



# **Standards and Certification Training**

Module B – Process

## **B4. Initiating and Terminating Standards Projects**

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## Module B Course Outline

- B1. ASME Organizational Structure
- B2. Standards Development: Staff and Volunteer Roles and Responsibilities
- B3. Conformity Assessment: Staff and Volunteer Roles and Responsibilities
-  **B4. Initiating and Terminating Standards Projects**
- B5. Consensus Process for Standards Development
  - B5a. Project Management
- B6. The Basics of Parliamentary Procedure
- B7. The Appeals Process
- B8. International Standards Development
- B9. ASME Conformity Assessment Programs
- B10. Performance Based Standards
- B11. Standards Inquiries, Interpretations and Cases

Module B contains eleven modules. This is Module B4 Initiating and Terminating Standards Projects

# REVISIONS

DATE	CHANGE
6/2/15	<b>Reformatted entirely and revised or added notes throughout. Deleted Pop Quizzes Minor editorial revisions for formatting consistency</b>
11/22/10	<b>Council on Standards and Certification” throughout.</b>

## LEARNING OBJECTIVES

- How S&C decides whether or not to undertake a new project for development of a standard
- How S&C establishes a new committee, if necessary
- How S&C terminates an unneeded or undesirable project

Reference: Codes and Standards Policy CSP-49

At the end of this module you will know...

- How S&C decides whether or not to undertake a new project for development of a standard
- How S&C establishes a new committee, if deemed necessary for the development of new standards
- How S&C terminates an unneeded or undesirable project

This subject is covered in detail in Council on Standards and Certification Policy CSP-49 Guide for Establishing New Codes or Standards Projects.

# I. INITIATING A CODES AND STANDARDS PROJECT

First let's look at how a standards project is initiated.

Establishment of conformity assessment programs is covered in Module B9 ASME Conformity Assessment Programs.

## INITIATING A STANDARDS PROJECT

Request for  
new standard

Request made by

- Individual
- ASME committee or division
- Professional organization
- Government agency
- Industry group

The requester must submit a Request for the Development of a New ASME Standards Activity form.

Policy CSP-49 describes where a request for a new project comes from: an individual, committee (including a technical division), professional organization, government agency, industry group or public interest group. In short, a request may come from anyone, and if it is a serious request, it will be reviewed.

A “Request for the Development of a New ASME Standards Activity” form must be filled out by the interested parties and submitted.

## INITIATING A STANDARDS PROJECT

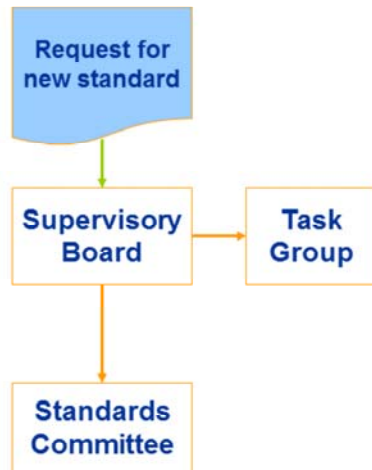


ASME staff

- Assigns to relevant Supervisory Board

ASME staff then assigns the request to the proper Supervisory Board for consideration.

## INITIATING A STANDARDS PROJECT



- Supervisory Board evaluation
- May proceed with project
  - May determine there is no need
  - May assign to task group for further study
  - May ask existing committee to review
  - Task group/committee recommendations back to Board

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- If the Board determines that there is a need and decides to proceed with development, they may assign the project to an existing Standards Committee, or may recommend the establishment of a new Standards Committee. Proposals to form new committees require S&C Council approval.
- If the Board determines that there is no apparent need, they shall inform the requester.
- At times, it is difficult for the Board to decide how to handle a request, especially if the request does not fall within the historically established areas of expertise of the Board, for example in fuel cells, biomechanical standards or assessing the correctness of modeling and simulation in computational solid mechanics. In these cases, the Board may appoint a task group to do further study, refer the request to an existing committee for review.
- If a matter is referred to an existing committee, that committee is often asked to review its charter to see if the new project falls within it.



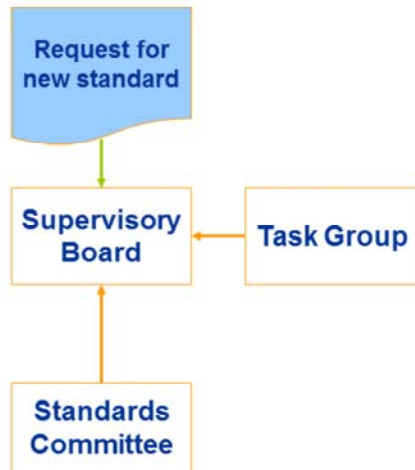
## CRITERIA FOR EVALUATION OF REQUEST

- Criteria
  - A standard is the proper solution.
  - There is an identified user and use.
  - A technical base exists which will enable standard development.
  - There is or will be a broad constituency.

In order for a project to be accepted, it should meet these criteria:

- A standard is the proper solution.
- There is an identified user and use.
- A technical base exists which will enable standard development.
- There is or will be a broad constituency.

## INITIATING A STANDARDS PROJECT



Review Group recommendations:

- Reject
- Assign to existing committee
- Assign to existing committee (with charter revision)
- Create new committee (Recommendation will include broad charter.)

- If the review group recommends rejecting the proposal, it will give reasons for this rejection so that these can be sent to the proposer.
- If the review group determines that a need exists, it may recommend either assigning the project to an existing committee or creating a new committee. If it recommends a new committee, it will prepare a broad charter for the new group to define its general purpose.
- In either case, the recommendation is submitted to the Board for acceptance.

## INITIATING A STANDARDS PROJECT

- Supervisory Board options
  - Assign to existing Standards Committee
  - Assign to existing Standards Committee with revised charter
    - Revised charter requires Supervisory Board and Board on Codes and Standards Operations approval
  - Form a new Standards Committee
    - Council on Standards and Certification approval required

### Supervisory Board options:

- If the Board acts to proceed with the new project and it requires no revision to a committee's charter, the Board can simply pass the approved project to the committee for action.
- If, however, the new project will require revising a committee's charter, approval of the revised charter must be obtained from the Supervisory Board and Council on Standards and Certification.
- If accepting a project means creating a new committee, the Board must refer the matter to the Council on Standards and Certification for approval.

## CREATING A NEW STANDARDS COMMITTEE

- Initial Board actions
  - Appoints an Organizational Committee Chair to develop ad hoc Standards Committee
  - Assigns senior staff engineer to assist
  - Recommends organizations to contact for interfaces
  - Recommends Board on Codes and Standards Operations and S&C Council approval of a broad charter for the Standards Committee
  - Recommends existing standards to review for purposes of interface

If it is determined that a new standards committee is required, the Board will:

- Appoint an Organizational Committee Chair to develop and staff an ad hoc Standards Committee and assign a senior staff engineer to help.
- Recommend organizations to contact for interfaces.
- Recommend Board on Codes and Standards Operations and S&C Council approval of a broad charter for the Standards Committee.
- Recommend existing standards to review for purposes of interface.

## CREATING A NEW STANDARDS COMMITTEE

- Ad hoc committee actions
  - Develop a detailed scope for the proposed standard within the parameters set by the already approved committee charter
  - Obtain Board approval of the proposed scope and notify ANSI
  - Request organizations substantially concerned with scope of the proposed document to nominate committee members
  - Develop a program and schedule for the development of the new document

The ad hoc committee must:

- Develop a detailed scope for the proposed standard within the parameters set by the already approved committee charter
- Obtain Board approval of the proposed scope and notify ANSI. Note that if the standard is not intended to become an ANSI standard, (i.e. QAI-1, CA-1) then notification of ANSI is not be required.
- Request organizations substantially concerned with scope of the proposed document to nominate committee members
- Develop a program and schedule for the development of the new document

## CREATING A NEW STANDARDS COMMITTEE

- Subsequent Board actions
  - Approve committee membership (members and balance)

NOTE: Once approved, an ad hoc committee becomes a Standards Committee.

### Subsequent Board Actions:

- Once the ad hoc committee is fully populated and has the proper balance of members, the Board will approve the committee membership.

NOTE: Once approved, the ad hoc committee becomes a Standards Committee and begins operation under the ANSI accredited procedures.

## II. TERMINATING A CODES AND STANDARDS PROJECT

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### Part II - Terminating a Codes and Standards Project

## SUNSETTING A C&S PROJECT

**Supervisory Board  
determines need**

### Supervisory Board

- Responsible for evaluating need and effectiveness
- Makes recommendation to Council on Standards and Certification

One of the ongoing responsibilities of the Supervisory Boards is to evaluate the continuing need for and effectiveness of existing projects.

- If, based upon its evaluation, the Board determines there is no longer a need to continue a particular project, it may recommend that the Council on Standards and Certification approve the sunseting of the project.
- In rare cases, after a similar evaluation, the Board may recommend transferring the standard to a different standards development organization.



# SUNSETTING A C&S PROJECT

## Standards Development



### Council on Standards and Certification

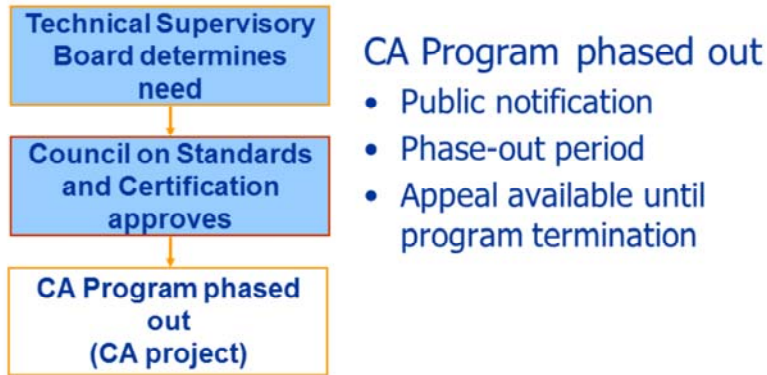
- Approves sunsetting project
- Approves withdrawal of existing standards (if standards project)

### Council on Standards and Certification Approval:

If the project is a standards development project, terminating the project also usually requires approval of the withdrawal of any existing standards developed by the responsible committee. Withdrawal of existing standards shall be approved either by the Council on Standards and Certification, or the responsible board and reported to the Council on Standards and Certification.

# SUNSETTING A C&S PROJECT

## Conformity Assessment



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The recommendation to sunset a Conformity Assessment Program typically originates not in the Board on Conformity Assessment, but in the Supervisory Board that oversees the Standards Committee responsible for the criteria upon which the Conformity Assessment Program is based.

Nevertheless, if a recommendation to sunset a Conformity Assessment Program is approved, the Board on Conformity Assessment is responsible for ensuring that the responsible Standards Committee and Supervisory Board have provided:

- Proper public notification of the affected industry
- A phase-out period
- Due process until the date of the program's termination

## SPECIAL CONSIDERATIONS

- Project termination to protect the interests of ASME
  - May be initiated and approved by Board or Council on Standards and Certification
  - May be approved over objection of Standards Committee

There may be occasions when, in order to protect the interests of ASME, the Council on Standards and Certification or Supervisory Board, in fulfilling their supervisory and oversight obligations, may approve the sunsetting of a Codes and Standards project, sometimes over the objection of the Standards Committee itself.

## MODULE SUMMARY

- A request for a new project comes from: an individual, committee (including a technical division), professional organization, government agency, industry group or public interest group.
- A Request for the Development of a New ASME Standards Activity form must be filled out by the interested parties and submitted.
- Sunsetting or termination of a Standards Project can be initiated as a result of a Supervisory Board evaluation or under special considerations when a project is terminated to protect the interests of ASME.

### In summary:

A request for a new project comes from: an individual, committee (including a technical division), professional organization, government agency, industry group or public interest group.

A Request for the Development of a New ASME Standards Activity form must be filled out by the interested parties and submitted.

Sunsetting or termination of a Standards Project can be initiated by the results of a Supervisory Board evaluation or under special considerations when a project is terminated to protect the interests of ASME.

## REFERENCES

- Codes and Standards Policy CSP-49, Guide for Establishing New Codes or Standards Projects

<https://cstools.asme.org/csconnect/FileUpload.cfm?View=yes&ID=7614>

- Request for the Development of a New ASME Standards Activity form

<https://cstools.asme.org/csconnect/FileUpload.cfm?View=yes&ID=42098>

ASME policies are available online through the addresses listed on this page.