

## **Standards Development Policy**

### **1.0 Purpose**

To define the operational policy of the Standards Development Committee (SDC).

### **2.0 Scope**

All standards development activities of the SDC shall be performed in accordance with this policy and referenced procedures.

### **3.0 Responsibility**

3.1 The SDC's responsibilities shall be to:

3.1.1 Adopt, develop, maintain, revise, and withdraw American National Standards within the scope of nondestructive testing personnel qualification and certification.

3.1.2 Participate in the adoption, development, maintenance, revision, and withdrawal of International Standards within the scope of nondestructive testing personnel qualification and certification.

3.1.3 Adopt, develop, maintain, revise, and withdraw policies and procedures as required by ANSI and/or ISO.

3.1.4 To ensure standards are revised or reapproved within the 5 year ANSI cycle, standards should be reviewed no later than 4 years after approval.

3.1.5 Maintain ASNT's membership in ANSI in good standing.

3.1.6 The SDC shall be the consensus body and shall follow SDC procedure SDC-6.

3.2 ASNT shall ensure that the SDC has access to the resources needed to carry out this ASNT policy. This shall include the appointment of an ASNT staff member as SDC secretary.

## 4.0 Membership

This committee shall consist of not more than 20 nor less than 7 members and a secretary provided by ASNT. The Secretary is a non-voting member of the committee and shall not be used to make up a quorum or majority of the committee. The committee shall review the membership list annually with respect to the following criteria. Members are expected to fulfill obligations of active participation. Where a member is found in habitual default of these obligations, the committee shall take appropriate action subject to a vote of the committee.

### 4.1 Interest Categories

Members of the committee shall be assigned one of the following interest categories:

4.1.1 Producer: provider of NDT services or of goods which require NDT services;

4.1.2 User: user of NDT services or of goods which require NDT services;

4.1.3 General Interest: all others.

### 4.2 Balance of Interests

The membership shall be sufficiently diverse to ensure reasonable balance without dominance by a single interest category. No interest category shall make up more than a majority of the committee. All appropriate interests that might be directly and materially affected by the standards activity of the committee shall have the opportunity for fair and equitable participation.

### 4.3 Membership

Members of the committee shall consist of individuals having a direct and material interest in the NDT profession, representing varied interest categories in NDT, without domination by a single interest category. The addition or termination of members shall be subject to approval by vote of the committee.

### 4.4 Application

A request for membership shall be addressed to ASNT. The request shall indicate the applicant's direct and material interest in the committee's work and qualifications and willingness to participate actively.

## 5.0 Officers

The officers of the SDC shall be the chair, vice chair, and secretary. The chair and vice chair shall be appointed by the ASNT Board of Directors from the individual members or representatives of the SDC, subject to the approval of a majority of the SDC. The secretary shall be appointed by ASNT from ASNT staff.

### 5.1 Chair

The duties of the chair shall be to:

5.1.1 preside over SDC meetings,

- 5.1.2 prepare an agenda for SDC meetings and submit it to the secretary,
- 5.1.3 form subcommittees and assign tasks,

## 5.2 Vice Chair

The duties of the vice chair shall be to:

- 5.2.1 assist the chair in the discharge of his or her duties,
- 5.2.2 assume the duties of the chair when the chair is unavailable or unable to act,
- 5.2.3 carry out any assignments made by the chair.

## 5.3 Secretary

The duties of the secretary shall be to:

- 5.3.1 maintain and distribute the SDC, subcommittee, and subgroup rosters and update them as necessary, to include officers, representatives, alternates, interest groups, and business affiliations, as necessary,
- 5.3.2 record and distribute the minutes of all SDC meetings,
- 5.3.3 conduct ballots when required,
- 5.3.4 maintain and distribute as necessary SDC procedures and policies,
- 5.3.5 receive applications for SDC membership and forward them to the SDC chair with a recommendation,
- 5.3.6 handle other correspondence as the chair may direct,
- 5.3.7 act as liaison to ANSI.

## 6.0 **Meetings**

The SDC shall meet twice annually. The chair may call for additional meetings with the approval of a majority of the SDC. The meetings shall be open.

### 6.1 Notification

The secretary shall notify all members of the date, time, and place of meetings at least one month in advance by publication in *Materials Evaluation* and on ASNT's Web site.

### 6.2 Agenda

The chair shall develop an agenda for each meeting and submit it to the secretary at least one month prior to meetings. The secretary shall thereafter transmit the meeting agenda to all members and other interested parties at least two weeks prior to meetings.

### 6.3 Attendance

- 6.3.1 The secretary shall record and maintain records of attendance for each SDC meeting.

6.3.2 Each member shall respond in a timely manner to committee correspondence, whether by mail, fax, or by electronic means, and attend at least one scheduled meeting per calendar year.

6.4 Quorum

6.4.1 A majority of SDC members shall constitute a quorum for conducting business at a meeting.

6.4.2 If a quorum is not present at a meeting, actions may be taken subject to confirmation by ballot.

6.5 Conduct

On questions of parliamentary procedure not covered in this policy, Robert's Rules of Order (latest edition) shall be used to expedite due process.

6.6 Minutes

6.6.1 The secretary shall record the minutes of meetings and distribute them to all members within 1 month.

6.6.2 Approval of minutes shall require approval by a majority of SDC members present at a meeting.

**7.0 Subcommittees and Subgroups**

When one or more subgroups (subcommittees, working groups, technical subcommittees, writing groups, and the like) are formed to expedite the work of the committee, their formation (and later disbandment) requires approval by a majority vote of the committee and shall be published in *Materials Evaluation*. The scope and duties delegated to the subgroup shall be approved at the time it is formed, and subsequent changes in scope or duties shall also require approval. The charge to the subgroup shall clearly state whether:

- (1) The subgroup is responsible for the definitive content of one or more standards and for responding to views and objections. Such subgroups shall maintain a membership roster and shall comply with the provisions in Section 8.0 as applied to voting on the standard(s) and shall maintain a balance of interests and shall comply with the provisions in Section 4.2, or
- (2) The subgroup is responsible for assisting the committee (for example, drafting all or a portion of a standard, drafting responses to comments, drafting positions on international standards, or other purely advisory functions).

7.1 Chair and Members of Subgroups

The chair and members of a subgroup shall be appointed by the chair of the committee and confirmed by the committee. The scope, duties, and membership of all subgroups shall be reviewed by the committee annually. The officers and members of a subgroup need not be members of the committee.

7.2 Approval of Standards

Draft Standards and any substantive change in the content of a standard proposed by a subgroup shall be referred to the committee for approval.

## **8.0 Voting**

### **8.1 General**

- 8.1.1 A majority vote shall rule in the SDC and its subcommittees and subgroups, except for consensus ballots by the SDC.
- 8.1.2 Voice votes or ballots may be used at the discretion of the chair.
- 8.1.3 Ballots will be used when a decision is desired prior to the next meeting.

### **8.2 Ballots**

- 8.2.1 Ballots may be paper ballots or electronic ballots.
- 8.2.2 Ballots may be initiated by the SDC chair, SDC secretary, or by a majority of members present at a meeting.
- 8.2.3 The deadline for ballots shall be clearly marked and shall be no less than thirty days. Recirculation ballots shall be no less than 14 days.
- 8.2.4 Ballots shall be sent to members by the secretary, and returned by members to the secretary. The secretary shall record the votes and report the results to the chair within one week of the deadline.
- 8.2.5 Two-thirds (2/3) of members must vote (including abstentions) prior to a ballot's passage.
- 8.2.6 Consensus Ballots.
  - 8.2.6.1 The following consensus ballot rules are invoked to achieve SDC consensus, which is required for the:
    - approval of a proposed American National Standard,
    - approval of substantive changes to a proposed American National Standard,
    - reaffirmation of an American National Standard,
    - withdrawal of an American National Standard.
  - 8.2.6.2 At least a majority of the committee membership and at least a two-thirds (2/3) majority of those voting (excluding abstentions) must vote in the affirmative for consensus ballots to pass.
  - 8.2.6.3 Negative votes shall be accompanied by reasons or the negative vote will not be considered. Abstentions should be accompanied by reasons. Affirmative votes may be accompanied by comments.
  - 8.2.6.4 Consensus ballots may not be conducted at a meeting unless all members are present.

## **9.0 Appeals**

Appeals to ASNT concerning standards under the jurisdiction of the SDC or actions of the SDC shall be in accordance with SDC procedure SDC-1.

## **10.0 Requests for Interpretation of Standards**

Written inquiries requesting interpretation of the committee's approved American National Standards shall be responded to in accordance with SDC procedure SDC-2.

## **11.0 Metric Policy**

Metrification within standards developed by SDC shall comply with SDC procedure SDC-3.

## **12.0 Patent Policy**

When issues related to Patents are required to be resolved, they shall comply with SDC procedure SDC-4.

## **13.0 Records Retention**

Records related to development and approval of standards developed by the SDC shall be retained in accordance with SDC procedure SDC-5.

## **14.0 Commercial Terms and Conditions Policy**

Proposed standards developed by the SDC shall comply with SDC procedure SDC-7.

## **15.0 Amendments**

Amendments to these procedures may be proposed by any member of the SDC, either in writing to the chair, or at an SDC meeting. Action on proposed changes shall be determined by two-thirds (2/3) vote of the members via ballot, and subsequent approval by ANSI.

## **16.0 References**

SDC-1 Appeals Procedure

SDC-2 Interpretation Procedure

SDC-3 Metric Procedure

SDC-4 Patent Procedure

SDC-5 Records Retention Procedure

SDC-6 Development of Standards Utilizing the ANSI Consensus Process

SDC-7 Commercial Terms and Conditions Policy

Title: <b>Appeals Procedure</b>	Program Administered by: <b>The American Society for Nondestructive Testing, Inc.</b>	Prepared by: <b>B. O'Connell M. Randig</b>	Approved by: <b>SDC</b>
Document ID: <b>SDC-1</b>	Revision Level: <b>4</b>	Initial Date: <b>11/20/00</b>	Effective Date: <b>11/18/2005</b>
			Page: <b>Page 1 of 2</b>

## **1 POLICY**

Persons who have directly and materially affected interests and who have been or will be adversely affected by an ANSI standard, or by the lack thereof, shall have the right to appeal substantive or procedural actions or inactions of ASNT, ASNT's Standards Development Committee (SDC), or the SDC secretary.

## **2 COMPLAINT**

The appellant shall file a written complaint with the secretary within thirty days after the date of notification of action or at any time with respect to inaction. The complaint shall state the nature of the objection(s) including any adverse affects, the clause(s) of these procedures or the standard that are at issue, actions or inactions that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted.

## **3 RESPONSE**

Within thirty days after receipt of the complaint, the chair or the secretary shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the secretary's knowledge.

## **4 HEARING**

If the appellant and the chair or the secretary are unable to resolve the written complaint informally in a manner consistent with these procedures, the secretary shall schedule a hearing with an appeals panel on a date agreeable to all participants, giving at least ten working days notice.

## **5 APPEALS PANEL**

The appeals panel shall consist of three individuals who have not been directly involved in the matter in dispute, and who will not be materially or directly affected by any decision made or to be made in the dispute. At least two members shall be acceptable to the appellant and at least two shall be acceptable to the committee.

Title: <b>Appeals Procedure</b>	Program Administered by: <b>The American Society for Nondestructive Testing, Inc.</b>	Prepared by: <b>B. O'Connell M. Randig</b>	Approved by: <b>SDC</b>
Document ID: <b>SDC-1</b>	Revision Level: <b>4</b>	Initial Date: <b>11/20/00</b>	Effective Date: <b>11/18/2005</b>
			Page: <b>Page 2 of 2</b>

## 6 CONDUCT OF THE HEARING

The appellant has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action. The committee has the burden of demonstrating that the committee and ASNT took all actions in compliance with these procedures and that the requested remedial action would be ineffective or detrimental. Each party may adduce other pertinent arguments, and members of the appeals panel may address questions to individuals. *Robert's Rules of Order* (latest edition) shall apply to questions of parliamentary procedure for the hearing not covered herein.

## 7 DECISION

The appeals panel shall render its decision in writing within thirty days, stating findings of fact and conclusions, with reasons therefore, based on a preponderance of the evidence. Consideration may be given to the following positions, among others, in formulating the decision:

- a) Finding for the appellant, remanding the action to the committee or ASNT with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;
- b) Finding for the committee, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections;
- c) Finding that new, substantive evidence has been introduced, and remanding the entire action to the committee or ASNT for appropriate reconsideration.

## 8 RECORDS

Records pertaining to this procedure shall be maintained according to procedure SDC-5.

## 9 REVISION HISTORY

<u>Revision Level</u>	<u>Date</u>	<u>Brief Description of Revision</u>
0	4/2/00	Initial
1	11/20/00	Changed Policy section to specifically address SDC and SDC secretary.
2	10/13/03	Removed reference to ANSI Annex B
3	6/04/04	Removed reference to ANSI appointment of panel members
4	10/05/05	Removed clause 8, Further Appeal

Title: <b>Interpretation Procedure</b>	Program Administered by: <b>The American Society for Nondestructive Testing, Inc.</b>	Prepared by: <b>B. O'Connell M. Randig</b>	Approved by: <b>SDC</b>
Document ID: <b>SDC-2</b>	Revision Level: <b>3</b>	Initial Date: <b>2 April 00</b>	Effective Date: <b>18 Nov 05</b>
			Page: <b>Page 1 of 3</b>

## 1 PURPOSE

It is the responsibility of the committee to issue interpretations of standards it has developed where questions regarding the proper way to comply with such standards have arisen. This section determines the procedures ASNT, the committee, the Interpretation Subcommittee, and those inquiring shall use to make such interpretations.

## 2 INQUIRIES

The following guidelines for preparing an inquiry will expedite consideration and response to the inquirer.

- a Each inquiry should be limited to a single aspect of the standard or previous interpretation of the standard. Inquiries concerning multiple inquiries or unrelated subjects may be returned for further clarification.
- b The specific question to be answered by the Subcommittee should be distinctly set apart from the body of the letter and must be in condensed, precise question format, omitting superfluous background information and, if possible, asked in such a manner that a "yes" or "no" (perhaps with a short explanation) would be an acceptable reply.
- c The inquiry should state the purpose of the question, which could be to obtain a clarification of the standard's mandates or the intent of the canvass group as it developed the standard.
- d The inquiry should contain the needed information for the Subcommittee's understanding of the question.
- e The inquiry should include references to the applicable paragraph(s) of the standard or previous interpretation of the standard.
- f Inquiries must be in writing and addressed to the SDC Secretary at ASNT headquarters in Columbus, Ohio. The secretary shall log the inquiry, assign it a unique identification number, and forward it to the Interpretation Subcommittee chair.
- g The SDC Secretary shall reply in writing to the originator of the inquiry, quoting precedence and previous interpretation where applicable.
- h If paragraph 2g does not apply, the SDC Secretary shall forward the inquiry to the Subcommittee members for interpretation.
- i Inquiries that require clarification or more information shall be returned to the inquirer within thirty days of ASNT's receipt of the inquiry with specific suggestions for improvement.

Title: <b>Interpretation Procedure</b>	Program Administered by: <b>The American Society for Nondestructive Testing, Inc.</b>	Prepared by: <b>B. O'Connell M. Randig</b>	Approved by: <b>SDC</b>
Document ID: <b>SDC-2</b>	Revision Level: <b>3</b>	Initial Date: <b>2 April 00</b>	Effective Date: <b>18 Nov 05</b>
			Page: <b>Page 2 of 3</b>

### **3 PANEL**

- a The Interpretation Subcommittee shall consist of at least five individuals.
- b The Interpretation Subcommittee shall be appointed from members of the committee by the SDC chair and subject to approval by vote of a majority of the committee.
- c The members of the Subcommittee shall represent varied interests within the NDT community.
- d The committee may disband the Subcommittee at any time by majority vote.

### **4 RESPONSE**

- a The Interpretation Subcommittee shall write interpretations using their understanding and review of the consensus achieved during the development stage of a standard.
- b All interpretations provided by the Subcommittee members shall be incorporated into one answer by the Subcommittee Chairman and returned to the Subcommittee for comments. If no reply is received, an answer of agreement shall be entered.
- c Written interpretations must be unanimously approved by the Subcommittee by vote.
- d If a unanimous interpretation cannot be achieved, the Subcommittee Chairman shall poll the Standards Development Committee and resolve the disagreements.
- e The Subcommittee Chairman shall make a motion that the SDC adopt the interpretation presented as the official SDC interpretation.
- f The Subcommittee vote may take place either before or during the SDC vote.

### **5 PUBLICATION**

- a The SDC Secretary shall respond in writing to the originator of the inquiry with the official SDC interpretation and of their right to appeal per SDC procedure SDC-1.
- b The SDC Secretary shall arrange for the inquiry and response to be posted to the ASNT website.
- c The SDC Secretary shall summarize all inquiries and responses during the past twelve-month period for publication in the ASNT Redi-Reference Guide.

### **6 APPEALS**

Individuals and organizations that are directly and materially affected by interpretations of standards have the same right to appeal as those individuals or organizations that are directly and materially affected by the standard itself.

### **7 RECORDS**

Title: <b>Interpretation Procedure</b>	Program Administered by: <b>The American Society for Nondestructive Testing, Inc.</b>	Prepared by: <b>B. O'Connell M. Randig</b>	Approved by: <b>SDC</b>
Document ID: <b>SDC-2</b>	Revision Level: <b>3</b>	Initial Date: <b>2 April 00</b>	Effective Date: <b>18 Nov 05</b>
		Page: <b>Page 3 of 3</b>	

Records pertaining to this procedure shall be maintained according to procedure SDC-5.

## 8 REVISION HISTORY

<u>Revision Level</u>	<u>Brief Description of Revision</u>
1	Initial
2	Removed reference to ANSI Annex B
3	Changed to allow concurrent voting between SC and SDC and detailed response to inquiry originator.

Title: <b>Metric Procedure</b>	Program Administered by: <b>The American Society for Nondestructive Testing, Inc.</b>	Prepared by: <b>B. O'Connell M. Randig</b>	Approved by: <b>SDC</b>
Document ID: <b>SDC-3</b>	Revision Level: <b>2</b>	Initial Date: <b>2 April 00</b>	Effective Date: <b>13 Oct 03</b>
			Page: <b>Page 1 of 1</b>

## 1 POLICY

Documents which have been developed for consideration as a consensus standard by ASNT will use the Units of the International System of Units (SI) or, where other units are used, the SI Unit equivalent shall also be given in the following form:

in. (mm)

°F (°C)

gal. (L)

lbs. (kg)

## 2 RECORDS

There are no records applicable to this procedure

## 3 REVISION HISTORY

<u>Revision Level</u>	<u>Brief Description of Revision</u>
1	Initial
2	Removed reference to ANSI Annex B

Title: <b>Patent Procedure</b>	Program Administered by: <b>The American Society for Nondestructive Testing, Inc.</b>	Prepared by: <b>B. O'Connell M. Randig</b>	Approved by: <b>SDC</b>
Document ID: <b>SDC-4</b>	Revision Level: <b>2</b>	Initial Date: <b>2 April 00</b>	Effective Date: <b>13 Oct 03</b>
			Page: <b>Page 1 of 2</b>

## 1 POLICY

It is ASNT's policy that it is preferable that proposed standards not require the use of patented inventions. However if consensus is reached that such use is justified for technical reasons, the following procedures will be followed:

## 2 STATEMENT FROM POLICY HOLDER

ASNT shall receive from the party identified as the patent holder assurance in the form of a general disclaimer to the effect that:

- a Such party does not hold and does not currently intend holding any invention the use of which would be required for compliance with the proposed standard; or
- b A license will be made available without compensation to the applicants desiring to utilize the license for the purpose of implementing the standard; or
- c A license will be made available to applicants under reasonable terms and conditions that are demonstrably free of any unfair discrimination.
- d ASNT shall transmit to ANSI a record of one of the above statements whenever ASNT receives notice that the use of a patented item is required for compliance with a proposed standard.

## 3 NOTICE

When ANSI receives from a patent holder the assurance set forth in 2b or 2c, the standard shall include a note as follows:

NOTE – The user's attention is called to the possibility that compliance with this standard may require use of an invention covered by patent rights.

By publication of this standard, no position is taken with respect to the validity of this claim or of any patent rights in connection therewith. The patent holder has, however, filed a statement of willingness to grant a license under these rights on reasonable and nondiscriminatory terms and conditions to applicants desiring to obtain such a license. Details may be obtained from ASNT.

## 4 RESPONSIBILITY FOR IDENTIFYING PATENTS

- a ASNT shall not be responsible for identifying all patents for which a license may be required by a standard.

Title: <b>Patent Procedure</b>	Program Administered by: <b>The American Society for Nondestructive Testing, Inc.</b>	Prepared by: <b>B. O'Connell M. Randig</b>	Approved by: <b>SDC</b>
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			Page: <b>Page 2 of 2</b>

- b Where a claim of patent rights is made by the patent holder, ASNT makes no assumptions or statements as to the validity or enforceability of such a claim.
- c The risk of infringement of such rights through misuse of protected materials rests solely with the user.

## 5 RECORDS

Records pertaining to this procedure shall be maintained according to procedure SDC-5.

## 6 REVISION HISTORY

<u>Revision Level</u>	<u>Brief Description of Revision</u>
1	Initial
2	Removed reference to ANSI Annex B

Title: <b>Records Retention Procedure</b>	Program Administered by: <b>The American Society for Nondestructive Testing, Inc.</b>	Prepared by: <b>B. O'Connell M. Randig</b>	Approved by: <b>SDC</b>
Document ID: <b>SDC-5</b>	Revision Level: <b>3</b>	Initial Date: <b>2 April 00</b>	Effective Date: <b>7/12/2004</b>
			Page: <b>Page 1 of 2</b>

## 1 POLICY

It is ASNT's policy to establish and maintain records of standards development in compliance with ANSI procedures.

## 2 RECORDS TO BE RETAINED

- a Committee Business
  - 1) All meeting minutes
  - 2) Results of all committee votes
  - 3) SDC and SDC subcommittee rosters
  - 4) All comments and objections regarding proposed standards
  - 5) ASNT responses to comments and objections
  - 6) Copy of ballot and associated documents
  - 7) Returned ballots and associated documents
  
- b Public Comment
  - 1) All public or general interest comment or objection to a proposed standard
  - 2) ASNT responses to the above comment or objection
  
- c Standards
  - 1) Proposed standard, or revision thereof, as submitted to ANSI at the start of the consensus process
  - 2) All later versions representing a significant change as they are created during the consensus process
  - 3) All balloted versions of proposed standards
  - 4) Final version of proposed standard, or revision thereof, as submitted to ANSI at the end of the consensus process
  
- d ANSI
  - 1) All communication between ASNT and ANSI that is relevant to the development of standards shall be retained.
  
- e Appeals
  - 1) All appeals, regardless of source
  - 2) All records as described in the procedure SDC-1
  - 3) The results of appeals

Title: <b>Records Retention Procedure</b>	Program Administered by: <b>The American Society for Nondestructive Testing, Inc.</b>	Prepared by: <b>B. O'Connell M. Randig</b>	Approved by: <b>SDC</b>
Document ID: <b>SDC-5</b>	Revision Level: <b>3</b>	Initial Date: <b>2 April 00</b>	Effective Date: <b>7/12/2004</b>
			Page: <b>Page 2 of 2</b>

### 3 RESPONSIBILITIES

- a Secretary
  - 1) The secretary of the committee shall be responsible for all record keeping.
  - 2) The records shall be kept at ASNT Headquarters in Columbus, Ohio.
- b Committee
  - 1) Committee members shall transmit to the secretary copies of all documents that are required to be retained.

### 4 DURATION

- a Records pertaining to standards development shall be retained for one full development cycle.
- b Records pertaining to withdrawn standards shall be kept for five years.

### 5 FORM

Records shall be retained regardless of their form: correspondence by mail, fax, email, phone, or internet.

### 6 RECORDS

See above para. 2 thru 4

### 7 REVISION HISTORY

<u>Revision Level</u>	<u>Brief Description of Revision</u>
1	Initial
2	Removed reference to ANSI Annex B
3	Removed reference to canvassing method

Title: <b>Development of Standards Utilizing the ANSI Consensus Process</b>	Program Administered by: <b>The American Society for Nondestructive Testing, Inc.</b>		Prepared by: <b>B. O'Connell</b>	Approved by: <b>SDC</b>
Document ID: <b>SDC-6</b>	Revision Level: <b>3</b>	Initial Date: <b>10 March 2003</b>	Effective Date: <b>18 Nov 2005</b>	Page: <b>Page 1 of 2</b>

## 1 PURPOSE

To define the Standards Development Committee (SDC) process for developing standards under ASNT's accreditation by ANSI.

## 2 SCOPE

All activities performed by the SDC as necessary to comply with ANSI requirements.

## 3 RESPONSIBILITY

It shall be the responsibility of the officers of the SDC to ensure that this procedure is followed.

## 4 STANDARDS PROCEDURE

- 4.1 The initiation of Standards activities shall be announced on ASNT's website and in ANSI's Standards Action in a timely manner. New proposed standards projects shall be deemed initiated when the ASNT Board of Directors authorizes the development of the new standard.
- 4.2 Interested parties may apply to join the relevant subcommittee or the SDC. The SDC shall seek the widest participation of interested parties possible.
- 4.3 The SDC shall vote upon proposed Standards in accordance with SDC Policy SDC-POL-1.
- 4.4 Proposed Standards shall be subject to public review according to ANSI requirements and announced on ASNT's Web site, and in ANSI's *Standards Action*. This review may occur during the consensus vote or afterwards, at the discretion of the SDC chair.
- 4.5 Negative comments (objections) received during the consensus process or during the public review shall be considered by the SDC, which shall respond in one of three ways in a timely manner:
  - 4.5.1 Accepted; the change suggested by the commenter is incorporated into the proposed Standard. Such commenters shall be informed in writing of the change made to the proposed standard and of their right to appeal per SDC procedure SDC-1.

Title: <b>Development of Standards Utilizing the ANSI Consensus Process</b>	Program Administered by: <b>The American Society for Nondestructive Testing, Inc.</b>		Prepared by: <b>B. O'Connell</b>	Approved by: <b>SDC</b>
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- 4.5.2 Not accepted; the change suggested by the commenter is not incorporated into the proposed Standard. Such commenters shall be informed in writing why the objection was not accepted and shall be informed of the right to appeal per SDC procedure SDC-1.
- 4.5.3 Not accepted, but to be considered during the next revision; the change suggested by the commenter is not incorporated into the proposed Standard, but the SDC will consider the objection during the next revision of the Standard. Such commenters shall be informed in writing why the objection was not accepted during the current revision and shall be informed of the right to appeal per SDC procedure SDC-1.
- 4.6 Consensus members whose objections have been considered shall be asked to change their vote, not withdraw their vote. It is appropriate, however, to ask public review commenters to withdraw their objections.
- 4.7 Substantive changes made to a Standard during the consensus process shall require an additional SDC consensus ballot per 4.3 and additional public review per 4.4.
- 4.8 Proposed Standards for which consensus is achieved and for which no appeals are in process shall be submitted to ANSI for designation as an American National Standard by the SDC secretary after the 30-day appeals period has ended for all consensus body and public review commenters.

## 5 RECORDS

Records pertaining to this procedure shall be maintained according to procedure SDC-5.

## 6 REVISION HISTORY

<u>Revision Level</u>	<u>Brief Description of Revision</u>
1	Initial
2	Removed reference to "organizational accreditation", added "Records"
3	Added clarifications on the initiation of standards activities, changed votes, and the appeals period.

Title: <b>Commercial Terms and Conditions Policy</b>	Program Administered by: <b>The American Society for Nondestructive Testing, Inc.</b>		Prepared by: <b>B. O'Connell</b>	Approved by: <b>SDC</b>
Document ID: <b>SDC-7</b>	Revision Level: <b>2</b>	Initial Date: <b>27 Sep 2005</b>	Effective Date: <b>18 Nov 2005</b>	Page: <b>Page 1 of 2</b>

## 1. PURPOSE

To define the ASNT commercial terms and conditions policy for developing standards under ASNT's accreditation by ANSI.

## 2. SCOPE

All standards activities performed by ASNT as necessary to comply with ANSI requirements.

## 3. RESPONSIBILITY

It shall be the responsibility of the officers of the SDC to ensure that this procedure is followed.

## 4. POLICY

- 4.1 Provisions involving business relations between buyer and seller such as guarantees, warranties, and other commercial terms and conditions shall not be included in an ASNT American National Standard. It is not acceptable to include proper names or trademarks of specific companies or organizations in the text of a standard or in an annex (or the equivalent) except as provided for in section 4.2.
- 4.2 It is not acceptable to include manufacturer lists, service provider lists, or similar material in the text of a standard or in an annex (or the equivalent). Where a sole source exists for essential equipment, materials or services necessary to determine compliance with the standard, it is permissible to supply the name and address of the source in a footnote or informative annex as long as the words "or the equivalent" are added to the reference.
- 4.3 In connection with standards that relate to the determination of whether products or services conform to one or more standards, the process or criteria for determining conformity can be standardized as long as the description of the process or criteria is limited to technical and engineering concerns and does not include what would otherwise be a commercial term or proper name.

## 5. RECORDS

Records pertaining to this procedure shall be maintained according to procedure SDC-5.

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## 6. REVISION HISTORY

<u>Revision Level</u>	<u>Brief Description of Revision</u>
1	Initial
2	Changed responsibility from secretary to officers