**ANSI-ACCREDITED STANDARDS DEVELOPER (ASD)**

**2021 PROCEDURAL COMPLIANCE FORM: DUE MARCH 1, 2021**

**\*\*DATED NOTICE\*\***

Best wishes for 2021 – we hope that you and yours are safe and well. This E-mail constitutes the 2021 ANSI-Accredited Standards Developer (ASD) Procedural Compliance Form, embedded below (there are no attachments). Please review your organization’s accredited procedures in light of the 2021 edition of the *ANSI Essential Requirements* ([www.ansi.org/essentialrequirements](http://www.ansi.org/essentialrequirements)), complete the questions below and submit your reply to this E-mail (with attachments if necessary) to psa@ansi.org by **March 1, 2021**.

We encourage you to join us for a webinar to review the revisions included in the 2021 *ANSI Essential Requirements* ([www.ansi.org/essentialrequirements](http://www.ansi.org/essentialrequirements)) and the 2021 ASD Compliance Form.  Webinar registration is required, please use one of the links below to register:

* **January 26, 2021 at 2pm** **Eastern**

<https://goansi.webex.com/goansi/onstage/g.php?MTID=ee9cd19677a6232bf2f3dc15ee9a55568>

(Go to the left hand side of the page and click Register, after “Event Status” (Register))

* **February 24, 2021 at 2pm Eastern**

<https://goansi.webex.com/goansi/onstage/g.php?MTID=e319e2e96d1dc375628d41dd77e904125>

 (Go to the left hand side of the page and click Register, after “Event Status” (Register))

**Two (2) Revisions to the *ANSI Essential Requirements* & Editorial updates**

Please note that the 2021 edition of the [*ANSI Essential Requirements: Due process requirements for American National Standards*](http://www.ansi.org/essentialrequirements) (ANSI ER) includes two revisions and editorial updates described below. ([You may view the text of the revisions in this version of the ANSI Essential Requirements.](https://share.ansi.org/Shared%20Documents/Standards%20Activities/American%20National%20Standards/Procedures%2C%20Guides%2C%20and%20Forms/2021_ER_revisions%20shown.pdf)) Please also note that the updated BSR-9 form (BSR 109 for Audited Designators) issued in 2020 is required as of January 1, 2021. **Outdated forms will be returned and must be resubmitted on a current form in order to be processed.**

**Revision 1**: The revision to *3.2 Commercial terms and conditions* is intended to clarify:

* whether and under what circumstances products or services may be endorsed in an American National Standard (ANS); and
* what other requirements may apply to conformity-assessment-related terms contained in an ANS.

If your organization's accredited procedures excerpt an earlier edition of section 3.2 Commercial terms and conditions (also known as the "ANSI Commercial Terms Policy"), then you are required to replace that text with the 2021 revised text, which applies to all American National Standards (ANS), regardless of the nature of the standard.  Please submit your revised procedures to psa@ansi.org.

**Revision 2:**  Section *4.2.1.3.4 Withdrawal for cause* has been clarified with respect to standing to file such an action against an existing American National Standard (ANS).

**Editorial updates**:  Throughout the document, edits reflect a consistent use of "parties", "directly and materially interested parties" and with respect to appeals and withdrawal-for-cause requests, "directly and materially interested parties who have been or will be adversely affected" by the ANS at issue.

**ACTION REQUIRED**

**Procedures:** Unlessyour organization's accredited procedures incorporate the actual text of the revised sections of the ANSI Essential Requirements, the 2021 revisions alone do not require that you revise your organization's accredited procedures.  However, please remember that by returning this 2021 Compliance Form, you are confirming, on behalf of your organization, compliance with all provisions of the 2021 edition of the *ANSI Essential Requirements*, so please be sure that your procedures fully comply and reflect current text before submitting.

**FRIENDLY REMINDERS**

Some additional points of information:

* Please review the newly 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](http://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](https://www.ansi.org/american-national-standards/info-for-standards-developers/accredited-standards-developers#sort=%40titlecomputed%20ascending).
* Please take advantage of the many guidance documents that address, for example, the PINS process, targeted outreach, balance, appeals and process efficiencies; these are available at [www.ansi.org/asd](http://www.ansi.org/asd) and through the "Resource Center" tab, by selecting "American National Standards"
* All ASDs are encouraged to review regularly the updated [Lists of Approved and Proposed ANS](https://share.ansi.org/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fShared%20Documents%2fStandards%20Activities%2fAmerican%20National%20Standards%2fApproved%20and%20Proposed%20ANS%20Lists&FolderCTID=0x01200019AF95C796227A438566C464851845DB) 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](https://www.ansi.org/resource-center/standards-action#.X8VjjM1KiM8) page.)
* 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 and BSR-109 forms to psa@ansi.org.)
	+ Please note that the 2021 ANSI Standards Action Publication Schedule is available at <https://www.ansi.org/resource-center/standards-action>

**RETURN ASD COMPLIANCE FORM by March 1, 2021**

Please return this Compliance Form by **March 1, 2021**. Failure to return a completed 2021 ASD Compliance Form by March 1, 2021 may jeopardize your organization's status as an ANSI-Accredited Standards Developer (ASD).  To avoid this, and only if necessary, please simply request a filing extension before the deadline of March 1, 2021.  Questions and extension requests should be directed to psa@ansi.org.

Thank you for your cooperation and participation.  We wish you a happy and productive 2021.

**ANSI-ACCREDITED STANDARDS DEVELOPERS (ASD): 2021 PROCEDURAL COMPLIANCE FORM**

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

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**1.\* Applicability:**

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

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**2.\* Do your current ANSI-accredited procedures comply with the 2021 edition of the** [***ANSI Essential Requirements***](http://www.ansi.org/essentialrequirements) **without any revisions (if Yes please skip to question 4)?**
Please indicate YES or NO:

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**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 2021 [*ANSI Essential Requirements*](http://www.ansi.org/essentialrequirements) and a copy is attached along with a summary of the changes.  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 2021 *ANSI Essential Requirements*. This revision will be submitted to ANSI (psa@ansi.org) along with a summary of the changes for review and approval by the following date (*please indicate the date, which must be no later than March 1, 2022*):

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**4.\* Returned By:**
Please enter information for the staff associated with the accredited procedures for which this form is submitted:

Full Name:

E-Mail:

**REGISTER FOR ANS 2021 COMPLIANCE WEBINAR**

We encourage you to join us for a webinar to review the 2021 [*ANSI Essential Requirements*](http://www.ansi.org/essentialrequirements) and the 2021 ASD Compliance Form.  Please register for this 1.5 hour (estimated) session through the following link – once on the registration page, go to the left hand side of the page and click Register, after “Event Status” (Register):

* **January 26, 2021 at 2pm** **Eastern**

<https://goansi.webex.com/goansi/onstage/g.php?MTID=ee9cd19677a6232bf2f3dc15ee9a55568>

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**PLEASE NOTE**

If your organization maintains more than one set of ANSI-Accredited Procedures, please submit a 2021 Procedural Compliance Form for each separately accredited set of procedures.  Please submit to psa@ansi.org.

**FAQs**

**Why do I have to return this E-mail that contains the 2021 ASD Procedural Compliance Form?**

To maintain compliance with the conditions upon which ANSI accreditation was granted, your organization is required to review and update, if necessary, your ANSI-Accredited Procedures to ensure that they comply with all requirements and revisions reflected in the 2021 edition of the [ANSI Essential Requirements](http://www.ansi.org/essentialrequirements).

**Will I receive a receipt?**

Within two weeks of submitting this completed form you will receive an acknowledgement email. Please retain that email receipt for your records. If you do not receive an acknowledgement email please send an inquiry to psa@ansi.org as a transmission or other error may have occurred.

**If revisions are made to my organization's accredited procedures (now or later), what should I do?**

Please send the revised procedures in strikethrough-underline format with an explanation of the changes to psa@ansi.org.  The revisions may prompt the reaccreditation process and review by the ANSI Executive Standards Council (ExSC).

**What happens if I do not submit the 2021 Procedural Compliance Form?**

The ANSI Executive Standards Council (ExSC), which is the accrediting body, will be advised of any failure to submit and your organization's status as an ANSI-Accredited Standards Developer will be reviewed and could be suspended. Failure to submit a Compliance Form is also an Audit finding. If you require additional time to respond, please simply request a filing extension before the deadline of March 1, 2021.  Questions and extension requests should be directed to psa@ansi.org.

Thank you for your continuing commitment to the American National Standards (ANS) process.  If you have any questions, please send an email to psa@ansi.org.

American National Standards Institute • 25 W. 43rd St. • Fourth Floor • New York, NY • 10036