

## ANSI-Accredited Standards Developers (ASD)

- 2022 Procedural Compliance Form
- 2022 ANSI Essential Requirements ([www.ansi.org/essentialrequirements](http://www.ansi.org/essentialrequirements))
- The webinar will start at 2pm Eastern
- All participants are muted for the duration of the webinar
- Slides will be distributed to all
- Please use the **CHAT** option to submit a question – to **All Panelists (that's the only way we'll address them)**



# Housekeeping...

- All registrants are muted upon entry
- Slides will be distributed to all with a Q&A to follow
- If you wish to pose a question, please type the question into the **Chat** option and send to “**All Panelists**” – please do not send questions as private messages, we won’t see them
  - we’ll read your questions at certain points during the slide presentation, so everyone can hear the questions and the answers
  - we cannot answer fact-specific questions during the webinar, please contact us separately to discuss any such questions

## *Before we get started...*

- *On behalf of ANSI, I'd like to send everyone our best wishes for the new year and for health, strength and perseverance...again!*
- *Standards matter in this world...and in all aspects of our lives, as we see every day...*
- *Thank you to each of you for your role in implementing the ANS process...you literally make the world a better place*
- *Thanks for joining today*



# Just a reminder...

## ANS-Related ANSI Staff - [psa@ansi.org](mailto:psa@ansi.org)

- Fran Schrotter, ANSI Sr VP & COO - NY
- Patty Griffin, ANSI Sr VP & General Counsel – NY
- Procedures & Standards Administration – NY ([Introductions](#))
  - Anne Caldas – NY – 212-642-4914, [acaldas@ansi.org](mailto:acaldas@ansi.org)
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  - Mary Weldon – NY – 4908, [mweldon@ansi.org](mailto:mweldon@ansi.org)
- [psa@ansi.org](mailto:psa@ansi.org) = our common email box

# Consumer & Legislative Outreach Manager: *Cleo Manuel Stamatou*

- My goals:
  - Find
  - Train
  - Retain
    - *Consumers* for participation on key *SAFETY STANDARDS consensus bodies*
- Common Themes for Participants I Hope to Recruit
  - Interest in advocacy
  - Interest in public service
  - People who know or are comfortable with volunteer culture
  - People who recognize the value of committee work, consensus building

# RETAIN AND TRAIN

- ANSI Consumer Participation Fund – launch is planned for 2022
- Assist ASDs find, train and retain consumer participants for ANS Consensus Bodies:
  - ✓ *Help with finding and onboarding new consumer members*
  - ✓ *Help develop mentorship ideas for new participants*
  - ✓ *Help develop improvements to the process to retain consumer members*
  - ✓ *One-on-one meetings with ASD staff available*
- *I have been reaching out to ANSI-Accredited Standards Developers (ASDs) - regarding needs or difficulties recruiting consumers or public interest representatives to participate in standard setting. I welcome your comments!*

# YOU HAVE MADE A DIFFERENCE – THANK YOU

- *We are better together.*
  - Working with consumer partners to talk about your work in the standards community
  - Highlighting your work will help engage more groups on standards
- *You have made a difference. Let's celebrate the successes you have made happen.*
  - *Guest blog posts on your sites? Other ways to highlight stories*
  - *ANSI.org/consumer page to highlight work and partnerships*

# Thank you

I welcome your feedback!

Other advocates I should contact?

Groups you have reached out to?

Outreach suggestions?

Concerns?

Please let me know.

[Cstamatos@ansi.org](mailto:Cstamatos@ansi.org)

Cell: 410-245-3483





# Agenda for ANSI-Accredited Standards Developers (ASD) – 2022 Procedures & Compliance

1. Accreditation and maintenance requirements
2. Checks-and-balances within ANS process
3. 2022 *ANSI Essential Requirements* – Revisions
4. Q&A
5. Updated ANS-related procedures including the Audit Procedures regarding “special audits”
6. Updated BSR-9/109 form Certification Statement
7. Q&A
8. Review of 2022 Compliance E-mail
9. Q&A
10. Resources

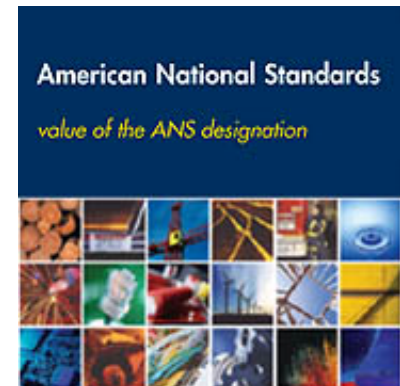
Accreditation by ANSI of a standards developer relates to the *procedures* used in connection with American National Standards (ANS) only...

*Note: ANSI-Accredited U.S. TAGs to ISO and ISO/IEC JTC 1 have separate accreditation requirements*

# ANSI-Accredited Standards Developers (ASD) & American National Standards (ANS)

- 238 ANSI-accredited standards developers (ASD) [www.ansi.org/asd](http://www.ansi.org/asd)
  - *ANSI Essential Requirements: due process requirements for American National Standards ([www.ansi.org/essentialrequirements](http://www.ansi.org/essentialrequirements))*
    - “ANSI Essential Requirements” governs ANS process
  - Only ASDs may submit standards for approval as ANS
    - Accreditation by ANSI is a pre-condition for submitting a standard for approval as an ANS (*ANSI ExSC accredits procedures, ANSI BSR approves ANS*)
    - All ANS are maintained on a regular cycle to ensure currency
  - Approximately 13,300 American National Standards
  - All ASDs are subject to ANSI’s neutral third-party oversight including a regular procedural audit
    - Not all standards developed by these organizations are approved as ANS
    - ANSI recognizes multiple paths to standards development

**Learn more:** [www.ansi.org/ansvalue](http://www.ansi.org/ansvalue)



Once accredited by ANSI, what ongoing responsibilities does an ANSI-Accredited Standards Developer (ASD) have?

# What does an ASD need to do to maintain accreditation?

- **Maintain compliance** with the current edition of the *ANSI Essential Requirements: Due process requirements for American National Standards*
  - [www.ansi.org/essentialrequirements](http://www.ansi.org/essentialrequirements)
- **Return Annual ASD Compliance Form (E-mail)**
- **Submit, when changed, revised procedures** to ANSI for review and approval
  - [psa@ansi.org](mailto:psa@ansi.org)
  - Strikethrough, underline format with an explanation

*More next slide...*

# Maintaining Accreditation as an ANSI-Accredited Standards Developer (ASD)

## *4.1.3 of the ANSI Essential Requirements*

- **Annual payment of ANSI Membership or equivalent Maintenance of Accreditation Fee**  
([www.ansi.org/membership](http://www.ansi.org/membership))
  - ✓ Invoices were issued in 2021, so if your organization has not received one, please send an email to [membership@ansi.org](mailto:membership@ansi.org) or [psa@ansi.org](mailto:psa@ansi.org)
- Annual payment of **National Activity Assessment (NAA)** based on the number of ANS maintained, e.g., \$2825 for 0-3 ANS (2022 – 2nd year of no increase)
  - Helps defray the cost of the ANS infrastructure
  - Covers the cost of the routine Audit (if 5 years' worth of National Activity Assessment fees have been paid)
  - **Timely payment required to maintain accreditation**

# Maintaining Accreditation as an ANSI-Accredited Standards Developer (ASD)

## *4.1.3 of the ANSI Essential Requirements*

- **Submit to regular audits** or if “0” ANS, then a periodic reaccreditation with justification is required until an ANS is approved
  - ✓ Typically a 5-year audit cycle of ANS and Technical Reports (TRs) registered with ANSI
  - ✓ Procedural compliance audit

**So now let's review...**

ANSI's checks-and-balances throughout the ANS process that make it unique and provide confidence of compliance and due process

**What are those checks-and-balances?**



## *What are ANSI's ANS-related checks and balances?*

- **Annual Compliance Form and certification – *today's focus***
- Accreditation and reaccreditation of **procedures**
- ANSI's **public review** and **appeals provisions**
  - Re: accreditation-related issues (procedures, scopes)
  - Re: proposed and approved American National Standards
- Required timely **maintenance** of ANS
  - Remember 5 year maintenance cycle & 10 year **automatic** expiration
- Routine Audit (5 yr cycle), Special Audit for cause (as determined by the ANSI ExSC)

More...

## *ANS checks and balances continued...*

- **BSR-9**/Evidence of consensus review by **ANSI Board of Standards Review (BSR)** and staff at the BSR's direction (see ANSI BSR's Operating Procedures 2022 edition)
  - ✓ **BSR-9/BSR 109 Certification Statement**, which is binding (109=Audited Designators only)
    - Use of 2022 BSR-9/109 is required as of **April 1, 2022, but the certification statement is binding now**
- **Withdrawal for cause option** (including remand of ANS as a result of an audit or appeal)
  - Post-ANS-approval safeguard (See 4.3.2.1.4 ER) - updated in 2021
- **Opportunity to propose revisions** to the *ANSI Essential Requirements* (and other ANS-related procedures)
  - Through the ANSI ExSC (*see later slides*)

What revisions are included in the 2022  
*ANSI Essential Requirements?*

# Summary of key revisions in the 2022 *ANSI Essential Requirements*

- **Openness:** move existing “Affiliation” footnote to main text to promote transparency
- **Balance:**
  - The interest category of a voting member is to reflect the business or other interests of their primary source of support for participation on the consensus body
    - Clarification concerning the use of a General Interest category
    - Edits to footnote re: “further interest categories”
  - New definitions: “sponsor” and “consultant”
  - Reinforcing statement that sub-categories of interest categories should not be used to circumvent balance requirements

# Summary of key revisions in the 2022 *ANSI Essential Requirements*

- **Project Initiation Notification System (PINS):**

- ✓ New requirement: list anticipated interest categories expected to comprise the consensus body to promote transparency –
  - *PINS Form online already updated - field will be optional until April 1, 2022 (see later slide)*
- ✓ New requirement: ASD must provide a written response to a request for further information on a project or to discuss it

**REMINDER:** If you use the Excel option for multiple PINS, please download the newly updated file. Please do not use the prior version as it does not have the new field. Thanks!

## Summary of key revisions in the 2022 *ANSI Essential Requirements*

- Emphasis on timely and adequate notice of standards development activity in *media suitable to demonstrate that a meaningful opportunity for participation by all directly and materially interested parties in a fair and equitable manner was provided.*
  - ✓ Website posting is good, but please do more
- Appeals: Clarifications to better explain ANSI's appeals processes and reference to applicable procedures based on the type of appeal, e.g., ANS vs accreditation

# ExSC\_017\_2019

- [Let's look at the text of the revisions](#)
- Key revisions follow on individual slides
- Additional various editorial updates also included in 2022 *ANSI Essential Requirements*

## 1.5 Notification of standards development (also 2.5)

Timely and adequate notice ~~Notification~~ of standards development activity shall be announced in ~~suitable~~ media suitable to demonstrate that a meaningful an opportunity for participation, debate and deliberation by all directly and materially interested parties in a fair and equitable manner was provided.



# 2.1 Openness

Timely and adequate notice of any action to create, revise, reaffirm, or withdraw a standard, and the establishment of a new consensus body shall be provided to all known directly and materially interested parties. Notice should include a clear and meaningful description of the purpose of the proposed activity and shall identify a readily available source for further information. In addition, the member's name (or if membership is by organization, the name of the organization with a point of contact), affiliation<sup>1</sup>—and interest category of each member of the consensus body shall be made available to interested parties upon request. The affiliation of a consensus body member refers to the entity that the consensus body member represents, which may or may not be that person's employer. If the consensus body member is serving in an individual capacity, then the name of the individual, their sponsors (if any) and interest category shall be made available upon request. Contact information is not required.

- A sponsor is defined as an organization that provides funds specifically to support the individual's participation in the standards activities of the consensus body.

## 2.3 Balance

Historically the criteria for balance are that a) no single interest category constitutes more than one-third of the membership of a consensus body dealing with safety-related standards or b) no single interest category constitutes a majority of the membership of a consensus body dealing with other than safety-related standards.

The interest categories appropriate to the development of consensus in any given standards activity are a function of the nature of the standards being developed. Interest categories shall be discretely defined, cover directly and materially interested parties and differentiate each category from the other categories. Such definitions shall be available upon request.

Consensus body members, including consultants, typically are classified in accordance with the business or other interests of their employers or the sponsors they represent in connection with the standards development activity. In cases where a consensus body member receives funding from the sponsoring ANSI-Accredited Standards Developer (ASD) or other entities, that information shall be disclosed to determine if it will impact the member's interest classification.

- For purposes of this section, a “consultant” is someone who agrees to provide professional service in exchange for compensation, financial or otherwise.

## 2.3 Balance (continued)

In determining ~~defining~~ the interest categories appropriate to a standards development activity, an ASD shall give consideration ~~shall be given to~~ at least the following three categories:

- a) producer;
- b) user;
- c) general interest.

If, after consideration, a “General Interest” category is deemed appropriate, that interest category should include only those whose business or other interests are not covered by another discretely defined interest category.

Where appropriate, additional interest categories should be considered. However, interest categories shall not be created for the purpose of avoiding balance requirements.

Further interest categories that may be used to categorize directly and materially interested parties consist of, but are not limited to, the following: a) Consumer; b) Directly affected public; c) Distributor and retailer; d) Industrial/commercial; e) Insurance; f) Labor; g) Manufacturer; ~~h) Professional society~~ h) Regulatory agency; i) Testing laboratory. ~~K) Trade association.~~

## 2.5.1 Project Initiation Notification System (PINS)

A statement shall be submitted and published as part of the PINS announcement that shall include:

- (a) an explanation of the need for the project, including, if it is the case, a statement of intent to submit the standard for consideration as an ISO, IEC or ISO/IEC JTC-1 standard; and
- (b) identification of the stakeholders (e.g., telecom, consumer, medical, environmental, etc.) likely to be directly impacted by the standard; and
- (c) the interest categories that will or are expected to comprise the consensus body.

If the response to sub-section (b) changes substantively as the standard is developed, a revised PINS shall be submitted and published.

If a developer receives a written request for additional information or for the opportunity to discuss the proposal from a directly and materially interested outside party or current consensus body member, during the 30-day PINS comment period, the ASD shall respond in writing within 30 days of the comment deadline.

# Additional PINS Field on Form

« **Identify Stakeholders:** List the relevant stakeholders, (e.g., telecom, consumer, medical, environmental, etc.) likely to be directly impacted by the standard. (EXISTING)

➤ **2022 Additional question:**

« **Interest Categories:** *List the relevant interest categories that will or are expected to comprise the consensus body.*

**REMINDER:** If you use the Excel option for multiple PINS, please download the newly updated file. Please do not use the prior version as it does not have the new field. Thanks!

## 2.8.2 Right to Appeal: Appeals at ANSI

Parties who are directly and materially interested in and who have been or will be adversely affected by any procedural action or inaction by ANSI or by any ANS-related process have the right to appeal. ANSI will not normally hear an appeal of an action or inaction by a standards developer relative to the development of an American National Standard until the appeals procedures provided by the standards developer have been completed. As required in section 2.8.1, appeals at the ASD shall be addressed promptly and a decision made expeditiously and issued in writing. However, conclusion of the appeals process at the standards developer level is not a precondition for filing an appeal of an organization's continuing **accreditation** status with the ANSI Executive Standards Council (ExSC).

Claims of procedural non-compliance raised during the course of an active standards development process are to be addressed in accordance with the **standards developer's appeals process**. The standards developer's appeals process shall conclude before final submittal of evidence of consensus is made to ANSI in support of the approval of a standard as an American National Standard.

Except in the case of an Audited Designator, an appeal of the approval of a standard as an American National Standard is to be filed in accordance with the **Operating Procedures of the ANSI Board of Standards Review (BSR)**. Complaints concerning ANSI Audited Designators, including the approval of a standard as an American National Standard, are governed by the **Operating Procedures of the ANSI Executive Standards Council (ExSC)**.

Appeals of actions shall be made within ~~reasonable~~ the time limits specified in applicable procedures; appeals of inactions may be made at any time. Such appeals shall be directed to ANSI in accordance with the procedures of the appropriate ANSI ~~board or council~~ Committee (e.g., Board of Standards Review, Executive Standards Council).

## 4.1.2 Application for Accreditation as a Developer of American National Standards

Following the comment period, the ExSC shall consider the information supplied by the applicant and any comments and responses received, including reports on coordination from the appropriate ExSC designee if any, standards advisors, and the BSR. If comments are submitted that challenge support for an applicant's accreditation, the applicant shall supply documented evidence of ~~such~~ sufficient support for consideration by the commenter and the ExSC. The ExSC shall determine whether accreditation should be approved. The applicant must satisfy the requirements established in the *ANSI Essential Requirements* before accreditation can be granted. If, during the course of the accreditation process, the developer makes a change to their originally submitted scope or to their originally submitted operating procedures, an additional announcement shall be published in *Standards Action*. If, however, the developer makes changes to the originally submitted operating procedures at the specific direction of the ExSC or their designee in order to bring their procedures into compliance with the *ANSI Essential Requirements*, an informational announcement shall be placed in *Standards Action* without additional public review. Accreditation will not be granted to an applicant whose procedures do not satisfy the requirements set forth herein. In the event that accreditation is not granted, the ExSC shall advise the applicant of the reasons, and the applicant shall have the opportunity to reapply. Upon accreditation, the applicant shall be notified and a notice shall appear in *Standards Action*.

# QUESTIONS?



## Revision to the *Standards Developer Audit Procedures (2022)* – ExSC\_079\_2020

- Revision intended to add consistency with respect to the use of the term "special audit", also known as an “audit for cause”
- Clarify procedures associated with an ExSC decision to require a special audit
- New sections 5.2 and 5.3 to explain the Special Audit process further and to ensure that ASDs that are subject to a special audit routinely report to the ExSC while a special audit is pending

# Updates re: Special Audits

## 5.2 Scheduling special audits

In determining whether a special audit is appropriate (either on its own initiative or at the request of the BSR), the ExSC shall consider all evidence it deems relevant. The ExSC may choose to give specific instructions as part of the next regular audit, or direct the scheduling of a separate special audit sooner, as circumstances warrant. When conducting a special audit, the audit team may be provided with instructions specific to the special audit in addition to the regular audit procedures. Such special instructions might include, for example, instructions to review a particular development committee, to review how a particular standard was developed, or to review a particular aspect of the standards-development process, etc.

# Updates re: Special Audits

## 5.3 Special audit implementation

An ANSI-Accredited Standards Developer that has not developed a proposed ANS within **five (5) years** from the date of the ExSC's decision to require a special audit shall submit their accredited procedures for review by the ExSC along with reasons why they have not developed a proposed ANS and why they believe their accreditation nevertheless remains relevant. In addition, thereafter, and on an annual basis, the developer must submit updated comparable information until a subsequent special audit takes place. The ExSC may suspend or withdraw the accreditation if the requested information is not provided or is deemed unsatisfactory.

# BSR-9/109 (and BSR-10) Updated Certification Statement – 2022 Forms

- That we agree to comply with the *ANSI Patent Policy* and that:
  - Any patent holder's statements or letters of assurances (LoAs) we receive comply with ANSI's (and our) Patent Policy (See 3.1) and will be made publicly available either on our website or on ANSI's LOA repository (See 15 above).
  - **Any negative LoAs (i.e., those indicating the patent holder is unwilling to license essential patent claims) we receive will, in addition, be (i) provided with this BSR-9 form or, (ii) if received after the BSR-9 form is filed, provided directly to the Secretary of the BSR within 30 days of receipt.**

## Revisions to the *Operating Procedures of the ANSI Board of Standards Review (BSR) and ANSI Executive Standards Council (ExSC)*

- Revisions clarify existing text or processes
  - Consistent with the 2020 edition of the *ANSI Bylaws* as well as similar relevant ANSI procedures
  - Address public comments received in connection with prior editions of these documents
  - Editorial updates were also made

# Update to the National Adoption Policy – *Approved and distributed in 2021*

- **When there is no TAG administrator** (Section 2.4):
  - an ASD looking to nationally adopt must announce the proposed national adoption via the PINS process; and
  - have such request and any comments or objections presented to the ANSI Board Executive Committee (ExCo) for consideration and decision.
- **When ANSI serves as the TAG administrator** (Section 2.5), an ASD looking to nationally adopt must ask ANSI to:
  - present the request to the members of the U.S. TAG to allow for possible comments or objections;
  - announce the proposed national adoption via the PINS process; and
  - if comments or objections exist, the request will be referred to the ExCo for consideration and decision.

# QUESTIONS?

# Do your accredited procedures need to be revised as a result of 2022 changes?

- The 2022 revisions alone do not require that you revise your accredited procedures unless your accredited procedures incorporate word-for-word (in whole or in part) the text of *the revised sections*
  - If your procedures incorporate these sections in whole or in part, please be sure they are revised (and submitted) to accurately reflect the 2022 revisions (and all prior revisions)
  - If your procedures are inconsistent with these revisions, then your procedures require revision and submittal for reaccreditation
    - Return the Compliance Form, but tell us when you expect to submit the revisions, by March 1, 2023
- ✓ That said, any references or discussion of ANSI's procedural requirements in an ASD's accredited procedures must accurately reflect the 2022 language
  - ✓ Implementation must comply with the 2022 language



Let's focus now on the 2022 Annual  
Compliance Form/E-mail

# Annual Procedural Compliance Form/E-mail

- Issued on January 13, 2022
- Communicates procedural revisions (if any)
  - If none, then annual confirmation of compliance still required
  - 2022: Multiple revisions included in the 2022 edition of the ER, plus editorial updates
- Opportunity to review your accredited procedures and any supplemental documents to ensure full compliance with the *ANSI Essential Requirements*
  - *Also a good time to review your last audit to make sure any necessary revisions were completed and submitted*
- Includes binding certification by ASD of overall procedural compliance
- Every separate accreditation requires return of a Compliance E-mail/Form

# 2022 Compliance E-mail

- On January 13, 2022 Procedural Compliance E-mail issued to ASDs
  - blank E-mail questionnaire sent to lead accreditation contact
  - revisions to the *ANSI Essential Requirements* and updated BSR-9 described
- ASDs have one year from the 2022 Compliance Form deadline – until March 1, 2023 – to submit revised procedures related to the 2022 Compliance Form
  - Revised procedures may be submitted any time, but must be submitted *timely* in connection with any changes
  - Compliance Form extension request: prior to March 1, 2022

# What does the 2022 ASD Compliance Form/E-mail say?

# What information/certification does the 2022 Compliance Form/E-mail Require?

Questions marked with an asterisk (\*) are mandatory.

## 1\* Applicability:

This ANSI Procedural Compliance Form applies to the procedures associated with this ANSI-Accredited Standards Developer:

**Name of ASD**

.....

# What information/certification does the 2022 Compliance Form/E-mail Require?

.....

**2.\* Do your current ANSI-accredited procedures comply with the 2022 edition of the *ANSI Essential Requirements* without any revisions?**  
Please indicate **YES or NO (if Yes please skip to question 4):**

.....

**3. Submittal of revised procedures/statement of intent to revise procedures to comply (check one):**

Our accredited procedures have been revised to comply with the 2022 *ANSI Essential Requirements* and a copy is attached. **Please indicate here if any additional changes have been made to your accredited procedures:**

Our accredited procedures will be revised in order to comply with the 2022 *ANSI Essential Requirements*. This revision will be submitted to ANSI ([psa@ansi.org](mailto:psa@ansi.org)) for review and approval by this date (please indicate the date, which must be no later than March 1, 2023)

## What does the 2022 Compliance Form E-mail Require?

### 4.\* Returned By:

Please enter **information for the staff associated with the accredited procedures for which this form is submitted:**

Full Name:

E-Mail:

# Confirmation by ANSI of Receipt

- Within **two weeks** of submitting the completed Compliance Form E-mail you will receive an acknowledgement E-mail
  - Please retain that E-mail receipt for your records
- If you do not receive an acknowledgement please send an E-mail to [psa@ansi.org](mailto:psa@ansi.org) as a transmission error may have occurred
- If you submit revised procedures, but do not hear back **within one month**, please send an email to [psa@ansi.org](mailto:psa@ansi.org) to ensure the procedures are in the processing queue



## So let's review the timeline again...

- January 13, 2022 – Compliance Form issued via E-mail
- March 1, 2022 – Compliance Form due to [psa@ansi.org](mailto:psa@ansi.org)
  - Indicates compliance with the entire Essential Requirements (not just 2022 edition changes)
- **April 1, 2022:** New **PINS** field required – also use NEW excel sheets, not the one you may have in your files; New **BSR-9/10/109** certification (1/2022 forms) required
- March 1, 2023 – Final deadline for submitting revised procedures related to 2022 Compliance Form (E-mail)
  - Revised procedures may be submitted any time, but must be submitted *timely* in connection with any changes
  - Must be submitted in strike-through-underline format with explanation (ExSC requirement)

## Failure to return Compliance Form timely (which we know will not happen...)

- The ANSI Executive Standards Council (ExSC), which is the accrediting body, will be advised and your organization's status as an ANSI-Accredited Standards Developer (ASD) will be reviewed and could be suspended.
  - Progression of actions: Reminder to primary ASD accreditation contact, note to boss on behalf of ExSC, public listing in SA
  - Audit finding
- *Note: You may (are expected to) also submit overdue compliance forms from past years – this is an Audit finding*

# QUESTIONS?

*Still to come: ER Maintenance and Resources*

How is the “ANSI Essential Requirements: Due process requirements for American National Standards” maintained and how can it be changed?

# *ANSI Essential Requirements* Revision Process

- All ANS-related ANSI procedures are “living” documents, subject to revision
- Proposed procedural revisions to the ANSI ER:
  - Proposal submitted to [psa@ansi.org](mailto:psa@ansi.org) (strikethrough, underline with rationale)
  - Proposal reviewed by the ANSI Executive Standards Council (ExSC)
  - If supported, proposal announced in *Standards Action* ([www.ansi.org/standardsaction](http://www.ansi.org/standardsaction))
  - Public comments reviewed and responded to by the ANSI ExSC
  - If supported after public review, then ANSI ExSC submits to ANSI Executive Committee of the Board of Directors for final approval
  - Revision incorporated into the next annual (January) edition of the *ANSI Essential Requirements*

# *ANSI Essential Requirements:* 2003-2022

- Summary of annual changes to the *ANSI Essential Requirements* since its issuance are contained in the document entitled “Summary of Revisions to the *Essential Requirements: 2003-2022*”
- Available at [www.ansi.org/asd](http://www.ansi.org/asd) with other guidance documents

# Additional Reminders...

# Targeted Outreach...special reminder...

✓ **Review “Balance” guidance document (2022 editorial updates)**

- A general call for consensus body members is a good thing and checking the relevant box on a PINS or BSR-8 form at <http://psawebforms.ansi.org/> automatically generates such an announcement
- Targeted Outreach evidence is **required** if consensus body lacks balance!

✓ **Additional option: Targeted outreach through *ANSI Standards Action***

ASDs may also request publication of announcements in ***Standards Action*** intended to **target and recruit** consensus body members in one or more specific interest categories:

- Please send the text of the announcement to [psa@ansi.org](mailto:psa@ansi.org)
- Include the proposed standard's designation and title, the underrepresented interest category(ies) on the consensus body along with the definitions of those interest categories and a contact/link to apply for consensus body membership - along with any relevant deadlines and interesting information about the project.
- Publication will generally be in accordance with the [ANSI Standards Action publication schedule](#)



# Use of ANS & ASD Marks

- Rules for use of ANS and ASD marks:

<https://www.ansi.org/resource-center/logo-use#.YBGZp-hKiM8>



# “ANSI” Cannot be used as part of a compliance mark on a product

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# Resources

# Enhanced ANSI Website ([www.ansi.org](http://www.ansi.org))

## ✓ ANS - Background:

<https://www.ansi.org/american-national-standards/ans-introduction/overview#introduction>

## ✓ ASD – Developer focused:

<https://www.ansi.org/american-national-standards/info-for-standards-developers/standards-developers>

## ✓ General Public - participation:

<https://www.ansi.org/american-national-standards/info-for-the-general-public/general-public>

## ✓ *Standards Action* page with resources including link to PINS/BSR-8 and ANS updated reports

[www.ansi.org/standardsaction](http://www.ansi.org/standardsaction)

# Helpful Resources

- Cleo Stamatatos, ANSI Consumer Outreach Manager: [cstamatos@ansi.org](mailto:cstamatos@ansi.org)
- Standards Action and 2022 publication schedule: [www.ansi.org/standardsaction](http://www.ansi.org/standardsaction)
- Summary of ANS process steps: [www.ansi.org/anskeysteps](http://www.ansi.org/anskeysteps)
  - **See another version though the ANS-pages from the ANSI home page**
- PINS,BSR-8s,BSR-11,PSA-01 (single and excel) – always current: <https://www.ansi.org/portal/psawebforms/>
- ANS Value Brochure: [www.ansi.org/ansvalue](http://www.ansi.org/ansvalue)
- ANSI Federation COVID 19 responses:
  - <https://www.ansi.org/resource-center/covid-19>
- Standards Boost Business: [www.standardsboostbusiness.org](http://www.standardsboostbusiness.org)
- Training: *Look for a virtual “American Way” course in March-May 2022*
- ANSI Membership Overview & Orientation sessions – monthly on the 1<sup>st</sup> Friday of every month (30 minutes)  
<https://www.ansi.org/membership/overview-webinar>

## *ANS Procedures, Interpretation, Guidance and Forms* *SAMPLE [www.ansi.org/asd](http://www.ansi.org/asd)*

- ANS Forms - slide deck
  - Appeals guidance
  - Audit – procedures and guidance
  - Balance, Outreach & Targeted Outreach guidance (2022)
  - PINS Deliberation guidance & sample report (2022)
  - Efficiencies in the standards development process
  - ExSC interpretations: recirculation, openness
  - Implementation Guidelines: Embedded Trademarks, Software in Standards
  - National Adoptions of ISO, IEC and ISO/IEC JTC 1 as ANS - slide deck of the basics
  - **2021 ANS-related webinar slides (to be updated and posted after the next series in 2022 which should be held in March-April timeframe)**
- and more...

## Sample Q&A related to 2022 *ANSI Essential Requirements - Disclosure*

- The interest classification of a consensus body member must reflect the interests the person is representing in connection with the proposed standard.
  - If the consensus body member is representing their employer and the employer is financially supporting that participation on the consensus body, then the interest category applicable to their employer would apply.
  - If the consensus body member is representing themselves as an individual and is not funded by their employer to participate in that standards development activity, then a different interest category could apply.
  - Each consensus body member may only be categorized in one interest category per standard.

## Sample Q&A related to 2022 *ANSI Essential Requirements – Disclosure; Another to be issued soon*

- The context in which all of the *Essential Requirements* provisions apply is a proposed ANS, so that is the context in which disclosure of funding would apply.
- It seems reasonable that an ASD could obtain information related to consensus body participation funding as part of a consensus body membership application or the like.
  - This is what many ASDs already do.
  - As with other pieces of information obtained in connection with a consensus body membership application, the applicant signs a certification that what they say is true and the ASD can rely on it.
  - It could also be confirmed as part of an annual (or other) review of the membership roster, distribution of conflict of interest policy, etc.
  - Some developers also have provisions that allow other members to object to an interest classification and to have those objections vetted – this is viewed as an additional safeguard.



# QUESTIONS?

# Thanks for joining us today

Please mark the dates for *World Standards Week 2022*:

- May 17–19, 2022 (Hybrid at this time)
- October 10-14, 2022

<https://www.ansi.org/events/standards-events/world-standards-week>

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