

Slide 1



Welcome to ASME's Codes and Standards Training Program.

Module A:

Module A contains five submodules. They cover general administrative issues affecting Codes and Standards Committee volunteers and staff.

The material for this program has been assembled by knowledgeable staff and the program reflects ASME's generic policies. However, you may do things differently in your committees.

Learning activities during the presentations:


From time to time, we will stop the program and you will have a chance to answer one or more questions from the material just completed.

This is a self-assessment activity. Use the Answer Sheet/Score Card in the front of the binder to check your answers and total your score.

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REVISIONS		
DATE	SLIDE	CHANGE
12/14/04	9 & Notes	Second item revised to include PDF's
11/1/04	0 Notes	Delete the paragraph on Participants Binders
	9	Add http://cstools.asme.org/ - the link for the CS Tools Website
	9 & Notes	Replace "Web Based Process Management System (WPMS)" with "C&S Connect", the new name for the WPMS.
	11 & Notes	Delete reference to the "Manual for C&S Development"


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MODULE A - ADMINISTRATIVE

SUBMODULES

-  **A1. Tools and Resources**
- A2. Codes and Standards Products**
- A3. Membership Maintenance**
- A4. Honors and Awards**
- A5. Publishing Codes and Standards**

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Module A - Administrative

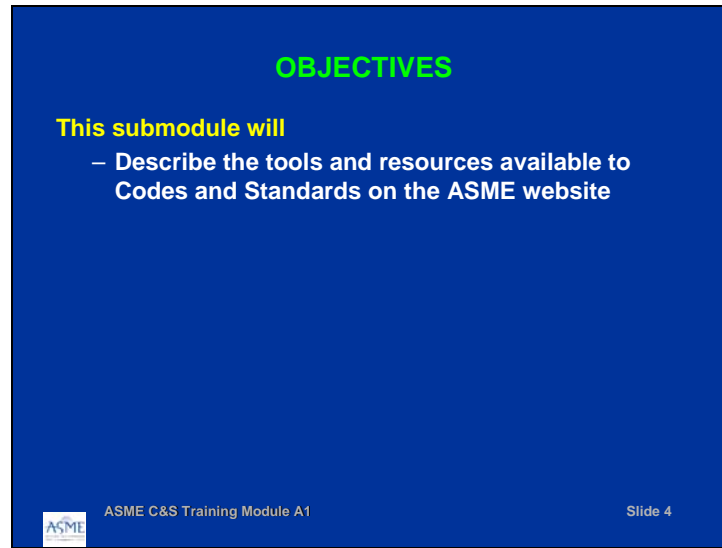
We will start with A1 - Tools and Resources.

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A1. Tools and Resources

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A blue rectangular slide with white and yellow text. The word "OBJECTIVES" is centered at the top in yellow. Below it, the text "This submodule will" is in yellow, followed by a bullet point: "– Describe the tools and resources available to Codes and Standards on the ASME website". At the bottom left is the ASME logo, and at the bottom center is the text "ASME C&S Training Module A1". At the bottom right is the text "Slide 4".

OBJECTIVES

This submodule will

- Describe the tools and resources available to Codes and Standards on the ASME website

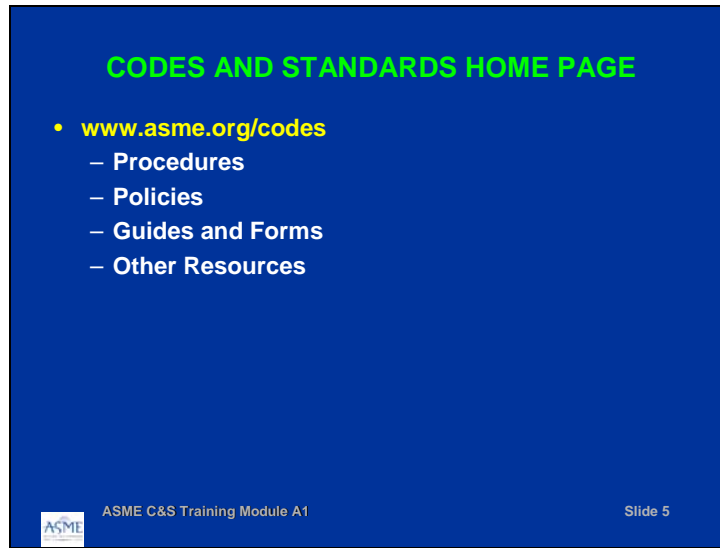
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Objectives

This submodule will describe the tools and resources available to Codes and Standards on the ASME website.

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A blue rectangular slide with white and yellow text. The title "CODES AND STANDARDS HOME PAGE" is in yellow. Below it is a bulleted list with a yellow bullet point for the URL and white dashes for the sub-items. The ASME logo is in the bottom left, and the text "ASME C&S Training Module A1" and "Slide 5" are in the bottom center and right respectively.

CODES AND STANDARDS HOME PAGE

- www.asme.org/codes
 - Procedures
 - Policies
 - Guides and Forms
 - Other Resources

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Codes and Standards Home Page (www.asme.org/codes)

The Codes and Standards Home Page (www.asme.org/codes) is an excellent source for all of the tools and resources for Codes and Standards. Let's take a closer look at what it offers.

POLICIES AND PROCEDURES

- **ANSI Accredited Procedures**
 - Also called “ASME’s Accredited Procedures” or “Generic Procedures”
 - Approved by
 - ASME Council on Codes & Standards
 - ANSI
 - Describe requirements for Standards Committees to organize, staff and administer C&S development activities

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Policies and Procedures

ANSI Accredited Procedures:

ANSI Accredited Procedures (generic procedures) are also called “ASME’s Accredited Procedures” or “ASME’s Generic Procedures.”

They were approved by the ASME Council on Codes and Standards and ANSI. They meet the requirements of the ANSI Essential Requirements, as required in order for ASME to be accredited by ANSI.

These are the ASME C&S Development Committee Procedures that contain requirements for Standards Committees to organize, staff and administer their codes and standards development and maintenance activities.

NOTE: In the past, each of ASME's Standards Committees were permitted to develop their own procedures as long as they were consistent with the accredited procedures. However, in November 2002, the CCS directed all Standards Committees to adopt (by November 2004) the accredited procedures and develop supplements to cover additional requirements. The supplement requires Supervisory Board approval. Departures from the Accredited Procedures will require approval by the Council on Codes and Standards in addition to the Board. The Supplements can be found on the home pages of specific committees.

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POLICIES

- **Codes & Standards Policies (CSPs)**
 - CSP update posted after each meeting
 - Approved by ASME Council on Codes & Standards
- **Society Policies**
 - Established by ASME Board of Governors
 - Expand on ASME Constitution and Bylaws
 - Ethics Policy
 - Conflict of Interest Policy

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Policies

Codes and Standards Policies (CSPs):

CSPs include operating policies approved by the Council on Codes and Standards since January 1973.


A CSP update is normally posted after each meeting of the Council on Codes and Standards and indicates all new and revised policies from that meeting.

Society Policies:

These are established by the ASME Board of Governors and expand upon the ASME Constitution and Bylaws.

There are over 75 Society Policies.

The policies on **ethics** (15.7) and **conflict of interest** (15.8) are distributed to all Codes and Standards committee members with their initial appointment to a committee.



GUIDES AND FORMS

- **Guidelines for agendas & minutes**
 - Requirements
 - Restrictions
- **Guidelines for volunteers and staff**
- **Forms**
 - Personnel Form (PF-1)
 - Project Initiation Form

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Guides and Forms

Guidelines for agendas and minutes:

These describe the requirements and restrictions on the preparation of agendas and minutes, and their contents.

They provide ASME staff and Codes and Standards volunteers with uniform guidance on those activities.

Guidelines for volunteers and staff:

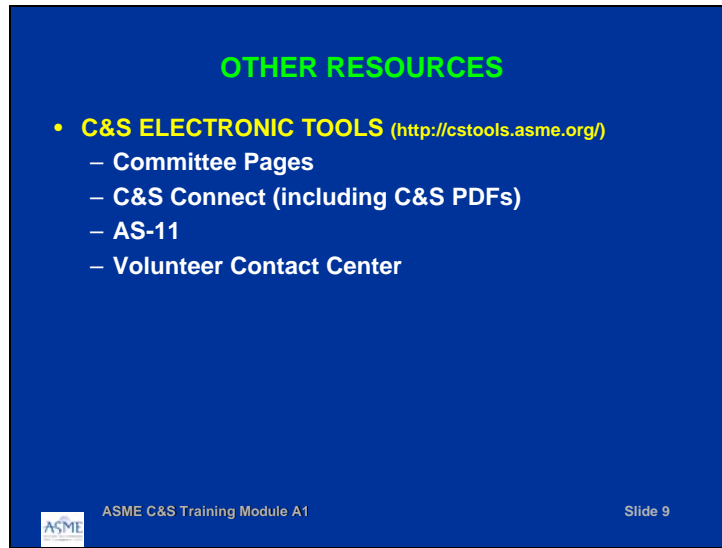
Preparation of electronic manuscripts

Volunteer review of manuscripts and proofs

Forms for use by C&S members and staff:

Personnel Form that is downloadable, which must be completed by volunteers upon appointment to a committee

Project Initiation Form and instructions for its use



Other Resources

C&S Electronic Tools:

The ASME Codes & Standards Tools Website contains links to key web tools for use by both Codes & Standards Staff and Volunteers to facilitate their Committee Participation. Some tools provide open access to the Public while others are "Members Only" and require a username and password for access. For inquiries regarding member access, contact your staff secretary.

Committee Pages:

This link contains links to all the Codes and Standards Committees that have web pages.

C&S Connect:

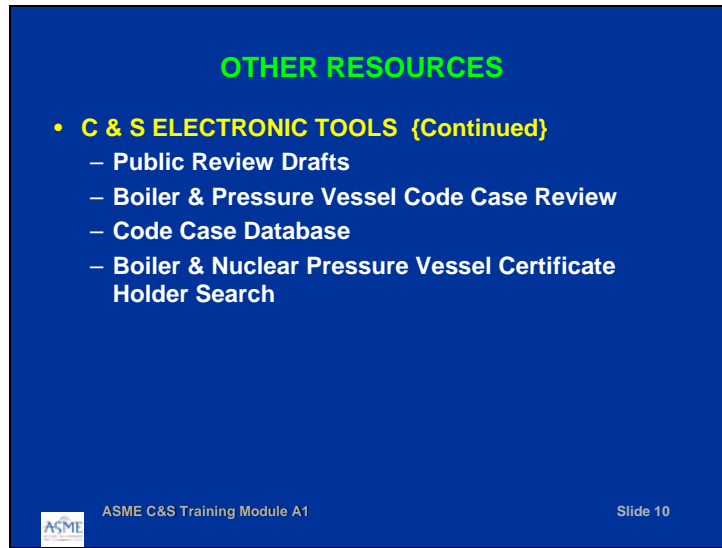
Members-only access to document & revision status, on-line balloting, C&S PDFs, and more.

AS-11:

Members-only access to up-to-date Committee Rosters, Committee Hierarchy Structure and Staff/Volunteer Contact Information.

Volunteer Contact Center:

Members-only access to the Codes & Standards Emailing system designed for distribution to C&S Staff / Volunteers or entire C&S Committees.



C&S Electronic Tools continued:

Public Review Drafts:

A complete listing of all ASME Codes & Standards proposals currently out for public review.

Boiler and Pressure Vessel Code Case Review

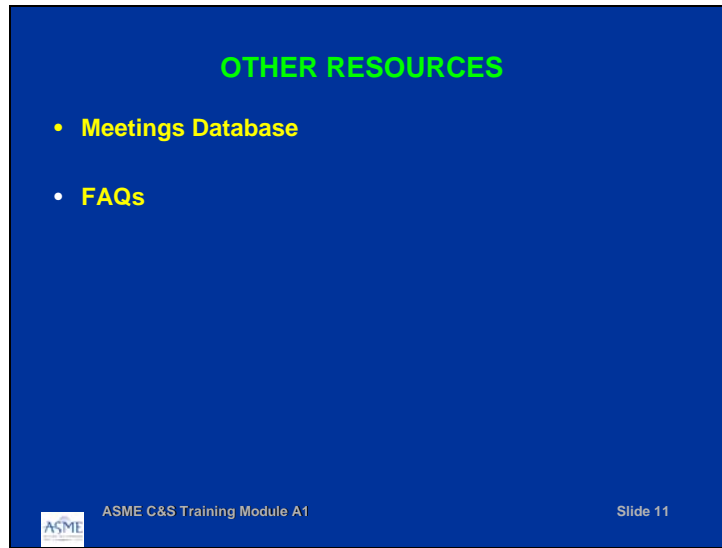
A listing of proposed Boiler and Pressure Vessel Code Cases currently available for review and comment

Code Case Database

A new service to users of the BPVC that allows you to download and print official copies of Code Cases that have been approved, but not yet been released in a printed Supplement.

Boiler and Nuclear Pressure Vessel Certificate Holder Search

Searchable listing of certificate holders.



Other Resources

Meetings Database:

This allows users to get a listing of all Codes and Standards meetings in date order, or to search by key word, such as A17.

FAQs:

This area contains some frequently asked questions about ASME, as well as Codes and Standards.