



American National Standard (ANS) Development: Key Steps

Governing document: "ANSI Essential Requirements: Due process requirements for American National Standards"

NOTE: Some steps may take place concurrently

www.ansi.org/essentialrequirements

Standards developer's procedures are accredited by ANSI Executive Standards Council (ExSC) – upon accreditation, which includes a public review of procedures, developer may be referred to as an ANSI-Accredited Standards Developer (www.ansi.org/asd)



Accreditation may be appealed to the ANSI ExSC and then to the ANSI Appeals Board – appeal right exists thereafter as well



Consensus body established; discretely defined interest categories assigned or selected



Preliminary development stage of document as an ANS in accordance with developer's procedures (Filing of ANSI PINS form online [www.ansi.org/psawebforms] for draft new, national adoptions and revised ANS; publication of PINS in *ANSI Standards Action*; deliberation among stakeholders if claim of conflict or duplication is lodged)



Draft document is announced in *ANSI Standards Action* (www.ansi.org/standardsaction) for ANSI public review (Filing of ANSI BSR-8 form online [www.ansi.org/psawebforms] by developer; subsequent substantive changes require additional public review; developer must make document available for review)



Draft document balloted to consensus body (If vote to approve a document as an ANS is taken at a meeting, members who are absent shall have the opportunity to vote before or after the meeting; balloting and public review can be concurrent)



Attempt to resolve and respond to comments resulting from public review and consensus body ballot (Written responses required; comments not related to the proposal at hand must be processed as a new proposal)



Recirculation of unresolved public review comments and unresolved votes from consensus body members along with attempts at resolution and substantive changes to the full consensus body (in order to afford all consensus body members the opportunity to respond, reaffirm, or change their vote – typically via ballot)



Written notification of right to appeal at the standards developer level sent to unresolved¹ objectors (public review and consensus body members)



Appeals process concluded or appeals filing period expires at the standards developer level



Documentation submitted to ANSI via BSR-9 form, which includes final tally by interest category of consensus body vote and other supporting documentation demonstrating evidence of consensus and due process; approval of document by ANSI Board of Standards Review (BSR) (ANSI Audited Designator reviews evidence of consensus, approves ANS, and notifies ANSI)



Notification by ANSI of the right to appeal procedural, not technical, issues to the ANSI BSR (In the case of an Audited Designator, there is no notification by ANSI and any related appeals are filed with the ANSI ExSC)



Notification by ANSI of right to appeal an ANS BSR or ANSI ExSC appeals decision to the ANSI Appeals Board

¹ As defined in the ANSI Essential Requirements: "Unresolved: Either (a) a negative vote submitted by a consensus body member or (b) written comments, submitted by a person during public review expressing disagreement with some or all of the proposed standard, that have not been satisfied and/or withdrawn after having been addressed according to the developer's approved procedures."