ANSI Summary Process for the Maintenance of the
*ANSI Essential Requirements* ([www.ansi.org/essentialrequirements](http://www.ansi.org/essentialrequirements)) and the
*ANSI International Procedures* ([www.ansi.org/internationalprocedures](http://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 ANSI National Policy Committee (NPC) 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](http://www.ansi.org/standardsaction)), ANSI online articles and social media posts.

**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 the Institute;**

The ExSC’s Operating Procedures describe its authority:

*The Executive Standards Council (ExSC) was established by the Board of Directors of ANSI with responsibilities that apply to both American National Standards and to U.S. participation in those international standards activities in which ANSI participates. The major responsibility of the ExSC is to coordinate the overall national and international standardization activities of the Institute. This includes:*  
  
a) **Developing and maintaining the criteria and procedures for the development and coordination of American National Standards and for the development and coordination of U.S. positions in international standards activities and for auditing such activity;**

The NPC’s Operating Procedures state in part the following:

The ANSI Executive Standards Council (“ExSC”), ANSI Board of Standards Review (“BSR”) and ANSI Appeals Board are ANSI Program Oversight Committees that report to the NPC. The Committee on Education (COE) is a Standing Committee of the NPC. The role of each of these entities is defined in the *ANSI- Constitution and By-Laws.*
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). Legislative format with a rationale encouraged.
2. Proposed revision reviewed by the ANSI Executive Standards Council (ExSC) at a meeting.
3. If approved, 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 NPC for final approval.
7. Revision incorporated into the next edition of the procedures issued January of the following year.

Questions: psa@ansi.org