



ANSI Summary Process for the Maintenance of the
ANSI Essential Requirements
(www.ansi.org/essentialrequirements)
and the
ANSI International Procedures
(www.ansi.org/internationalprocedures)

The process by which the *ANSI Essential Requirements* (as well as other American National Standards-related procedures) and the *ANSI International Procedures* are maintained is routine and long-standing. Information concerning this process is below. The following statement appears on the cover of each of these documents:

“To propose changes to this document for consideration and approval by the ANSI Executive Standards Council (ExSC) and the Executive Committee of the ANSI Board of Directors please submit the specific proposal in strikethrough, underline format with a rationale to psa@ansi.org.”

ANSI solicits public comments on all proposed procedural revisions to these documents through announcements in *Standards Action* (www.ansi.org/standardsaction).

Background

ANSI's By-Laws state that one purpose of the Institute is:

(6) To establish, promulgate and administer procedures and criteria for the recognition and approval of standards as American National Standards so as to encourage accredited standards developers to prepare and submit standards for such approval by ANSI;

...

Section 3.16 Executive Committee states, in part:

The Executive Committee shall be chaired by the Chair of the Board and has the power to act for the Board between meetings of the Board to the fullest extent permitted by law. The Executive Committee shall be responsible for:

...

(4) Approving the procedures and criteria developed and maintained by the Executive Standards Council (ExSC) as reflected in the "ANSI Essential Requirements: Due process requirements for American National Standards," hereafter referred to as "the Essential Requirements," and the "ANSI Procedures for U.S. Participation in the International Standards Activities of ISO," hereafter referred to as "the International Procedures."

The ExSC's Operating Procedures describe its authority:

1 Responsibilities and Functions

The ExSC, a Program Oversight Committee, shall be responsible for developing and promulgating procedures and criteria utilized in the national and international standards development activities of ANSI and for other duties that may be delegated to it by the Board. The functions of the ExSC shall include but not be limited to:

Developing and promulgating procedures and criteria for: (i) the accreditation and auditing of standards developers; and (ii) the coordination, development, approval and withdrawal of standards as American National Standards, including the ANSI Essential Requirements: Due process requirements for American National Standards ("ANSI Essential Requirements" and any successor or related documents);

- a) Developing and promulgating procedures and criteria for the oversight of U.S. Technical Advisory Groups ("TAGs") to ISO, including the ANSI Procedures for U.S. Participation in the International Standards Activities of ISO ("ANSI International Procedures" and any successor or related document); and*
- b) Overseeing all aspects of and making determinations relating to ANSI's standards developer accreditation, audit, and audited designator programs, as well as, the accreditation of U.S. TAGs to ISO, including appeals of such decisions.*

The ExSC shall exercise exclusive responsibility for the terms of the ANSI Essential Requirements and ANSI International Procedures, including ANSI's Patent Policy, subject only to Board ExCo and/or Board approval. The ExSC, in its discretion, may solicit input from other Committees of ANSI, Membership Forums or Policy Advisory Groups from time to time when interpreting or considering revisions to the ANSI Essential Requirements and ANSI International Procedures.

The Board of Standards Review (BSR) of ANSI has been delegated the responsibility for approval and withdrawal of standards as American National Standards, acting in accordance with criteria established by the ExSC

Consideration of Proposals

The process by which proposed procedural revisions are vetted is outlined below:

1. Proposed revision submitted by any interested party to psa@ansi.org (Secretary of the ANSI ExSC) in legislative format with a rationale.
2. Proposed revision reviewed by the ANSI Executive Standards Council (ExSC) at a meeting.
3. If approved by the ExSC, proposal announced for public comment in Standards Action along with an explanation of how to submit comments to the ExSC Secretary.
4. Public comments reviewed by the ANSI ExSC (typically the next meeting) and responses developed; if no further revisions to the proposal then the ExSC votes to approve or withdraw. If substantive changes are to be made, then another public review is scheduled.
5. Written responses issued to public commenters.
6. If approved, then proposed revision submitted to the ANSI Executive Committee of the ANSI Board of Directors, for final approval.
7. Revision incorporated into the next edition of the procedures issued January of the following year.

Questions: psa@ansi.org