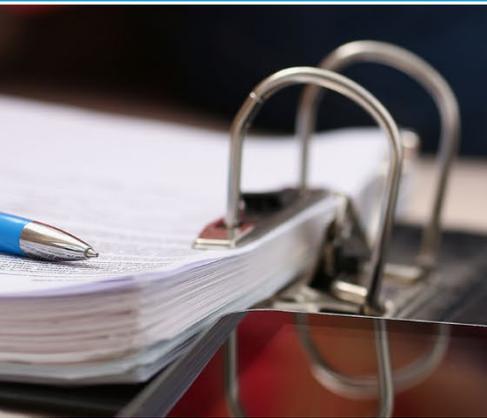


IACET

I AM AN ACCREDITOR!



IACET Council on Standards Development Procedures for American National Standards

International Accreditors for Continuing Education and Training

IACET Council on Standards Development Procedures for American National Standards

Approved 11 May 2022 by
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Foreword

The purpose of this manual is to provide written procedures that are to be followed for developing Consensus Based Standards. These written procedures have been developed to align with the American National Standards Institute (ANSI) *Essential Requirements* for standards development organizations.

This manual shall be updated on an ongoing basis for continual improvement and to conform to any modifications to the ANSI *Essential Requirements*.

The following verbal forms are used within IACET documents to distinguish requirements from other types of provisions in the document:

- “shall” and “shall not” are used to express requirements;
- “should” and “should not” are used to express recommendations;
- “may” and “may not” are used to express permission;
- “can” and “cannot” are used as statements of possibility or capability;
- “might” and “might not” are used to express possibility;
- “must” is used for external constraints or obligations defined outside the document; “must” is not an alternative for “shall.”

Suggestions for improving this document are invited. Comments and suggested revisions should be sent to Standards, IACET, 21670 Ridgetop Circle; Suite 170, Sterling, VA 20166or standards@IACET.org.

IACET Council on Standards Development Procedures for American National Standards

1. Scope

1.1. Scope of IACET Standards Development

The scope of this manual is the policy and procedures required to develop consensus-based Standards for the International Accreditors for Continuing Education and Training (IACET). This manual provides a process to be followed for the development of consensus-based Standards from the proposal of a new standard to the maintenance of the Standards.

This manual does not apply to any documents that IACET develops that are not consensus-based Standards.

2. Normative References

ANSI Essential Requirements

3. Terms and Definitions

3.1

ANSI Essential Requirements

document published by the American National Standards Institute (ANSI) outlining requirements which are to be met by an ANSI accredited standards development organization (SDO).

American National Standards Institute 25 West 43rd Street, 4th Floor
New York, NY 10036
www.ansi.org
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3.2

consensus

the substantial agreement has been reached by directly and materially affected interests, this signifies the concurrence of more than a simple majority, but not necessarily unanimity. Consensus requires that all views and objections be considered, and that an effort be made toward their resolution.

NOTE Consensus need not imply unanimity.

3.3

interest

the perspective of a member of a standards development committee, as judged by his or her present and past sources of income, fees, or reimbursements of related expenses, in the context of the purpose and scope of the project committee. The perspective may also be judged by the recorded views of the individual, or of any organization he/she is employed by or of which he/she is a member.

3.4

interest categories

the principal (top) tier of interest classifications. For some standards development committees, it may be appropriate to designate subcategories of one or more interest category.

3.5

government

any individual or group that represents a Jurisdictional entity or agency.

3.6

non-profit

any individual or group that is defined as a legally constituted organization whose objective is to support or engage in continuing education and training (CE/T) activities of public or private interest without commercial or monetary profit. Included are, but not limited to, CE/T Accreditors, societies, community groups, and non-government organizations.

3.7

for profit

any individual or group that cannot be categorized as government or non-profit.

4. Organization

4.1. IACET Overview

IACET is an international, not-for-profit accrediting body whose purpose is to promote and enhance quality in continuing education and training (CE/T) across diverse disciplines through research, education, and the development and continuous improvement of approval criteria, principles, and standards.

4.2. Standards Development Objective

The objective for IACET standards development is to provide a standardized process by which all CE/T organizations can reliably deliver quality programs for continuing education unit (CEU) credit. As opportunities for additional standards associated with learning are developed, IACET will develop standards that are associated with the business of analyzing, designing, developing, implementing, and evaluating learning programs.

4.3. Structure

IACET is a 501(c)(3) not-for-profit organization which supports the learning industry through the development of consensus-based standards and the accreditation of providers.

A Board of Directors (the Board) who provide governance and oversight in furthering the organization's mission are elected to the Board for a specific term in accordance with the IACET Bylaws. The Board sets the policy and direction of the organization.

IACET is an independent not-for-profit organization which:

- is dedicated to the learning industry;
- has staff that are trained, competent and dedicated to accomplishing the mission of IACET;
- has a structure that delivers the goals and objectives of the organization;
- has developed working relationships with other organizations which can assist IACET to meet its goals and objectives.

4.4. Standards Development Responsibilities

4.4.1. IACET Board of Directors

IACET is governed by a Board of Directors (the Board) that has been elected from the affiliates in accordance with the IACET Bylaws. The Board has the responsibility and accountability to direct the organization and ensure that the needs of the stakeholders are met.

It is a Board decision to have the standards development process follow the ANSI *Essential Requirements* for ANSI accredited standards development organizations (SDO).

As an ANSI accredited SDO, the Board's responsibility is to ensure the standards development policies and procedures are followed. The Board will delegate the technical development of standards to the ICSD, SDCs, and to the consensus process. The Board will rely on the ICSD to oversee the Standards development process and to report regularly to the Board.

The Board shall appoint the members of the ICSD on a scheduled basis. The Board shall appoint the Chair of the ICSD.

4.4.2. Chief Executive Officer

The Chief Executive Officer is responsible for the day-to-day operations and management of the organization and is responsible for any supervision and oversees any consultants to the organization.

The Chief Executive Officer reports to the Board and receives direction from the Board.

4.4.3. Council and Consensus Body Liaison

The Council and Consensus Body Liaison reports to the Chief Executive Officer and receives direction from the Chief Executive Officer. The Council and Consensus Body Liaison works closely with the IACET Council for Standards Development (ICSD) and the Standards Development Committees (SDCs) [otherwise known as Consensus Bodies] along with any subcommittees and task groups. The Council and Consensus Body Liaison is responsible for the day-to-day operation of the standards development function of the organization.

The responsibilities of the Council and Consensus Body Liaison include (but are not limited to):

- Overseeing adherence to these policies and procedures;
- Overseeing process revisions to these policies and procedures;
- Overseeing publication of standards development work;
- Overseeing Secretariat activities;
- Ensuring that minutes are taken and published for each ICSD, SDC Subcommittee and task group meetings;
- Ensuring facilitation of communications for the ICSD and SDC with general-public and interested parties;
- Ensuring standards are offered for public review.

4.4.3.1. Secretariat Support

The Council and Consensus Body Liaison shall provide or obtain secretariat support required to allow the standards development process to function effectively and efficiently. The support required includes (but is not limited to):

- Providing any necessary administrative support, including administrative services;
- Maintaining all records pertaining to the ICSD, and SDCs, including committee activities and membership rosters of committees, subcommittees, and task groups;
- Issuing formal notifications related to the standards development process;
- Issuing and administering ballots, conducting recorded votes at meetings, and participating in the resolution and disposition of negative and late ballots.

4.4.4. IACET Council of Standards Development

The IACET Council for Standards Development (ICSD) acts on behalf of the IACET Board of Directors to oversee the standards development process and to ensure that IACET standards development policies and procedures are followed and that all the ANSI *Essential Requirements* are met.

The ICSD shall meet regularly and set direction for the Standards Development Committees, review the work status and schedule, and make modifications to the priorities as required.

The ICSD shall review, and update as applicable, the standards development policies and procedures on a regular basis, but at least annually.

The responsibilities of the ICSD shall include the complete operation of the standards development process according to adopted procedures. The ICSD shall work with the Council and Consensus Body Liaison and the various committees, subcommittees and task groups who develop standards.

The ICSD is specifically responsible for:

- Maintenance of IACET’s accreditation as an SDO by ANSI;
- Establishment of the scope and breadth of the standards development work;
- Coordination of the standards development technical work;
- Review of the need to expand the standards development work into new fields on a regular basis;
- Development of standards development committee(s) (SDC) including work-scope and priorities;
- Appointment of the Chair and members of an SDC;
- Approval of all new work items including the specific wording for title and scope;
- Communication with the Council and Consensus Body Liaison with regards to resources required to carry out the standards development work;
- Monitoring of the standards development work and communication with the Council and Consensus Body Liaison on the progress;
- Review of the procedures followed by the SDC when developing standards;
- Approval of all final actions taken by the SDC;
- Establishment of templates for standards development work;
- Establishment of drafting rules and the format of IACET standards;
- Maintenance of this standards development policy and procedures manual;
- Appeals of decisions made by the SDC;
- Responding to interested parties on questions or points raised on the standards development process;
- Coordination with experts when required for the standards development process;
- Assisting the Council and Consensus Body Liaison in the development of a budget for the standards developing work;
- Assisting the Council and Consensus Body Liaison in managing Board approved budgets;
- Assisting the Council and Consensus Body Liaison in publicizing the work being done on standards development;
- Coordination with the Council and Consensus Body Liaison for taking and distributing meeting minutes;
- Signing a code of conduct agreement which sets out the expectations including regular participation in meetings and casting of votes.

4.4.5. IACET Standards Development Committees

The purpose of the IACET Standards Development Committees (SDC) is to undertake the technical work required for the development of proposed standards approved for development by the ICSD.

The SDC will undertake all of the technical work required to produce a standard ready for publication. The scope includes the establishment and dissolution of subcommittees and task groups.

The SDCs will be established upon decision to create or revise an IACET Standard.

The responsibilities of the SDC members shall include the development and interpretation of standards. The SDC chair shall work with the ICSD, the Council and Consensus Body Liaison to develop proposed standards approved by the ICSD.

The SDC is specifically responsible for:

- Maintaining the viability of the standards falling under its jurisdiction;
- Reviewing the need for a Standard and proposing new work items (NWI) as the need is determined;
- Reviewing the scope and breadth of the standards development process and making recommendations to the ICSD for improvement;
- Reviewing the title and scope of an NWI and making recommendations for improvement and clarification;
- Researching and reviewing any existing standards, industry best practices and benchmarks, regulations, and stakeholder needs on the subject matter;
- Developing a working draft (WD) standard;
- Reviewing and providing formal comments on the drafts as the standard is developed;
- Establishment of subcommittee(s) and task group(s), and monitoring the work of any subcommittee or task group appointed by the SDC;
- Providing interpretation of intent as needed on published standards;
- Conducting a systematic review of published standards under its domain of responsibility and amending as needed at least once every five years;
- Establishing amendments for a published standard following the same process as that of a new standard;
- Coordinating with the Council and Consensus Body Liaison for the taking of meeting minutes.

5. IACET Standards Development Principles

5.1. Consensus

Consensus means substantial agreement has been reached by directly and materially affected interests, this signifies the concurrence of more than a simple majority, but not necessarily unanimity. Consensus requires that all views and objections be considered, and that an effort be made toward their resolution. This is an essential procedural principle and a necessary condition for the preparation of International Standards that will be accepted and widely used. Although it is necessary for the technical work to progress speedily, sufficient time is required before the approval stage for the discussion, negotiation, and resolution of significant technical disagreements.

5.2. Metric Policy

IACET Standards shall use the Imperial Units (IP) as the units of measurement. Where metric units (SI) are provided, they shall directly follow the IP units and shall be in parentheses.

5.3. Adopting International Standards

When a standard is proposed for development, the ICSD shall review available International Standards. When an NWI is proposed, the ICSD shall conduct a review of International Standards to determine whether a standard already exists. In accordance with the ANSI Procedures for the National Adoption of ISO and IEC Standards as American National Standards, the ICSD shall adopt the standard if appropriate. Where it is not appropriate to adopt the standard, the SDC shall be directed to review the standard and to develop the IACET standard, making a good faith effort to resolve any conflict with said Standards.

5.4. Normative Standards

The body of all standards developed by IACET shall be normative.

Informative materials that are not normative in nature may be included in the main body of a standard if placed into the body as a "Note" that clearly identifies the material as informative.

5.5. Normative References

Reference documents included in the normative section shall include the most current version. Information on where to acquire the referenced document shall be included in the standard. Documents listed in the normative references section shall be publicly available at reasonable cost.

5.6. Informative References

Documents and information that are not normative but provide the user with relevant information may be included in an Informative Annex that is clearly marked as informative material.

5.7. Copyright

When it is proposed to incorporate verbatim material from a publication copyrighted by another organization, IACET staff shall obtain written permission from the owner of the copyright for IACET to re-print the material in a IACET standard. The standard shall include a footnote which references this permission.

The owner of the copyrighted material shall provide IACET with the following statement:

“The contributor grants a free, irrevocable license to IACET to incorporate text or other copyrightable material contained in this contribution and any modifications thereof in the creation of a IACET document; to copyright and sell portions of this contribution; and at IACET’s sole discretion, to permit others to reproduce in whole or in part such contributions or the resulting IACET document. The contributor will grant licenses under such copyrights to third parties on reasonable, non-discriminatory terms and conditions if appropriate, including the right to develop derivative works by IACET and implementers of the IACET document that incorporates this text.”

5.8. Reference to Patented Items

IACET shall adopt the ANSI Patent Policy and conform to the ANSI *Essential Requirements* Section 3.1 ANSI Patent Policy – Inclusion of Patents in American National Standards.

5.9. Commercial Terms and Conditions

Commercial Terms and Conditions shall comply with the ANSI *Essential Requirements* Section 3.2 Commercial Terms and Conditions.

5.10. Joint Standards Development Committees

IACET may decide from time to time to develop joint standards with other organizations. A formal agreement or memorandum of understanding (MOU) shall be drawn up and signed by each organization.

5.11. Project Approach to Standards Development

IACET takes a project approach to standards development. Each individual standard is considered a project and the document will go through a sequence of project stages through which the technical work is developed.

5.12. Public Comment

IACET is committed to developing consensus-based standards. The standards development process will include, at a minimum, one public commenting period to allow for the collection of feedback from IACET stakeholders.

6. IACET Standards Development Process

6.1. Project Stages

All standards shall be assigned a unique alphanumeric designation at the beginning of the project to identify the document, the stage of development (i.e., NWI, WD, CD, DS, FDS). IACET shall maintain records of the progress and of the distribution to which the documents were circulated.

6.1.1. New Work Items (NWI)

A new work item is the starting point for a new standard or the revision of an existing standard.

6.1.2. Working Draft (WD)

A working draft is the first series of drafts created to provide a base document for further development by the SDC. Working drafts are used by task groups and subcommittees. Each successive draft will be so indicated numerically on the document. Working drafts are circulated within the task group or subcommittee for comments.

6.1.3. Committee Draft (CD)

A committee draft is one (1) or more drafts created as a standard is progressively developed. Committee drafts are circulated within the SDC for comments. Once comments are resolved, the committee draft may be progressed to the next stage or recirculated for another commenting period. Each successive draft will be so indicated numerically on the document.

If the committee draft exceeds two commenting periods, the ICSD may review the document and recommend action.

6.1.4. Draft Standard (DS)

A draft standard is a finalized draft created by the SDC and circulated for public comment. A draft standard may be updated based on the public comments and progressed to the next stage or recirculated for another public commenting period. Each successive draft standard will be so indicated numerically on the document.

If the draft standard exceeds two commenting periods, the ICSD may review the document and recommend action.

6.1.5. Final Draft Standard (FDS)

A final draft standard (FDS) is a standard that is proposed for publication, where all public comments have been addressed. At this stage, the final draft standard is pending final only for editorial review and publication.

6.1.6. Published Standard (PS)

A published standard is a standard that has completed the IACET Standards development process, has been finalized and published.

6.1.7. ANSI Public Comment Process

The Draft Standard shall be posted for public comments for a period as prescribed below. The ANSI form WEB BSR-8/108 FORM: STANDARDS ACTION PUBLIC REVIEW REQUEST shall be completed and filed with ANSI for this public comment period.

The public comment period shall be one of the following:

- A minimum of thirty (30) days where the full text can be published in Standards Action;
- A minimum of forty-five (45) days if the document is available in an electronic format from the SDO within one (1) day and the URL or email address is published in Standards Action;
- A minimum of sixty (60) days if the above is not available.

IACET shall send an announcement of the public comment period to its list of registered interested parties and shall post an announcement on its website. Copies of the email announcement and webpage announcement shall be recorded in the project record and maintained in accordance with the records retention policy.

Comments shall be submitted using the Comment Form posted on the IACET website with the Preliminary Draft Standard.

Comments will be collected during the time period only. Any comments received after the closing date will be held for the Committee to review during the next update of the standard.

- Any substantive changes made to a Preliminary Draft Standard that has undergone public review shall undergo ANSI Public Review.
- Any proposed American National Standard shall be relisted for public review if substantive changes are made following a review period.

6.2. Developing a New Standard

6.2.1. Proposing a New Work Item

A new standard development project begins with the proposal of a new work item. Any person may propose to IACET that a new standard be developed or that an existing standard be revised. The person would complete the IACET Online New Work Item form.

The new work item form is provided to the Council and Consensus Body Liaison. The Council and Consensus Body Liaison shall review the form, check for completeness, and where needed, clarify any of the sections on the form.

When the Council and Consensus Body Liaison deems the new work item form to be complete, the form shall be sent to the ICSD members and shall be included in the agenda of the next ICSD meeting.

6.2.2. Approval Process for a New Work Item

The ICSD shall review any new work item and shall:

- Consider whether the proposed standard is within the scope of the IACET's mission and objectives for standards development;
- Review the outline or draft and modify as necessary, or provide direction to the SDC regarding necessary modifications;
- Conduct a review of existing standards to determine whether any conflicts or duplicity exists.

ANSI defines a conflict as:

"Definition of Conflict

Conflict within the ANSI process refers to a situation where, viewed from the perspective of a future implementer, the terms of one standard are inconsistent or incompatible with the terms of another standard such that implementation of one standard under terms allowable under that standard would preclude proper implementation of the other standard in accordance with its terms."

- With the Council and Consensus Body Liaison, determine what resources are available for the development of the standards and assign a priority for the development of the standard.

The ICSD shall vote to accept the new work item:

- Approved new work items – the Council and Consensus Body Liaison shall provide the new work item form, with amendments and any supporting document, to the SDC for development;
- Disapproved new work item – the proposer shall be informed.

If the ICSD identified any potential conflict with other published standard(s), the SDC shall make a good faith effort to work with the organization that developed the other standard(s) to ensure, to the extent possible, that the two standards are not inconsistent or incompatible.

This effort shall be documented.

6.2.3. Submitting a PINS to ANSI

When a new work item is approved, the Council and Consensus Body Liaison shall announce the development of a standard on the IACET website and indicate IACET's intent to develop the standard by transmitting this information to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for announcement in ANSI's Standards Action. IACET will comply with the procedural requirements of the ANSI ER Section 2.5.1 (and its subsections)

6.2.4. Ballot Process

The work item shall be progressed through each stage by electronic ballot.

Clear instruction will be provided on all ballots regarding:

- How is consensus determined?
- How and what type of comments should be submitted (i.e., related to the document)?
- How negative votes will be counted?
- Duration of the ballot with clear deadlines?

All electronic ballots shall be formatted as affirmative motions and worded so that the voter may respond in the following manner:

- a) Affirmative;
- b) Affirmative with comment;
- c) Negative, with justification;
- d) Abstain.

The minimum return requirements for a ballot are a quorum (the majority) of the voting membership.

At each stage, acceptance of the document shall be determined by consensus, whereby a majority of the applicable committee (e.g., SDC, ICSD) cast a vote (counting abstentions) and at least two-thirds of those voting approve (not counting abstentions).

For working drafts and committee drafts, all members may be afforded the opportunity to submit comments related to the document with his/her ballot. At all stages, any negative vote shall be accompanied by justification and comments. This requirement shall be made clear on the ballot.

Negative votes received without comments or comments unrelated to the proposal under consideration shall be recorded as “negative without comments” for the purposes of establishing a quorum and submittal to ANSI. Such votes shall not be factored into the numerical requirements for consensus; IACET shall not solicit comments from the negative voter or conduct a recirculation of the negative vote.

An abstention on a ballot will not be counted as a cast vote but will be used in the determination of a quorum.

6.2.4.1. Resolving Comments from SDC members

All comments related to the proposed standard must be submitted with the electronic ballot. All comments will be addressed, resolved and the resolution documented. Unresolved comments shall be circulated to SDC members, and a recirculation ballot shall be submitted to the SDC members to afford them the opportunity to respond, reaffirm, or change their vote (in writing). If a member does not respond to a recirculation ballot within the allotted time, that member’s original vote on the motion shall be final.

The SDC shall maintain records of evidence regarding any change of an original vote.

SDC member comments submitted with negative votes shall identify the section and clause of the standard and provide the reason why the person does not agree with the current wording as well as proposed wording of that part of the standard that the member recommends as a change.

The SDC shall record and consider all negative votes accompanied by any comments that are related to the proposal under consideration. This includes negative votes accompanied by comments concerning potential conflict or duplication of the draft standard with an existing American National Standard and negative votes accompanied by comments of a procedural or philosophical nature. These types of comments shall not be dismissed since they do not necessarily provide alternative language or a specific remedy to the negative vote.

The SDC members shall be provided the ballot results, comments, and responses to the comments along with the modified standard. Each SDC member shall be asked to confirm their vote after reviewing the standard.

When all the comments have been addressed and the Committee Draft (CD) modified as required to address the comments, a Draft Standard (DS) is produced.

The Draft Standard shall be submitted to ANSI for the public commenting period.

Any SDC member with unresolved objections from the vote of the SDC shall be notified of their right to appeal to IACET in writing, in accordance with Clause 12 of these procedures.

6.2.5. Preparing a Working Draft (WD)

The SDC shall review the title and scope of the new work item to determine any need for clarity or modification. If the SDC feels a modification to the title or scope is necessary, the SDC may propose a modification.

The new work item shall be sent back to the ICSD for review and approval of any proposed modifications of the new work item title and scope. No further action shall be taken regarding the development of the standard until approval is received.

If there is no modification to a new work item form, or after approval of proposed modification, the SDC will commence development of a Working Draft standard in the following manner:

- The SDC may establish a task group to develop a Working Draft standard that that is intended for a broad group of stakeholders;
- The SDC may establish a subcommittee to develop a standard or group of standards within a specific industry sector or focus.

The Working Draft stage is iterative, and several working drafts may be developed before progressing to the next stage. Each Working Draft shall be identified using a sequential numbering system.

The final version of the Working Draft shall be circulated to the SDC members for electronic ballot. The SDC may register a ballot for Committee Draft stage or Draft Standard.

A Committee Draft ballot will be open for no less than three (3) weeks.

A Draft Standard ballot will be open for no less than six (6) weeks.

The document will be progressed to the next stage when consensus is determined.

The Working Draft stage shall not exceed six (6) months.

6.2.6. Preparing a Committee Draft (CD)

The task group or subcommittee will continue to develop a Committee Draft standard resolving any comments received from the SDC during the balloting period.

The Committee Draft stage is iterative, and one (1) or more committee drafts may be developed before progressing to the next stage. Each committee draft shall be identified using a sequential numbering system and shall be identified using a sequential numbering system.

The final version of the committee draft shall be circulated to the SDC members for electronic ballot. The SDC may register a ballot for a second Committee Draft Stage or Draft Standard.

A Committee Draft ballot will be open for no less than three (3) weeks.

A Draft Standard ballot will be open for no less than six (6) weeks.

The document will be progressed to the appropriate draft stage when consensus is determined according to Clause 6.2.4.

6.2.7. Preparing a Draft Standard (DS)

At the Draft Standard stage, the draft document may be circulated for a) discussion by the SDC at the first meeting following the receipt of the Committee Draft or b) for a formal vote.

- a) A meeting may be called if the subcommittee has reached an impasse or has an unresolved issue. The SDC can deliberate and give direction to the subcommittee or make necessary changes and call a formal vote.
- b) The SDC Chair shall call for a vote to determine if the document is ready for public comment. Minor changes can be made to the document and agreement to each change and for Draft Standard ballot shall be done by a simple majority of the members attending that meeting.

The Draft Standard shall be circulated for public comment by the Council and Consensus Body Liaison.

6.2.7.1. Resolution of Public Comments

After the public comment period has ended, the SDC with jurisdiction shall review each comment on its technical merit.

An effort shall be made to resolve all comments, including negative comments, related to the proposal under consideration. The SDC shall modify the document, as applicable, to reflect the comment. Any substantive changes made to a document shall undergo an ANSI Public Review.

Where the comment is not deemed appropriate, or the comment lacks technical basis, the SDC shall document the justification for rejecting the comment. This documentation shall be retained and made available upon request.

Each unresolved negative comment resulting from public review shall be reported to the ANSI BSR. Commenters shall be notified in writing that must inform IACET's Council and Consensus Body Liaison in writing within 30 days of the notice of SDC action if that they wish their objection to continue to be considered unresolved. Otherwise, it will be considered resolved.

IACET's Council and Consensus Body Liaison shall communicate with each commenter providing information on the results, how to access the resolved comments and the process for appeal in accordance with Clause 12 of this Policy and Procedures Manual.

Each unresolved objection from both public review and from the vote of the SDC; attempt at resolution; and any substantive change made in a proposed American National Standard shall be reported to the SDC to afford all members of the SDC an opportunity to respond, reaffirm, or change their vote.

All emails and other communications and recorded information relevant to the development of Standards shall be copied and maintained in the standard development project file and maintained in accordance with the records retention policy.

6.2.8. Preparing a Final Draft Standard (FDS)

Upon completion of the DS process, there will be a revised document which will be the final draft standard. This final draft standard shall be circulated to all SDC members for their review. Each individual member shall be asked to confirm their original vote on the document. If an SDC member fails to respond to this request, their original vote shall be used.

This final draft standard along with a copy of the comments and the responses shall be submitted to the ICSD for approval.

Refer to Clause 6.2.4 for ballot process.

6.2.9. Published Standard

The ICSD shall review the process followed in the development of the standard to confirm the policies and procedures in this manual have been followed. The ICSD shall review the standard to confirm that the title and scope have not been altered from what was approved by the ICSD and that the body of the standard follows the guidance that was provided by the ICSD.

If the ICSD does not feel that their direction has been followed, the ICSD will send the document back to the SDC with specific instructions as to what parts of the standard the ICSD feels did not follow their direction.

The ICSD shall refrain from re-writing the document and will simply refer the document back to the SDC.

Upon completion of the ICSD procedures for voting, public review and comment, disposition of views and objections, and appeals, a BSR-9 form for the standard shall be submitted to ANSI after any appeals specific to the development or revision of a standard are completed and it has received ICSD approval. Once the ANSI BSR has approved the candidate standard it shall be designated an American National Standard in accordance with the ANSI *Essential Requirements*.

If the BSR determines, based on the weight of the evidence presented, that the established criteria have been satisfied, the standard shall be approved and published as an American National Standard.

No reference to ANSI may be made prior to the ANSI BSR approval.

6.3. Discontinuation of a Standards Project

IACET may abandon the processing of a proposed new or revised American National Standard or portion thereof based on a vote by the Council on Standards Development or at the direction of the IACET Board of Directors without a vote of the relevant Standard Development Committee. When IACET discontinues an American National Standard project that has been noticed in Standards Action ANSI shall be notified immediately so a notice of the action will be announced in Standards Action.

NOTE ANSI [Standards Action](#) is a weekly publication produced by ANSI covering current standards development activities in the U.S. and internationally.

7. Maintenance to IACET Standards

7.1. Systematic Review

An IACET standard may be revised or withdrawn at any time, however, at a minimum, the action to review, reaffirm or withdraw an American National Standard will be completed by the fifth anniversary of approval of the document or last revision. The ICSD shall provide the SDC with a Proposed NWI along with any non-critical proposed changes and any policy direction that is deemed necessary.

The SDC shall review the standard and address any of the non-critical proposed changes. The standards development process shall be followed as outlined in this manual beginning with the Proposed NWI stage. If there are no proposed changes and the SDC does not propose any changes, the published standard would be circulated for public comment as published.

The SDC shall:

- Reaffirm the standard;
- Revise the standard;
- Withdraw the standard.

7.2. Stabilized Maintenance

Under specific, select circumstances standards that have held their status as American National Standards for 10 years or more may be maintained under the stabilized maintenance option provided that:

- The standard addresses mature technology or practices, and as a result, is not likely to require revision;
- The standard is other than safety or health related;
- The standard currently holds the status of American National Standard and has been reaffirmed at least once;

- At least ten (10) years has passed since the approval or last revision of the standard as an American National Standard;
- The standard is required for use in connection with existing implementations or for reference purposes.

A standard that is under the stabilized maintenance option shall be reaffirmed or revised on a ten (10) year cycle instead of a five (5) year cycle. When reviewing the standard, IACET shall notify ANSI so an announcement can be placed in the Standards Action.

If an individual feels that a standard under the stabilized maintenance option should be revised or withdrawn, this shall be done using the NWI proposal. Action shall be taken on the NWI proposal within sixty (60) days.

7.3. Amendments to IACET Standards

Where the ICSD decides that a critical change proposal has been received that impact only a portion of a published standard, they can request that the SDC only revise the applicable section of the standard.

The amended part of the standard shall follow the Standards development process outlined in this manual.

When publishing the amendment to a published standard, it shall be done in a manner that makes it clear that the amendment to that part of the standard shall be used when applying a published standard.

There is no maximum number of addendums that can be made to a standard. If additional amendments are required, then the complete standard shall be reviewed and updated, and the complete standard shall be circulated for public comment.

7.4. Interim (non-ANSI) IACET Standards or Addendum

Where the ICSD determines that it is time critical that an existing standard be immediately revised or a new standard be developed, IACET shall publish the Final Draft Standard as an IACET standard without the public comments. The standard shall be identified as an IACET standard only and shall not make any reference to ANSI. The Final Draft Standard shall be submitted for public comments within 120 days of it being published as an IACET standard. Once the public comments are received and resolved and the ANSI *Essential Requirements* have been followed, the IACET standard will be withdrawn and replaced by the ANSI approved standard.

8. Interpretations

8.1. Interpreting Standards

The SDC will provide interpretation regarding the intent of a section or clause of standards upon request.

A request for interpretation may be made by any user of the standard by submitting a written request to IACET. The Interpretation Request shall identify the standard section needing clarification, a statement of the problem or rationale supporting the need for a clarification and where possible a draft proposed interpretation.

9. Records

9.1. Records Kept

IACET shall keep records of the standards development process and minutes of the ICSD, SDC and Sub-Committee meetings. Meeting minutes of the task groups are not required to be kept. Records shall include but not be limited to:

- Records of the voting results of each standard shall be kept.
- Records of the comments received and the responses from the SDC shall be kept.
- Records of each complaint shall be kept, along with the deliberations and the resolution of the complaint.
- Records shall be kept of any proposed conflicts, the specific inconsistencies and incompatibilities, the discussion between the two organizations and the resolution by IACET.

- All appropriate documentation shall be document controlled.

9.2. Records Retention Policy

IACET shall keep all records for standards under continuous or stabilized maintenance (i.e., all standards in active circulation), whichever is longer.

IACET shall keep records concerning withdrawals of all American National Standards for at least five years from the date of withdrawal or for a duration consistent with the audit schedule.

The records shall be kept electronically. Where paper copies are received, they shall be scanned and filed electronically. Paper records may be kept as additional records.

Records shall be retained consistent with the ANSI *Essential Requirements* Section 3.4 Evidence of Compliance.

10. Obligations to ANSI

10.1. Compliance with ANSI Policies

IACET shall comply with all the ANSI *Essential Requirements*. Where IACET corporate policies and Standards development policies differ from ANSI *Essential Requirements* policies which are adopted herein, the more stringent criteria shall apply.

IACET shall follow all the policy and procedures set forth in this manual.

IACET shall cooperate with ANSI representatives when an audit is conducted by ANSI. IACET shall comply with all directions and opportunities for improvement as outlined by ANSI.

10.2. Antitrust

The Antitrust Policy shall comply with ANSI Antitrust Policy of Section 3.3 ANSI *Essential Requirements*.

11. Withdrawal of IACET American National Standards

11.1. Conditions for Withdrawal

IACET may withdraw an American National Standard based on a vote of the ICSD or at the direction of the IACET Board of Directors without a vote of the respective SDC. When IACET withdraws an American National Standard, ANSI shall be notified immediately, and the withdrawal shall be announced in Standards Action.

12. Appeals

12.1. Appeals Policy

Appeals shall be addressed promptly and followed by an expeditious decision. These appeals procedures provide for participation by all parties concerned without imposing an undue burden on them. IACET shall make every effort that appeals be considered in a fair and unbiased manner that fully addresses the concerns expressed. Members are expected to voluntarily disqualify him or herself from influencing any appeals decision on any matter which may raise questions regarding a conflict of interest.

The provision for appeals is required as a part of due process and is important for the protection of directly and materially affected interests of standards developers. The following sections give general criteria regarding the right to appeal, to whom appeals are made, and what may be appealed.

12.2. Right to appeal

Persons who have directly and materially affected interests and who have been or will be adversely affected by any procedural action or inaction by the ICSD regarding the development of a proposed ANS or the revision, reaffirmation, or withdrawal of an existing ANS, have the right to appeal. The burden of proof to show adverse effect shall be on the appellant. Appeals of actions shall be made within thirty (30) calendar days of notification; appeals of inactions may be made at any time. Appeals shall be directed to IACET in accordance with these appeals procedures.

12.3. Written objection

The appellant shall file a written appeal to IACET within thirty (30) calendar days after the date of notification of an action by the ICSD. An appeal may be filed at any time if it is based on the inaction of the ICSD. The written appeal shall state 1) the nature of the objection(s), 2) any adverse effects resulting or perceived from the ICSD's action or inaction, 3) the section of the standard at issue, and 4) proposed remedial actions which would satisfy the appellant's concerns. Any previous efforts to resolve the objection(s) should also be noted.

12.4. Acknowledgement

Within thirty (30) calendar days after receipt of the written appeal, IACET shall respond in writing to the appellant, acknowledging the appeal, identifying the actions which will be undertaken to resolve each allegation of the complaint. If the standard is published, no action will be taken to withdraw the standard pending the outcome of the appeal. If the standard is not published and in a draft format, no further action will be taken on the standard until the appeal is resolved.

12.5. Resolution

IACET shall review the written appeal and make every attempt to resolve the issues in a manner consistent with the intent of the standard and the policies and procedures of both the ICSD and ANSI. The burden of proof will be upon the appellant to demonstrate that proper procedures were not followed; that the standard, action, or inaction has or will adversely affect the appellant; that due process or openness was obstructed; or that the standard or action is not in the best interest of the public.

12.6. Continuing appeal

IACET shall notify the appellant of their decision and actions within ten (10) calendar days of the decision.

12.7. Final appeals

If after appeal to the appellant is still dissatisfied with the resolution of the complaint(s), the appellant may then appeal directly to ANSI following ANSI's appeal procedures.