

TABLE OF CONTENTS
STANDARDS AND CERTIFICATION POLICY

CSP Number	Page Number
CSP-2 ASME Financial Support For Travel (Policy 4.6)	1
CSP-4 ISO and IEC Standards Activities	1
CSP-5 ASME Certification Marks	2
CSP-6 Site Investigation Guidelines	4
CSP-7 Consumer Product Safety Standards.....	5
CSP-8 Awards	5
CSP-9 Codes and Standards Documentation	6
CSP-10 Committee Meetings	11
CSP-11 Committee Participation Acknowledgement.....	11
CSP-13 Publication of Proposed Codes and Standards	12
CSP-17 Canvass Method	12
CSP-18 External Communications	12
CSP-19 ASME Designee and ASME Designated Organization	14
CSP-20 Policy on Conformity Assessment.....	14
CSP-24 Minutes.....	16
CSP-27 Cooperation Between Engineering Societies.....	17
CSP-29 Committee Membership	17
CSP-30 ASME Representatives	17
CSP-31 Voluntary Standards Use by Regulatory Authorities	18
CSP-32 Modification of ASME Data Report Forms.....	18
CSP-33 Interpretations.....	19
CSP-34 Recording of Committee Meetings and Teleconferences	21
CSP-35 Discontinuance of Addenda Service In Codes and Standards Publications.....	22
CSP-37 Revisions.....	22

CSP Number		Page Number
CSP-38	Document Retention	22
CSP-39	Publication of ASME Codes and Standards.....	24
CSP-41	Complimentary Copies of Codes and Standards.....	24
CSP-42	National Certification Policy [See CSP-20(C)(3)].....	25
CSP-43	Remanufacturing	25
CSP-44	Human Resources	25
CSP-46	Category of Interest.....	25
CSP-49	Guide for Establishing New Codes or Standards Projects.....	26
CSP-50	Policy on Minimum Requirements.....	28
CSP-51	Standards Committee Hearings.....	29
CSP-53	Policy on Protection of ASME Marks	29
CSP-54	Policy On Electronic Signatures	31
CSP-55	Joint Conformity Assessment Activities	31
CSP-56	Policy on Use of Electronic Tools	32
CSP-57	Guide for Development of Codes or Standards Related Software	32
CSP-58	Review of Conformity Assessment Requirements.....	33
CSP-59	Referencing Patented Items and Trademarks In Codes and Standards.....	33
CSP-60	Units of Measure	34
CSP-61	International Standardization	35
CSP-62	Performance Based Standards.....	35
CSP-63	Guide for Establishing New ASME Conformity Assessment Programs	35
CSP-64	Definitions for “Shall”, “Should” and “May”	38

CSP-2 ASME Financial Support For Travel (Policy 4.6)

- (a) ASME may provide support to representatives of the public when the scope of the project addresses health, safety, or environmental matters.
- (b) Consideration of support for regular meetings of an ASME standards committee shall be limited to requests from representatives of the public.
- (c) Support may also be provided for an activity when attendance is specifically requested by ASME to serve ASME's public health, safety and welfare purposes.
- (d) Continued financial support shall be reviewed annually and shall be reconsidered at the time of reappointment.

CSP-4 ISO and IEC Standards Activities

Administering ISO groups for countries other than the U.S. is not prohibited. Only requirements regarding administering U.S. Technical Advisory Groups are described here.

- (a) When ASME sponsors a standards committee which is responsible for a standard(s) that has the same or similar scope as a corresponding ISO or IEC Standard(s), ASME may administer on behalf of ANSI the U.S. Technical Advisory Group for the pertinent ISO or IEC Committee.
- (b) ASME administered U.S. Technical Advisory Groups for ISO and IEC Committees shall be balanced. The U.S. Technical Advisory Groups may meet in conjunction with ASME standards committees or subcommittees that have the same scope for ASME standards as that for the ISO or IEC standards. Members of a U.S. Technical Advisory Group shall be U.S. national interested parties, as defined in the ANSI Procedures for U.S. Participation in the International Standards Activities of the ISO.
- (c) The U.S. Technical Advisory Groups shall develop the U.S. position on ISO and IEC standards.
- (d) ASME may serve as the administrative secretariat for a pertinent ISO or IEC Committee. Such action requires the approval of the Council on Standards and Certification upon recommendation from the responsible supervisory board. The supervisory board shall take into consideration need, benefit, budget and staffing.

CSP-5 ASME Certification Marks

(a) Protection of ASME Marking

ASME staff shall make arraignments for the appropriate protection of the Society's symbol, seals, and certification marks hereafter referred to as ASME marks.

(b) Application of ASME Marking

Any item that is constructed and marked with an ASME mark shall follow the standards of the applicable section of the applicable ASME code, without exception.

(c) Statement of Policy on the Use of ASME Marking to Identify Manufactured Items

ASME codes and standards provide rules for the construction of various items. They include requirements for materials, design, fabrication, examination, inspection, and marking. Items constructed in accordance with all of the applicable rules of the governing code or standard are identified with the official ASME Certification Mark described in the governing sections of the code or standard.

Markings such as "ASME," "ASME Standard," or any other marking including "ASME" or the ASME Certification Mark or various Code Symbol Stamps shall not be used on any item which is not constructed in accordance with all of the applicable requirements of the applicable code or standard.

Items shall not be described on an ASME designated Manufacturer's Data Report Forms nor on similar forms referring to ASME which tend to imply that all requirements of the applicable code or standard have been met when in fact they have not. Manufacturer's Data Report Forms covering items not fully complying with ASME requirements shall not refer to ASME, or they shall clearly identify all exceptions to the ASME requirements.

ASME certification related to products means that the capability to fulfill requirements in the applicable standard by the supplier has been reviewed and accepted by ASME. The supplier is responsible for ensuring that products meet, and if applicable, continue to meet the requirements on which the certification is based. This shall be made clear on stampings, labels, or nameplate markings by inclusion of the words:

Certified by _____ (Manufacturer)

(d) Statement of Policy on the Use of ASME Marks and Code Authorization in Advertising

ASME has established procedures to authorize qualified organizations to perform various activities in accordance with the requirements of the ASME codes and standards. It is the aim of the Society to provide recognition of organizations so authorized.

An organization holding authorization to perform various activities in accordance with the requirements of the codes and standards may state this capability in its advertising literature.

Organizations that are authorized to use the ASME Certification Mark for marking items or constructions that have been constructed and inspected in compliance with the ASME codes and standards are issued Certificates of Authorization. It is the aim of the Society to maintain the standing of the ASME marks for the benefit of the users, the enforcement jurisdictions, and the holders of such authorizations who comply with all requirements.

Based on these objectives, the following policy has been established on the usage in advertising of facsimiles of the symbols, certificates, and references to codes or standards construction. The American Society of Mechanical Engineers does not "approve", "certify", "rate", or "endorse" any item, construction, or activity, and there shall be no statements or implications that might so indicate. An organization holding a Certificate of Authorization may state in advertising literature that items, constructions, or activities "are built (produced or performed), or activities are conducted in accordance with the requirements of the applicable ASME codes or standard," or "meet the requirements of the applicable ASME code or standard." The ASME Corporate logos shall not be used by any organization other than ASME.

The ASME Certification Mark shall be used only for application on equipment or documents as specifically provided in the applicable code or standard. However, facsimiles may be used for the purpose of fostering the use of such construction. Such usage may be by an association or a society, or by a holder of a Certificate of Authorization who may also use the facsimile in advertising to show that clearly specified items will carry the symbol.

(e) Surrender of ASME Marks

Organizations accredited or certified by the Society and in possession of an ASME mark shall surrender the ASME Mark to the Society at any time the Society may so request, or immediately when the organization discontinues the manufacture and certification of items in accordance with an ASME code or standard, or immediately when the organization no longer possesses a valid or current Certificate of Authorization for the use of an ASME mark. The organization shall agree to accept the obligation to pay all legal fees and the Society's expenses for recovering any ASME Mark not returned to the Society when demanded by the Society.

CSP-6 Site Investigation Guidelines**(a) Purpose**

Where firsthand knowledge of events, such as accidents, fires, or earthquakes, will aid a standards committee in the development of safety requirements, the committee may conduct site investigations and develop reports as set forth herein.

The report will be used by the committee for the development or revision of codes and standards to promote the public health, safety, and welfare.

(b) Approval for Conducting Investigations

- (1) When committee members, or other concerned persons, learn of an event which may warrant a site investigation, they should contact the secretary of the standards committee and provide the pertinent information.
- (2) The secretary will then consult with the chair of the standards committee to determine:
 - (i) whether the event warrants a site investigation;
 - (ii) whether means are available to conduct the investigation, i.e., permitted access to the building;
 - (iii) the selection of the site investigation team members [see CSP-6(c)].
- (3) The supervisory board, its executive committee, or its officers shall approve (by telephone, if necessary) all site investigations and the membership of the investigation team before the investigation is conducted.

(c) Selection of Site Investigation Team Members

- (1) Persons wishing to participate in site investigations and the drafting of the reports shall submit their names to the secretary of the standards committee. The officers will review the list of persons willing to participate and submit a recommended panel, from which teams members will be drawn, to the standards committee for approval.
- (2) The chair and the secretary shall select not less than four members from this panel to participate in each investigation. An ASME staff member will serve as an additional member of the team.

A person with a potential for conflict of interest shall not serve on an investigation team. No single interest group shall constitute a majority of the site investigation team.

A majority of the team members chosen (plus the staff member) shall take part in the field investigation.

(d) Site Investigation Report

- (1) The report will be developed at a meeting (or meetings) of the site investigation team, and will be signed by the staff member on behalf of the standards committee.
- (2) The report will be submitted to the standards committee and the supervisory board for approval, prior to any distribution outside of the committee. Until these approvals have been obtained, the first page of the report shall include the following:

TENTATIVE
SUBJECT TO REVISION OR WITHDRAWAL
Specific Authorization Required for Reproduction or Quotation
ASME Standards and Certification

CSP-7 Consumer Product Safety Standards

The American Society of Mechanical Engineers shall participate in the development of consumer product safety standards where the Council on Standards and Certification determines that the Society's Procedures, or those of the American National Standards Institute, where the Society is Administrative Secretariat, address the scope, time frame, and other provisions of the Consumer Product Act.

When the Council on Standards and Certification, through accelerated communications or regular meeting makes such a determination, it shall order a special meeting of the appropriate standards committee to expedite submittal of any existing standard or to offer to develop a standard.

CSP-8 Awards

Certificates of Award for outstanding participation and results in ASME standards and certification activities may be granted by the Society provided:

- (a) an ASME or ASME administered standards committee recommends to the cognizant board that a certificate of award be presented to individual(s) meeting specific criteria established by the board;
- (b) the cognizant board approves, on behalf of the Council on Standards and Certification, the recommendation of the committee.

CSP-9 Codes and Standards Documentation**(a) Identification**

The responsible supervisory board shall make the determination of the appropriate identification.

ASME codes and standards shall be identified as: ASME letter(s) number.

Those codes and standards approved by ANSI as having met its criteria shall include on the cover: "An American National Standard" and/or "An International Code (or Standard)."

Those codes and standards approved only by ASME shall include on the cover: "An ASME Standard" and/or "An International Code (or Standard)."

Use of the term "An International Code (or Standard)" signifies that the ASME code or standard is one which:

- (1) was developed by a standardization body under a process that is open to all interested parties regardless of national origin;
- (2) has global acceptance; and
- (3) was developed under a system that provides due process so that a user can seek clarification or revision, or appeal to the standards developer.

(b) Drafts of Standards

All drafts of standards shall be prepared in accordance with the following requirements.

- (1) A title shall be provided.
- (2) A notation draft shall be included.
- (3) The date of the draft, identified by either month, year or month, day, year shall be included.
- (4) Drafts or revisions thereof may be individually numbered or they shall be identified by date only. Designations such as "Initial", "Intermediate", and "Final" shall not be used. If the draft is intended to revise a previously approved Standard, the following statement shall appear under the Standard Designation:

Proposed revision of (full Standard Designation)

-
- (5) The Standards Identification Designation shall be provided but shall not include ANSI, ASME, or a year date to avoid a false indication of ANSI or ASME approval.
 - (6) A statement which will not be a part of the cover format shall be included to read as follows:

TENTATIVE
SUBJECT TO REVISION OR WITHDRAWAL
Specific Authorization Required for Reproduction or Quotation
ASME Standards and Certification

- (7) While the foreword is not considered an integral part of the Standard, it may be included with the draft to provide an opportunity for review for accuracy of content, etc.
- (8) Rosters of standards committees and subordinate groups should not be included in the draft because a report of the standards committee membership balloting is supplied in a separate letter.
- (9) DRAFT may be superimposed on each page of the draft at the discretion of the standards committee or by the direction of the appropriate ASME Department Director.
- (10) The running heads on each page of the draft shall not include such notations as ANSI, American National Standards Institute, ASME, American Society of Mechanical Engineers, any acronyms, or the name of the organization that may have prepared the draft, in order to avoid a false indication of approval.

(c) Effective Date

- (1) All ASME codes and standards, and any supplement to any ASME code or standard, shall have a date of issuance printed on the cover or copyright page. The date shall be the first day of the month following printing, or another agreed upon date as determined by the staff.
- (2) Every ASME safety code and safety standard or supplement thereto, unless otherwise established by the cognizant supervisory board, shall have included in its Foreword a statement to the effect that:

This edition or revision of the standard may be used beginning with the date of issuance printed on the cover or copyright page _____. After such date of issuance this edition or revision becomes the requirement for compliance with this Standard, except for equipment or services contracted for prior to the end of the_ period.

- (3) Every ASME standard that requires use of a certification mark shall have provisions for establishing the effective edition and addenda to be used to construct an item, including a replacement part that is to be marked with an ASME certification mark. Such provisions are to address materials, design, fabrication, examination, inspection, testing, overpressure protection, and certification as determined appropriate by the standards committee.

Paragraphs (c)(1), (2) and (3) above comprise the policy for effective dates of standards; the standards committee will determine the periods of time to be used in the blank spaces.

(d) Operation and Maintenance Instructions for Safety Codes and Standards

Where operation and maintenance instructions are included in a safety code or safety standard, the specified safety code or standard shall include the following statement: "Operation and maintenance instructions in this (safety code or safety standard) are intended for general applications. The equipment manufacturer and/or installer shall be consulted for specific operating or maintenance instructions."

(e) Ambiguous and Vague Terms

The use of vague and nondefinite terminology shall be avoided in ASME Codes and Standards. To enhance the work of ASME in the area of consensus standards, the Standards and Certification supervisory boards cannot condone documents which use vague and nondefinite terms as an expedient substitute for more precise wording required by the document. Therefore, it is necessary that the Standards and Certification supervisory boards disapprove standards which use vague and nondefinite terms, when:

- (1) the language fails to provide a sound basis for specific, uniform, and common understanding to all users of the standard; and/or
- (2) the document cannot be used as a reference standard in the formulation of a code.

The Standards and Certification supervisory boards recognize that there are a few occasions when it is difficult or inappropriate to use a definitive term, regulation, or dimension.

(f) Codes and Standards Publication Statement

The following statement shall be included in each ASME Code or Standard:

"This code or standard was developed under procedures accredited as meeting the criteria for American National Standards. The standards committee that approved the standard or code was balanced to assure that individuals from competent and concerned interests have had an opportunity to participate. The proposed code or standard was made available for public review and comment which provides an opportunity for additional public input from industry, academia, regulatory agencies, and the public-at-large.

ASME does not 'approve', 'rate', or 'endorse' any item, construction, proprietary device, or activity. ASME does not take any position with respect to the validity of any patent rights asserted in connection with any items mentioned in this document, and does not undertake to insure anyone utilizing a standard against liability for infringement of any applicable letters patent, nor assume any such liability. Users of a code or standard are expressly advised that determination of the validity of any such patent rights, and the risk of infringement of such rights, is entirely their own responsibility.

Participation by a federal agency representative(s) or person(s) affiliated with industry is not to be interpreted as government or industry endorsement of this code or standard."

(g) Rationale in Standards

Rationales may be published in the foreword or nonmandatory appendix of a standard or code provided the rationale is subject to the complete approval procedures including public review.

(h) Referencing Documents in ASME Documents

- (1) Referencing versus copying - where one ASME document references another ASME document the preferred method is to reference rather than copy the document. The referencing standards committee can impose exceptions to the referenced document. Where there is conflict of scope or on particular detailed requirements, copying the entire document or portions of it may be acceptable provided approval is first obtained in each case from the supervisory board(s) responsible for administering the standards committee(s) involved. Before granting approval the board(s) must be convinced that an exception is warranted and in the best interest of the user of the ASME documents. When two boards are involved and in disagreement, the matter must be submitted to the Council on Standards and Certification for resolution.

(2) Dating of Standards referenced in another Standard

For referenced ASME codes and standards, the standards committee shall elect to either reference a specific date of issue of the code or standard or append the words "latest edition" to the title.

For referenced documents developed by other organizations, the following applies:

- (i) If a revision of the referenced document can affect provisions for safety or invoke undesired technical provisions in the referencing standard, the referencing standards committee shall cite the date of the acceptable referenced standard. Standards committees are strongly encouraged to keep abreast of referenced standards revisions and to promptly update the dates for acceptable referenced documents. When standards committees identify situations in referenced documents revisions that prevent them from referencing the latest revisions, such situations shall be promptly brought to the attention of their supervisory board.
- (ii) If a revision of the referenced document cannot affect the provisions for safety or result in undesirable technical provisions in its referencing standard, then the referencing standards committee may omit the date of the referenced standard. Where the date is not cited, the words "latest edition" should be appended to the title.

(3) Responsibilities of Standards Committee

- (i) Responsibility for decision of referencing versus copying [see(1)].
 - (ii) Responsibility for determining whether to reference specific issue dates of ASME codes and standards [see (2)].
 - (iii) Responsibility when referencing other standards to use specific edition date or "latest edition" [see (2)].
 - (iv) Responsibility for interpreting questions concerning the application of a standard referenced within its document.
- (i) Availability of Reference Documents for Codes and Standards Applications
- (1) documents necessary to support the modification of existing codes and standards under the purview of a standards committee are to be made available to the standards committee as needed; and (2) when the standards committee elects to reference specific documents in codes and standards it develops, those referenced documents must be readily available to the public at a reasonable cost.

CSP-10 Committee Meetings

(a) Location of Meetings

Meeting locations for codes and standards and related accreditation and certification committees shall be selected by the committee or by the chair on behalf of the committee. Meetings should be held in major transportation hubs. Web-based and teleconference meetings are encouraged to minimize travel.

(b) Meeting Notices

Meetings of standards committees shall be announced via the [ASME Website](#). Notices for in person standards committee meetings should be posted sufficiently in advance of the meeting date to allow for participation.

(c) Openness

Standards Committee meetings for the consideration of standards actions shall be open to the interested public.

(d) Staff Attendance

ASME staff shall not be excluded from any meetings and hearings.

CSP-11 Committee Participation Acknowledgement

Prior to initial appointment to an ASME code, standards or related conformity assessment committee, subordinate group, or project team, each person shall sign and submit the appropriate form:

- (a) affirming willingness to follow Society Policies [P-15.7](#) Ethics, [P-15.8](#) Conflicts of Interest, [P-14.6](#) Society Name, Logo, Seal, Emblem, Initials, Titles, Identification and Certificates and [P-15.9](#) Policy Against Discrimination;
- (b) acknowledging that copyright and all rights in all materials produced in print or electronic form by ASME Standards and Certification Committees are owned by ASME and that ASME may register copyright in its own name; and
- (c) acknowledging that the only permitted reproduction of ASME copyrighted material is for Committee business.

Alternatively, an employee of a government agency, may, for all standards and certification activities, agree to follow a Code of Ethics and/or Policy on Conflict of Interest administered by the pertinent jurisdiction or governmental agency.

CSP-13 Publication of Proposed Codes and Standards

Recommendation to publish a document as a "proposed" ASME code or standard for trial use and comment shall be made to the Council on Standards and Certification prior to submittal to ANSI. The "proposed" status of a publication should never be used by ASME as a means of circumventing the National Consensus System. Rather, it should only be used when experience with a code or standard is required. Any code or standard published in this manner should be clearly titled and referred to as "proposed" and the words "for trial use" shall nowhere be used.

CSP-17 Canvass Method

ASME committees shall not vote or provide positions on drafts submitted by other standards developers under the ANSI Canvass Method. However, interested individuals may submit their own personal comments on such drafts during the ANSI public review period.

CSP-18 External Communications¹**(a) By Officers of the Council or Supervisory Boards**

(1) Speaking for ASME: The Senior Vice President, Standards and Certification may speak for ASME on all standards and certification matters involving government and other external organization actions or potential actions. The appropriate board chair within the Standards and Certification Sector may speak for ASME on standards and certification matters involving government and other external organization actions in his/her area of responsibility. If written communication is needed, then ASME letterhead stationery shall be used.

(2) Use of Letterhead: ASME letterhead stationery (excludes committee correspondence stationery) shall be used only by the Chair or Vice Chair of the Council on Standards and Certification or by the Chair of a Supervisory Board. Use of such stationery by these individuals shall be limited to technical responses to regulatory proposals, position statements, administrative and personnel matters.

Such communications shall be reviewed and issued upon concurrence by the cognizant ASME Staff.

¹ EXTERNAL COMMUNICATIONS are defined as those communications with individuals or organizations outside of ASME (corporate body). Applicable Society policies include, and are not necessarily limited to: P-15.7 Ethics; P-15-8 Conflicts of Interest; and P-15.1 Public Affairs and Public Statements.

(3) Use of Business Cards: ASME business cards are provided to ASME employees and to individuals under contract with ASME wherein use is established via agreed terms and conditions. ASME business cards may also be made available to, and used by, the Senior Vice President, Standards and Certification, or a board chair, provided such cards are essential for effective representation of ASME and their use is limited to events wherein participation is specifically requested by the cognizant ASME staff.

(b) By Other Than Council or Board Officers

The activities and methods of correspondence restricted to the Council and Board officers shall not be conducted or used by other than those individuals.

Any other individual committee member or group of members may speak, presenting or explaining current, approved ASME statements or positions when designated by the concerned Board Chair and when specifically authorized by the Chair of the Council on Standards and Certification. Under any other circumstances, a Committee Chair or individual designee must preface individual remarks or written comments with a statement to the effect:

"A clarification of my status relative to the Society is in order. The ASME administered standards committee, (add number, title) which is under the jurisdiction of the (add Council on Standards and Certification or the appropriate board under the Council) and which participated in this review, was selected on the basis of its experience on the subject matter; it numbered (add total number of members on the committee) individuals. In the time frame available for review and comment, the opinions and comments generated, by necessity, represent a general consensus of the reviewers, rather than that of ASME. As a result, the review by these committee participants is not to be construed as an approval of endorsement of (add name of document under consideration) by ASME. Rather, the review has been a constructive public service in the hope of improving the final version of (add code or standard). The information being presented here is being submitted through the regular ASME approval process. The results of this approval process will be sent to you when completed."

Note: The aforementioned statement was approved as a working mechanism for those standards committees reporting to the Council on Standards and Certification or its Boards.

Written communications dealing with any ASME standards and certification issues shall be placed on committee correspondence stationery if the writer is acting as a Council, Boards or committee participant. Stationery of the individual's employer shall be used if the writer is acting as an employee, rather than as an ASME participant, such as in the presentation of an inquiry.

CSP-19 ASME Designee and ASME Designated Organization

When a Code or Standard requires an individual and/or organization to perform administrative functions on behalf of the Society, the terms “ASME Designee” and “ASME Designated Organization” respectively shall be used.

(a) ASME Designee

An individual who complies with the ASME approved criteria can be authorized by ASME to perform administrative functions on its behalf as an ASME Designee for the purpose of performing reviews, surveys, audits, and examinations of organizations or persons holding, or applying for, accreditation or certification in accordance with the ASME Code or Standard.

The committee developing the criteria for ASME Designees shall obtain approval of the criteria by the Board on Conformity Assessment.

(b) ASME Designated Organization

- (1) An organization may be authorized by ASME to perform administrative functions on its behalf as an ASME Designated Organization (ADO). The qualifications of the ADO and the specific functions being performed by the ADO should be identified in the contract documents.
- (2) When ASME elects to utilize an ADO, the activities shall be monitored by ASME.

CSP-20 Policy on Conformity Assessment**(a) To Be Considered for ASME Conformity Assessment**

- (1) A standard on which a conformity assessment program is based shall apply to products, services, or personnel which are sufficiently related to the ASME Standards and Certification mission. The standard may be intended for reference in the rules and regulations of government agencies desiring to do so.
- (2) The standard on which the conformity assessment program is based shall contain sufficiently specific and well defined criteria to enable stakeholders to understand the requirements and to be able to distinguish products, services, and personnel which conform with the standard from those which do not.

(b) ASME Accreditation Programs

ASME Accreditation means that the organization's competence to carry out specific conformity assessment tasks has been reviewed and accepted by ASME as meeting the requirements of the relevant ASME Standard.

(c) ASME Product Certification Programs

ASME certification related to products means that the capability to fulfill requirements in the applicable standard by the supplier has been reviewed and accepted by ASME. The supplier is responsible for ensuring that products meet, and if applicable, continue to meet the requirements on which the certification is based

A program may or may not involve the utilization of the ASME product certification mark. Where the mark is used, the identification of the supplier's conformance with the applicable standard shall be in the form of an ASME Certificate of Authorization.

ASME certification is not intended as an assertion or implication that ASME accepts any responsibility for the conformance, or liability for the consequences of nonconformance, of any product or service so furnished. Such responsibility and liability remain with the supplier.

(d) ASME Personnel Certification Programs

ASME Personnel Certification means that an individual's qualifications have been reviewed, proficiency has been demonstrated, and the individual has been accepted by ASME as meeting all requirements of the ASME Standard. The term ASME Personnel Certification applies only to an individual covered by a standard meeting all of the requirements given in paragraph (a) above.

ASME Certification is not intended as an assertion or implication that ASME accepts any responsibility for the compliance, or liability for the consequences of noncompliance, of any individual's performance under the issued certification. Such responsibility and liability remain with the individual or employer.

(e) Management System Certification Programs

ASME management system certification means that the management system of the organization conforms to specified requirements, is capable of consistently achieving its stated policy and objectives, and is effectively implemented. Management system certification does not include the certification of products, services, or personnel.

(f) Accreditation and Recognition of ASME Conformity Assessment Programs

An ASME conformity assessment program shall be submitted for accreditation or recognition only when it has been determined that it serves the interests of ASME and the associated stakeholders.

(g) Due Process

- (1) The Society provides procedural "due process" in connection with codes, standards, and related conformity assessment activities. As part of this procedural "due process," there are several levels to which an aggrieved individual or party may appeal.
- (2) At any level of hearing or appeal, there shall be no informal discussion(s) regarding the grievance between members of the hearing panel and representatives of the appellant or of the appellee from the beginning of appeal hearing until appellant and appellee receive the decision.
- (3) To ensure that the individual(s) appearing before the committee or board receives the results of the hearing as a Society position, those serving on these boards and committees shall refrain from communicating the apparent results of such a hearing prior to the time that the position of the board or committee is transmitted by staff in a written communication.
- (4) Prior to each hearing, the chair of the committee or board shall advise the committee or board of this policy.

CSP-24 Minutes

- (a) Minutes prepared by ASME staff or appointed volunteer committee members shall be distributed only to committee members and appropriate ASME staff having interest and/or oversight for the committee, except as provided in (b) or (c) below.
- (b) Minutes may be distributed by ASME staff to other interested parties provided they are:
 - (1) intended for committee use only, and
 - (2) prepared by an ASME staff secretary, or reviewed by ASME staff if prepared by a volunteer committee member.
- (c) Requests for minutes other than for committee use shall be in writing with a clear statement of the nature and purpose of the request. The Associate Executive Director, Standards and Certification may authorize the release and distribution and so inform the applicable Supervisory Board Chair of the request and action taken. A charge for search and retrieval, reproduction, and mailing will normally be applied.

- (d) The title page of all meeting minutes shall include the following statements as an opening title block:
 - (1) "Name of committee"
 - (2) "Meeting of (date)"
 - (3) "These minutes are subject to approval and are for Committee use only. They are not to be duplicated or quoted for other than Committee business."
- (e) All pages shall include, as a header:
 - (1) "Name of committee"
 - (2) Date of meeting

CSP-27 Cooperation Between Engineering Societies

International codes and standards interactions should be with organizations that develop, manage, or coordinate voluntary codes and standards. Engineering Societies should participate within the framework of their respective national standards organizations.

If two or more Societies qualify as national standards developing organizations in the same fields, they shall exchange copies of their related codes and standards.

CSP-29 Committee Membership

- (a) Eligibility
 - (1) The opportunity to participate shall be afforded all persons with a direct and material interest, without regard to country of citizenship or residence.
 - (2) Membership in ASME is not a condition for membership in a committee.
- (b) Expiration Date

The membership expiration date for an officer of a committee shall be concurrent with the officer expiration date. When a member is elected as an officer, the expiration date for the individual's term as member on that committee shall be adjusted accordingly.

CSP-30 ASME Representatives

- (a) ASME shall not appoint or continue to sponsor representatives to standards developing or conformity assessment committees administered by organizations other than ASME; rather, upon request of other standards developing or conformity assessment organizations, ASME will refer interested individuals to that organization.

- (b) ASME representatives may continue to serve on non-standards developing entities provided:
 - (1) the representative submits periodic written reports to the cognizant board;
 - (2) they shall take no position inconsistent with ASME policy without first consulting the appropriate board chair within the Standards and Certification Sector;
 - (3) adequate procedures are developed for designation and supervision of the representatives.

CSP-31 Voluntary Standards Use by Regulatory Authorities

In regard to voluntary standards use by regulatory authorities, Standards and Certification policy shall be:

- (a) To encourage the referencing of voluntarily developed consensus standards in regulations as a means of complying with the intent of the regulatory requirements, and
- (b) To encourage the participation of federal, state, and other government employees on voluntary codes, standards, and related conformity assessment committees, and
- (c) To enhance public health, safety, and welfare through voluntary standards.

CSP-32 Modification of ASME Data Report Forms

ASME Data Report Forms shall not be modified by deletion of words printed thereon, unless either:

- (a) All reference to ASME and the National Board is deleted, or
- (b) All exceptions are clearly defined by appropriate deletions and added explanations on the form.

CSP-33 Interpretations**(a) General**

Interpretations are formal responses to inquiries submitted through <http://go.asme.org/interpretations>, which are transmitted to the inquirer Via email with the statement included under (b)(3) below.

Informal responses to inquiries may be offered by ASME staff and volunteers. Such responses shall incorporate a statement making it clear that they are the opinion of the individual, not interpretations. These responses may be either verbal or written. If written, the responses shall not be on ASME interpretation letterhead. See CSP 18.

(b) Requirements for Published Codes and Standards

Standards committees may choose to offer interpretations to codes or standards (referred to more simply as “standards” hereafter) for which the committee is responsible. Standards committees may not offer interpretations to standards for which they are not responsible.

- (1) Standards committees that choose to interpret a standard shall have a statement included in the foreword or on the copyright page informing the user that the standard may be interpreted and that all written interpretations are included as a subscription service of the edition of the standard and/or are made available on the ASME web site.
- (2) Standards committees that choose not to issue interpretations of a standard shall have a statement on the copyright page or in the foreword to the effect that ASME will not issue written interpretations of this edition of the standard.
- (3) Documents published by ASME, whether interpreted by committee or not, shall carry the statement “ASME accepts responsibility for only those interpretations of this document issued in accordance with the established ASME procedures and policies, which precludes the issuance of interpretations by individuals.”
- (4) Standards committees may respond to inquiries about a withdrawn or superseded standard for which the committee has jurisdiction. The interpretation shall indicate that the standard is no longer current and shall cite the current standard, if applicable.
- (5) Standards committees shall not respond to a request for interpretation of a withdrawn code or standard for which another organization was responsible or of a previous edition of a code or standard for which another organization is currently responsible.

(c) Requirements for Interpretations

- (1) Interpretations shall be written in an “inquiry” and “reply” format. The inquiry or the reply shall include the name and specific edition(s) of the standard(s) being interpreted. There shall be a statement advising that ASME may reconsider its interpretation when additional information is made available. Interpretations apply to later editions when requirements that led to the original interpretation remain unchanged.
- (2) Existing interpretations shall be revised when there is an identified need for a correction or clarification. When considering the need for correction or clarification, the committee should consider factors such as (a) public health, safety, and welfare significance, (b) need for an accompanying standard revision, (c) elapsed time since publication of the interpretation, and (d) impact on continued compliance with the standard.
- (3) Interpretations shall not revise existing requirements or establish new requirements.
- (4) Interpretations shall not include explanations describing why the standard is written the way it is, except they may include the rationale that was approved through the consensus process as a part of the standard action.
- (5) Interpretations shall not approve, certify, rate or endorse any item, construction, proprietary device or activity.
- (6) Interpretations shall be transmitted to the inquirer on ASME interpretation letterhead signed by the staff person responsible for administrative activities of the committee.
- (7) Interpretations shall be posted on <http://go.asme.org/interpretations>.

(d) Approval of Interpretations

Interpretations may be approved by either of two methods.

(1) Consensus Committee or Cognizant Subcommittee

Interpretations may be approved by a vote of the consensus committee or cognizant subcommittee. No member interest category shall have a majority on the cognizant subcommittee. When the vote is taken at meetings at which a quorum is present, no objection by at least two thirds of members present is required to approve the interpretation. When the vote is taken other than at meetings, no objection by at least two thirds of members voting is required, provided at least half of the members vote. If there are objections, members shall be given the opportunity to change their votes after being informed of the reasons for the objections and the responses.

(2) Special Committee

Interpretations may be approved by the unanimous vote of a special committee. Members of the special committee shall be members of the consensus committee or subordinate group responsible for the standard. No member interest category can have a majority on the special committee. The special committee shall have at least five members, one of which shall be the ASME staff secretary responsible for the standard.

(e) Intent Interpretations

Technical inquiries that cannot be answered on the basis of existing wording of the pertinent standard may be answerable by an “intent” interpretation. Intent interpretations are permitted only to clarify conflicting or ambiguous wording or to resolve incorrect wording. An intent interpretation shall be submitted to the consensus committee for approval along with the revision(s) to the standard that support the intent interpretation. Both the intent interpretation and the revision(s) to the standard must be approved for the interpretation to be issued.

CSP-34 Recording of Committee Meetings and Teleconferences

Recording, in any format, of meetings and teleconferences is prohibited by any member of a committee, guests, or other attendees. Only the secretary, who is a member of ASME's staff, may be permitted to record with the following restrictions:

- (a) approval by the director of the department under which the committee operates.
- (b) recordings are to be used only as a backup to write minutes. Minutes are intended to reflect the sense of the discussion; they are not intended to be a word-by-word recounting.
- (c) recordings may be used to record specific statements, agreements, or voted actions in order to ensure correctness of actual wording of voted actions.
- (d) recordings shall be erased immediately after approval of minutes. Under no circumstances shall approved minutes and recordings or separate transcriptions from the recordings co-exist.

CSP-35 Discontinuance of Addenda Service In Codes and Standards Publications

Addenda service will not be made available for the next edition of all ASME codes and standards issued subsequent to July 1, 2010.

CSP-37 Revisions

(a) Approval Stages

All proposed revisions to a code or standard must be approved by the standards committee and responsible supervisory board, and announced in [Mechanical Engineering](#), the [ASME web site](#), and [ANSI Standards Action](#) for public review prior to inclusion in an addenda or new edition of a code or standard. (See CSP-39, paragraphs (b), (c), and (d) for exceptions.)

All editorial changes must be approved by the responsible standards committee prior to publication in a code or standard.

(b) Implications

Safety codes and standards are intended to enhance public health and safety. Revisions result from committee consideration of factors such as technological advances, new data, and changing environmental and industry needs. Revisions do not imply that previous editions were inadequate.

CSP-38 Document Retention

Table CSP-38 illustrates the lengths of time that various standards and certification related documents shall be retained.

TABLE CSP-38	
RETENTION TIME	
DOCUMENT	Time Period
Order of Business/Agenda Minutes	3 years
Standards Committee (1) and above	6 years
below Standards Committee	3 years
Superseded Procedures	6 years
Committee Action Records	
Standards Actions, Code Cases	
Active/Not Published	Retained while active
Published – Consensus Level Data (1)	6 years (archived upon Board Approval)
Published – Data below Consensus Level	30 days
Administrative	Retain for 3 years maximum following completion of the action
Position Statements, Policy, Procedures, etc.	3 years

Committee Personnel Actions (ballots, record of actions in minutes)	Retain until next action to reappoint, terminate or resignation
Conformity Assessment Certificate Actions	Retain until renewal or termination
Application Team Report Certificate Ballot results (tally only) Change requests (name, location, AIA) Quality manual Extension letters	Until renewal or termination (normally 3 years)
Ballots Scheduling letters	Until issuance
Errata Records	6 years
Active/Not Published	Retained while active
Published (1)	
Personnel Certification Actions	Until renewal or termination
Technical Interpretations	
Final ASME Issued letter of Interpretation	6 years
Documentation of inquirer's request, and final approval of reply	1 year after approval
Committee Personnel Files	
Participation Acknowledgement Form	No date
Personnel Forms/Resumes/ Appointment/Reappointment letters	
Active	Retain latest committee letter while active
Inactive	1 year
Applicant	6 years
ANSI BSR Submittals and Correspondence	6 years
[unless a longer retention period is required, per Note (1)]	
Due Process Proceedings	6 years
Final Documentation of Transfer of Projects to Other Organizations	6 years
Routine Correspondence	No longer than 1 year
Technical Background Documents (2)	6 years
Materials Data	While active
Contracts	
Permissions for reproduction or translations	Contract Term plus 6 years
Training and Development Files	

NOTES:

- (1) For new, revised, or reaffirmed American National Standards maintained under periodic maintenance, records providing evidence of compliance with pertinent procedures shall be retained for one complete standards cycle, or until the standard is revised.

Records concerning actions on American National Standards, or a part(s) of an American National Standard, maintained under continuous maintenance shall be retained for a minimum of five years or until approval of the subsequent revision or reaffirmation of the complete standard.

Records concerning actions on American National Standards maintained under stabilized maintenance shall be retained until the standard is reaffirmed, revised, or subsequently reviewed in connection with the stabilized maintenance of the standard as an ANS. For withdrawals of American National Standards, such records shall be retained for at least five years from the date of withdrawal.

- (2) Committee documents (e.g. white papers, etc.) of lasting value prepared for and used to support codes and standards may be designated by the responsible managing director as “Technical Background Documents” for retention beyond 6 years, but shall be reviewed by the Committee and responsible Managing Director for continued value at least every 5 years.

CSP-39 Publication of ASME Codes and Standards

- (a) ASME codes and standards shall be developed in accordance with committee procedures that are compatible with the generic procedures accredited by ANSI.
- (b) ASME will usually submit its codes and standards to ANSI for consideration for approval as American National Standards, prior to publication.
- (c) However, a supervisory board may elect to have a code or standard published as an ASME code or standard if the following are met:
 - (1) The supervisory board has determined and documented that it is in the broad interest of public health, safety and welfare to expedite publication of the code or standard;
 - (2) The supervisory board has determined and documented that the code or standard was developed in accordance with proper procedures.
- (d) Where an ASME supervisory board elects to have a code or standard published prior to ANSI acceptance, ASME will continue to make reasonable efforts to gain ANSI approval of the code or standard as meeting the criteria for an American National Standard.

CSP-41 Complimentary Copies of Codes and Standards

For members of a standards committee, ASME will provide a complimentary copy (or set) of documents, which fall within the scope of the committee.

For new members of subcommittees, subgroups or workgroups, ASME will provide a complimentary copy (or set) of documents, which fall within the activity of the committee or group. For members of project teams, ASME will provide a complimentary copy of documents as appropriate.

ASME will provide a complimentary copy of a standard to a committee member of a particular committee at the time of approval. If one is a member of a subcommittee or group responsible for a particular document, one is provided a complimentary copy of the document recommended by the subcommittee or group; likewise, if one is a member of the standards committee, one is provided a complimentary copy of each document recommended as meeting the criteria for American National Standards.

CSP-42 National Certification Policy [See CSP-20(C)(3)]

CSP-43 Remanufacturing

- (a) Each supervisory board is responsible for developing and implementing a definition for remanufacturing relating to the codes and standards activities within its area of responsibilities.
- (b) A standards committee's activities in remanufacturing is limited to the scope of the committee.

CSP-44 Human Resources

An individual member whose classification changes for any reason such as a change in employment or retirement, shall notify the chair and staff secretary of change as soon as practicable. For standards committee membership, such notification shall include either a resignation or a request for continued membership in the member's new category of interest. Continued membership on the standards committee is subject to confirmation by the standards committee, whose consideration shall include maintaining a balance of interest, and shall be by recorded vote.

CSP-46 Category of Interest

- (a) Each supervisory board shall develop its own list(s) of appropriate categories of interest, even if it is a committee-by-committee list. Each category of interest shall be defined.
- (b) Each supervisory board shall have procedures to maintain and enforce its list(s).

CSP-49 Guide for Establishing New Codes or Standards Projects

[The following is intended for use as a general guide in evaluating requests for development of new codes or standards.]

(a) Requests for New Codes or Standards

- (1) Requests for development of a new code or standard shall be made in writing to the ASME via submittal of a "[Request for New ASME SES Product](#)". Requests will be accepted from any source, including an individual, committee, professional organization, government agency, industry group or public interest group. Requests will be acknowledged in writing and referred to the appropriate supervisory board for action.
- (2) If the board determines there is a need and decides to proceed with development, it may assign the project to an existing standards committee or establish a new standards committee in accordance with the guidelines contained in paragraph (c).
- (3) If the board determines there may be a need for the new code or standard, but does not have sufficient information to make a definitive judgment, the guidelines contained in paragraph (b) shall be used.
- (4) If the board determines there is no apparent need, they shall direct the board secretary to so inform the requestor.

(b) Evaluation of the Request

- (1) If the board determines there may be a need for the requested new code or standard, the chair may appoint a special task group to study the request or refer the request to an existing standards committee for review and recommendation back to the board.
- (2) When evaluating the request, criteria to be applied include: (a) a code or standard is the proper solution to the identified problem; (b) there is an identified user and use; (c) a technical base exists which will enable code or standard development; and (d) there is or will be a broad constituency as contrasted with a single user. The responses provided in the request submittal required by para. (a)(1) will serve as the primary basis of the evaluation.
- (3) The task group or assigned standards committee shall:
 - (i) Review the request and its background and evaluate the need for a new code or standard.
 - (ii) Review existing codes and standards to determine overlaps, interfaces and voids.

- (iii) If it determines that a need exists: (a) prepare a broad charter for a proposed new standards committee or recommend assignment to an existing standards committee; and in consultation with staff (b) verify that resources to support the activity have been identified; (c) consider metrics that will serve as a basis to determine whether to continue to support or sunset the activity.
 - (iv) If it determines that a need does not exist, prepare a proposed reply to the requestor describing the reasons for not initiating work on a new code or standard.
 - (v) Report the results of the study to the board.
- (c) Implementation of the Request
- (1) If the Board accepts recommendation for development of a new code or standard, it shall either assign the project to an existing standards committee or recommend the establishment of a new standards committee.
 - (2) If assigned to an existing standards committee, the assigned committee shall bring forward a revised committee charter, when needed. Approval by the board and by the Council on Standards and Certification shall be obtained. ANSI shall be notified, as appropriate.
 - (3) If the board recommends a new standards committee, it shall obtain Council approval of the establishment of the committee. Subsequent to Council approval, the board shall:
 - (i) Appoint an organizational committee chair.
 - (ii) Approve a broad charter for the proposed new standards committee.
 - (iii) Obtain Council approval of the committee charter.
 - (iv) Recommend organizations to contact for interfaces.
 - (v) Recommend existing codes or standards to review in detail for purposes of interfaces.
 - (vi) Direct the organizational committee chair to develop and staff an ad hoc standards committee. ASME will provide a staff engineer to aid the organizational committee chair in the development of the new committee.

(d) Ad Hoc Standards Committee

The prime purpose of the ad hoc standards committee is to develop and staff the proposed new standards committee. The ad hoc standards committee shall be composed of a sufficient number of members, selected by the organizational committee chair, and a member of the ASME staff acting as secretary, to accomplish the following:

- (1) Develop a detailed scope for the proposed code or standard.
- (2) Obtain board approval of the proposed code or standard scope and notify ANSI, as appropriate.
- (3) Request professional organizations substantially concerned with the scope of the new standards committee to nominate individuals.
- (4) Develop a program and schedule for the development of the proposed code or standard.
- (5) Develop and staff a working organization with sufficient subcommittees, subgroups, and/or working groups to cover the scope of activities, as needed.
- (6) Obtain the required approval or concurrence for the above items from the board, as applicable.

(e) New Standards Committee

- (1) Upon receipt of the appropriate approvals, the ad hoc standards committee will be considered a standards committee and fully operational.
- (2) The standards committee will operate under the "[Procedures for ASME Codes and Standards Development Committees](#)" accredited by ANSI"

CSP-50 Policy on Minimum Requirements

All ASME codes, standards or guides shall have deleted from their scope statements any indication(s) relating to "minimum requirements."

CSP-51 Standards Committee Hearings

- (a) If an appeal of an action for which a subordinate group has been delegated approval authority (e.g., approval of a response to a request for interpretation via the Subcommittee Method or the Special Committee Method) is to be heard by the entire standards committee, members of the standards committee who are also members of the pertinent subordinate group or have a conflict of interest may attend the hearing and participate to the extent any member of the public would be permitted to do so, or may attend and participate as the designated representative of the subordinate group; but in any event, shall not participate in any executive session of the standards committee concerning the appeal, shall not be counted in a quorum, and shall not be eligible to vote.
- (b) If the appeal of an action as specified in para. (a) is to be heard by a Special Hearing or Appeal Panel, members of the pertinent subordinate group shall not be selected as members of the Panel.
- (c) During all appeal hearings, the provisions for Due Process as outlined in CSP-20 (g) Due Process shall be followed.
- (d) If an action is appealed to more than one level (e.g., to a standards committee and, subsequently, to the Supervisory Board), an individual who is a member of both or all of the levels hearing an appeal of the same action shall be eligible to vote at only one level of appeal. At those levels of appeal where the individual is a member but not eligible to vote, that member may attend the hearing and participate to the extent any member of the public would be permitted to do so, or may attend and participate as the designated representative of the appellant or respondent; but in any event shall not participate in any executive session concerning the appeal and shall not be counted in determining a quorum.

CSP-53 Policy on Protection of ASME Marks

- (a) Policy on the Protection of ASME Mark

All ASME conformity assessment programs that specify the use of an ASME mark shall provide for designated oversight of those activities that affect the proper utilization of ASME marks. Only ASME conformity assessment programs with measures established for designated oversight may utilize ASME marks.

(b) Policy on Designated Oversight

The measures established for designated oversight shall comply with ASME-developed criteria. The criteria shall provide oversight measures that establish reasonable assurance that the activities (of the entity authorized by ASME to use its marks) that affect the use of ASME marks are accomplished in accordance with the appropriate ASME codes or standards. Where such activities are not accomplished in accordance with the appropriate ASME codes or standards, the criteria shall provide for notification of ASME and appropriate redress. ASME shall establish criteria for and administer the qualification and certification of those agencies, organizations, and individuals authorized to provide designated oversight.

(c) General Requirements for Designated Oversight:

- (1) Each ASME accreditation program that utilizes ASME marks shall provide for one (or more than one, where applicable) of the types of authorized designated oversight given below.
 - (i) An ASME accredited authorized inspection agency (AIA), i.e., an authorized insurance company or Enforcement Authority that provides designated oversight through the use of authorized inspectors (AI), qualified to criteria specified in the appropriate code or standard, and is not a qualified inspection organization, as described in Para. (c)(1)(ii) below.
 - (ii) An ASME qualified inspection organization (QIO), i.e., an organization that is qualified by ASME, to criteria specified in the appropriate code or standard, to provide designated oversight through the use of qualified inspectors (QI); is not an authorized inspection agency, as described in Para. (c)(1)(i) above; and is not an entity authorized by ASME to use its marks.
 - (iii) A certified individual (CI), i.e., an individual employee of the accredited entity authorized by ASME to use its marks; the CI is qualified and certified by the entity authorized by ASME to use its marks, to criteria specified in the appropriate code or standard. The qualification and certification are subject to evaluation by ASME during the accreditation survey or review. The CI is neither an AI nor QI, as described in Para. (c)(1)(i) and (ii) above.
- (2) The use of all ASME marks shall be documented with data reports or certificates of conformance that are signed by a responsible representative of the accredited entity authorized by ASME to use its marks and the appropriate inspector or individual authorized to perform the designated oversight activities (i.e., either an AI, QI, or CI).

- (3) ASME accreditation programs that utilize ASME marks shall provide for record retention of all data reports and certificates of conformance, such that the use of the ASME marks is documented and traceable to the entity authorized by ASME to use its marks. All data reports and certificates of conformance shall be retained for a period established by the appropriate code or standard.

CSP-54 Policy On Electronic Signatures

- (a) The process of documenting authorization and approval required by ASME codes and standards may be by electronic methods.
- (b) If electronic methods are employed, controls and safeguards must be provided to ensure the integrity of the authorization and approval.
- (c) It is not the intent of this policy to supersede the requirements of other jurisdictions.

CSP-55 Joint Conformity Assessment Activities

ASME may establish agreements with other organizations to perform joint conformity assessment activities that result in accreditation by more than one organization.

- (a) Any such agreement is subject to the following:
 - (1) ASME accreditation decisions shall be made by ASME and shall be based solely on ASME requirements and policies. The accreditation decisions by other participating organizations shall have no effect on ASME accreditation decisions.
 - (2) The conduct of ASME accreditation activities shall conform to the relevant ASME policies and procedures and shall be by an ASME designee.
 - (3) Audit teams and auditors shall conform to the requirements of the relevant ASME code or standard and to the administrative requirements established by ASME.
- (b) To facilitate such agreements, ASME will, where appropriate, endeavor to harmonize administrative requirements with other organizations and encourage the use of ASME technical requirements.

CSP-56 Policy on Use of Electronic Tools

(a) Future

It is the intent that electronic communication be used as much as practicable. Proposed revisions will be posted on Internet bulletin boards. Interested people, which will include the standards committee, interested Board members and members of the public will be notified by E-mail of the posting. Everyone will be invited to comment on the proposal, preferably by posting comments on the bulletin board. Once the project team is satisfied with the proposed revision, standards committee members will be asked to vote approval/disapproval/abstain/not voting via E-mail. Voting results will be posted, and interested people will be notified that the results were posted.

(b) Transition to Future

Not everyone currently accesses the Internet, nor does everyone use E-mail. To allow sufficient time for participants to get on-line, the redesigned process will start up using both paper and electronic communication. Participants will be given the option to drop paper communication at any time. The individual committees will determine when paper communication will be dropped as an option for routine standards committee business.

CSP-57 Guide for Development of Codes or Standards Related Software

The following is intended for use as a general guide in evaluating requests from a committee for development of codes or standards related software.

(a) Request for Software Development

Committee requests to develop related software for distribution by ASME International shall be made in writing to the appropriate supervisory board prior to the initiation of work.

Requests shall include the following:

- (1) A clear definition of the purpose and scope of the project.
- (2) Description of proposed media (e.g. diskette, CD) operating system (e.g. Win, UNIX, DOS) and probable program format (e.g. COBOL, FORTRAN, Lotus, Access).
- (3) Beta testing plans and other quality assurance methods to be employed.
- (4) Maintenance
- (5) Customer Support

(b) Evaluation of the Request

When evaluating the request, criteria to be applied include:

- (1) Anticipated use/market for the product
- (2) Cost/benefit to the Society
- (3) Potential legal exposure to the Society

(c) Reporting

Requests that receive board approval shall be reported to the Council on Standards and Certification.

CSP-58 Review of Conformity Assessment Requirements

Proposed conformity assessment related standards actions which would revise a standard on which an ASME conformity assessment program is based shall be submitted to the Board on Conformity Assessment (BCA) and other appropriate conformity assessment committees under BCA for review and comment concurrent with the standards committee first consideration ballot.

Substantive comments received from members of the Supervisory Board and BCA shall be considered by the standards committee during a recirculation ballot.

Proposed conformity assessment (CA) standards actions which would revise a CA standard shall be submitted to the corresponding (non-CA) standards committee for review and comment concurrent with the CA standards committee first consideration ballot.

CSP-59 Referencing Patented Items and Trademarks In Codes and Standards

- (a) Patented items should not be referenced explicitly in ASME codes and standards. Rather, the requirements of codes and standards should be written in performance language that would enable the use of applicable patented products, materials, etc. as one means of satisfying the stated requirements. When performance language cannot be developed, a patented item may be included or referenced in a standard. ANSI's current patent policy as defined in the ANSI Essential Requirements shall apply when it is necessary to use a patented item in order to conform to the standard. A record of the patent holder's statement shall be made publicly available (at the Accredited Standards Developer's (ASD) election, either on the ASD's website or ANSI's Letters of Assurance (LOA) repository).
- (b) Trademarks of specific companies or organizations should not be referenced explicitly in ASME codes and standards. Rather, the requirements of codes and standards should be written in performance language that would enable the use of

trademarked items as one means of satisfying the stated requirements. When performance language cannot be developed, a trademarked item may be included or referenced in a standard. When a trademarked item is included or referenced in a standard, the words “or the equivalent” shall be added to the reference

CSP-60 Units of Measure

Codes and standards shall be expressed in terms of SI units unless determined otherwise as a result of consideration of industry, government or public needs. When these needs compel the use of other units, the units used in the code or standard shall be expressed in a multi-unit format with the units of the alternative system shown parenthetically. The code or standard shall state whether or not the use of the units of the alternative system can be used to comply with the provisions of the code or standard, or if they are included for information only.

Codes and standards published after June 2008 shall comply with this Policy. Exceptions to this policy are permitted when a separate SI version of the code or standard exists or when the code or standard is written for applications where only non-SI units will be used.

When SI units are included, the units should be in accordance with IEEE/ASTM SI 10: An American National Standard for Use of the International System of Units (SI): The Modern Metric System as the guideline for SI units.

CSP-61 International Standardization

ASME develops codes and standards intended to meet the needs of industries and governments on a global basis. ASME codes and standards are developed under a process that meets the WTO principles for international standards development defined in WTO G/TBT/1/Rev.8, 23 May 2002, (02-2849), "Decisions and Recommendations Adopted by the Committee Since 1 January 1995", Section IX - http://www.wto.org/english/tratop_e/tbt_e/tbt_e.htm. To address global relevance, a code or standard developing committee may take various approaches to provide a coherent and useful set of requirements; these approaches include:

- (a) development of performance based and prescriptive standards as a means of compliance with regulations or essential safety requirements;
- (b) normative or informative references to non-ASME international, regional or national standards; and
- (c) national adoptions of non-ASME international standards.

In the case of (c) above, specific action by the cognizant board and the Council on Standards and Certification is necessary.

CSP-62 Performance Based Standards

Standards Committees are encouraged to consider development of performance based codes and standards rather than or in addition to the more traditional prescriptive codes and standards. Performance based requirements in an otherwise largely prescriptive code or standard are encouraged as well.

Performance language should include reasonable specific criteria to be met, and a description of one or more ways to demonstrate that the criteria are met.

CSP-63 Guide for Establishing New ASME Conformity Assessment Programs

- (a) Basis for ASME Conformity Assessment Programs

ASME conformity assessment programs are normally based on new or existing ASME standards, although they may also utilize other nationally or internationally recognized standards.

- (1) A standard on which a conformity assessment program is based shall apply to products, services, or personnel that are sufficiently related to the ASME Standards and Certification mission. The standard may be intended for reference in the rules and regulations of government agencies desiring to do so.

- (2) The standard on which the conformity assessment program is based shall contain sufficiently specific and well defined criteria to enable stakeholders to understand the requirements and to be able to distinguish products, services, and personnel that conform with the standard from those that do not.

Note: See [CSP-20](#) for further information, including the definitions of accreditation and certification.

(b) Requests for New Conformity Assessment Programs

Requests for development of a new program will be accepted from any source, including an individual, committee, professional organization, government agency, industry group or public interest group. Requests that originate from outside of the ASME Standards and Certification structure will be referred by staff to the appropriate committee or board.

The appropriate technical board (if any) and the Board on Conformity Assessment should be made aware of the initiation of new proposals and consulted as necessary.

(c) Evaluation of Requests

The committee or other group proposing a new program shall submit a project plan (see clause (d)) to responsible S&C staff and the appropriate board, which will then make a recommendation to the Council for approval.

(d) Project Plan

The following is a typical outline for a project plan:

- (1) Summary
- (2) Program description

Provide background information that describes what led to the initiation of the proposal. Address benefits to ASME including fulfillment of key objectives and synergies with other ASME activities and products. An expressed need for the program must be shown including items such as the likelihood of referencing in regulations or purchaser specifications. Stakeholders should be identified.

(3) Market analysis

Address the total market for accreditation/certification and an estimate of the number of potential applicants, both short and long term, domestic and international. Identify any competing or overlapping programs (internal and external), both existing and potential.

(4) Summary/outline of proposed accreditation/certification criteria

If a proposed certification program involves the use of an ASME mark, see CSP-53 for third-party oversight and documentation requirements that must be addressed.

(5) Summary/outline of proposed accreditation/certification process

(6) Key risks/time line/life-cycle

(7) Staffing needs (staff, volunteers, consultants, potential partners)

(8) Financials

(e) Roles and Responsibilities

The following are the roles and responsibilities of the groups involved in an ASME accreditation or certification program:

(1) ASME Staff

- Administers program, including the application process, the issuance, renewal, and withdrawal of accreditation/certification, and the scheduling of audits and/or examination
- Develops administrative procedures
- Responsible for the hiring and training of auditors and/or examiners
- Establishes fees
- Serves as Secretary to accreditation subcommittee
- Participates in the process for approval of the issuance, renewal, and withdrawal of accreditation or certification

(2) Accreditation/Certification Subcommittee

- Participates in the process for approval of the issuance, renewal, and withdrawal of accreditation or certification
- Develops accreditation/certification subcommittee procedures
- Develops criteria for auditors and/or examiners

(3) Standards Committee

- Approves standards containing criteria upon which accreditation/certification is based
- Serves as first level of appeal of accreditation/certification actions

(4) Board on Conformity Assessment

- Reviews proposals for new programs and provides comments
- Approves accreditation/certification committee membership
- Approves accreditation/certification subcommittee procedures
- Approves criteria for auditors
- Establishes conformity assessment policies
- Serves as second level of appeal of accreditation actions

(5) Appropriate Supervisory Board

- Reviews proposals for new programs and makes recommendations to the Council.

CSP-64 Definitions for “Shall”, “Should” and “May”

All ASME standards are required to use the following definitions for “shall”, “should” and “may” or ensure that their current usage is consistent with the following:

Shall - is used to denote a requirement;

Should - is used to denote a recommendation;

May - is used to denote permission, neither a requirement nor a recommendation.

Appendix 1 – Summary of Changes

<u>Policy No.</u>	<u>CSC Action No.</u>	<u>Change</u>
CSP-1	78-033 ...	Added Deleted 12/84 (covered under Society policy on letterhead)
<u>CSP-2</u>	73-047 75-067 77-141 87-093 00-15	Added Paragraph (c) added Paragraph (b) revised Revised in its entirety Paragraphs (a), (b) and (c) revised
CSP-3	74-087 75-005 80-090 ...	Added Paragraph (b) added Paragraph (c) added Deleted 12/84 (superseded by Generic Board and Standards Development Committee Procedures)
<u>CSP-4</u>	74-018 75-039 81-038 89-093 92-033 98-44 00-15 03-43(b)	Added Paragraphs (c) and (d) added Paragraph (e) added Paragraph (f) added Revised Paragraph (c) added Revised and Paragraph (d) added Introductory paragraph added; paragraph (b) revised
<u>CSP-5</u>	12-47 09-13(b) 06-1307 74-058 77-006 77-008 77-130 78-138 79-137 80-041 85-068 b and c 88-036-2 92-082 94-099-i(1) 81-015 82-068	Revised Paragraph (d) revised Revised Added Paragraph (b) added Paragraph (c) added Paragraph (d) added Revised Revised Revised Subparagraphs (c) and (d) revised New subparagraph added under (d) Revised and new paragraph (e) added New sentence added to last para. under (d) New paragraph (e) added Paragraph (b) added Revised
<u>CSP-7</u>	74-011	Added
<u>CSP-8</u>	75-038	Added

Appendix 1 – Summary of Changes

<u>Policy No.</u>	<u>CSC Action No.</u>	<u>Change</u>
	79-024	Revised
	79-160	Revised
	92-033	Revised
<u>CSP-9</u>	12-47	Paragraph (c) revised
	75-142	Added
	78-101	Paragraph (c) added
	78-147	Paragraph (b) revised
	79-051	Paragraph (a) revised
	79-095	Paragraph (b) revised
	80-075	Paragraph (d) added
	80-133	Paragraph (e) added
	81-009	Paragraph (f) added
	81-093	Paragraph (g) added
	81-077	Paragraph (h) added
	81-096, 81-093	Paragraph (h) revised
	81-121	Paragraph (i) added
	82-060	Paragraph (i) revised
	89-069	Paragraphs (a),(g),(h), & (i) revised
	92-033	Revised
	93-089	Added
	95-005	Paragraph (a) revised
	97-46	New paragraph (i) added
	98-5(e)	Paragraph (b)(6) revised; paragraph (b)(7) deleted; remaining paragraphs renumbered
	98-43	Paragraph (a) revised
	98-87(j)	Paragraph (b)(1) revised
	99-5(a)	Revised para. (g) and (h)
	01-82	Paragraph title (h) revised
	02-95(e)	Paragraph 9(h) revised
	08-05	Paragraph 9(c)(3) added
	19-58A	Paragraph (b)(7) revised
<u>CSP-10</u>	77-143	Added
	80-091	Paragraph (b) added
	92-033	Revised
	98-5(e)	Paragraph (a) revised
	00-15	Paragraphs (b) and (c) revised, paragraph (d) added
	19-35	Paragraph (b) revised
	19-58B	Paragraphs (a), (b) and (d) revised
<u>CSP-11</u>	76-018	Added
	82-066	Revised
	88-033-c	Revised
	89-089	Added to first paragraph
	93-049	Revised

Appendix 1 – Summary of Changes

<u>Policy No.</u>	<u>CSC Action No.</u>	<u>Change</u>
	95-005	Revised
	98-5(e)	Paragraph Revised
	99-39	Revised
	04-23	Revised in its entirety
	Editorial	Added policy 15.9
CSP-12	76-037	Added
	00-15	Deleted
<u>CSP-13</u>	76-009	Added
	84-097	Revised
CSP-14	76-131	Added
	79-166	Paragraphs (a) and (b) deleted
	79-024	Paragraph (c) deleted (covered under council and supervisory board procedures)
CSP-15	77-138	Deleted
CSP-16	77-146	Deleted
<u>CSP-17</u>	77-163	Added
	77-183	Paragraph (b) added
	79-179	Revised
	92-033	Revised
	05-53(b)	Revised
<u>CSP-18</u>	15-24	Revised
	79-197	Added
	84-074	Revised
	85-023	Revised
	89-035	Revised
	05-53(d)	Revised
	06-9	Revised
<u>CSP-19</u>	77-223	Added
	92-033	Revised
	98-115	Revised; paragraph
<u>CSP-20</u>	12-24	Paragraph (c) and (e) revised
	78-008	Added
	78-127	Paragraph (c) added
	78-135	Paragraph (d) added
	85-68d	Subparagraph (c)(3)
		Redesignated as CSP-42 and revised
	86-023	Subparagraph (a)(1) revised

Appendix 1 – Summary of Changes

<u>Policy No.</u>	<u>CSC Action No.</u>	<u>Change</u>
	88-067	Paragraph (d) revised
	95-005	New paragraph (c) added
		Paragraph (e)(1) revised
	00-45	Revised
	06-6	Revised
CSP-21	78-080	Added
	82-004	Deleted (Expired Jan. 28, 1983)
CSP-22	...	Redesignated as CSP-9(c)
CSP-23	...	Redesignated as CSP-9(b)
<u>CSP-24</u>	78-147	Added
	98-83	Revised
	99-5(b)	Paragraph (c) revised
	99-67	Paragraph (a) and (b) revised
	99-93	Revised in its entirety
CSP-25	79-019	Added
		Deleted
		(No more American National Standards Committees.)
CSP-26	79-109	Added
	...	Deleted 12/84 (covered under council procedures)
<u>CSP-27</u>	79-141	Added
CSP-28	79-165	Added
	81-018	Paragraphs (b) and (c) added
	93-078	Revised
	97-115	Paragraph (a)(2) revised
	99-21	Deleted
<u>CSP-29</u>	80-136	Added
	81-117	Paragraph (b) added
	81-118	Paragraph (c) added
	87-040	Paragraph (c) deleted
	92-033	Revised
	98-5(e)	Paragraph (a)(2) revised
	00-15	Revised
<u>CSP-30</u>	15-24	Revised
	06-1307	Revised
	81-031	Added
	85-068e	Paragraph (a) revised

Appendix 1 – Summary of Changes

<u>Policy No.</u>	<u>CSC Action No.</u>	<u>Change</u>
<u>CSP-31</u>	06-1307 81-062	Revised Added
<u>CSP-32</u>	81-126	Added
<u>CSP-33</u>	07-1164 07-354 82-012 82-064 83-101 99-5(a) 99-36 02-77 03-59 20-12	Paragraph (c)(1) revised Paragraph (d) (1) revised Added Revised Paragraph (c) revised Revised in its entirety Revised Paragraph (c)(4) revised Paragraphs (d)(1), (d)(2) and (e) revised Paragraphs (a), (b)(2), b(4), c(7) revised And (f) deleted
<u>CSP-34</u>	83-012 98-5(e) 17-73-2	Added Title and paragraph revised Revised
<u>CSP-35</u>	10-33 83-091	Revised Added Revised
CSP-36	83-091 84-026 87-094 99-36	Added Revised Last three paragraphs added Deleted
<u>CSP-37</u>	83-091 90-006 92-033 98-5(e)	Added Paragraph (a) subtitle added; para. (b) added Revised Paragraph (a) revised
<u>CSP-38</u>	12-5 83-099 02-67(c) 06-359	Revised Added Revised Revised
Table CSP-38	89-045 92-033 94-057 97-47 97-119	Revised Revised Revised New policy (5) added Paragraph (6) added

Appendix 1 – Summary of Changes

<u>Policy No.</u>	<u>CSC Action No.</u>	<u>Change</u>
	99-39	Revised
	01-11	Table CSP-38 and Note (6) revised
	02-76	Revised
	04-23	Under Document – Committee Personnel Files, revise to: “Participation Acknowledgement Form”
	06-359	Revised
	17-55	Revised and Errata Records added
<u>CSP-39</u>	84-066	Added
	86-014	Revised in its entirety
	87-079	Revised
CSP-40	84-085	Added
	92-33	Revised
	98-83	Deleted and incorporated as CSP-24
<u>CSP-41</u>	82-128	Added
	98-5(e)	Three paragraphs revised
CSP-42	85-068d	Added [taken from CSP-20(c)(3)] Combined with CSP-20(c)(3) and deleted
<u>CSP-43</u>	86-071	Added
<u>CSP-44</u>	86-095	Added
CSP-45	87-060	Added
	88-036-2	Deleted
<u>CSP-46</u>	87-036	Added
CSP-47	87-091	Added
	89-087	Title (a) and (b) revised; para. (c) added
	92-033	Revised
	00-15	Deleted
CSP-48	90-037-j-2	Added
	99-5(a)	Deleted
<u>CSP-49</u>	10-34	Revised
	91-007	Added
	92-033	Revised
	98-25	Paragraphs (c)(2) and (d)(3) revised
	99-68	Paragraphs (c)(1), (3) and (d)(2) revised

Appendix 1 – Summary of Changes

<u>Policy No.</u>	<u>CSC Action No.</u>	<u>Change</u>
<u>CSP-50</u>	91-016-a	Added
	91-030-c	Revised
<u>CSP-51</u>	92-013	Added
	95-022	Revised
	95-073	Paragraph (c) added
<u>CSP-52</u>	92-091-i	Added
	98-5(e)	Title and paragraphs (a) and (b) revised; paragraph (c) deleted
	00-61	Paragraph (c) added
	02-16	Title and paragraphs (a), (b) and (c) revised
	19-07	Deleted
<u>CSP-53</u>	06-1307	Revised
	92-082	Added
	96-89	Revised; paragraph (4) added
	98-115	Revised; paragraph (c)(3)
	99-21	Paragraph (c) revised
<u>CSP-54</u>	93-037	New policy
<u>CSP-55</u>	96-80	New policy
<u>CSP-56</u>	98-5(a)	New policy
<u>CSP-57</u>	98-60(c)	New policy
<u>CSP-58</u>	98-82	New policy
		Revised (4/19/03 – Ballot 03-05)
	06-33(a)	Revised
	19-08	Revised
<u>CSP-59</u>	01-06	New Policy
	01-40	Revised
	01-104(c)	Title Revised, New Item (b) added
	20-12(a)	Revised
<u>CSP-60</u>	...	Editorial Revised
	06-1391	Paragraph Added
	02-47	New Policy on Units of Measure
	05-74(b)	Revised

Appendix 1 – Summary of Changes

<u>Policy No.</u>	<u>CSC Action No.</u>	<u>Change</u>
General	Editorial	May 1998: Editorial changes to several CSPs to incorporate new terminology of “standards committee” in lieu of “main committee” and -“consensus committee.”
<u>CSP-61</u>	05-06	New Policy on International Standardization
<u>CSP-62</u>	05-53(c)	New Policy on Performance Based Standards
<u>CSP-63</u>	12-6 07-19	Revised New Policy on Guide for Establishing New ASME Conformity Assessment Programs
<u>CSP-64</u>	20-16	New Policy on “Shall”, “Should” and “May”