**Procedure for the**

**Development of Standards**

**SES: The Society for Standards Professionals**

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Issued by:

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SES Technology Committee Director

**Abstract**

This document provides a standards development procedure that contains all of the essential requirements of due process that define the standards development activities of SES: The Society for Standards Professionals.



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The Society for Standards Professionals

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Portsmouth, NH 03801

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# Foreword

This manual was developed to provide guidance to the standards development efforts of The Society for Standards Professionals.

These procedures conform to the principles and practices of:

* World Trade Organization Agreement on Technical Barriers to Trade (TBT) Annex 3 *Code of Good Practice for the preparation, adoption and application of standards.*
* International Social and Environmental Accreditation and Labeling Alliance *Code* *of Good Practice for Setting Social and Environmental Standards, Section 5, Procedures for the development of standards.*
* ISO/IEC Guide 59 *Code of Good Practice for Standardization.*
* The Society for Standards Professionals SES-2:2011 *Model Procedure for the Development of Standards.*

Suggestions for improvement of these procedures are welcome. They should be sent to the Chairman of the SES Standards Committee, c/o The Society for Standards Professionals (SES), 1950 Lafayette Road, Box 1, Portsmouth, NH 03801, or to admin@ses-standards.org

# SES Standards Committee / ANSI CONSENSUS BODY

The Society for Standards Professionals has established a Standards Committee for the purpose of developing and approving proposed American National Standards, maintaining current such standards, reaffirming and withdrawing such standards, adopting policies required by ANSI procedures, and otherwise fulfilling the role of a responsible standards developing organization.

**Organization of the Committee**

* **Composition of Committee**

The SES Standards Committee shall consist of standards users, standards developers and standards information providers as well as other appropriate general interests. The members of the Standards Committee shall be appointed by the President upon the recommendation of the Standards Committee Chairman. The membership of the Standards Committee shall be sufficiently diverse and balanced so as to ensure reasonable balance without dominance by any single interest category.

* **Scope of the Committee**

The scope of the SES Standards Committee shall include the development of standards that will enable users of standards to readily locate and apply standards. Areas of interest include, but are not limited to, 1) the designation of standards, 2) titles of standards, 3) keywords, 4) format of standards, 5) identification of standards through catalogs, indexes, and other means.

* **Officers of the Committee**

The President shall appoint the chairman of the committee, and the vice-chairman of the committee subject to approval by the Board of Directors. Each will serve until their successor is selected. The vice-chairman will function as the chairman whenever the chairman is unable to do so. The secretary shall be appointed by the President, subject to the approval of the Board of Directors.

**Secretariat Responsibilities**

The Secretary shall be responsible for complying with all of the ANSI procedural requirements, maintaining a roster of the committee membership, a list of the standards developed and approved by the committee, and a list of the standards development projects. The Secretary shall issue meeting notices, prepare and distribute meeting agendas, minutes, ballots and draft standards, and maintain the records of the committee.

When all of the procedural requirements relating to the development and approval of a standard have been completed, the Secretary shall submit the standard with supporting documentation to ANSI for recognition as an American National Standard. The Secretary shall arrange for the publication of the standard and any subsequent revisions or addenda.

**2012 SES Standards Committee Members**

The following members of the SES Standards Committee participated in the review and approval of this procedures manual. The affiliated organizations are listed to demonstrate the openness and balance of the committee.

**Name of Representative** **Affiliation**

Joseph Bocchiaro III, Ph.D. InfoComm International (Chair)

Robert Dreyfuss ASTM International

Jean-Paul Emard Alliance for Telecommunications Industry Solutions

Linda C. Goldberg NACE International

Laura E. Hitchcock The Boeing Company

Robert D. Hunter Robert D. Hunter Associates

Robert B. Toth R. B. Toth Associates

Douglas K. Tucker P.E. American Society of Heating, Refrigerating and

Air-Conditioning Engineers

William W. Vaughan University of Alabama in Huntsville

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# Table of Contents

**Page**

[Abstract i](#_Toc317530735)

[Foreword ii](#_Toc317530736)

[SES Standards Committee / ANSI CONSENSUS BODY iii](#_Toc317530737)

[Table of Contents v](#_Toc317530738)

[1 Scope, purpose, and application 1](#_Toc317530739)

[1.1 Scope 1](#_Toc317530740)

[1.2 Purpose 1](#_Toc317530741)

[1.3 Application 1](#_Toc317530742)

[2 Referenced publications 1](#_Toc317530743)

[3 Definitions 1](#_Toc317530744)

[3.1 Balance 1](#_Toc317530745)

[3.2 Consensus 1](#_Toc317530746)

[3.3 Consensus body 2](#_Toc317530747)

[3.4 Direct and material interest 2](#_Toc317530748)

[3.5 Dominance 2](#_Toc317530749)

[3.6 Due process 2](#_Toc317530750)

[3.7 General interest 2](#_Toc317530751)

[3.8 Interest category 2](#_Toc317530752)

[3.9 Maintenance 2](#_Toc317530753)

[3.10 Openness 2](#_Toc317530754)

[3.11 Participation 3](#_Toc317530755)

[3.12 Producer 3](#_Toc317530756)

[3.13 Standard 3](#_Toc317530757)

[3.14 Standards Committee 3](#_Toc317530758)

[3.15 Substantive change 3](#_Toc317530759)

[3.16 User 3](#_Toc317530760)

[4 Procedure for Standards Development 4](#_Toc317530761)

[4.1 Participation 4](#_Toc317530762)

[4.1.1 Committee membership 4](#_Toc317530763)

[4.1.2 Participation fees 4](#_Toc317530764)

[4.1.3 Technical qualifications 4](#_Toc317530765)

[4.1.4 Committee size 4](#_Toc317530766)

[4.1.5 Notification 4](#_Toc317530767)

[4.2 Balance 5](#_Toc317530768)

[4.3 Dominance 5](#_Toc317530769)

[4.4 Views and objections 6](#_Toc317530770)

[4.5 Voting 6](#_Toc317530771)

[4.5.1 Voting options 6](#_Toc317530772)

[4.5.2 Approval requirements 6](#_Toc317530773)

[4.6 Public review 7](#_Toc317530774)

[4.7 Appeals 7](#_Toc317530775)

[4.7.1 Timing 7](#_Toc317530776)

[4.7.2 Appeals panel 7](#_Toc317530777)

[4.7.3 Hearing 7](#_Toc317530778)

[4.7.4 Verdict 7](#_Toc317530779)

[4.7.5 Further appeal 7](#_Toc317530780)

[4.8 Maintenance 8](#_Toc317530781)

[4.8.1 Regular Maintenance 8](#_Toc317530782)

[4.8.2 Stabilized Maintenance 8](#_Toc317530783)

[4.9 Records 8](#_Toc317530784)

[5 Policies and administrative procedures 9](#_Toc317530785)

[5.1 Patent policy 9](#_Toc317530786)

[5.2 Commercial terms and conditions 9](#_Toc317530787)

[5.3 Records of compliance 9](#_Toc317530788)

[5.4 Metric policy 9](#_Toc317530789)

[5.5 Interpretations policy 9](#_Toc317530790)

[5.6 Acknowledgements 10](#_Toc317530791)

[5.7 Copyright 10](#_Toc317530792)

[5.8 Approval verification 10](#_Toc317530793)

[INDEX 11](#_Toc317530794)

**SES Procedure for the Development of Standards**

# 1 Scope, purpose, and application

## 1.1 Scope

This procedures manual addresses all of the essential due process requirements for the development, revision, reaffirmation, and withdrawal of standards in the form of a model procedure. It addresses the following model procedure elements:

 a) Openness

 b) Balance

 c) Dominance

 d) Views and objections

 e) Voting

 f) Appeals

 g) Maintenance

## 1.2 Purpose

This procedure defines the processes, documentation, and communication of the standards development program of The Society for Standards Professionals.

## 1.3 Application

This procedure allows for the formulation of consensus-based standards development that may be applied on a voluntary basis by standards industry professionals and companies. The procedure also allows for the designation of such standards to the international standards-management bodies of ANSI, ISO, ITU, and IEC.

# 2 Referenced publications

The following document is referenced in this procedure:

The Society for Standards Professionals SES-2:2011 *Model Procedure for the Development of Standards.*[[1]](#footnote-1)

# 3 Definitions

For the purposes of this procedure, the following definitions apply:

## 3.1 Balance

Extent of evenness of numbers of individuals representing the various interest categories on the consensus body, so that no single interest category can dominate by having a majority of the voting members.

## 3.2 Consensus

Substantial agreement among directly and materially affected interests. This means the agreement 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 by the consensus body toward their resolution. The Procedures of the SES Standards Committee states how the determination of consensus is met.

## 3.3 Consensus body

Group that approves the content of a standard and whose vote gives evidence of consensus.

## 3.4 Direct and material interest

The interest in a standard by an individual who uses the subject product, process, or service of the standard, or is directly affected by it.

## 3.5 Dominance

Position of authority, as resulting from the number of individuals, office of the individuals, or superior technical knowledge of the individuals, to the exclusion of consideration of other viewpoints.

## 3.6 Due process

Mechanism that allows for fair, equitable, and open participation by those having a direct and material interest in the standard. This includes the ability to express a position and its basis, to have that position considered, and to appeal any resulting decision.

## 3.7 General interest

Interest category represented by individuals that do not have a direct and material interest in the production or use of products, processes, or services intended to meet the requirements of the standard being developed. Various subcategories of general interest are representatives of retailers, professional societies, regulatory agencies, non-government organizations, general public, etc.

## 3.8 Interest category

Classification grouping of similar points of view. The conventional basic interest categories are those of **producer** (those who produce products, processes, or services covered by the standard), **user** (those who use products, processes, or services covered by the standard), and **general interest** (those who neither produce nor use products, processes, or services covered by the standard but are in some way affected by it).

## 3.9 Maintenance

A review process used by a consensus body to ensure that an approved standard remains adequate to address the intended need, with the outcome of the review process resulting in either a revision, reaffirmation, or withdrawal of the standard.

## 3.10 Openness

Participation in the discussions of the committee shall be open to all persons who are directly and materially affected by the standards activities of the committee. There shall be no undue financial burdens or requirements for membership in the society, or on the committee, nor any technical qualifications related to such participation. All meetings of the committee shall be open to all interested parties.

## 3.11 Participation

Specific role that individuals play in the standards development process. It can range from an active voting member of the consensus body to a passive observer from the general public.

## 3.12 Producer

Interest category represented by individuals that assemble or manufacture products or components of products, or that develop processes or provide services that are intended to meet the requirements of the standard being developed. Various subcategories of producer are manufacturer, industrialist, trade association representative, etc.

## 3.13 Standard

A term used generically that applies collectively to codes, specifications, standards, recommended practices, procedures, classifications, test methods, and guides, which provide interchangeability and compatibility; enhance quality, safety, and economy; have been and are published by a standards developing organization or group; and published in accordance with established procedures of the organization.

## 3.14 Standards Committee

A group of individuals authorized to develop and maintain standards within a scope specified by the standards development organization’s country or standards-setting body sponsoring standards development.

## 3.15 Substantive change

A change that directly and materially affects the use of the standard, and is not editorial in nature.

## 3.16 User

Interest category represented by individuals that use products, processes or services that meet the requirements of the standard being developed. Various subcategories of user are consumer, distributor, client, equipment design, systems engineering, insurance representative, labor representative, etc.

# 4 Procedure for Standards Development

This procedure provides rules and requirements for the standards development operation of the SES. It is available to any interested person. This procedure is designed to meet the *Essential Requirements* for accreditation by the national standards body of the U.S.A., the American National Standards Institute.

## 4.1 Participation

All persons who are directly and materially affected by the standards of SES are invited to participate in the development of those standards, according to the Openness policy of the SES as defined within this document.

A majority of the members of the Standards Committee shall constitute a quorum for conducting issues at a meeting. If a quorum is not present, actions taken shall be subject to approval by a letter ballot.

## 4.1.1 Committee membership

The SES Standards Committee shall consist of standards users, standards developers and standards information providers as well as other appropriate general interests. The members of the Standards Committee shall be appointed by the President upon the recommendation of the Standards Committee Chairman. The membership of the Standards Committee shall be sufficiently diverse and balanced so as to ensure reasonable balance without dominance by any single interest category.

Membership on the SES Standards Committee is open to all directly and materially affected persons. Members shall be designated as voting or non-voting. Voting membership shall be subject to the provisions of balance, committee size, and technical qualifications. Membership in SES is not required to be a voting member of the SES Standards Development Committee.

## 4.1.2 Participation fees

There are no fees to participate in the standards activities of the SES.

## 4.1.3 Technical qualifications

Because of the nature of the standards under the responsibility of the SES Standards Committee, a basic technical understanding and knowledge of the subject matter is required to be a voting member of the committee.

## 4.1.4 Committee size

There are no restrictions on the size of the SES Standards Committee.

## 4.1.5 Notification

When appropriate, all standards activity (real or virtual) of the SES shall be announced in the normal media (print, web site, electronic mail, etc.) used by SES in order to provide the opportunity for the widest possible participation by directly and materially affected persons. In addition, this standards development procedure shall be made available to interested parties upon request.

At the initiation of a project to develop or revise an American National Standard, notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for announcement in Standards Action. A statement shall be submitted and published as part of the PINS announcement that shall include:

(a) an explanation of the need for the project; and

(b) identification of the stakeholders (e.g., telecom, consumer, medical, environmental, etc.) likely to be directly impacted by the standard.

Timely and adequate notification of any action to create, revise, reaffirm, or withdraw a standard, and the establishment of a new consensus body, shall be made. The notification shall include a clear description of the purpose of the proposed standards activity and who the proposed stakeholders that might be affected are. It shall also identify the contact individual for SES for further information. In addition, the name, affiliation,[[2]](#footnote-2) and interest category of each member of the SES Standards Committee shall be made available to interested parties upon request.

If comments are received within 30 days from the publication date of a PINS announcement in Standards Action, and said comments assert that a proposed standard duplicates or conflicts with an existing American National Standard (ANS) or a candidate ANS that has been announced previously in Standards Action, a mandatory deliberation of representatives from the relevant stakeholder groups shall be held within 90 days from the comment deadline. Such a deliberation shall be organized by the SES Standards Committee and the commenter and shall be concluded before the developer may submit a draft standard for public review. If the deliberation does not take place within the 90-day period and the SES Standards Committee can demonstrate that it has made a good faith effort to schedule and otherwise organize it, then SES will be excused from compliance with this requirement.

The purpose of the deliberation is to provide the relevant stakeholders with an opportunity to discuss whether there is a compelling need for the proposed standards project. The outcome of such a deliberation shall be conveyed in writing by the SES Standards Committee and commenter (ideally as a joint submission) to the ANSI Board of Standards Review (BSR) for consideration should the developer ultimately submit the related candidate standard to ANSI for approval. In the case of ANSI Audited Designators, the Audited Designator shall review the results of the deliberation prior to designating a standard as an ANS. While the outcome is not binding, participants are encouraged to develop a consensus on whether and how the standards development project should proceed.

SES shall make available in the normal media used by SES, at least once a year, its work program of standards that it is currently preparing, amending, or revising and standards it has adopted or published in the preceding period.

## 4.2 Balance

In order to produce the best standard that will be broadly accepted and widely used, individuals representing all points of view are solicited. There shall be at least four interest categories**:**

1) Standards development organizations (standards bodies, including trade associations, professional organizations, and other recognized groups including government agencies;

2) Standards users (companies, government agencies, and individuals;

3) Standards information providers (librarians, and third party resellers);

4) General interests (standards consultants, standards publishers, and standards educators).

If the consensus body formation described above lacks balance in accordance with the historical criteria for balance, and no specific alternative formulation of balance was

approved by the ANSI Executive Standards Council, outreach to achieve balance shall be undertaken by the SES Board and the SES Standards Committee.

## 4.3 Dominance

In order to consider all viewpoints on the standards being developed, dominance shall not be permitted. However, unless it is claimed in writing (including electronic communications) by a directly and materially affected party that a single interest category, individual, or organization dominated the standards development process, no test for dominance is required. All claims of dominance shall be reported to the Chairman of the SES Standards Committee who shall take appropriate action. Claimants of dominance shall have the right to appeal to SES any action taken by the SES Standards Committee Chairman.

## 4.4 Views and objections

Prompt consideration shall be given to the written comments and objections of all participants, including those commenting from various public announcements. An effort to reconcile these views and objections shall be made, and each such participant shall be advised in writing (including electronic communications) of the disposition of the comments and objections along with reasons for the disposition. Upon disposition of comments and objections by majority vote of the SES Standards Committee, participants that voted negative shall be requested to change their vote to affirmative or affirmative with comment. If agreement with the participant is not achieved, each such participant shall be informed in writing that the disposition may be appealed to SES.

Each unresolved objection and attempt at resolution of, all remaining negative votes, and any substantive changes made to the standard to reconcile the views and objections of various participants, including those from various public announcements, shall be reported to the members of the SES Standards Committee in order to afford them the opportunity to respond, reaffirm, or change their vote. If the members of the SES Standards Committee do not respond to this recirculation ballot, their original vote shall stand.

Any substantive changes to a proposed standard are recommended to be re-listed for public review, and the due process followed according to these procedures.

## 4.5 Voting

Evidence of consensus in accordance with the following requirements shall be documented. This procedure of the SES Standards Committee states how the determination of consensus is met.

## 4.5.1 Voting options

The voting options on all standards activity shall be affirmative, affirmative with comments, negative with reasons, or abstain with comments.

Note – When voting on personnel matters, no comments are required.

All votes shall be submitted in writing by the voter and shall not be changed by anyone other than the voter, and then only in writing.

## 4.5.2 Approval requirements

All members of the standards development committee shall participate in voting on the approval, revision, reaffirmation, or withdrawal of an American National Standard (affirmative, affirmative with comments, negative with or without comments, or abstain). Of those voting (less those who abstain with comments), three quarters shall vote affirmative for ballot approval. All abstentions shall be justifiable with responsible reasons. Approval of the withdrawal of an American National Standard shall be an action of the SES Board of Directors, and be administered in compliance with clause 4.2.1.3 *Criteria for Withdrawal* of the *ANSI Essential Requirements*.

## 4.6 Public review

Concurrent with or after seeking approval within the standards development committee, broader affirmation of the draft standard's content, relevance, and effectiveness shall be accomplished by making it available to a wide audience of interested parties. Depending on the scope and objectives of the standard this review could take place at various levels such as corporate-wide, general membership of the SES Standards Committee, an industry sector, the general public, geographic region, etc. Consideration and resolution of views and objections resulting from this broad review shall be accomplished in accordance with Section 4.4 above. Generally at least 60 days should be allowed for review and submission of comments. This review may be accomplished electronically, whereby a shorter review period of 45 days is allowed.

## 4.7 Appeals

All directly and materially affected persons concerned with the standards of the SES shall have the right to appeal any action or inaction of the SES Standards Committee. This appeal period will be held open for a duration of (60 days – or whatever time period the Standards Committee deems suitable for the organization or scope of the standards project). It is the intent of the following requirements to provide for the impartial handling of any standards related complaints. Participation by all parties concerned shall be provided without imposing any undue burdens. All appeals shall be addressed promptly and a decision made expeditiously. Consideration of appeals shall be fair and unbiased and shall fully address the concerns expressed.

## 4.7.1 Timing

Appeals regarding any action by the SES Standards Committee shall be filed in writing to the SES within sixty days of the action. Appeals regarding any inaction by the SES Standards Committee may be filed in writing to the SES at any time.

## 4.7.2 Appeals panel

Upon receipt of a written appeal (complaint) from a directly and materially affected person, the SES shall establish an appeals panel comprised of an odd number of individuals, at least a majority of who are acceptable to both sides of the issue. The appeals panel members shall not be members of the SES Standards Committee.

## 4.7.3 Hearing

The appeals panel shall hold a hearing (either in-person or via electronic means) at a time, place, and mechanism that is suitable to both parties in the appeal. The burden of proof to show action or inaction shall be on the appellant.

## 4.7.4 Verdict

Based on the preponderance of the evidence presented, the appeals panel shall render a verdict based on a majority vote of the appeals panel.

## 4.7.5 Further appeal

Any verdict rendered by the appeals panel may be appealed to the next level of SES following a similar procedure to that in 4.7.1 through 4.7.3 except that the individuals selected to review the appeal shall be different. Any verdict rendered by the final consensus body established by SES shall be final.

## 4.8 Maintenance

Standards approved by the SES Standards Committee shall be published no later than six months after the final ballot approval, or any appeals, whichever is later. SES will be responsible for maintaining the standards according to a plan and a duration, including collection of comments during this period.

## 4.8.1 Regular Maintenance

Standards under the responsibility of SES shall be revised, reaffirmed, or withdrawn after five years from the last approval date. If no ballot for revision, reaffirmation, or withdrawal has been issued after five years from the last approval date, a reaffirmation ballot shall be issued. If the reaffirmation ballot fails, the standard shall be withdrawn and placed in a historical file by the SES such that it is available upon request.

## 4.8.2 Stabilized Maintenance

Standards with inherently long lifecycles may be maintained under a stabilized maintenance program established by the SES provided they meet suggested criteria:

1. The standard addresses mature technology or practices, and as a result, is not likely to require revision
2. The standard is other than safety or health related
3. The standard currently holds a recognized status from an established national, international, or private standards designation organization
4. At least ten years have passed since the approval or last revision of the standard
5. The standard is required for use in connection with existing implementations or for reference purposes

## 4.9 Records

The SES shall keep records on actions taken by the SES Standards Committee, which shall include draft standards sent for review, review comments and resolutions, and minutes of all committee meetings. These records shall be kept during the maintenance period (see 4.8) or life-cycle of the standard.

# 5 Policies and administrative procedures

## 5.1 Patent policy

If a patented item can be technically justified as necessary for inclusion in a standard, it may only be included under the following conditions.

5.1.1 Prior to balloting by the SES Standards Committee, all known patents or patents pending on inventions that may be required in order to comply with the provisions of the standard shall be disclosed by the patent holder or a party authorized to make assurances on its behalf, in written or electronic form.

5.1.2 It shall be documented that the patent holder will make available without compensation, or under reasonable terms and conditions without discrimination, a license to any applicants for the purpose of implementing the standard.

5.1.3 A note shall be added to the foreword of the standard alerting the user that compliance with this standard may involve the use of an invention that is covered by patent rights.

5.1.4 Any SES Standards submitted for approval to ANSI must comply with the current version of the ANSI Patent Policy.

## 5.2 Commercial terms and conditions

Provisions involving business relations between buyer and seller, such as guarantees, warranties, and other commercial terms and conditions, shall not be included in SES standards. It is not acceptable to include proper names or trademarks of specific companies or organizations, acceptable manufacturer lists, service provider lists, or similar material in the text of a standard or in an annex (or the equivalent). Where a sole source exists for essential equipment, materials, or services necessary to determine compliance with the standard, it is permissible to supply the name and address of the source in a footnote or informative annex as long as the words “or the equivalent” are added to the reference. In connection with standards that relate to the determination of whether products or services conform to one or more standards, the process or criteria for determining conformity can be standardized as long as the description of the process or criteria is limited to technical and engineering concerns and does not include what would otherwise be a commercial term or proper name.

## 5.3 Records of compliance

Records shall be prepared and maintained to provide evidence of compliance with these procedures. Records concerning new, revised, or reaffirmed standards shall be retained for one complete standards cycle, or until the standard is revised. Records concerning withdrawn standards shall be retained by the SES for at least five years from the date of withdrawal. The affected standard shall be retained in a historical file and made available upon request.

## 5.4 Metric policy

All standards developed by the SES Standards Committee shall use units from the International System of Units (SI) wherever units are specified. The use of units from the inch/pound system may be provided in parentheses following the SI units.

## 5.5 Interpretations policy

The SES nor its Standards Committee do not provide interpretations of its standards. All requests for interpretations shall be collected and reviewed at the next revision.

## 5.6 Acknowledgements

At the discretion of SES, the SES Standards Committee may include prior to the text of the standard developed, an acknowledgement of the principal contributors to the preparation of the standard.

## 5.7 Copyright

The standard shall have a notation on the Title Page or in Foreword as to whether it is covered by a copyright of SES, and which countries it is registered in, as applicable.

## 5.8 Approval verification

The standard shall have an accompanying approval page for the records containing, as a minimum, the signature of the Chairman of the SES Standards Committee and the designated approving representative of SES.

# INDEX

**A**

Abstract, i

Acknowledgements, 5.6

Appeals, 4.7

Appeals panel, 4.7.2

Application, 1.3

Approval requirements, 4.5.2
Approval verification, 5.7

**B**

Balance, 3.1, 4.2

Broad review, 4.6

**C**

Classification, 3.13

Commercial terms & conditions, 5.2
Committee membership, 4.1.1
Committee size, 4.1.4

Compliance, 5.3

Consensus, 3.2

Consensus body, 3.3

Copyright statement, I, 5.7

**D**

Direct and material interest, 3.4
Disclaimer statement, i

Dominance, 3.5, 4.3

Due process, 3.6

**F**

Foreword, ii

Fees, 4.1.2

**G**

General Interest, 3.7

**H**

Hearing, 4.7.3

**I**

Interest category, 3.7, 3.8

Interpretations, 5.5

**K**

Keywords, i

**M**

Maintenance, 1.1, 3.9, 4.8

Metric policy, 5.4

**N**

Notification, 4.1.5

**O**

Openness, 3.10

**P**

Participation, 3.11, 4.1

Participation fees, 4.1.2

Patent policy, 5.1

Producer, 3.12

Purpose, 1.2

**R**

Reaffirmation, 1.1, 4.8

Records, 4.9, 5.3

References, section 2

Review, 4.6

Revision 1.1

**S**

Scope, 1.1

Specifications, 3.13

Standard, 3.13

Standards Committee, 3.14

Substantive change, 3.15

**T**

Technical qualifications, 4.1.3

**U**

User, 3.16

**V**

Views and objections, 1.1, 3.2, 4.4, 4.6

Voting, 4.5

Voting options, 4.5.1

**W**

Withdrawal, 1.1, 3.9, 4.8, 5.3

1. Available from the The Society for Standards Professionals (SES), 1950 Lafayette Rd., Box 1, Hampton, NH 03801 [↑](#footnote-ref-1)
2. “Affiliation” refers to the entity that the consensus body member represents (which need not be that person’s employer). If the consensus body member is serving in an individual capacity, then the name of the individual, that person’s employer, sponsor, and interest category should be available. Contact information is not required. [↑](#footnote-ref-2)