

ANSI-Accredited Standards Developers (ASD)

- 2024 Procedural Compliance Form
- 2024 ANSI Essential Requirements (www.ansi.org/essentialrequirements)
- ✓ The webinar will start at 2pm Eastern and will be recorded for future posting
- ✓ All participants are muted for the duration of the webinar
- ✓ Slides will be distributed to all unless you send an email otherwise
- ✓ Please use the **CHAT** option to submit a question – to All Panelists (that's the only way we'll address them)



Before we get started...

- On behalf of ANSI, I'd like to send everyone our best wishes for the new year!
- Thank you to each of you for your role in implementing the ANS process...you literally make the world a better place



Just a reminder...

ANS-Related ANSI Staff - psa@ansi.org

- Fran Schrotter, ANSI Sr VP & COO - NY
- Patty Griffin, ANSI Sr VP & General Counsel – NY
- Procedures & Standards Administration – NY (Introductions)
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 - Jim Thompson – NY – 4913, jthompso@ansi.org
- psa@ansi.org = our common email box

Agenda for ANSI-Accredited Standards Developers (ASD) – 2024 Procedural Compliance Review

1. Accreditation and maintenance requirements
2. Checks-and-balances within ANS process
3. 2024 *ANSI Essential Requirements*
4. 2024 Technical Report Registration Procedures
5. Q&A
6. Review of 2024 Compliance E-mail
7. Q&A
8. Resources
9. Q&A

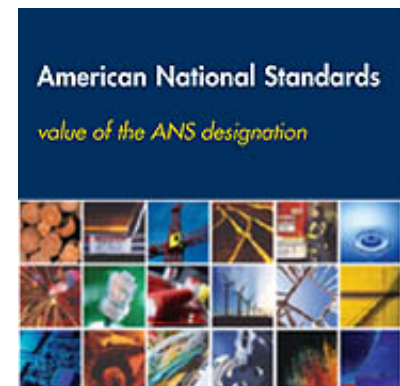
Accreditation by ANSI of a standards developer relates to the *procedures* used in connection with American National Standards (ANS) only...

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)

- 234 ANSI-accredited standards developers (ASD) www.ansi.org/asd
 - *ANSI Essential Requirements: due process requirements for American National Standards (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
 - Some 14,000 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



- Introduction to American National Standards
- Standards Developers
- General Public

- Introduction
- Accreditation Process
- American National Standard (ANS) Approval Process
- Audited Designators
- Directory of Accredited Standards Developers
- Current Lists of ANS Approvals & Proposals

GET TO KNOW ANSI'S ESSENTIAL REQUIREMENTS!



The Essential Requirements govern the American National Standards development process.

ACCESS THE ER >

SEE RELATED GUIDANCE >

CHECK IT OUT:

To help support a standards-literate workforce and public, ANSI is expanding our user-friendly information resources. Check out the latest additions:

Once accredited by the ANSI ExSC,
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
- **Return Annual ASD Compliance Form** (E-mail)
- **Submit, when changed, revised procedures** to ANSI for review and approval
 - 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)
 - ✓ Invoices were issued in 2023, so if your organization has not received one, please send an email to membership@ansi.org or psa@ansi.org
- Annual payment of **National Activity Assessment (NAA)** based on the number of ANS maintained, e.g., \$2975 for 0-3 ANS
 - ✓ 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 ANSI's ANS-related checks and balances?

- **Annual Compliance Form and binding certification – today's focus**
- Accreditation and reaccreditation of **procedures**
- ANSI's **public review** and **appeals provisions** apply to
 - accreditation-related issues (procedures, scopes)
 - 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
- **Withdrawal for cause option** (including remand of ANS as a result of an audit or appeal)
- **Opportunity to propose revisions** to the *ANSI Essential Requirements* (and other ANS-related procedures)
 - Through the ANSI ExSC (*see later slides*)

2024 *ANSI Essential Requirements*

Overview of 2 revisions in 2024

Revision to 4.7.2 Continuous Maintenance of ANS

- ✓ Extends the life of an ANS under Continuous Maintenance (CM) to 10 years from the date of approval, given that such standards are open in their entirety for proposed revisions on a continuous basis and often have revisions pending at the 5-year maintenance mark.
- ✓ Eliminates the administrative task of moving an ANS from CM to Periodic Maintenance.
- ✓ Does not change existing requirement for a maintenance schedule of less than 4 years when any proposed revision is submitted properly to the ASD, special notice, registration with ANSI, etc.
 - Audits review compliance with all CM aspects

2024 Text: CM

4.7.2 Continuous maintenance of American National Standards

- Continuous maintenance is defined as the maintenance of a standard by consideration of recommended changes to any part of it according to a documented schedule for consideration and action by the consensus body.
- The standard shall be maintained by an accredited standards developer.
- A documented program for periodic publication of revisions shall be established by the standards developer. Processing of these revisions shall be in accordance with these procedures.
- The published standard shall include a clear statement of the intent to consider requests for change and information on the submittal of such requests.
- Procedures shall be established for timely, documented consensus action on each request for change and no portion of the standard shall be excluded from the revision process.
- In the event that no revisions are approved for a period of ten years, and the ANS has not been reaffirmed, the ANS approval automatically expires on the tenth anniversary date of its approval as an ANS.

Section 5 Normative Policy and Procedures for ANSI Audited Designators (AD)

An Audited Designator is an ANSI-Accredited Standards Developer to whom the ANSI Executive Standards Council has granted the authority to designate their standards as American National Standards without such standards being reviewed and approved by the ANSI Board of Standards Review but such developer is subjected to additional audits.

- ✓ Updated to reflect current expectations and requirements
- ✓ Updated to better reflect the intent and origins of the option
- ✓ Provides more specific application and maintenance criteria
- ✓ Sets expectations for applicants for Audited Designator status
- ✓ Read section in its entirety

2024 Procedures for the Registration of Technical Reports with ANSI

2024 Update: Compliance with ANSI Policies

1 Criteria for the Registration of Technical Reports with ANSI

Technical Reports may only be submitted for registration with ANSI by an Accredited Standards Developer. (See the *ANSI Essential Requirements: Due process requirements for American National Standards*, for information on the accreditation process.)

Such a Technical Report shall be entirely informative in nature and shall not contain information implying that it is a standard. It shall clearly explain its relationship to aspects of the subject that are, or will be, dealt with in related American National Standards. Nothing in these procedures precludes a standards developer from developing, approving and disseminating its own reports or other publications.

All Technical Reports registered with ANSI must be in compliance with the ANSI Patent Policy, [ANSI Commercial Terms and Conditions Policy and Antitrust Policy](#). In addition, registration with ANSI of an ISO or IEC document as a Technical Report requires compliance with the *ANSI Policy Regarding Rights to Nationally Adopt IEC and ISO Standards or Otherwise Use IEC and ISO Material*.

QUESTIONS?

Let's focus now on the 2024 Annual
Compliance Form/E-mail

Annual Procedural Compliance Form/E-mail

- Issued on January 8, 2024
- Communicates procedural revisions (if any)
 - If none, then annual confirmation of compliance still required
 - 2024 *ANSI Essential Requirements* is now in effect
 - 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
 - ✓ Audit: Please submit your Compliance Form on time even if your organization is undergoing a current audit and your procedures will eventually be updated, just note this on the form
- Every separate accreditation requires return of a Compliance E-mail/Form

What does the 2024 ASD Compliance
Form/E-mail say?

What information/certification does the 2024 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 2024 Compliance Form/E-mail Require?

.....

2.* Do your current ANSI-accredited procedures comply with the 2024 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:

__ Our accredited procedures will be revised in order to comply with the 2024 *ANSI Essential Requirements*. This revision will be submitted to ANSI (psa@ansi.org) along with a summary of the changes for review and approval (reaccreditation) no later than March 4, 2025.

What does the 2024 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 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 to ensure the procedures are in the processing queue

So let's review the timeline again...

- January 8, 2024 – Compliance Form issued via E-mail
- March 1, 2024 – Compliance Form due to psa@ansi.org
 - ✓ Indicates compliance with the entire Essential Requirements (not just 2024 edition changes)
- March 1, 2025 – Final deadline for submitting revised procedures related to 2024 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*

Friendly Reminders

- **Balance:** Please remember to undertake and document targeted outreach if an ANS consensus body is not balanced. The ANSI Board of Standards Review (BSR) expects to see evidence of targeted outreach to relevant underrepresented stakeholders (including targeted outreach directed toward those outside of your organization's membership). Targeted outreach is different from general outreach and includes the names/definitions of the specific interest categories in which consensus body participation is sought. See also existing guidance documents at www.ansi.org/asd.
- **ANS Data Maintenance:** All ASDs are encouraged to review regularly the updated [Lists of Approved and Proposed ANS](#) that are available in pdf and excel formats. Regular review of these reports will support the timely maintenance of each ASD's proposed and approved ANS, as well as assist with meaningful coordination efforts among ASDs. Specific updates to these lists may be sent by an ASD to psa@ansi.org. (Note that a direct link to these lists is also available on the [Standards Action](#) page.) These reports are also used as the basis for annual billing, so it's important for you to review and update them during the course of every year.
- **ANS Website/Education:** Please review the recently updated and enhanced ANS pages on ANSI's website. These pages may be useful to your organization's staff and those who participate in the standards development process. See www.ansi.org and select "American National Standards" from the top bar. In particular, you'll note two paths that walk the reader through ANSI's requirements: 1) General public; and 2) Standards Developers. Please also take a look at the updated [ANSI-Accredited Standards Developer list](#).
- **ANS Guidance:** Please take advantage of the many guidance documents that address the ANS process. These are available at www.ansi.org/asd and through the ["Resource Center" tab](#), by selecting "American National Standards".
- **ANS Data Submittal/Forms:** We hope you have found the ANS-related webforms easy to use. In order to ensure smooth and timely processing and publication in Standards Action, please submit PINS, BSR-8s, BSR-11s and PSA-01s here: <https://www.ansi.org/portal/psawebforms/> (Please continue to submit completed BSR-9, BSR-10 and BSR-109 forms to psa@ansi.org.)
- **ANSI Standards Action Schedule:** Please note that the 2024 ANSI Standards Action Publication Schedule is available at <https://www.ansi.org/resource-center/standards-action>.

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 (strikethrough, underline with rationale)
 - Proposal reviewed by the ANSI Executive Standards Council (ExSC)
 - If supported, proposal announced in *Standards Action* (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: 2003-2024

- 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: 2003-2024*”
- Available at www.ansi.org/asd with other guidance documents

www.ansi.org/asd

The screenshot shows a web browser window with two tabs. The active tab is titled "American National Standards -" and the address bar shows "www.ansi.org/asd". The website header includes "HOME" and "PUBLIC DOCUMENT LIBRARY". The main content area features a search bar labeled "Find an item" and a table of links under the heading "All Links".

✓	Edit	URL	Notes
		ANS Procedures, Interpretations, Guidance and Forms	... View Entries...
		Provisional American National Standards	... View Entries...
		Value of the American National Standard Designation	... View Entries...
		List of Approved and Proposed ANS	... View Entries...
		American National Standards (ANS) Under Continuous Maintenance	... View Entries...
		ANSI Accredited Standards Developer List	... View Entries...
		ANS Patent Letters	... View Entries...
		ANS Educational Webinars - American National Standards Process	... View Entries...

The browser's taskbar at the bottom shows the Windows logo, a search bar with "Type here to search", and several application icons including Outlook, File Explorer, Word, PDF Reader, Chrome, RSA, and PowerPoint. The system tray on the right indicates the time is 5:42 PM on 1/25/2024.

ANS Procedures, Interpretation, Guidance and Forms *SAMPLE 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)
- Consumer participation related guidance
- 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
- **ANS-related webinars**
- and more...

Use of ANS & ASD Marks Updated in 2023

- Rules for use of ANS and ASD marks:

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



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

- “ANSI”, the ANSI logo, and numerous other identifiers containing “ANSI” are registered trademarks, service marks, and accreditation marks of the American National Standards Institute (ANSI).
- ANSI does not itself develop standards or certify management systems, products, services, materials, or personnel.
- ANSI does not permit, under any circumstances, the use or registration by others of “ANSI,” the ANSI wording and crescent design logo (“ANSI Logo”), icon, or any other marks, names, or domain names consisting of or incorporating ANSI or marks owned by ANSI, or anything confusingly similar (individually and collectively “ANSI Marks”).
 - Doing so would give the false impression that ANSI carries out certification activities, or has approved or authorized the organization using its ANSI Marks.

Resources

Enhanced ANSI Website (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

Helpful Resources

- **ANS Webinars:** www.ansi.org/asd
- Cleo Stamatou, ANSI Consumer Outreach Manager:
cstamatou@ansi.org and
<https://www.ansi.org/outreach/consumers/consumers-standards>
- Standards Action and 2024 publication schedule:
www.ansi.org/standardsaction
- Summary of ANS process steps: www.ansi.org/anskeysteps
 - See another version through 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
- ANSI Membership Overview & Orientation sessions – monthly on the 1st Friday of every month (30 minutes)
<https://www.ansi.org/membership/overview-webinar>

Any final questions?

~

Thanks for joining!

American National Standards Institute

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