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

**2023 PROCEDURAL COMPLIANCE FORM: DUE MARCH 1, 2023**

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

Best wishes for 2023 – we hope that you and yours are well. This E-mail constitutes the 2023 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 2022 edition of the *ANSI Essential Requirements* ([www.ansi.org/essentialrequirements](http://www.ansi.org/essentialrequirements)), **which remains in effect, as no new revisions were made to the 2022 edition of the *ANSI Essential Requirements*.** Please complete the questions below and submit your reply to this E-mail (with attachments if necessary) to psa@ansi.org by **March 1, 2023**.

We encourage you to join us for a webinar to review the 2023 ASD Compliance Form and the 2022 *ANSI Essential Requirements* ([www.ansi.org/essentialrequirements](http://www.ansi.org/essentialrequirements)).

**Webinars to Review the 2023 ASD Compliance Form and *2022 ANSI Essential Requirements***

Webinar registration is required. Please use one of the links below to register – both sessions will cover the same information, but you are welcome to register for one or both.  Live Q&A will be part of each session.

* **January 26, 2023 - 2pm to 3:30pm** **Eastern**

**Register:**  <https://goansi.webex.com/goansi/onstage/g.php?MTID=e905c3ca6c412235116ae767e8269ef44>

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

* **February 9, 2023 - 2pm to 3:30pm Eastern**

**Register:**  <https://goansi.webex.com/goansi/onstage/g.php?MTID=e4ac1d7bb57660b88033aac0a2c16900d>

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

**FRIENDLY REMINDERS**

Some additional points of information:

* 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](http://www.ansi.org) and select "American National Standards" from the top bar. In particular, you will note two paths that walk the reader through ANSI's requirements: 1) General public; and 2) Standards Developers. Please also 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 the ANS process. These are available in a folder at [www.ansi.org/asd](http://www.ansi.org/asd) . New guidance documents and Q&As were added in 2022 that address balance, interest classifications and consumer-product-safety standards.
* All ASDs are encouraged to review regularly the updated [Lists of Approved and Proposed ANS](https://www.ansi.org/american-national-standards/info-for-standards-developers/ans-complete-lists) 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. Please send any specific updates to these lists 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 that 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.)
* Please note that the 2023 ANSI Standards Action Publication Schedule is available at <https://www.ansi.org/resource-center/standards-action>

**RETURN ASD COMPLIANCE FORM by March 1, 2023**

Please return this Compliance Form by **March 1, 2023**. Failure to return a completed 2023 ASD Compliance Form by March 1, 2023 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, 2023.  Please direct questions and extension requests to psa@ansi.org.

Thank you for your cooperation and participation.  We wish you a happy, safe and productive 2023.

**ANSI-ACCREDITED STANDARDS DEVELOPERS (ASD): 2023 PROCEDURAL COMPLIANCE FORM**

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

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1. **\* Applicability:**

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

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1. **\* Do your current ANSI-accredited procedures comply with the 2022 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, if No, please answer Q3:

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

\_\_\_   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) along with a summary of the changes for review and approval (reaccreditation) no later than **March 1, 2023**.

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1. **\* 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 2023 COMPLIANCE WEBINAR**

We encourage you to join us for a webinar to review the 2023 ASD Compliance Form and the 2022 [*ANSI Essential Requirements*](http://www.ansi.org/essentialrequirements). Webinar registration is required. Please use one of the links below to register – both sessions will cover the same information, but you are welcome to register for one or both.  Live Q&A will be part of each session.

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**PLEASE NOTE**

If your organization maintains more than one set of ANSI-Accredited Procedures, please submit a 2023 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 2023 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 reflected in the 2022 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, including public review, and review by the ANSI Executive Standards Council (ExSC).

**What happens if I do not submit the 2023 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 request a filing extension before the deadline of March 1, 2023.  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