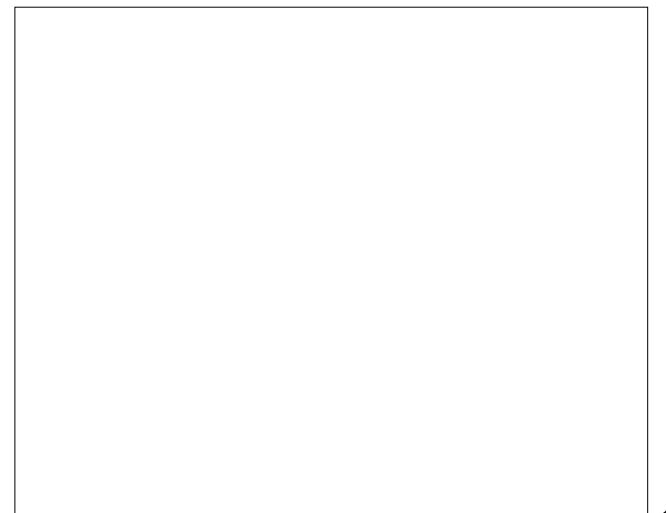
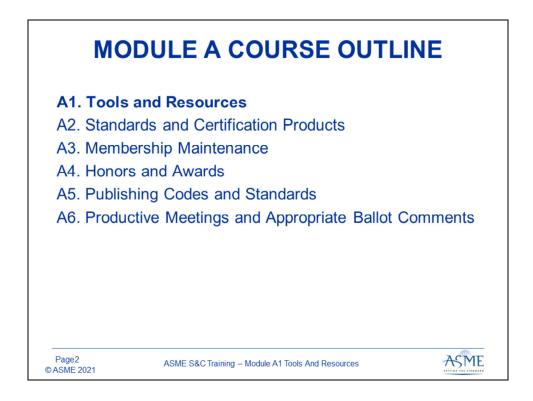
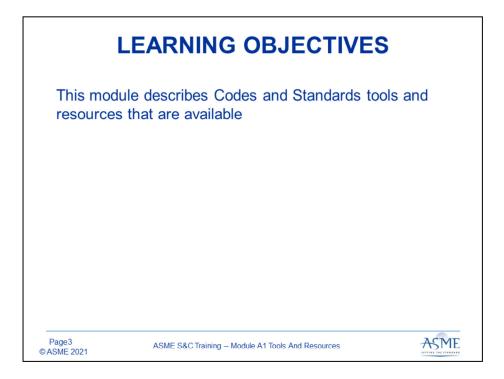


| REVISIONS           |  |
|---------------------|--|
| Date                | Change   |
| 08/18/21            | Presentation was completely overhaled to include updates based on ASME's current tools and resources.    |
| 04/08/14            | Updated format.  |
| 11/22/10            | Changed "Codes and Standards Board of Directors" to "Council on Standards and Certification" throughout. |
| Page1<br>©ASME 2021 | ASME S&C Training – Module A1 Tools And Resources  |





Module A contains six modules. This is Module A1, Tools and Resources.

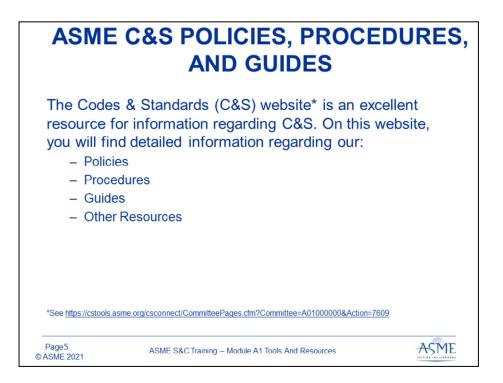


This module describes the tools and resources available for Codes and Standards.

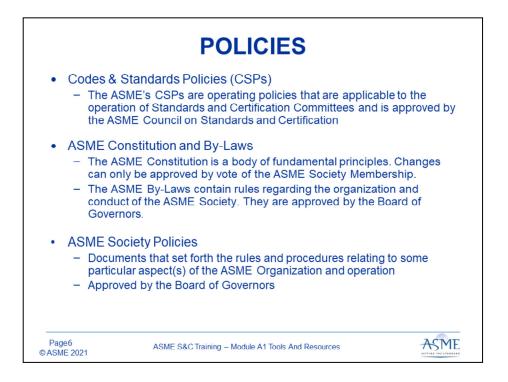


Standards & Certification (S&C) website offers many resources that aids both new interested parties as well as current volunteer members to learn more about:

- Membership Criteria including types of committee membership
- How to get involved in an S&C Committee
- Training on ASME's electronic tool, C&S Connect
- Other resources



The Codes & Standards (C&S) website\* is an excellent resource for information regarding C&S. On this website, you will find detailed information regarding our Policies, Procedures, Guides and other Resources.



Codes and Standards Policies (CSPs):

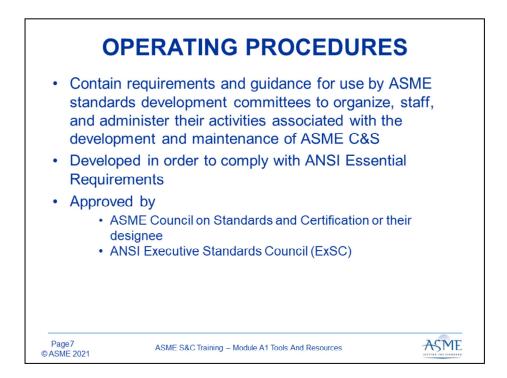
- The ASME CSPs are operating policies that is applicable to the operation of Standards and Certification Committees.
- There are over 50 CSPs that have been approved by the Council on Standards and Certification

ASME Constitution and By-Law:

- The ASME Constitution is a body of fundamental principles that can only be changed by vote of the ASME Society Membership.
- The ASME By-Laws contain rules regarding the organization and conduct of the ASME Society and are approved by the Board of Governors.

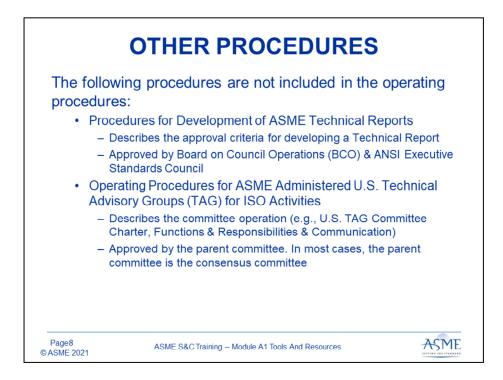
ASME Society Policies:

- Documents that set forth the rules and procedures, consistent with the constitution and By-Laws, relating to some particular aspect(s) of the ASME Organization and operation
- There are over 75 Society Polices that have been approved by the Board of Governors.



The Operating Procedures for ASME Codes & Standards Development Committee contain requirements and guidance for use by ASME standards development committees to organize, staff, and administer their activities associated with the development and maintenance of ASME Codes and Standards.

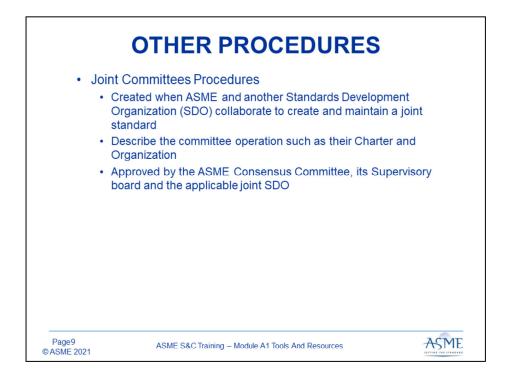
They were developed in order to comply with the ANSI Essential Requirements. They may also be referred to as the ANSI Accredited Procedures. These procedures are approved by the ANSI Executive Standards Council (ExSC). Amendments to these procedures can be proposed at any time and require the approval of the Council on Standards and Certification or their designee. Any amendments to these procedures will be submitted to ANSI for acceptance in accordance with their criteria for acceptance of revisions to the accredited procedures.



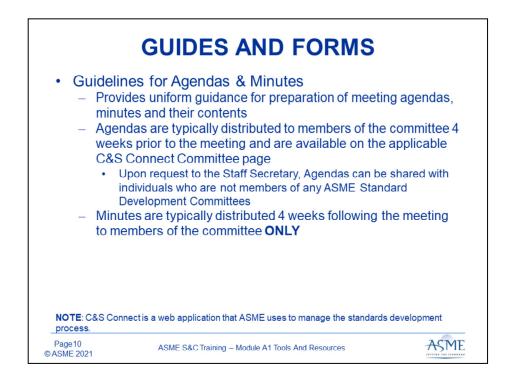
The following procedures are not included in the operating procedures; ASME Technical Reports, Operation Procedures for ASME Administered U.S. Technical Advisory Groups (TAG) for ISO Activities & Joint Committee Procedures.

ASME Technical Reports are informational in nature and may contain reports of technical research, tutorials, and factual data. The procedures for ASME Technical Reports describe the approval criteria for development such reports. These procedures are approved by the Board on Council Operations & ANSI Executive Standards Council.

Operating Procedures for ASME Administered U.S. Technical Advisory Groups (TAG) for ISO Activities describes the committee operation such as U.S. TAG Committee Charter, Functions & Responsibilities & Communication. The procedures are approved by the parent committee which in most cases, the parent committee is the consensus committee.



Joint Committees and their procedures are created when ASME and another Standards Development Organization (SDO) collaborate to create and maintain a joint standard. These procedures describe the committee operation such as their Charter and Organization. The procedures are approved by the ASME Consensus Committee, its Supervisory board and the applicable joint SDO.



Guidelines for agendas and minutes provides uniform guidance for preparation of meeting agendas, minutes and their contents.

Agendas are typically distributed to members of the committee 4 weeks prior to the meeting and are available on the applicable C&S Connect Committee page. Upon request to the Staff Secretary, Agendas can be shared with individuals who are not members of any ASME Standard Development Committees.

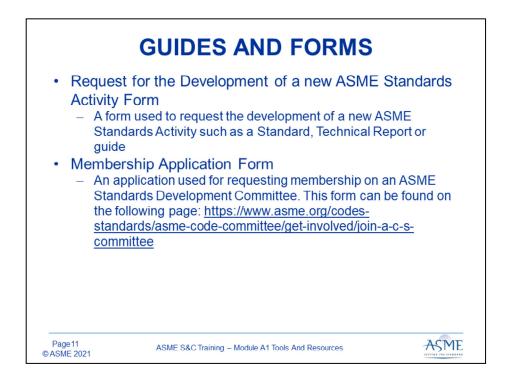
Minutes are typically distributed 4 weeks following the meeting to members of the committee only.

Guidelines for volunteers and staff:

- · Preparation of electronic manuscripts
- Volunteer review of manuscripts and proofs

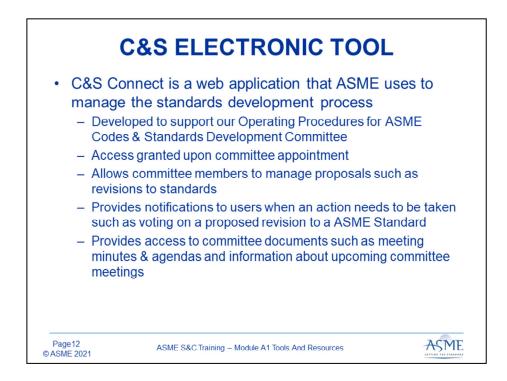
Forms for use by C&S members and staff:

- Personnel Form that is downloadable, which must be completed by volunteers upon appointment to a committee
- Project Initiation Form and instructions for its use



The request for Development of a new ASME Standards Activity form is a form that is used to request the development of a new ASME Standards Activity such as a Standard, Technical Report or guide.

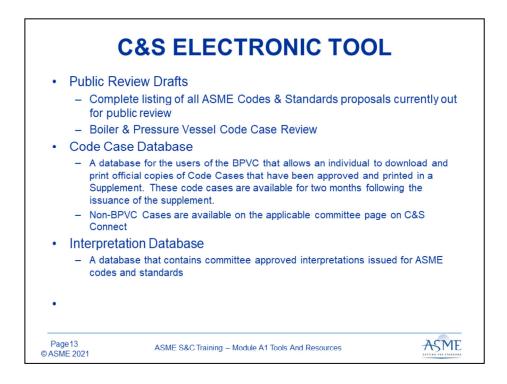
The membership Application Form is an application used for requesting membership on an ASME Standards Development Committee.



C&S Connect is a web application that ASME uses to manage the standards development process. This application was developed in accordance with the ANSI Accredited Procedures. Access is granted upon initial committee appointment and is currently used by approximately 6,000 volunteers and staff.

C&S Connect allows committee members to track and update proposals such as revisions to standards. Each proposal is given a record number for tracking purposes. When a proposed revision is ready for committee review, C&S Connect is used by committee members to cast and track votes.

In addition to tracking proposals and votes, C&S Connect allows members to access important committee documents such as minutes and agendas for meetings. Upcoming meeting information may also be found on the appropriate Committee web page.



Public Review Drafts:

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

Code Case Database

- A database for the users of the BPVC that allows an individual to download and print official copies of Code Cases that have been approved and printed in a Supplement. These code cases are available for two months following the issuance of the supplement.
- Non-BPVC Cases are available on the applicable committee page on C&S Connect.

Interpretation Database

• A database that contains committee approved interpretations issued for ASME codes and standards.

