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

**2025 ANSI PROCEDURAL COMPLIANCE FORM: DUE MARCH 5, 2025**

**Issue Date: January 13, 2025**

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

Best wishes for 2025 – we hope that you and yours are well. This E-mail constitutes the 2025 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 2025 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 by **March 5, 2025**.

***ANSI Essential Requirements* – 2025 edition**

These revisions are included in the 2025 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%2C%20Guides%2C%20and%20Forms/2025%20ANSI%20Essential%20Requirements%20and%20Incorporated%20Revisions/2025_ANSI_Essential_Requirements_rev%20shown.pdf)

1. Clarification in 2.6 *Consideration of views and objections* that the provision applies to a negative vote
2. Clarification in 4.2 *Approval of actions in connection with American National Standards* (ANS) to improve understanding of this provision
3. Revision to 4.0 *Normative ANS Administrative Procedures* and 4.5 *Publication of an ANS* codifies ANSI’s policy that the official language of the ANS process is English and the only version of a document that is approved as an ANS is the English language version. The ANS mark and the words “an American National Standard” may appear on the English-language version only and not on a translation. A companion [Guidance document](https://share.ansi.org/Shared%20Documents/Standards%20Activities/American%20National%20Standards/Procedures%2C%20Guides%2C%20and%20Forms/ExSC_032_2024_ANS_Translations_Guide_2025.pdf) is also available that provides permissible labeling of a translated document.

***ANSI Procedures for the National Adoption of ISO and IEC Standards as ANS* – 2025 edition**

These revisions have been incorporated into the 2025 edition of the *ANSI Procedures for the National Adoption of ISO and IEC Standards as American National Standards* (ANSI National Adoption Procedures):

1. New footnote added to section 1.0 *General* to reflect current ANSI Policy codified by the ANSI Board of Directors Executive Committee, effective January 1, 2023.
2. Revision of 4.0 *Periodic Review* updates requirements associated with the maintenance of National Adoptions of ISO and IEC Standards as ANS and clarifies requirements for withdrawn national adoptions.
3. Revision of Annex B: *Designation, Maintenance and Publication of a National Adoption of an ISO or IEC Standard* to better align with ISO/IEC Guide 21 and ANSI’s related policies.

**Webinar to Review the *2025 ANSI Essential Requirements* and *ANSI National Adoption Procedures***

We encourage you to join us for a webinar to review the 2025 *ANSI Essential Requirements* ([www.ansi.org/essentialrequirements](http://www.ansi.org/essentialrequirements)), the 2025 *ANSI National Adoption Procedures* ([www.ansi.org/nationaladoption](http://www.ansi.org/nationaladoption)) and the 2025 ASD Compliance Form.

Webinar registration is required. Please use the link below to register for this 90-minute webinar. Live Q&A will be part of the session.

* **January 23, 2025 - 2pm to 3:30pm** **Eastern**

**Registration link:** [**https://goansi.webex.com/weblink/register/r87c9c32d56081b1de3d3470c56c49d2e**](https://goansi.webex.com/weblink/register/r87c9c32d56081b1de3d3470c56c49d2e)

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**

* **Balance and Outreach:** 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) and the ANSI Executive Standards Council (ExSC) expect to see evidence of specific targeted outreach to underrepresented interest categories on any given consensus body.
* **ANS Data:** 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.)
* **ANS Resources:** Please see below a list of links to resources made available by ANSI in support the ANS process.
* **Standards Action:** Please note that the 2025 ANSI Standards Action Publication Schedule is available at <https://www.ansi.org/resource-center/standards-action>

**ANSI-Accredited Standards Developer (ASD) Contact Information**

This confirms that ANSI publishes on its website ([www.ansi.org](http://www.ansi.org)) contact information including the name, address and email for each lead accreditation contact on record for an ANSI-Accredited Standards Developer. Updates to this information should be directed to psa@ansi.org.

**RETURN ASD COMPLIANCE FORM by March 5, 2025**

Please return this Compliance Form by **March 5, 2025**. Failure to return a completed 2025 ASD Compliance Form by March 5, 2025 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 5, 2025.  Questions and extension requests should be directed to psa@ansi.org.

Thank you for your cooperation and participation.  We wish you a happy, safe and productive 2025.

**ANSI-ACCREDITED STANDARDS DEVELOPERS (ASD): 2025 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 (ASD):

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**2.\* Do your organization’s current ANSI-accredited procedures comply with the 2025 edition of the** [**ANSI Essential Requirements**](https://www.ansi.org/american-national-standards/ans-introduction/essential-requirements) **without any revisions (if Yes please skip to question 4)?**
Please indicate YES or NO:

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**3. If the answer to question 2 is NO, then please confirm that revised procedures will be submitted to** **psa@ansi.org** **by March 5, 2026;**

\_\_Our accredited procedures will be revised in order to comply with the 2025 *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 5, 2026.

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**4.\*Please state whether or not any current staff employed by your organization and involved in the implementation of the American National Standards (ANS) process have participated in live or virtual training offered by ANSI about the ANS process (check all that apply):**

\_\_Yes, staff have attended live (in person) training in 2024

\_\_Yes, staff have attended live (via webinar) training in 2023 and/or 2024

\_\_Yes, staff have attended virtual (on-demand via posted webinar sessions) training in 2023 and/or 2024

\_\_No, staff have not attended any ANS-related training in 2023 and/or 2024; please explain why staff have not participated in or accessed available training:

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**5.\* 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 2025 COMPLIANCE WEBINAR**

We encourage you to join us for a webinar to review the 2025 [*ANSI Essential Requirements*](https://www.ansi.org/american-national-standards/ans-introduction/essential-requirements) the 2025 [*ANSI National Adoption Procedures*](https://share.ansi.org/Shared%20Documents/About%20ANSI/Current_Versions_Proc_Docs_for_Website/ANS_National_Adoption_Pro_Current.pdf)and the 2025 ANSI Procedural Compliance Form*.*  Please register for this 90-minute (estimated) session through the following link:

* **January 23, 2025 - 2pm to 3:30pm** **Eastern**

**Registration link:** [**https://goansi.webex.com/weblink/register/r87c9c32d56081b1de3d3470c56c49d2e**](https://goansi.webex.com/weblink/register/r87c9c32d56081b1de3d3470c56c49d2e)

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 2025 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 2025 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 2025 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 2025 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 5, 2025.  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 • 1180 6th Avenue • Tenth Floor • New York, NY • 10036**

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**American National Standards (ANS) Resources**

ANSI’s website ([www.ansi.org](http://www.ansi.org)) provides a range of educational resources to help you understand ANSI’s many roles in the U.S. and internationally. The focus of the list of urls below is the American National Standards (ANS) process. If you have questions about the ANS process, please take a look at these resources. If you have additional questions, you can always contact psa@ansi.org.

* **ANS Education:** ANS educational webinars are now posted and available on ANSI’s website. Please review the User Guide before listening to the webinars.

[ANS Webinars](https://share.ansi.org/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fShared%20Documents%2fStandards%20Activities%2fAmerican%20National%20Standards%2fProcedures%2c%20Guides%2c%20and%20Forms%2fAmerican%20National%20Standards%20%28ANS%29%20Educational%20Webinars&FolderCTID=0x0120000F1DDCD4A357D84584A71E305DC5FE86)

* **Rules about the use of ANSI Marks:** <https://www.ansi.org/resource-center/logo-use>
* **ANSI Standards Action:** [www.ansi.org/standardsaction](http://www.ansi.org/standardsaction)
* **Opportunities to Engage Consumers:** Resources are available to ASDs as a way to publicize opportunities for consumers to participate in your organization’s ANS-related work – please contact Cleo Stamatos, ANSI Consumer & Legislative Outreach Manager (cstamatos@ansi.org) - [more details are here](https://www.ansi.org/standards-news/all-news/2023/10/10-31-23-connecting-consumers-with-voluntary-standards-opportunities).
* **Key Links for ASDs:** To help you navigate ANSI’s rich website, a summary of helpful links (old and new) and resources follows below.

**Training – Webinars and Self-Directed**

* ANS-related webinars – go to [www.ansi.org/asd](http://www.ansi.org/asd) or use this [direct link](https://share.ansi.org/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fShared%20Documents%2fStandards%20Activities%2fAmerican%20National%20Standards%2fProcedures%2c%20Guides%2c%20and%20Forms%2fAmerican%20National%20Standards%20%28ANS%29%20Educational%20Webinars&FolderCTID=0x0120000F1DDCD4A357D84584A71E305DC5FE86)
* ANSI Membership Overview - monthly webinars:

<https://www.ansi.org/membership/overview-webinar>

* An Introduction to Standards – Self-directed online course: <https://www.ansi.org/education/activities/standards-training-courses-webinars>
* Standards-related Training (updated periodically): <https://www.ansi.org/education/activities/standards-training-courses-webinars>
* Training Available at some ASDs:

[https://www.ansi.org/education/resources/standards-community#](https://www.ansi.org/education/resources/standards-community)

**Select ANSI Website Links**

* *ANSI Essential Requirements*: [www.ansi.org/essentialrequirements](http://www.ansi.org/essentialrequirements) (always the current version)
* ANSI Website – American National Standards focus:

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

* ANSI Website – ANS General Public Focus:

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

* Accreditation as an ANSI-Accredited Standards Developer (ASD):

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

* ASD Audit Program:

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

* ANSI FAQ: <https://www.ansi.org/standards-faqs>
* ANSI Acronym Glossary: <https://www.ansi.org/standards-faqs/acronym-glossary>
* ANSI Online Forms (PINS, BSR-8, BSR-11, TR Registration):  <https://psawebforms.ansi.org>
* *ANSI Standards Action* [www.ansi.org/standardsaction](http://www.ansi.org/standardsaction)
* ANSI Newsletters & Publications – including *ANSI Standards Action* – ***Subscribe for free*:**

<https://www.ansi.org/resource-center/publications-subscriptions>

* Consumer Resource Pages:

<https://www.ansi.org/outreach/consumers/engaging-consumers-in-ans-process>

<https://www.ansi.org/outreach/consumers/consumers-standards>

<https://www.ansi.org/outreach/consumers/consumer-affairs>

<https://www.ansi.org/resource-center/outreach-consumers>

* Lists of Proposed and Approved ANS (point-in-time, downloadable):

[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) and also available through the *ANSI Standards Action* page ([www.ansi.org/StandardsAction](http://www.ansi.org/StandardsAction))

* Resources by Topic: <https://www.ansi.org/resource-center#resources>
* Searchable list of ANSI-Accredited Standards Developers (ASD) (download option too):

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

**Free-standing Guidance Documents – published online** [**www.ansi.org/asd**](http://www.ansi.org/asd)

* ANS Procedures and Guidance – [www.ansi.org/asd](http://www.ansi.org/asd)
* ANSI’s Code of Conduct - <https://www.ansi.org/resource-center/code-conduct> (Also posted as ExSC\_029\_2020 in [www.ansi.org/asd](http://www.ansi.org/asd))

**Brochures**

* *Engaging Consumers in the ANS Process*

<https://share.ansi.org/Shared%20Documents/About%20ANSI/Current_Versions_Proc_Docs_for_Website/Engaging-Consumers-in-the-ANS-Process.pdf>

* American National Standards Value: [www.ansi.org/ansvalue](http://www.ansi.org/ansvalue)
* American National Standards Key Steps (one-pager): [www.ansi.org/anskeysteps](http://www.ansi.org/anskeysteps) and <https://www.ansi.org/american-national-standards/info-for-standards-developers/ans-approval>

**Operating Procedures of the ANSI Committees that Oversee the ANS Process – includes appeals procedures**

* *Operating Procedures of the ANSI Executive Standards Council (ExSC)*: <https://www.ansi.org/about/governance-advisory/executive-standards-council>
* *Operating Procedures of the ANSI Board of Standards Review (BSR)*: <https://www.ansi.org/about/governance-advisory/board-standards-review>
* *ANSI Appeals Board Operating Procedures* – Final level of appeal at ANSI: <https://www.ansi.org/about/governance-advisory/appeals-board>