



# **Standards and Certification Training**

Module B – Process

B5A Standards & Certification Project Management

# REVISIONS

<b>DATE</b>	<b>CHANGE</b>
<b>09/13/24</b>	<b>Updated to align to Rev. 19 of Operating Procedures for ASME Codes and Standards Development Committees</b>
<b>04/18/2017</b>	<b>Editorially revised and restructured presentation</b>
<b>03/14/2013</b>	<b>First edition</b>

# Module B Course Outline

- B1. ASME Organizational Structure
- B2. Standards Development: Staff and Volunteer Roles and Responsibilities
- B3. Conformity Assessment: Staff and Volunteer Roles and Responsibilities
- B4. Initiating and Terminating Standards Projects
- B5. Consensus Process for Standards Development
- B5A. Standards & Certification Project Management**
- B6. The Basics of Parliamentary Procedure
- B7. The Appeals Process
- B8. International Standards Development
- B9. ASME Conformity Assessment Programs
- B10. Performance Based Standards
- B11. Consensus Process for Standards Interpretation and Code Cases

# LEARNING OBJECTIVES

At the end of this module, you will be able to:

- Understand the responsibilities of Standards & Certification Project Management
- Understand the roles and responsibilities of the Project Technical Manager
- Learn how to prepare and submit proposals for approval
- Understand the various options for the committee approval process

# PROJECT TEAM

- Each standards action is assigned to a Project Team
- Membership includes; Project Technical Manager; Project Administrative Manager; additional members, as necessary, including those requesting the action
  - Depending on the committee, a subcommittee or the standards committee itself may act as the Project Team
  - Technically knowledgeable members of the public, provided each submit a PAF may participate on a Project Team
- Primary tasks are to develop proposals and address any comments received on those proposals

# PROJECT TECHNICAL MANAGER (PTM)

- Responsible for management of the work:
  - Setting a schedule
  - Arranging meetings
  - Consulting with specialists and technical experts
  - Working with staff to submit proposal(s) for ballot
    - Determine appropriate groups needed for approval
  - Moving the proposal through multiple levels of balloting
- Controls the pace the item is moved through the approval process (e.g. timely responses to comments and communication with committee members)
- Learns about committee rules and customs for preparation, submission, and the approval process

# PROPOSAL DEVELOPMENT

- Revisions to existing standard
  - Relevant existing material should be shown along with a clear indication of what is to be changed\*
- New standard or case
  - Entire document should be included in the proposal; developed in accordance with the ASME Writing and Style Guide
- Proposal files should contain the C&S Connect record number and revision date or number in the header
- An explanation describing the rationale behind the proposal should be included as part of the explanation field in the record
  - If needed, additional information may be included in a background file

\*Guidelines for Presenting Proposed Revisions for Ballot and Submittal of Approved Revision to C&S Publishing

# PROPOSAL SUBMITTAL

- Submitting the Proposal on C&S Connect
  - Subject Field: a concise statement that describes what is being addressed by the proposal
  - Proposal Field: one or two sentences that describe the contents of the proposal file
  - Explanation Field: a paragraph explaining why the proposal is being presented.
    - If a longer explanation is needed, it should be included as part of background material



# PROPOSAL SUBMITTAL

- C&S Connect File Upload Fields
  - Proposal File - shall contain most recent (latest) version of proposal/document/revision to be reviewed during the consensus process.
  - Background Material File(s) should contain background information which will aid in the review and approval of the proposal file.
  - Committee Correspondence File(s) should contain any information that is generated as part of the project attached for future or historical purposes
- Additional Guidance can be found online via the C&S Connect Help tab.

# APPROVAL PROCESS OPTIONS

- Review and Comment Ballots (optional)
  - Proposal provided to “technically affected parties” to solicit comments from those groups in order to address concerns as early as possible in the balloting process. Following the closure of the ballot, all comments should be addressed, then the item may be balloted using either the tiered, or concurrent voting process
- Tiered Voting
  - Proposal reviewed and approved in a hierarchal manner, starting with subtier groups and proceeding to the next higher tier groups
- Concurrent Voting
  - Proposal submitted for ballot of two tiers at once; some committees may ballot one tier for approval and submit the proposal to the upper tier for review and comment

# BALLOT PROCESS

1. Ballot is opened by Staff Secretary or committee officers for their respective committees.
2. The PTM should post a response to all comments.
3. Negative voters should be asked if they are willing to withdraw their negatives in light of the response posted.
4. The proposal is then revised to incorporate all changes as a result of the responses to the ballot comments.-
  - If no changes are required, the proposal may proceed to the next level of balloting

# BALLOT PROCESS

5. The revised proposal is then uploaded to the C&S Connect record proposal file.
6. The ASME Staff Secretary in conjunction with committee officers or PTM decides what the next level ballot is for the proposal.

# CONSENSUS PROCESS

Following standards committee approval, the Staff Secretary, committee officers and PTM work together to complete the standards development steps noted in Module B5 Consensus Process for Standard Development including:

- Public Review
- Supervisory Board Approval
- Appeals Hearings (if any)
- ANSI Approval
- Publication

# PUBLICATION

- Manuscript/Proofs
  - If PTM has opportunity to review manuscript prior to submittal to ASME Publishing, they should verify that the manuscript accurately reflects the approved proposal(s)
- The published revision(s) should be verified against the approved proposal(s). Staff and applicable committee members should be notified of any deviations

# MODULE SUMMARY

- All standards-related proposals are managed by an assigned Project Team
- The Project Technical Manager is vital in ensuring timely preparation and submittal of the proposal to the relevant technical groups and ensuring all comments are addressed
- Familiarity with C&S Connect is essential for the development, submittal, approval of proposals.
  - C&S Connect Online Help for Volunteers
  - Staff Lead Training Courses

# REFERENCES

- Guidelines for Presenting Proposed Revisions for Ballot and Submittal of Approved Revision to C&S Publishing  
<https://cstools.asme.org/csconnect/FileUpload.cfm?View=yes&ID=48367>
- C&S Writing & Style Guide January 2023  
<https://cstools.asme.org/csconnect/FileUpload.cfm?View=yes&ID=53924>
- C&S Connect Volunteer Training Resources  
<https://cstools.asme.org/csconnect/News.cfm?AnnouncementTypeID=4&AnnouncementFormID=1>
- S&C Module B5 Consensus Process for Standard Development  
<https://www.asme.org/about-asme/standards/standards-certification-member-training-resources/standards-certification-leadership-training>