



Standards and Certification Training

Module A – Administrative
A1. Tools and Resources



Module A Course Outline



- A1. Tools and Resources
- A2. Standards and Certification Products
- A3. Membership Maintenance
- A4. Honors and Awards
- A5. Publishing Codes and Standards
- A6. Productive Meetings and Appropriate Ballot Comments

Module A contains six modules. This is Module A2 Standards and Certification Products and Services

REVISIONS

4/8/14

Updated format.

11/22/10

Changed "Codes and Standards Board of Directors" to "Council on Standards and Certification" throughout.

OBJECTIVES

This submodule will

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

Objectives

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

CODES AND STANDARDS WEB PAGE

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

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

The Codes and Standards Web Page (www.asme.org/codes/about) 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 Standards and Certification
 - ANSI
 - Describe requirements for Standards Committees to organize, staff and administer C&S development activities

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 Standards and Certification 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 Council on Standards and Certification 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 Standards and Certification in addition to the Board. The Supplements can be found on the home pages of specific committees.

POLICIES

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

Policies

Codes and Standards Policies (CSPs):

- CSPs include operating policies approved by the Council on Standards and Certification since January 1973.
- A CSP update is normally posted after each meeting of the Council on Standards and Certification and indicates all new and revised policies from that meeting.

Society Policies:

- These are established by the ASME Council on Standards and Certification 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

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** (<http://cstools.asme.org/>)

C&S Connect (including C&S PDFs)

AS-11

Volunteer Contact Center

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.

OTHER RESOURCES

- C & S ELECTRONIC TOOLS

- Public Review Drafts

- Boiler & Pressure Vessel Code Case Review

- Code Case Database

- Boiler & Nuclear Pressure Vessel Certificate Holder Search

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

FAQs

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.