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

**2024 PROCEDURAL COMPLIANCE FORM: DUE MARCH 4, 2024**

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

Best wishes for 2024 – we hope that you and yours are well. This E-mail constitutes the 2024 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 2024 edition of the *ANSI Essential Requirements* ([www.ansi.org/essentialrequirements](http://www.ansi.org/essentialrequirements))to determine whether any procedural revisions to your accredited procedures are required. Please complete the questions below and submit your reply to this E-mail (with attachments if necessary) to [psa@ansi.org](mailto:psa@ansi.org) by **March 4, 2024**.

Two revisions are included in the 2024 edition of the ANSI Essential Requirements; you can review the [inline revisions here](https://share.ansi.org/Shared%20Documents/Standards%20Activities/American%20National%20Standards/Procedures,%20Guides,%20and%20Forms/2024%20ANSI%20Essential%20Requirements/2024_ANSI_Essential_Requirements_rev%20shown.pdf):

1. Section 4.3 *Continuous Maintenance of American National Standards*: 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.
2. Section 5 *Normative Policy and Procedures for ANSI Audited Designators (AD):*
   * 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 AD status

We encourage you to join us for a webinar to review the 2024 *ANSI Essential Requirements* ([www.ansi.org/essentialrequirements](http://www.ansi.org/essentialrequirements)) and the 2024 ASD Compliance Form.

**Webinar to Review the *2024 ANSI Essential Requirements***

Webinar registration is required. Please use the link below to register for this 60-90 minute webinar. Live Q&A will be part of the session. We will record this webinar and post it for your viewing, should you be unable to join us live.

* **January 31, 2024 - 2pm to 3:30pm** **Eastern**

**Register link:**

<https://goansi.webex.com/weblink/register/r0eeed57f7544280df360a9b890cd8e04>

Barring anything unforeseen, this webinar will be recorded and posted with other ANS Educational Webinars in the relevant sub-folder within [www.ansi.org/asd](http://www.ansi.org/asd).

**FRIENDLY REMINDERS**

Some additional points of information:

* Please remember to undertake and document targeted outreach if an ANS consensus body is not balanced in accordance with your organization’s accredited procedures or the ANSI Essential Requirements. The ANSI Board of Standards Review (BSR) expects to see evidence of specific targeted outreach to underrepresented interest categories on any given consensus body.
* 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](mailto: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, BSR-10 and BSR-109 forms to [psa@ansi.org](mailto:psa@ansi.org).) Please be sure you receive two receipts for each submittal: 1) system-generated at the time of submission; and 2) later email sent by PSA staff when your submittal is scheduled for a specific Standards Action issue.
* 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'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 the ANS process. These are available at [www.ansi.org/asd](http://www.ansi.org/asd) and through the ["Resource Center" tab](https://www.ansi.org/resource-center/american-national-standards), by selecting "American National Standards". Please also remember that ANS Educational Webinars are posted in a sub-folder at [www.ansi.org/asd](http://www.ansi.org/asd).
* Please note that the 2024 ANSI Standards Action Publication Schedule is available at <https://www.ansi.org/resource-center/standards-action>

**RETURN ASD COMPLIANCE FORM by March 4, 2024**

Please return this Compliance Form by **March 4, 2024**. Failure to return a completed 2024 ASD Compliance Form by March 4, 2024 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 4, 2024.  Questions and extension requests should be directed to [psa@ansi.org](mailto:psa@ansi.org).

Thank you for your cooperation and participation.  We wish you a happy, safe and productive 2024.

**ANSI-ACCREDITED STANDARDS DEVELOPERS (ASD): 2024 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 2024 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:**

\_\_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](mailto:psa@ansi.org)) along with a summary of the changes for review and approval (reaccreditation) no later than March 4, 2025.

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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 2024 COMPLIANCE WEBINAR**

We encourage you to join us for a webinar to review the 2024 [*ANSI Essential Requirements*](http://www.ansi.org/essentialrequirements) , updated ANS forms and the 2024 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 31, 2024 - 2pm to 3:30 pm** **Eastern**

**Register link:**

<https://goansi.webex.com/weblink/register/r0eeed57f7544280df360a9b890cd8e04>

Barring anything unforeseen, this webinar will be recorded and posted with other ANS Educational Webinars in the relevant sub-folder within [www.ansi.org/asd](http://www.ansi.org/asd).

**PLEASE NOTE**

If your organization maintains more than one set of ANSI-Accredited Procedures, please submit a 2024 Procedural Compliance Form for each separately accredited set of procedures.  Please submit to [psa@ansi.org](mailto:psa@ansi.org).

**FAQs**

**Why do I have to return this E-mail that contains the 2024 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 2024 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](mailto: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](mailto: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 2024 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 4, 2024.  Questions and extension requests should be directed to [psa@ansi.org](mailto: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](mailto:psa@ansi.org).

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