



# Standards and Certification Training

## Module B – Process B4. Establishing and Sunsetting 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. Establishing and Sunsetting 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 Establishing and Sunsetting Standards Projects.

# REVISIONS

<u>Date</u>	<u>Change</u>
05/21/20	Presentation title and content was revised based on current ASME Policies, Procedures and Guides.
06/02/15	Reformatted entirely and revised or added notes throughout. Deleted Pop Quizzes Minor editorial revisions for formatting consistency.
11/22/10	Council on Standards and Certification" throughout.

## LEARNING OBJECTIVES

At the end of this module you will learn how ASME:

- Establishes a standards project for development of a new standard
- Sunsets an unneeded or undesirable standards project

At the end of this module you will learn how ASME:

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# I. ESTABLISHMENT OF A STANDARDS PROJECT

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

## REQUEST FOR A NEW STANDARD

- Request for a new standard may be submitted by:
  - Individual(s)
  - ASME committee or division
  - Professional organization
  - Government agency
  - Industry or public interest group
- The “Request for the Development of a New ASME Standards Activity” form must be completed and submitted to the Director of Standards & Certification (S&C) Initiatives

**NOTE:** See CSP-49 for in-depth information regarding the establishment of a new standard

Request for a new standards project may be submitted by individual(s), ASME Committee or division, professional organization, government agency, industry group or public interest group. In summary, anyone can submit this request.

The “Request for the Development of a New ASME Standards Activity” form must be completed and submitted to the Director of Standards & Certification Initiatives.

Please see CSP-49 for more information regarding the establishment of a new standards project.

## INITIATING A STANDARDS PROJECT

- The director of the Board on Strategic Initiatives evaluates the request for a standard and delegates it to the appropriate supervisory board
- The supervisory board evaluates the request and determines if there is a need for the standards project
  - May refer to a task group or an existing standards committee to review the request and provide recommendation to the supervisory board

- The director of the Board on Strategic Initiatives evaluates the request for a standard and delegates it to the appropriate supervisory board.
- 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 Supervisory Board may appoint a task group to do further study or refer the request to an existing committee for review.
  - If the task group/existing committee recommends rejecting the proposal, it will give reasons for this rejection so that these can be sent to the proposer.
  - If the task 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.

The recommendation from the evaluation by either the task group or an existing committee is submitted to the Supervisory Board for acceptance.

## INITIATING A STANDARDS PROJECT

- The supervisory board may assign the standards project to an existing standards committee
  - If standards committee charter is revised, it requires approval by Supervisory Board and Council on Standards & Certification
- The supervisory board may recommend the establishment of a new Standards Committee
  - Establishment of standards committee and its charter requires approval by the Council on Standards & Certification

The Supervisory Board may assign the standards project to an existing standards committee. However, if the new project requires revising a committee's charter, approval of the revised charter must be obtained from the Supervisory Board and Council on Standards & Certification. Alternatively, the Supervisory Board may recommend the establishment of a new standards committee which will be subject to approval by the Council on Standards & Certification.



# INITIATING A STANDARDS PROJECT

Request for a new Standard is submitted to Director of Strategic Initiatives

Director of Strategic Initiatives reviews request and refers the request to the applicable Supervisory Board

Supervisory Board assigns the request to be evaluated by either a Task Group or an existing Standards Committee

Supervisory Board Reviews evaluation and assigns the project

Establish a new Standards Committee

OR

Assign to an existing Standards Committee

To summarize, this flowchart provides a high-level overview of the process for initiating a standards project.

## CRITERIA FOR EVALUATION OF REQUEST

- A standard is the proper solution to the identified problem
- There is an identified user and use
- A technical base exists which will enable standard development
- There is or will be a broad constituency as contrasted with a single user

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

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

## CREATING A NEW STANDARDS COMMITTEE

- Initial Supervisory Board actions
  - Appoints an Organizational Committee Chair and staff engineer to develop an ad hoc standards committee
  - Recommends existing standards to review and organizations to contact for interface purposes
  - Obtain Council on Standards & Certification approval of a charter for the ad hoc standards committee

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

- Appoint an Organizational Committee Chair and staff engineer to develop an ad hoc standards committee
- Recommend existing standards to review and organizations to contact for interfaces purposes.
- Obtain Council on Standards & Certification approval of a broad charter for the ad hoc standards committee

## CREATING A NEW STANDARDS COMMITTEE

- Ad hoc standards committee actions:
  - Develop a scope for the proposed standard within the parameters set by the approved committee charter
  - Obtain Supervisory Board approval of the proposed scope and notify ANSI
  - Request nominations of committee members from organizations substantially concerned with scope of the proposed standard
  - Develop a project timeline for the development of the new standard
- Subsequent Board actions
  - Approve ad hoc standards committee membership to formalize establishment of the standards committee

The ad hoc standards committee must:

- Develop a detailed scope for the proposed standard within the parameters set by the approved committee charter
- Obtain Supervisory Board approval of the proposed scope and notify ANSI. Please note that if the standard is not intended to become an ANSI accredited standard, (i.e. QAI-1, CA-1), then notification of ANSI is not required.
- Request nominations of committee members from organizations substantially concerned with scope of the proposed standard
- Develop a project timeline for the development of the new standard

Subsequent Board Actions:

- Approve ad standards committee membership to formalize the establishment of the standards committee

## II. SUNSETTING A STANDARDS PROJECT

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ASME S&C Training – Module B4 Initiating and Terminating Standards Projects



Part II – Sunsetting a Codes and Standards Project

## SUNSETTING A STANDARDS PROJECT

- The Supervisory Board is responsible for evaluating the need and effectiveness of a standards project
- Based on their evaluation, they may recommend the following to the Council on Standards & Certification:
  - Sunsetting a standards project, which would also require approval from the responsible standards committee and/or subordinate group
  - Transferal of the standard to a different Standards Development Organization (SDO)

One of the ongoing responsibilities of the Supervisory Boards is to evaluate the continuing need for and effectiveness of existing standards projects. If, based upon their evaluation, the Supervisory Board determines there is no longer a need to continue a particular standards project, they may recommend to the Council on Standards & Certification approval of sunsetting the standards project.

Sunsetting a standards project includes the withdrawal of a standard, which would also require approval by the responsible standards committee and/or subordinate group.

In rare cases, after a similar evaluation, the Supervisory Board may recommend transferring the standard to a different standards development organization.

## SUNSETTING A CONFORMITY ASSESSMENT PROGRAM

- The supervisory board of a standards committee can make a recommendation to the Board on Conformity Assessment to sunset a conformity assessment program
- If a recommendation is approved, the responsible standards committee and supervisory board must provide:
  - Public notification
  - Phase-out period
  - Due process until the date of the program's termination

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

- The supervisory board or the Council on Standards & Certification in rare cases may approve sunsetting a standards project to protect the interest of ASME
- This action may be approved over the objection of the responsible standards committee

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



## MODULE SUMMARY

- A request for a new project comes from: an individual, committee, 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 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, 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 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=59993>
- 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.