ANSI Standards Developer Audit:
Required Documentation for Technical Reports (TR) Registered with ANSI

In connection with an ANSI Audit, ANSI-Accredited Standards Developers (ASD) are required to make available the documentation listed below for selected TRs that are registered with ANSI. The procedures that govern the registration process are the *ANSI Procedures for Registration of Technical Reports.*

ANSI's oversight and audit apply only to TRs registered with ANSI and not to any other TRs.

1. Criteria for a Technical Report Registered with ANSI

   a. A Technical Report registered with ANSI shall be entirely informative in nature and shall not contain information implying that it is a standard.

   b. The American National Standards (ANS) designation or mark shall not be used on a TR that is registered with ANSI.

   c. The TR shall clearly explain its relationship to aspects of the subject which are, or will be, dealt with in related American National Standards.

2. The Audit will review evidence of compliance with the following:

   a. The ANSI Patent Policy, if applicable

   b. The *ANSI Policy Regarding Rights to Nationally Adopt IEC and ISO Standards or Otherwise Use IEC and ISO Material*, if applicable

   c. Inclusion in the Foreword of the following text (or equivalent):

   "Publication of this Technical Report has been approved by the Accredited Standards Developer (include name here). This document is registered as a Technical Report series of publications according to the *Procedures for the Registration of Technical Reports with ANSI*. This document is not an American National Standard and the material contained herein is not normative in nature. Comments on the content of this document should be sent to _____ (Accredited Standards Developer name and address)."

   d. Inclusion in the Foreword of a rationale for the publication of the TR

   e. Technical Report procedures are documented

Questions: psa@ansi.org

     I.   Procedures include an appeals process
    II.   Technical Report procedures are on file with ANSI

f. A TR Registration Form (PSA-01) was submitted to ANSI prior to any reference to the TR's status as a TR Registered with ANSI

g. The TR is maintained in accordance with associated procedures and the TR has not passed its tenth anniversary of registration without a maintenance action

h. Designation and publication requirements:

    I.   A TR that is registered with ANSI shall have its cover or title page marked with the words " "a Technical Report prepared by (name of accredited standards developer) and registered with ANSI". The date of registration shall be included in the published TR, preferably on the cover.
    II.   The TR is identified by a unique alphanumeric designation in accordance with *Procedures for Registration of Technical Reports with ANSI.*
   III.   The TR was published and made available within 3 months of registration, if possible, but no longer than 6 months.

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