**ANSI-ACCREDITED U.S. TAG to ISO: 2018 PROCEDURAL COMPLIANCE FORM and 2017 TAG ANNUAL REPORT - DUE FEBRUARY 1, 2018**

**DATED NOTICE**

Greetings and Happy Holidays -

This E-mail contains 2 parts below that constitute the 2018 ANSI Procedural Compliance Form for ANSI-Accredited U.S TAGs to ISO (Part 1) and the 2017 TAG Annual Report Form (Part 2), both of which are due to psa@ansi.org by **February 1, 2018**.  The forms are embedded below and there are no attachments. Please refer to sections 2.5.5 Maintenance of Accreditation and 2.5.5.2 Annual Reporting of the *ANSI International Procedures* ([www.ansi.org/internationalprocedures](http://www.ansi.org/internationalprocedures)).

Parts 1 and 2 must be submitted by the TAG Administrator of each separately accredited U.S. TAG to ISO.  A list of the separately accredited U.S. TAGs to ISO is available at [www.ansi.org/isotags](http://www.ansi.org/isotags). (Please do not submit a form for a TAG that is not separately accredited.)  Please review and complete Parts 1 and 2, then return this E-mail with the current TAG roster, as specified, to psa@ansi.org by **February 1, 2018**.

We invite and encourage you to register for and join one of the following webinars, during which we’ll review the 2018 *ANSI International Procedures* and the new ISO TAG Memorandum of Agreement (MOA) to be issued soon by ANSI’s ISO Team (ISOT):

* Tuesday, January 9, 2018 at 11:00 am Eastern (Registration required): <https://goansi.webex.com/goansi/onstage/g.php?MTID=ea0a2dd9778b0348934ce5fdedd19b375>

**OR**

* Wednesday, January 24, 2018 at 2:30 pm Eastern (Registration required): <https://goansi.webex.com/goansi/onstage/g.php?MTID=eaa9ba97daa74fc40711aebe014773f22>

**Summary of Revisions and Edits**

* The 2018 edition of the ANSI International Procedures is available at[**www.ansi.org/internationalprocedures**](http://www.ansi.org/internationalprocedures)**.**
* The 2018 edition of the ANSI International Procedures[**with revisions shown is available here.**](https://share.ansi.org/Shared%20Documents/Standards%20Activities/International%20Standardization/2018_ANSI_International%20Procedures_rev%20shown.pdf)

Please note that the 2018 edition of the *ANSI International Procedures* contains a number of updates to reflect current practices and procedural requirements including those revisions announced for public comment and approved in 2017. These revisions are intended to: 1) support the assignment of ISO International Secretariats to ANSI when appropriate and with the support of the affected stakeholders (see 1.5); 2) update requirements applicable to an organization that wishes to serve as TAG Administrator for an ANSI-Accredited U.S. TAG to ISO or as an ISO International Secretariat (see 1.5, 2.3 and 2.5); and 3) clarify that in order to maintain accreditation by ANSI as an ANSI-Accredited U.S. TAG to ISO, the organization shall maintain its status as an incorporated, registered or otherwise recognized legal entity (see sections 1.5 and 2.5*)*.  Additional revisions to Annexes A and B are intended to clarify expectations with respect to TAG member participation and to provide related guidance to U.S. TAG Administrators and U.S. TAG Members (see sections A5.8, A5.9 and B.8).

A revised edition of the *Operating Procedures of the ANSI Executive Standards Council (ExSC)*, the accrediting body, was issued earlier in 2017 and includes an updated appeals process when appeals are filed with ANSI against an ANSI-Accredited U.S. TAG to ISO.

**Compliance Requirements**

ANSI-Accredited U.S. TAG Administrators to ISO TAGs that are accredited to use Annex A (model TAG procedures) are not required to revise the TAG’s procedures, but must rely on and operate in compliance with the new 2018 edition of the *ANSI International Procedures*, including Annexes A and B contained therein.

ISO TAGs that are accredited to use unique procedures, i.e., other than Annex A of the *ANSI International Procedures*, must review, and revise their procedures, if necessary, to ensure that they are compliant with the 2018 edition of the *ANSI International Procedures*, including Annex B.

If a TAG wishes to revise its procedures in any way and at any time then those revisions must be submitted for review and reaccreditation by the ANSI Executive Standards Council (ExSC).    Revised procedures are to be submitted to psa@ansi.org in strike-through-underline format and accompanied by a summary of the changes.

**New MOA to be Required**

A new MoA directed to U.S. TAG Administrators to ANSI-Accredited U.S. TAGs to ISO will be issued by ISOT soon and will cover the terms and conditions for administering organizations.  After you have received and reviewed the MOA, any questions concerning it are to be directed to ANSI’s ISO Team at ISOT@ansi.org.  As noted, an overview of the MOA will be given during the January 2018 webinars.

**February 1, 2018 Deadline - 2018 Compliance Form/2017 Annual Report due to** **psa@ansi.org**

Failure to return a completed 2018 Compliance Form and a 2017 TAG Annual Report, along with the current TAG roster, by **February 1, 2018** may jeopardize the TAG’s accreditation status and your organization's status as the related ANSI-Accredited U.S. TAG Administrator.  There is no reason for either of these actions to happen; if you have a reason for delay, please just let us know before the deadline of February 1, 2018.  Questions may be directed to psa@ansi.org.

Thank you.

**Part 1 of 2:**

**ANSI-ACCREDITED U.S. TAG to ISO: 2018 PROCEDURAL COMPLIANCE FORM**

........................................................................................................................................................................

**1. Applicability:  Please identify the ISO or ISO/IEC TC/SC/WG/PC # and title of the ANSI-Accredited U.S. TAG for which this form is submitted:**

........................................................................................................................................................................

**2. Does this TAG use Annex A, the model TAG procedures*?***Please indicate YES or NO (if Yes, skip to question 4). If the TAG utilizes and is accredited under Annex A, the model TAG procedures, then the TAG is bound to use the new 2018 edition:

........................................................................................................................................................................

**3. Respond to this question only if this TAG is accredited under procedures other than Annex A Model Procedures – Choose one:**

\_\_ A. The TAG’s current ANSI-accredited procedures comply with the 2018 edition of the ANSI International Procedures **AND** a copy is attached here for ANSI’s records.

**OR**

\_\_ B. The TAG’s current ANSI-accredited procedures do not comply with the 2018 edition of the ANSI International Procedures.  The TAG’s current procedures will be revised to comply and submitted to psa@ansi.org no later than February 1, 2019 (1 year).

........................................................................................................................................................................

**4.\* Returned By:**
Please enter information for the staff associated with the accredited procedures for which this form is submitted:

**Full Name:**

**E-Mail:**

**Part 2 of 2:**

**2017 ANNUAL REPORT FOR THE U.S. TECHNICAL ADVISORY GROUP (TAG)**

**Please enter the ISO or ISO/IEC TC/SC/WG/PC # and Title for which this report is submitted:**

1. **TAG Administrator Organization Name:**

........................................................................................................................................................................

**Scope of the U.S. TAG:**

........................................................................................................................................................................

**Please attach current TAG membership roster (list), including:**  Name, affiliation, voting status, interest category of each member and complete contact information for each member, including the Chair and other officers

Confirm here that the TAG roster is attached:  Yes, or No with explanation:

........................................................................................................................................................................

**Please identify (minimum of 3 – e.g. user, producer, general interest) and provide the definitions of interest categories applicable to TAG members:**

........................................................................................................................................................................

**U.S. TAG Meetings:**

* **Dates and locations of all meetings of the TAG that took place during the past year:**
* **If no meetings were held, please explain:**
* **Dates and locations of all meetings of the TAG scheduled for the upcoming year:**

........................................................................................................................................................................

**Please list any problems encountered during the past year in the functioning of the U.S. TAG or U.S. TAG Administration, and any areas in which the U.S. TAG Administrator requires ANSI’s assistance.**

* *Note:  for immediate assistance, please contact ISOT at* *ISOT@ansi.org* *or PSA at* *psa@ansi.org* *.*
* *Please indicate if the problems/areas listed have been or are being addressed with ANSI staff.*

........................................................................................................................................................................

**Complaints/appeals:**

\_\_\_No complaints/appeals were submitted during 2017

\_\_\_The following complaints/appeals were submitted during this reporting period; the status of each is described here:

........................................................................................................................................................................

**Self-audits:  Were any self-audits conducted?**

\_\_\_Yes, the results are attached

\_\_\_No

**2017 Annual Report Certification Statement**

I, the undersigned, on behalf of the U.S. TAG to ISO (TC/SC/PC/WG) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that the TAG has been operating in a manner that complies with all applicable ANSI and ISO Procedures.

**Name of TAG Administrator** (if the contact person has changed and ANSI’s records should be updated, please note this now):

|  |  |
| --- | --- |
| **Name:** |  |
| **Title:** |   |
| **Organization:** |   |
| **Street Address/P.O. Box:** |   |
| **City, State, Zip:** |   |
| **Telephone:** |   |
| **E-mail:** |   |

**PLEASE NOTE**

If your organization is accredited as U.S. TAG Administrator for more than one U.S. TAG to ISO or ISO/IEC activity, then an E-mail like this one has been sent to the staff contact on record with ANSI for the other TAG(s). A list of the staff identified as the contact for each separately accredited TAG is available at [www.ansi.org/isotags](http://www.ansi.org/isotags). **Each separately accredited TAG requires the submittal of a 2018 Compliance Form/2017 Annual Report with current TAG membership roster**.

Participation in training offered by ANSI is required of all ANSI-Accredited US TAG Administrators.  Please visit [www.standardslearn.org](http://www.standardslearn.org) for the 2018 training schedule.  Please note that some training is available online, for your use any time.

**FAQs**

**Why do I have to return this E-mail that contains the 2018 Procedural Compliance Form (Part 1)/2017 TAG Annual Report (Part 2)?**

To maintain compliance with the conditions upon which ANSI accreditation was granted, the organization that serves as TAG Administrator to a separately accredited TAG is required to review the *ANSI International Procedures* and update, if necessary, its ANSI-Accredited Procedures to ensure that they comply with all requirements reflected in the 2018 edition, including the requirement for all TAGs to submit an Annual Report by January 31 of each year ([www.ansi.org/internationalprocedures](http://www.ansi.org/internationalprocedures)).

**Will I receive a receipt?**

Within two weeks of your submission date you will receive an acknowledgement E-mail. Please retain that receipt for your records. If you do not receive an acknowledgement please send an E-mail to psa@ansi.org as a transmission error may have occurred.

**If any revisions have been made to the TAG's procedures, what should I do?**

Please send the revised procedures in strikethrough, underline format and with an explanation of the changes to psa@ansi.org.  All revisions must be reviewed and may be subject to public comment and a final vote by the ANSI Executive Standards Council (ExSC).

**What happens if I do not submit the 2018 Procedural Compliance Form (Part 1) and 2017 TAG Annual Report (Part 2)?**

The ANSI Executive Standards Council (ExSC), which is the accrediting body, will be advised and your organization's status as the ANSI-Accredited U.S. TAG Administrator will be reviewed.  As a result, the TAG’s accreditation may be suspended and could be withdrawn.  There is no reason for these actions to take place; if you have a reason for delay, please just let us (psa@ansi.org)  know before the deadline of February 1, 2018.