

# **Procedures for Organization, Development, and Maintenance of Challenge Course Standards by the Association for Challenge Course Technology (ACCT)**

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## **1. General**

These procedures apply to the development, approval, revision, reaffirmation, and withdrawal of consensus standards for the challenge course industry developed by the Association for Challenge Course Technology (ACCT) in accordance with the American National Standards Institute (ANSI) *Essential Requirements*.

Scope: ACCT is an ANSI Accredited Standards Developer. ACCT's scope of standard involvement is to develop and maintain consensus standards for the challenge course, aerial adventure course, zip line, and canopy tour industries.

## **2. Organization**

### **2.1 Board of Directors**

ACCT is governed by a voluntary Board of Directors who are elected from and by the current membership of the Association, each serving a term as described in the current ACCT bylaws.

### **2.2 Accredited Standards Developer**

The Board of Directors shall ensure the responsibilities as an Accredited Standards Developer are fulfilled and may designate a staff member (full time or contract) to manage the administrative process of the standards program while reporting to the Board of Directors. ACCT, hereto after referred to as the Accredited Standards Developer, may utilize additional needed resources and shall:

1. Organize the Consensus Body.
2. Maintain ANSI accreditation in accordance with the *ANSI Essential Requirements*, including submission of the Consensus Body roster.
3. Oversee compliance with these Procedures.

The Accredited Standards Developer shall be responsible for:

- a) Making administrative contact with ANSI for submission of standards and ANSI audit purposes.
- b) Performing administrative work and support services, including arranging Consensus Body meetings, assisting with the preparation and distribution of agendas, minutes, draft standards, and maintaining records.
- c) Submitting proposed standards approved by the Consensus Body and any other required information to ANSI for review and approval as American National Standards.
- d) Maintaining rosters of the Consensus Body and a list of standards for which the Accredited Standards Developer is responsible.
- e) Publishing an email and web form for receiving public comments on the standards.
- f) Performing other administrative functions as required by these Procedures.
- g) Ensuring adherence to the Procedures regarding maintenance of approved standards.
- h) Notifying ANSI of the withdrawal of an American National Standard or the discontinuance of a standards project.
- i) Responding to requests for interpretations of the American National Standards.
- j) Giving notice of standards development activity, including formation of a consensus

body or consensus body meeting, announced in various ACCT media that includes information about opportunities for participation.

### **2.3 Consensus Body**

The Consensus Body shall be established by the Accredited Standards Developer and will be responsible for:

- a) Approving the content of a standard and whose vote demonstrates evidence of consensus.
- b) Voting on approval of American National Standards within its scope.
- c) Complying with policy and procedures for interpretations as defined in Section 10 of these Procedures.
- d) Other matters requiring committee action as provided in these procedures.

### **3. Consensus Body Officers**

A Chair and Vice-Chair shall be nominated by the individual members of the Consensus Body, subject to approval by a majority vote of the Accredited Standards Developer. Officer positions will be reviewed every two years, and a majority vote of the Accredited Standards Developer is required for approval. Each officer shall serve until a successor is selected and ready to serve. The Vice-Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so. A Secretary shall be provided by the Accredited Standards Developer.

### **4. Consensus Body Membership**

Membership on the Consensus Body is open to all interested individuals or organizations having a direct and material interest in the activities of the Consensus Body and shall be sufficiently diverse to ensure reasonable balance without dominance by any single interest group.

**4.1 Outreach.** The Accredited Standards Developer shall solicit for applications in public forums and/or from directly and materially interested individuals or organizations. Membership selection by the Consensus Body shall give consideration to:

- a) the need for active participation by members of each interest group;
- b) the need for balance and avoiding the potential for dominance by members of a single interest group;
- c) the extent of interest expressed and the willingness to participate; and
- d) qualifications and ability to materially contribute to the work of the Consensus Body.

**4.2 Application.** Individuals or organizations seeking membership on the Consensus Body shall submit a written request to the Accredited Standards Developer indicating their interest in the work of the Consensus Body and their qualifications, willingness to participate, and affiliations that might affect their classification. Applicants shall identify their interest category. (See *4.3 Interest Categories*.)

**4.3 Interest Categories.** All members of the Consensus Body shall be classified into interest categories. The interest category of a voting member of the Consensus Body reflects the business or other interests of their primary source of support for participation in the Consensus Body. Interest categories, at a minimum, will include Producer, Servicer, User - Commercial, User - Educational, and General Interest representatives in accordance with the definitions listed below. Additional classifications can be added by the Consensus Body at their discretion. The definitions of any new classifications added will be made available to any interested party upon request.

- a) **Producer.** This category includes representatives of interests directly involved in making or producing products, materials, courses or structures for User (see 4.3.c., 4.3.d.), including and not limited to: manufacturing of hardware, equipment, and gear; designing, constructing, and maintaining aerial adventure structures and challenge courses.
- b) **Servicer.** This category includes representatives of interests directly involved in providing services to Users (see 4.3.c., 4.3.d.), including and not limited to: engineering, inspecting, training, reviewing operations, and reselling hardware and equipment. Services may also include training of operating personnel, providing insurance (for non-self-insured agencies), designing curriculum and producing documentation.
- c) **User - Commercial.** This category includes representatives of interests directly involved in operating challenge courses, including and not limited to facilities offering facilitated, guided, and self-guided (or monitored) programs where the primary aim of the program or structure is recreational, and individuals who work as managers, guides, or monitors at commercial programs. Examples of facilities that use challenge courses for commercial purposes include: aerial parks, zip line tours, recreation and fitness programs, family entertainment centers, parks, and destination locations/resorts.
- d) **User - Educational.** This category includes representatives of interests directly involved in operating challenge courses, including and not limited to facilities offering facilitated, guided, and self-guided (or monitored) programs where the primary aim of the program or structure is educational, and individuals who work as managers, facilitators, guides, or monitors at educational programs. Examples of facilities that use challenge courses for educational purposes include: educational entities, camps, retreat centers, hospitals and rehabilitation centers, community service organizations, social service agencies, and community entities.
- e) **General Interest.** This category includes representatives with a variety of perspectives that are not Producers, Servicers, or Users. Examples include and are not limited to: regulatory agencies, trade associations (that represent interests other than Producers, Servicers, and Users), standards writing organizations, consumer groups, environmental groups, researchers, and members of the general public.

**4.4 Processing Applications.** The Accredited Standards Developer shall initially select one-half of the Consensus Body. The Consensus Body shall elect the remainder of the individuals from materially affected interests. When an opening on the Consensus Body occurs, the Accredited Standards Developer will make a call for volunteers (see 4.1 Outreach) and all applications that have been received that match the opening need will be sent to the Consensus Body to select the new member(s). The Accredited Standards Developer shall promptly send all applications to the Consensus Body for review to ensure that they are accurate and complete. If space is unavailable on the Consensus Body (See 4.6 Consensus Body Size), applications will be kept for consideration when there is an available position open.

Rejected applicants shall have the right to appeal in accordance with Section 11, *Appeals*.

**4.5 Balance.** The standards development process should have a balance of interests. Temporary imbalance can exist due to membership resignations, illnesses, or other unforeseen circumstances. Participants from diverse interest categories shall be sought with the objective of achieving balance. Criteria for balance are that:

- a) no single-interest category constitutes more than one-third of the membership of the Consensus Body dealing with safety-related standards, or
- b) no single-interest category constitutes a majority of the membership of the Consensus Body dealing with other than safety-related standards.

**4.6 Consensus Body Size.** The Accredited Standards Developer shall consider reasonable limits on the size of the Consensus Body. To ensure administrative manageability and promote active participation, the suggested maximum is fifteen (15) and the suggested minimum is nine (9).

**4.7 Membership Obligations.** Members are expected to participate actively by fulfilling attendance, voting, correspondence, and other obligations. Members are expected to participate in good faith and in accordance with professional standards, respectful of the rules of the committee and the authority given to the Officers of the Consensus Body and the Accredited Standards Developer. Active participation includes voting on all ballots issued and missing no more than three consecutive meetings.

**4.8 Review of Membership.** The Accredited Standards Developer shall review the membership list annually with respect to the criteria of this Section 4.7, *Membership Obligations*. Where a member is found in repeated default of these obligations, the Accredited Standards Developer shall direct the matter to the Consensus Body for appropriate action, which may include termination of membership.

**4.9 Membership Roster.** The Accredited Standards Developer shall maintain a current and accurate Consensus Body roster and shall distribute the roster to the members of the Consensus Body at least annually and otherwise on request. The Consensus Body roster shall include the following:

- a) name of secretary, and email address(es),
- b) officers: Chair and Vice-Chair,
- c) member names, email addresses, and affiliation<sup>1</sup> of members of each group,
- d) classification of each member in the Consensus Body, and
- e) an accounting of classifications in the Consensus Body: total of voting members and subtotals for each interest category.

**4.10 Task Groups.** In addition to Task Groups established by the Accredited Standards Developer, Task Groups may be established by the Consensus Body Chair as needed for the purpose of managing Consensus Body projects. Members of the Task Groups can be members of the Consensus Body or other volunteers recruited for specific projects.

4.10.1 Balance is not required for Task Groups.

4.10.2 Task Groups decision making is based on consensus among members present at Task Group meetings.

<sup>1</sup> The affiliation of a consensus body member refers to the entity that the consensus body member represents, which may or may not be that person's employer

## 5. Meetings

Consensus Body meetings are held to consider:

- 1) membership applications,
- 2) draft standards, for the purpose of voting,
- 3) Consensus Body Task Group work (per Section 4.10, *Task Groups*),
- 4) and to address administrative or organizational items affecting the function of the Consensus Body.

**5.1 Open Meetings.** Meetings of the Consensus Body shall be open to all persons having a direct and material interest. At least four weeks' notice of meetings shall be given by the Accredited Standards Developer. The notice shall describe the purpose of the meeting and shall identify a readily available source for further information. An agenda shall be available and shall be distributed in advance of the meeting to members and to others expressing interest. The Accredited Standards Developer may optionally maintain a permanent mailing list of other directly and materially interested parties. Meetings shall be held at a convenient location or may be conducted by conference calls or by simultaneous video-linked locations. Individuals who are not Consensus Body members must register their desire to participate with the Accredited Standards Developer.

**5.2 Quorum.** A majority of the members of the Consensus Body shall constitute a quorum for the transaction of business. If a quorum is not present, actions may be taken subject to confirmation by letter ballot or at a subsequent meeting.

## 6. Voting

The Consensus Body vote shall be conducted and reported in accordance with these Procedures and *ANSI Essential Requirements*, Section 2.7. *Votes* for the approval of a document or portion thereof as a candidate American National Standard (ANS) may be obtained by letter, fax, recorded votes at a meeting, or electronic means. All members of the Consensus Body shall have the opportunity to vote. When recorded votes are taken at meetings, members who are absent shall be given the opportunity to vote before or after the meeting.

**6.1 Standards Development Votes.** For votes related to standards development, each member of the Consensus Body shall vote one of the following positions:

- a) affirmative
- b) affirmative, with comment
- c) negative, with reasons (the reasons for a negative vote shall be given and if possible, should include specific wording or actions that would resolve the objection)
- d) abstain

**6.2 Other Votes.** For votes related to membership and officer-related issues, as well as administrative items, each member of the Consensus Body shall vote one of the following positions:

- a) affirmative
- b) negative
- c) abstain

**6.3 Voting Period.** The voting period shall end four (4) weeks from the date of issue or as soon as all ballots are returned, whichever comes earlier. An extension may be granted at the Chair's option, when warranted.

**6.4 Actions Requiring Approval by a Majority.** The following actions require approval by a majority of the membership of the Consensus Body either at a meeting or by letter ballot:

- a) election of officers
- b) addition of new Consensus Body members and confirmation of their interest categories
- c) removal of a Consensus Body member
- d) approval of a formal interpretation of an American National Standard or information relating to an American National Standard
- e) approval of minutes

**6.5 Actions Requiring Approval by Two-Thirds of Those Voting.** All members of the Consensus Body shall be given the opportunity to vote on the following standards-related actions: approval of a new standard, reaffirmation of an existing standard, approval of a revision or addendum to part or all of a standard. Votes may be conducted either by letter ballot or an equivalent, formal, recorded vote. Proxies will not be allowed. For ballots to be approved it is a requirement that a majority of the Consensus Body cast a vote (counting abstentions) and at least two-thirds of those voting approve (not counting abstentions). When votes are recorded at a Consensus Body meeting, those members who are absent shall be given opportunity to vote before or after the meeting, with all absentee votes being recorded.

**6.6 Authorization of Letter Ballots.** A letter ballot may be authorized by any of the following:

- a) majority vote of those present at a Consensus Body meeting
- b) the Chair
- c) the Accredited Standards Developer
- d) petition of five or more members of the Consensus Body

## **6.7 Public Review.**

**6.7.1 Notification That Standard Will Be Developed.** At the initiation of a project to develop an American National Standard, notification shall be made to ANSI using the Project Initiation Notification System Form (PINS). Any comments arising from the PINS shall be addressed in accordance with Sections 2.4, 2.5, and 2.6 of the *ANSI Essential Requirements*.

**6.7.2 Public Review of Standard.** Proposals for new American National Standards or reaffirmation, revision, or withdrawal of existing American National Standards shall be transmitted to ANSI for listing in *Standards Actions* for comment and shall be posted on the ACCT website and may be published in other media and industry-related publications.

**6.7.3 Processing Comments.** Written comments shall be accepted for sixty days, unless the proposed standard is available electronically, then comments need only be accepted for forty-five days. For limited revisions (if the full text of the revision(s) can be published in ANSI's *Standards Action*), the public review period shall be limited to thirty days. Negative commenters are to be encouraged to include a reason and, preferably, specific wording or actions which

would resolve the objection. Within thirty days of the close of this period of public review, the results shall be reported to the Consensus Body.<sup>2</sup>

**6.8 Disposition of Views and Objections.** All comments submitted during a public comment period or Consensus Body vote will be responded to in writing, with the reasons therefore. Objections may be referred to the Consensus Body Chair or to the Task Group responsible for the part of the standard in question to attempt an informal resolution. Those that make comments and objections related to the proposal under consideration can be reached out to in an effort to obtain further information from the objector or attempt to reach resolution. Disposition of views and objections will be processed as quickly as possible.

The person(s) or group assigned to process comments will confirm, in writing, the resolution of any objection from all public review commenters by sending a written communication to the public commenter with the proposed resolution of comments and the reasons therefore stating that if the Accredited Standards Developer does not hear back from the objector within 10 working days then the objection will be considered resolved or the public review commenter may provide a written communication indicating that his/her objection is resolved.

Accredited Standards Developers are not required to consider negative votes accompanied by comments not related to the proposal under consideration, or negative votes without comments. The Accredited Standards Developer shall indicate conspicuously on the letter ballot that negative votes must be accompanied by comments related to the proposal and that votes unaccompanied by such comments will be recorded as “negative without comments” without further notice to the voter or public commenter.

Comments and objections which were determined to be not related to the current standard under review are to be considered as proposals for new work and the submitter is to be notified that this action is being taken.

Each unresolved objection, attempt at resolution, and substantive change shall be reported/recirculated to the Consensus Body in order to afford members the opportunity to respond, reaffirm or change their votes. Recirculation ballots will indicate that unless a response is obtained by the given date, the Consensus Body member’s original vote will be maintained. Substantive changes are subject to letter ballot and a new public review period. All unresolved objectors shall be informed in writing of their right to appeal and of the appeals process contained in Section 11, *Appeals*.

**6.9 Report of Final Result.** The final result of the voting shall be reported, by interest categories, to the Consensus Body.

<sup>2</sup> Although a 60-day public comment period is not required in all instances, a number of provisions in the *ANSI Essential Requirements*, when read in combination, satisfy the WTO’s 60-day rule. Before adopting a standard, ANSI- Accredited Standards Developers shall allow a period of at least 60 days in total for submission of comments on the draft standard if requested by an interested party within the territory of a Member of the WTO. Exceptions outlined in the rule are permitted due to issues of safety, health or environment. (See WTO Agreement on Technical Barriers to Trade (TBT), Annex 3 Code of Good Practice for the Preparation, Adoption and Application of Standards (CGP) Substantive Provision L.)



## **7. Submittal of Standard**

Upon completion of the procedures for voting, disposition of views and objections, and appeals, the proposed standard shall be submitted to ANSI by the Accredited Standards Developer. The timeliness of this submittal shall be in accordance with the *ANSI Essential Requirements*.

**7.1 Information Submitted.** The Accredited Standards Developer shall submit to ANSI all the necessary evidence of compliance with ANSI's criteria of approval of an American National Standard in accordance with Section 4.2.1.1 in the *ANSI Essential Requirements*.

**7.2** Portions of a published document that were not approved through this consensus process shall not contain requirements necessary for conformance with the approved American National Standard (ANS) and (1) shall be clearly identified at the beginning and end of each such portion of the document, or (2) such information shall be overprinted on the cover page. These portions of the document shall be marked with the following, or similar, explanatory language:

The information contained in this [portion of a document] is not part of this American National Standard (ANS) and has not been processed in accordance with ANSI's requirements for an ANS. As such, this [portion of a document] may contain material that has not been subjected to public review or a consensus process. In addition, it does not contain requirements necessary for conformance to the standard.

## **8. Termination of Consensus Body**

Requests to terminate the Consensus Body shall be made in writing to the Accredited Standards Developer and shall include at least the following:

a) reasons why the Consensus Body should be terminated

## **9. Withdrawal of Standard**

If the Accredited Standards Developer approves the withdrawal of one or more American National Standards, the Accredited Standards Developer shall notify ANSI with the request to withdraw the standard. A vote of the Consensus Body is not required for this withdrawal, although a recommendation ballot may be conducted.

## **10. Interpretation of Standards**

The Accredited Standards Developer shall oversee the processing of all requests for official interpretations of the American National Standard. Interpretations are only to be issued by person(s) or group(s) specifically designated by the Accredited Standards Developer. Each response for official interpretation shall be reviewed by the Accredited Standards Developer once it has passed through a consensus process and before being issued.

The Accredited Standards Developer shall publish an email or web form on its website to receive requests for official interpretation of the American National Standard. Requests directed to any other person or group other than the Accredited Standards Developer should be directed to the published email or web form.

The Accredited Standards Developer shall acknowledge the request within thirty days of receipt and may issue a tentative interpretation or refer to a previous interpretation. . No interpretation is binding unless it is passed through a consensus process. All official responses to requests for interpretation shall be in writing, electronic or otherwise, and sent from the Accredited Standards Developer.

Consensus process of an official interpretation may be achieved through several means.

- a) If a Consensus Body is populated, the Accredited Standards Developer shall pass the draft response to the Consensus Body and a vote shall be taken following the Consensus Body's procedures for approval of an official interpretation of a standard (Section 6.4, *Actions Requiring Approval by a Majority*).
- b) If a Consensus Body is not populated, the Accredited Standards Developer shall populate a Consensus Body where a vote shall be taken following the Consensus Body's procedures for approval of an official interpretation of a standard (Section 6.4, *Actions Requiring Approval by a Majority*).

No official responses to interpretation of American National Standards are allowed outside of this process. If the Accredited Standards Developer elects to publish white papers, technical advisories, or non-standards documents that could be interpreted as such, the document shall be published with a disclaimer which makes clear that the publication is not an official interpretation of the American National Standard.

## 11. Appeals

Directly and materially interested parties who have been or will be adversely affected by a standard within the Accredited Standard Developer's jurisdiction, or by the lack thereof, shall have the right to appeal procedural actions or inactions of the Consensus Body or the Accredited Standards Developer including whether a technical issue was afforded due process. Appeals shall be submitted with a \$500.00 processing fee. A fee reduction or waiver may be requested.

**11.1 Complaint.** The complainant shall file a written complaint with the Accredited Standards Developer within thirty days after the date of notification of action or at any time with respect to inaction. The complaint shall state the nature of the objection(s) including any adverse effects, the section(s) of these Procedures or the standard that is at issue, actions or inactions that are at issue, and the specific action(s) that would satisfy the complainant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted.

**11.2 Response.** Within thirty days after receipt of the complaint, the Accredited Standards Developer representative shall respond in writing to the complainant, specifically addressing each allegation in the complaint to the extent possible. The Accredited Standards Developer shall attempt to resolve the complaint informally.

**11.3 Appeals Panel and Hearing.** At the request of the appellant, the Accredited Standards Developer shall appoint an appeals panel to hold a hearing on a date agreeable to all participants, with at least 15 working days' notice, but no more than 30 working days' notice. Appeals hearings may be held by conference call. The appeals panel shall consist of three individuals who have not been directly involved in the dispute and who will not be materially

affected by any decision made in the dispute. If the Accredited Standards Developer and the appellant cannot agree on the appeal panelists within 15 working days, the Accredited Standards Developer may appoint the appeal panel.

**11.4 Conduct of the Hearing.** The complainant has the responsibility of demonstrating improper actions or inaction, the adverse effects therefrom, and the efficacy of the requested remedial action. The Accredited Standards Developer has the responsibility to demonstrate that the Consensus Body took all actions in question in compliance with these Procedures and that the requested remedial action would be ineffective or detrimental.

**11.5 Decision.** The appeals panel shall render its decision in writing within 30 days of the hearing, stating its findings of fact and conclusions, with reasons therefor, and citing the evidence. The Accredited Standards Developer shall send to the complainant a written decision and inform the Consensus Body of the decision of the appeals panel, which shall be binding and final on all concerned.

**11.6 Further Appeal.** Further appeal may be made directly to ANSI, but only if the above process has been followed to its conclusion. If the complainant gives notice to the Accredited Standards Developer that such a further appeal to ANSI is intended, all relevant materials, including the decision made by the appeals panel set forth above, shall be submitted to ANSI by the Accredited Standards Developer.

## **12. Parliamentary Procedures**

On questions of parliamentary procedure not covered in these procedures, Robert's Rules of Order (latest edition) may be used to expedite due process.

## **13. Metric Policy**

All units found in the standards will be either English units plus standard international units (metric units) or standard international units alone.

## **14. Patent Policy**

The ANSI Patent Policies, as specified in the *ANSI Essential Requirements*, Section 3.1, shall apply to all American National Standards.

## **15. Record Retention Policy**

Records shall be prepared and maintained to provide evidence of compliance with these Procedures. Records concerning new, revised, or reaffirmed American National Standards shall be retained for a minimum of one complete standards cycle.

Records concerning withdrawals of all American National Standards shall be retained for at least five years from the date of withdrawal.

The Accredited Standards Developer shall retain all required records related to the development and

maintenance of the American National Standards per the periods listed above.

## **16. Commercial Terms and Conditions Policy**

The Accredited Standards Developer shall comply with ANSI's Commercial Terms and Conditions Policy as set forth in the *ANSI Essential Requirements*, Section 3.2.

## **17. Notification of Standards Development and Coordination Policy**

The Accredited Standards Developer shall abide by the ANSI policy on notification of standards development and coordination, as specified in the *ANSI Essential Requirements*, Section 2.5.

## **18. Antitrust Policy**

American National Standards shall be developed in accordance with applicable antitrust and competition laws and meetings amongst competitors to develop American National Standards are to be conducted in accordance with these laws.

## **19. Maintenance of American National Standards**

*ANSI Essential Requirements* offers three options for the maintenance of an American National Standard: periodic maintenance, continuous maintenance, and stabilized maintenance. Periodic maintenance is defined as the maintenance of a standard by review of the entire document and action to revise or reaffirm it on a schedule not to exceed five years from the date of its approval<sup>3</sup> as an American National Standard.

In the event that a PINS or BSR-8/108 has not been submitted for an American National Standard within five years after its approval, the Accredited Standards Developer may request an extension of time to reaffirm or revise the standard or shall withdraw the standard. The request for an extension of time shall be submitted to ANSI within thirty days following five years after the approval date of the American National Standard. Requests for extensions shall provide the program and schedule of work that will lead to revision, reaffirmation, or withdrawal. The extension may be granted by the ExSC or its designee.

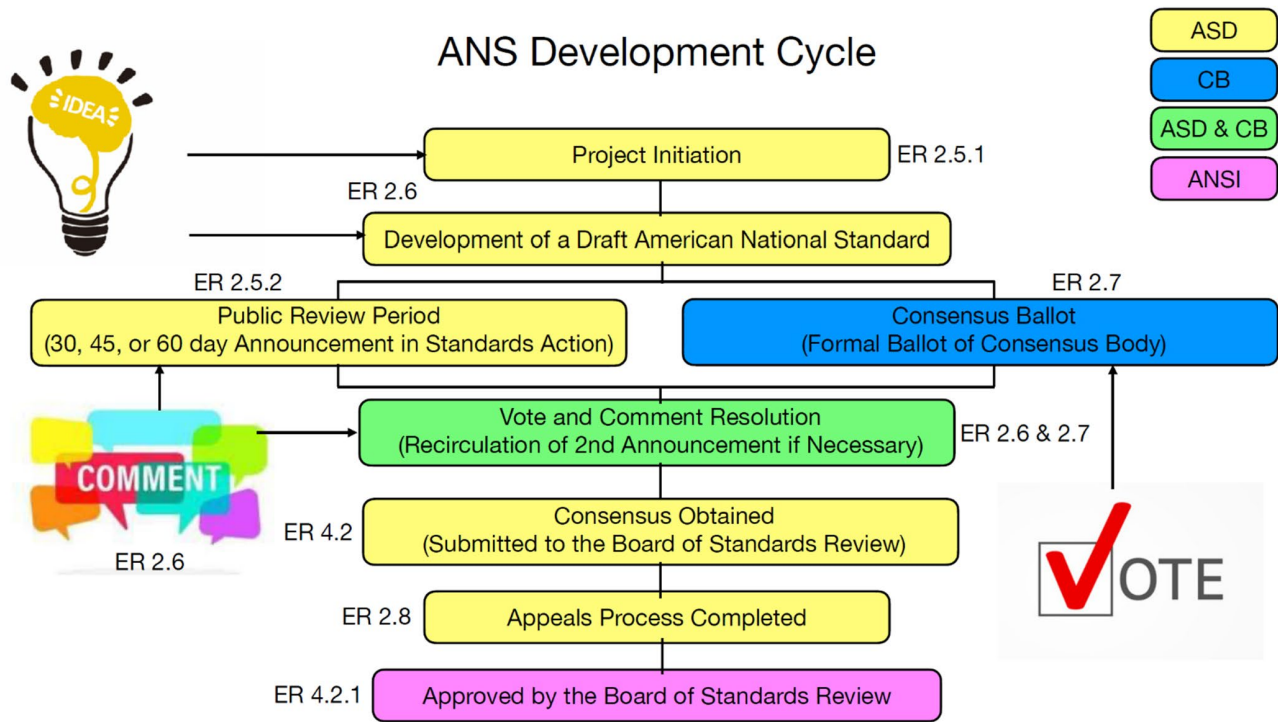
No extension of time beyond ten years from the date of approval shall be granted for action on a standard. Except in the case of a national adoption, an ANS maintained under the periodic maintenance option shall not retain its status as a current American National Standard beyond ten years from the date of approval. Such approval automatically expires on the tenth anniversary date of approval as an American National Standard.

## **20. Publication**

The Accredited Standards Developer shall publish standards no later than six months after approval as an ANS and only place the ANS mark on English-language versions unless that standard is an identical national adoption of a standard that has been translated officially by ISO or IEC. Any freestanding translations may identify as a translation of an ANS (per ANSI guidance), but not as an ANS itself.

<sup>3</sup> "Approval" as an American National Standard refers to an action to approve a new document or reaffirm or revise an existing American National Standard.

# Appendix A - American National Standard Development Cycle



## Appendix B - Accredited Procedures to ANSI Essential Requirements Reference Table

Accredited Procedures (AP) Section	Essential Requirement (ER) Section	Notes
1 General (Scope)		
2.1 (Organization) Board of Directors		
2.2 (Organization) Accredited Standards Developer (ASD)		
2.3 (Organization) Consensus Body		
3 Consensus Body Officers		ER 2.7 references voting on officers; no other details
4. Consensus Body Membership	2.3 Balance	
4.1 Outreach	2.1 Openness	
4.1 Outreach	2.2 Lack of Dominance	
4.10 (CB) Task Groups		
4.2 (CB) Application		
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4.6 (CB) Consensus Body Size		
4.7 (CB) Membership Obligations		
4.8 (CB) Review of Membership		
4.9 (CB) Membership Roster	2.1 Openness	
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5 Meetings	2.7 Evidence of consensus and consensus body vote	
5.1 (meetings) Open Meetings	2.5 Notification of standards development and coordination	
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6.1 (Voting) Standards Development Votes	2.7 Evidence of consensus and consensus body vote	
6.2 Other votes	2.7 Evidence of consensus and consensus body vote	
6.3 Voting Period	2.7 Evidence of consensus and consensus body vote	
6.4 Actions Requiring Approval by Majority	2.7 Evidence of consensus and consensus body vote	
6.5 Actions Requiring Approval by Two-Thirds of Those Voting	2.7 Evidence of consensus and consensus body vote	
6.6 Authorization of Letter Ballots	2.7 Evidence of consensus and consensus body vote	
6.7 Public Review	2.1 Openness	
6.7.1 (Public Review) Notification That Standard Will Be Developed	2.5 Notification of standards development and coordination	
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Accredited Procedures (AP) Section	Essential Requirement (ER) Section	Notes
6.7.3 (Public Review) Processing Comments	<b>2.5 Notification of standards development and coordination</b>	
6.8 Disposition of Views and Objections	<b>2.6 Consideration of views and objections</b>	
6.9 Report of Final Result.	<b>2.7 Evidence of consensus and consensus body vote</b>	
7 Submittal of Standard	4.0 Normative American National Standards Administrative Procedures	
8 Termination of Consensus Body		
9 Withdrawal of Standard	4.0 Normative American National Standards Administrative Procedures	ER 3.4 additionally requires record keeping of said withdrawal
10 Interpretation of Standards	<b>3.6 Interpretations policy</b>	
11 Appeals	<b>2.8 Appeals</b>	11.1-11.6 provide specific steps in the appeals process
12 Parliamentary Procedures		
13 Metric Policy	<b>3.5 Metric policy</b>	
14 Patent Policy	<b>3.1 ANSI patent policy - Inclusion of Patents in American National Standards</b>	
15 Record Retention Policy	<b>3.4 Evidence of compliance</b>	
16 Commercial Terms and Conditions Policy	<b>3.2 Commercial terms and conditions</b>	
17 Notification of Standards Development and Coordination Policy	<b>2.4 Coordination and harmonization</b>	
17 Notification of Standards Development and Coordination Policy	<b>2.5 Notification of standards development and coordination</b>	
18 Antitrust Policy	<b>3.3 Antitrust Policy</b>	
19 Maintenance of American National Standards	4.7 Maintenance of American National Standards	
20 Publication	4.0 Normative American National Standards Administrative Procedures	See ER 4.0 & 4.5 for details

*\*Bold text (Sections 2 and 3 of the ANSI Essential Requirements) are required to be addressed in the Accredited Procedures*

## Appendix C - ANSI Essential Requirements to Accredited Procedures Reference Table

Essential Requirement (ER) Section	Accredited Procedures (AP) Section	Notes
2.1 Openness	4.1 Outreach	
2.1 Openness	4.9 (CB) Membership Roster	
2.1 Openness	6.7 Public Review	
2.2 Lack of Dominance	4.1 Outreach	
2.3 Balance	4. Consensus Body Membership	
2.3 Balance	4.3 Interest Categories	
2.3 Balance	4.5 Balance	
2.4 Coordination and harmonization	17 Notification of Standards Development and Coordination Policy	
2.5 Notification of standards development and coordination	5 Meetings	
2.5 Notification of standards development and coordination	5.1 (meetings) Open Meetings	
2.5 Notification of standards development and coordination	6.7.1 (Public Review) Notification That Standard Will Be Developed	
2.5 Notification of standards development and coordination	6.7.2 (Public Review) Public Review of Standard	
2.5 Notification of standards development and coordination	6.7.3 (Public Review) Processing Comments	
2.5 Notification of standards development and coordination	17 Notification of Standards Development and Coordination Policy	
2.6 Consideration of views and objections	6.8 Disposition of Views and Objections	
2.7 Evidence of consensus and consensus body vote	5 Meetings	
2.7 Evidence of consensus and consensus body vote	6 Voting	
2.7 Evidence of consensus and consensus body vote	6.1 (Voting) Standards Development Votes	
2.7 Evidence of consensus and consensus body vote	6.2 Other votes	
2.7 Evidence of consensus and consensus body vote	6.3 Voting Period	
2.7 Evidence of consensus and consensus body vote	6.4 Actions Requiring Approval by Majority	
2.7 Evidence of consensus and consensus body vote	6.5 Actions Requiring Approval by Two-Thirds of Those Voting	
2.7 Evidence of consensus and consensus body vote	6.6 Authorization of Letter Ballots	
2.7 Evidence of consensus and consensus body vote	6.9 Report of Final Result.	
2.8 Appeals	11 Appeals	11.1-11.6 provide specific steps in the appeals process
3.1 ANSI patent policy - Inclusion of Patents in American National Standards	14 Patent Policy	
3.2 Commercial terms and conditions	16 Commercial Terms and Conditions Policy	
3.3 Antitrust Policy	18 Antitrust Policy	
3.4 Evidence of compliance	15 Record Retention Policy	
3.5 Metric policy	13 Metric Policy	



Essential Requirement (ER) Section	Accredited Procedures (AP) Section	Notes
<b>3.6 Interpretations policy</b>	10 Interpretation of Standards	
4.0 Normative American National Standards Standard Administrative Procedures Publication	7 Submittal of 20	
4.0 Normative American National Standards said Administrative Procedures	9 Withdrawal of Standard	ER 3.4 requires record keeping of withdrawal
4.7 Maintenance of American National National Standards	19 Maintenance of American Standards	
	1 General (Scope)	
	2.1 (Organization) Board of Directors	
	2.2 (Organization) Accredited Standards Developer (ASD)	
	2.3 (Organization) Consensus Body	
	3 Consensus Body Officers	ER 2.7 references voting on officers; no other details
	4.2 (CB) Application	
	4.4 (CB) Processing Applications	
	4.6 (CB) Consensus Body Size	
	4.7 (CB) Membership Obligations	
	4.8 (CB) Review of Membership	
	4.10 (CB) Task Groups	
	5.2 (Meetings) Quorum	
	8 Termination of Consensus Body	
	12 Parliamentary Procedures	

*\*Bold text (Sections 2 and 3 of the ANSI Essential Requirements) are required to be addressed in the Accredited Procedures*

## Appendix D – Definitions

The following definitions are taken from the *ANSI Essential Requirements*, Annex A: Definitions.

- **ANSI Accreditation.** The approval by the ANSI Executive Standards Council (ExSC) of the written procedures submitted by a standards developer relative to the development and documentation of evidence of consensus in connection with standards that are expected to be approved as American National Standards. Accreditation by ANSI signifies that the procedures submitted by the standards developer satisfy the essential requirements contained herein.
- **Continuous Maintenance.** Continuous maintenance is defined as the maintenance of a standard by consideration of recommended changes to any part of it according to a documented schedule for consideration and action by the consensus body.
- **Consensus.** Consensus means substantial agreement has been reached by directly and materially interested parties. 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.
- **Consensus Body.** The group that approves the content of a standard and whose vote demonstrates evidence of consensus.
- **Periodic maintenance.** Periodic maintenance is defined as the maintenance of a standard by review of the entire document and action to revise or reaffirm it on a schedule not to exceed five years from the date of its approval as an American National Standard.
- **Resolved.** A negative vote cast by a member of the consensus body or a comment submitted as a result of public review where the negative voter agrees to change his/her vote or the negative commenter accepts the proposed resolution of his/her comment.
- **Stabilized Maintenance.** A standard that is maintained under the stabilized maintenance option shall satisfy the following eligibility criteria:
  - a) the standard addresses mature technology or practices, and as a result, is not likely to require revision; and
  - b) the standard is other than safety or health related; and
  - c) the standard currently holds the status of American National Standard and has been reaffirmed at least once; and
  - d) at least ten years have passed since the approval or last revision of the standard as an ANS; and
  - e) the standard is required for use in connection with existing implementations or for reference purposes.
- **Substantive Change.** A substantive change in a proposed American National Standard is one that directly and materially affects the use of the standard. Examples of substantive changes are below:
  - “shall” to “should” or “should” to “shall”;
  - addition, deletion or revision of requirements, regardless of the number of changes;
  - addition of mandatory compliance with referenced standards.
- **Unresolved.** Either (a) a negative vote submitted by a consensus body member or (b) written comments, submitted by a party 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.

## **Appendix E – Commonly Used Acronyms**

These acronyms appear in ANSI and ACCT documents, and are commonly used in standards development processes.

- **ACCT** Association for Challenge Course Technology
- **ANSI** American National Standards Institute
- **AP** Accredited Procedures
- **ASD** Accredited Standards Developer
- **BOD** Board of Directors
- **BSR** ANSI Board of Standards Review
- **ER** ANSI Essential Requirements
- **ExSC** ANSI Executive Standards Committee
- **PINS** ANSI Project Initiation Notification System
- **WTO** World Trade Organization