Document Development – Inception to Publication

Source: Standards Committees Operating Manual 22 Jul 2022
Training Scope

This training will provide participants with a basic understanding of the development of AMPP standards documents from inception of a document project until publication of a consensus approved standard.
Consensus Standards Development

AMPP standards are developed collaboratively through consensus by committees composed of international industry professionals who combined their expertise to establish best practices. Industry standards improve systems and processes; they reduce waste, cut costs and ensure consistency.
Serving Industry Needs

AMPP standards respond to the worldwide standardization needs of the coatings and corrosion industries addressing the impact of emerging technologies, new materials and capabilities, and changing regulatory requirements.
AMPP SCs

Provide industry professionals a means to share subject matter expertise, expand and enhance their professional footprint, and make an indelible impact on technology and industry.

Develop standards, technical reports, guides, and qualification procedures through a consensus-driven process.

Address all aspects of surface preparation, protective coatings application, quality assurance, and corrosion prevention and control worldwide.

Open participation for Association members and non-members.
AMPP Standards Committees Operating Manual (SCOM)

• The Standards Committees Operating Manual addresses the structure and operations of AMPP Standards Committees (SCs) and the development, approval, and revision of the Association’s consensus-driven standards and technical reports.

• All procedures relating to standards development are detailed in the SCOM.
Access to Standards Resources
## Resources

**Continuous review and updating to meet improvements in software or changes in requirements**

### AMPP Standards Resources

Get direct information for the operation of our standards committees including access to our organization chart, forms, and manuals.

<table>
<thead>
<tr>
<th>Standards operating manuals</th>
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<tr>
<td>Standards Committees Operating Manual June, 2022 - (pdf 930k)</td>
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<th>Officer templates</th>
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<td>AMPP SC Agenda Template - (word 44k)</td>
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<th>Supporting resources</th>
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<td>AMPP Projects Request Form - (word 35k)</td>
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<td>Publications Style Manual - (pdf 876k)</td>
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<td>AMPP Standards Program Overview - (pdf 1m)</td>
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<td>Inquiries and Interpretations for NACE MR0175/ISO 15156 - (pdf 743k)</td>
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<td>DPM Checklist - (pdf 114k)</td>
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<td>Proposal for New Standards Committee - (pdf 34k)</td>
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<td>Standards Committee Organization Chart - (pdf 108k)</td>
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<td>AMPP Antitrust Policy - (word 42k)</td>
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<td>Guide for Specifying AMPP Standards/Documents - (pdf 217k)</td>
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<td>AMPP SC Terms and Conditions - (pdf 116k)</td>
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<td>How to Navigate AMPP Workspace Training - (pdf 1.5m)</td>
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<td>AMPP SPC Member Training - (pdf 432k)</td>
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<td>AMPP DPM Training - (pdf 1.1m)</td>
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Locate the version number or date on the cover to be certain you have the most recent copy.
Types of AMPP Standards (SCOM ¶ 5.4)

- STANDARD PRACTICE (SP)
- TEST METHOD (TM)
- MATERIAL REQUIREMENT (MR)
- GUIDE (GUIDE)
- TECHNICAL REPORT (TR)
AMPP Standards Class Definitions

**Standard Practice (SP):**
Methods of selection, design, installation or operation of a material or system when corrosion is a factor

**Test Method (TM):**
Methods of conducting tests related to corrosion prevention and control

**Material Requirement (MR):**
Define the required or recommended characteristics of a material when corrosion is a factor in the selection, application, and maintenance of the material
AMPP Guides and Technical Reports

Guides (Guide):
Present the user with information about alternative procedures, materials, or technologies that enable the user to select the best option for a specific use. May be a set of instructions or organized information or directions to aid in preparing modified specifications.

Technical Report (TR):
Documents of practice, procedures, and technologies and may contain recommendations to assist the user to make an informed decision based on the desired outcome. Once a TR is published, no additional reviews or revisions are required. If a TR is still viable and of value to industry, it may be revised.
AMPP
STANDARDS
DEVELOPMENT
PROCESS

Idea for Standard Submitted via a Project Request Form

Standards Committee (SC) Chair Approves

Document Project Manager (DPM) Appointed

Draft Prepared by Project Team

Ballot Issued to SC Membership

All SC Ballot Comments Adjudicated; May Revise Draft

Reballot Conducted If needed

Ballot Approved if: >50% SC Votes and ≥75% Vote Affirmative

Ballot Issued to Standards Program Committee (SPC)

Standard Published once Approved by SPC
Questions?
Let’s Begin!
Proposals for Standards, Guides, and Reports
Have an idea for a **new** Standard Project?

- Submit Project Request Form to the SC Chair or to standards@ampp.org.
  - Include a clear rationale statement and scope.

- SC Chair reviews and if approved:
  - SC Chair appoints Document Project Manager (DPM),
  - Project designation assigned,
  - New project announced to the appropriate standards committee(s) to attract interest,
  - Workspace page is created for the formation of a Project Team, and
  - A draft template is provided by the Staff Liaison.
Revisions, Reaffirmations, Stabilizations, and Cancellations

How

Similar process to new standards, except:

- Project Request Form is not required
- All active original, revised, and reaffirmed published documents require mandatory review and republication within five-years or less of previous publication. Technical Reports, stabilized, or cancelled documents do not require five-year review but may be considered if needed.

When

SC officers determine when to initiate five-year review

- SC Chairs appoints a DPM
- Notification sent to SC to advise of project and request participants

Why

Stabilization and Cancellation require:

- Notice Page
- Rationale statement to explain the action
Use the Community Navigator to search for your specific project or Standards Committee.
Beginning a draft document

1) AMPP Business Development Staff assists with assembling Project Team and scheduling “kickoff” meeting.

2) Develop an outline, gather data, and begin to draft the document.

3) Refer to the AMPP Style Manual for detailed instructions.

4) The Staff Liaison will assist with scheduling virtual meetings as needed.
Helpful Tips

- Set up recurring meetings to keep project team on track and ensure attendance
- Distribute an outline or agenda in advance indicating upcoming meeting activity
- Utilize offered resources. They are designed to assist and aid with document development
- Send meeting reminders

The Global Leaders in Materials Protection and Performance
Develop your draft document on the provided template from your Staff Liaison.
Required content for a draft document

New Documents must contain:
• Scope statement and Rationale statement in the Foreword section of the document (SCOM ¶ 6.8).

All Documents must include:
• Table with all cited Referenced Standards and Other Consensus Documents
• Current, accurate citations of any “Other Referenced Documents and Bibliography”

Be sure to include copyright permission forms for any tables, figures, and images utilized from another publisher.
Scope and Rationale

**Scope**
The scope statement describes the topic of the document and where the document is applicable.

**Rationale**
For new standards, the rationale statement outlines why the document was needed. For documents that are revised, reaffirmed, stabilized, or cancelled, the rationale statement should clearly identify why the change was made. The rationale statement can also carry additional recommendations regarding the use of the standard.
Scope and Rationale examples

AMPP SP21460

Scope

This document discusses the issues to be taken into consideration with respect to accounting for corrosion on steel piles in non-marine applications. The rate of corrosion, design life and methods of corrosion control are discussed in a manner to provide the reader with guidance as to how to proceed with determining these factors. This standard is applicable to pipe piles, sheet piles, H piles, and other steel piles.

Rationale

The main concern for steel pile supported structures with respect to useful life is the rate of corrosion on the steel piles. Once this has been assessed, determining what options or measures can be implemented in order to achieve the desired useful life is critical. This document provides a roadmap to better understanding the factors that affect the rate of corrosion and methods of corrosion control that can be implemented to achieve the desired service life of the subject pile supported structures.

NACE TM0102

Scope

These techniques are used to measure the coating conductance (inverse of coating resistance) on sections of underground pipelines. This test method applies only to pipe coated with dielectric coatings.

Rationale

The standard test method required a review and revision to bring the latest calculations and definitions up to date. In addition, horizontal directionally drilled (HDD) information on low soil resistivity muds was expanded due to the corrosive nature of these drilling fluids.
Generating content

- Think about how you want to present the information to the intended audience or stakeholders
- Be explicit and give clear instruction and details of an activity, process, or procedure to achieve an identical result based on the information
- Provide evidence, consequences, or ongoing effect
- Lists should be arranged logically
- Evaluate statistical data or analytics
- Interpret the information
- Do not include unsupported claims
- Avoid usage of “jargon”
Is the draft document ready for ballot?

• Verify that all processes outlined in the Document Project Manager (DPM) Guidelines and Checklist are complete.

• Submit document draft to the Staff Liaison.

• Review by AMPP Staff Editor for AMPP formatting and editing prior to ballot.

Are You Ready?
Document Project Manager Guidelines and Checklist

A useful tool to assist a DPM with guidance and editing requirements for all stages of a document project (available on our Standards Resources webpage).

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**Document Project Manager (DPM) Guidelines and Checklist**

**Legend/Explanation of Symbols**
- A checkbox indicates an action that the DPM is required to perform.
- An arrow indicates “for information” – typically describing the process or explaining an action performed by staff.

**Joining the SC**
- In order to serve as a DPM, you must join the Standards Committee (SC) responsible for your assigned project.

**Starting the Project**
- Complete the Project Request Form to initiate a “new” project (any SP, MR, TM, Guide, or TR that has not been previously published).
- Revisions, reaffirmations, and stabilizations of previously published documents do not require completion of the Project Request Form.
- The Project Request must include a clear rationale statement and scope. A project will not be approved without the required information.
- After a new document project is approved:
  - a document project designation is assigned.
  - the new project is announced to the SC.
  - the DPM receives an email notification, and
  - a Workspace page for your AMPP Project Team is created.
- Business Development staff will reach out to you to schedule a DPM Orientation for a new project. For revisions, reaffirmations, and stabilizations, the Staff Liaison may provide an orientation upon request.

**Obtaining Your Working File**
- The Staff Liaison will provide the appropriate document template for draft development of a new document and post in your Project Team Workspace.

**Developing and Editing the Document**
- Work with the Project Team to gather data and develop draft document content.
- AMPP staff can assist with scheduling virtual calls as needed.
- DPMs are also permitted to arrange their own calls if they have the capability.
- Please include your Staff Liaison on the meeting invitation.
Please ensure that the following items are completed before submitting to AMPP staff forballoting:

- All new and revised documents must include a Scope and a Rationale.
- List all Referenced Standards and Other Consensus Documents in the table as indicated in the template that are cited in the body of the document. All other references should be numbered and listed at the end of the document in the Other Referenced Documents section. Verify that the information is correct and current.
- Ensure Auto Numbering is NOT being used throughout the document.
- Review formatting – verify sections and paragraphs are numbered correctly. Do not adjust styles or margins.
- Make sure proofing language is in United States English. Run a spelling and grammar check in Word.
- For standards, ensure directive language is used (shall, should, must, may), not vague or indirect. For reports, ensure directive language is not used. See text box on the draft template near Section 1 for further details.
- Verify terms in Definitions section are consistent with NACE/ASTM G193 Standard Terminology and Acronyms Relating to Corrosion and SSPC definitions.

- Verify Tables/Figures/Images have been:
  - cited sequentially, have titles, numbered correctly, captions are correctly formatted,
  - saved and accompanied by original versions of imported photographs, images, graphs, etc. along with the Request for Permission Form from any copyright holder. Provide your staff liaison with originals and completed copies of all copyright permission forms.
- Check equations for formatting and numbering.
- Verify any additional reference footnotes and add website if available. Do not include footnotes for Standards Development Organizations (they are listed in Referenced Standards and Other Consensus Documents).
- Verify that Appendices are cited sequentially in text and labeled as mandatory or nonmandatory.
- Provide keywords and industries that apply to this publication to your staff liaison.

Note: The AMPP Style Manual is located on the Standards Resources page on AMPP.org. This will be your guide to outlining and formatting the document.

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**Starting a Committee Ballot**

- Once you feel that the document is ready to be balloted to the Standards Committee (SC), submit the document draft to the AMPP Staff Liaison.
  - AMPP Staff will review the draft for formatting and editorial. You may be contacted with questions or suggestions to clarify language.

**Adjudicating Closed Committee Ballots**

- Once your ballot has gone through the review period of 28 days (or 14 days if applicable), you will receive a notification from Workspace that the ballot has closed. The email contains a direct link to view the ballot.
  - AMPP Staff will provide a summary of the ballot results and comments from the ballot.

- Review the summary of the ballot. All comments must be addressed in accordance with the Standards Committee Operating Manual, Paragraph 6.3.5. and submitters must receive written responses to their comments. Negative votes and comments must be adjudicated before they can move on to the next level of approval. Adjudication of comments means that the DPM has reviewed all comments and has attempted to resolve them. It does not mean that all comments must be accepted, however, the reasons for not accepting unresolved negatives must accompany the next round of balloting.

- All changes resulting from the disposition of comments must be tracked on a clear Word version of the draft provided by the staff liaison, utilizing the Track Changes feature and redlined, except for minor editorial errors.
  - If there are 5 or more technical changes, a 28-day revised should be initiated. In cases where there are less than 5 technical changes, a 14-day reaffirmation ballot can be initiated.

**Submitting for Standards Program Committee (SPC) Ballot and Final Formatting**

- Once all committee-level balloting is complete, please submit the final draft to your Staff Liaison for the SPC ballot and final formatting.
- Submit the comment spreadsheet and any ballot comment forms documenting all comment adjudication and negative resolutions to your Staff Liaison.

- If comments are received from SPC, Staff will contact the DPM to determine the next action.

**Publishing after SPC Ballot**

- If no comments are received from the SPC ballot, AMPP Staff will automatically publish the document.
  - A notification will be emailed to the SC and DPM upon publication of the document.

Congratulations — your AMPP Standard has published!
Questions?
Document Development – Approval Ballot of a Draft

Source: Standards Committees Operating Manual 22 Jul 2022
AMPP Ballot Levels

• There are two levels of required balloting (SCOM ¶ 6.3.3):

  • Committee Level Ballot – Approval by the Standards Committee (SC) with ownership of the document. The SC members review the draft standard for technical and editorial content

  • Standards Program Committee (SPC) Level Ballot – SPC members confirm adherence to AMPP policies and ensure due process was followed during the development of the document
Committee Level
Ballot: DPM
Responsibilities

• The Document Project Manager (DPM):
  • Decides when a draft standard is ready to be balloted at the SC level
  • Provides the draft to the assigned AMPP staff liaison, who then prepares and distributes the ballot via Workspace
Committee Level Ballot Announcement

- The ballot announcement will be automatically emailed to all SC members.
- It will have a link to the ballot page in Workspace.
- Email will be sent to primary address in member’s AMPP profile.
Committee Level Ballot Information

• Ballot includes:
  • Draft
    • Revisions require a redlined draft with tracked changes and additional clean copy of the draft with changes accepted
  • AMPP comment form
  • Any required references
• The first ballot will be a 28-day ballot
Opening of a Ballot

Workspace sends a notification to all members of the SC.

Click the link provided to login and access the ballot, or open the ballot from the AMPP website.

The ballot will indicate eligible to vote or ineligible.

Voting and Commenting are completed separately within a Workspace ballot.
Voting on a ballot

• Download the “Document for Approval” and review the document
• Select a Ballot option of **Affirmative**, **Negative**, or **Abstain**
• Voters are not required to select an interest classification on the ballot.
  • If an interest classification is selected on the ballot, it will not be considered. Your interest classification is determined by your membership on the SC.
Be sure to submit comments before selecting the VOTE button to submit your response.
Negative Votes on an SC Ballot

Location

- Identify Section or Paragraph subject to disapproval

Comments

- Highlight technical inaccuracies or omissions
- Note perceived ambiguity or a lack of clarity
- Identify potential conflicts or duplication
- Point out procedural or philosophical issues

Alternative Wording

- **Must** provide alternative wording that serves to resolve the negative, unless the standard is intended to become an ANS

Negative votes must be accompanied by:
Approval of Committee Level Ballot

• A **successful** ballot must:
  • **Meet response requirement** to be valid
    • >50% of the Voting Members of the SC must cast **affirmative**, negative, or abstaining votes. Voting members are required to respond to all ballots.

• Of the votes cast (not including abstentions), **at least 75%** must be affirmative for the ballot to pass

• After a valid ballot closes, the DPM must adjudicate all negative votes and comments
AMPP Workspace:

- The Workspace tab is where the work of the committee is maintained.
- Ballots are housed in the Workspace section for an SC.
- Ballots are listed by opening date.
- Select a ballot title to open a ballot.
SC ballot example for a Voting Member:

Ballot

Ballot Question
Do you approve the 2023 reaffirmation of SSPC-Paint 33?

Document for Approval
[Download]
Paint 33 for reaffirmation 1-12-2023.pdf

Options

- **Affirmative**
  - Comment Optional
  - 22 votes (100%)

- **Negative**
  - Comment Required
  - 0 votes (0%)

- **Abstain**
  - Comment Optional
  - 17 votes

You must choose exactly 1 option. You may change your vote at a later time, as long as the ballot is open.

The results of your vote will be listed below and viewable by members of SC 03 - External Coatings-Buried & Immersed.

Comments

Select a Ballot Option first, then comment if permitted.

- Voter comments are REQUIRED when voting "Negative".
- Voter comments are OPTIONAL when voting "Affirmative" or "Abstain".

Comments submitted: 0

Vote
SC ballot example for an Observer:

An Observer may select Add a Comment but are ineligible to cast a vote.
Adding Ballot Comments

• Voting members must select a Ballot Option first, then comment if permitted.

• Voter comments are **REQUIRED** with a "**Negative**" vote.

• You may:
  • Add individual comments
    • A markup of the draft pdf **will not** be accepted. Comments must be itemized.

• Select “**Add a Comment**” (opens a new tab).

• Please, include your name and date on the form
Adding Ballot Comments Process

- Completely fill out all information in the “Add Comment” section for each comment.
- Select “+ Add Supporting File” for adding attachments to your comment.
- **UNCHECK** the “Email Notifications” box before saving your comment so all members of the SC will not receive an email announcing your comment.
  - Comments are automatically attached to the ballot and an email notification of this to all members is not encouraged. ☑
- Click **Save** or **Save and Add Another** to submit your comment.
- When your comment is added and saved, **the page will go blank**.
- Close this tab in your browser. Return to the ballot tab and select the **VOTE** button if you have not already submitted your response.
Ballot Comment Fields

Add Comment

Use this form to attach a comment to this document.

* denotes required fields

Subject

Provide a subject or short summary for your comment.

Summary

Expand upon your subject/summary with the full details of your comment (maximum of 7500 characters).

Category

N/A

Indicate whether this comment is editorial or substantive in nature. If you are unsure how to classify your comment, you may use ‘N/A’.

Section: Page: Line:

Provide the section, page, or line number to which your comment applies.

Item Item Description

Select the item and provide a description

Proposed Solution

Include a proposed solution (maximum of 7500 characters) to the issue identified in your comment.

Email Notifications Send an email notification about this comment to the group or document submitter

- Notify all members of SC 12 - Concrete Infrastructure
- Notify the Document Submitter (Rick Southard)
- Notify the Technical Contact (No Technical Contact has been assigned)

Save and Add Another Save Cancel
Close of first approval ballot

• At the close of an approval ballot, the Staff Liaison will provide the DPM with the ballot results and a copy of the ballot comments MS Excel spreadsheet for comments submitted by individuals, Observers, and Voting Members.
• All comments must be adjudicated
Questions?
Document Development – Adjudication of Comments

Source: Standards Committees Operating Manual 22 Jul 2022
Ballot Comments (SCOM ¶ 6.3.2.4)

• Comments may be submitted in the text fields in the online ballot.
• All comments submitted with votes during the balloting process must contain the following information:
  (1) The section/paragraph/figure/table of the document that is the subject of the comment
  (2) The specific text that is the subject of the comment
  (3) The rationale or reason for the comment. For any comment that is technical in nature, the reasons should clearly articulate what changes need to be made and why, with as much supporting data as possible
  (4) In addition, the voter shall submit alternative language that would serve to resolve the negative. (However, if the standard is intended to become an ANS, this is a recommendation that the voter provides alternative language, not a requirement).
Committee Level Ballot: Observer Comments

• An SC Observer may comment on ballots; however, they do not have a formal vote.

• Comments from non-voting participants **must be** reviewed and adjudicated.

• The DPM shall notify the Observer of the resolution of their ballot comments in writing with a clear reasoning statement.
Committee Level Ballot: Non-Member

If an individual who is not a member of the SC issuing a ballot and wishes to review a draft standard or technical report, they must submit their request in writing to the SC Chair.

Materially interested parties who request to review a draft standard may make comments; however, they do not have a formal vote.

All comments must be reviewed, adjudicated, and reply sent to commenter.

The DPM is not required to incorporate or resolve any comments submitted with an affirmative response (SCOM ¶ 6.3.2.1) but must adjudicate and reply to commenter.
Helpful Tips

1. DPMs are required to provide evidence of DPM attempts to resolve all comments. These shall be recorded on ballot comments MS Excel spreadsheet.

2. Review comments and send one email and attach spreadsheets to all Observer, nonmember, and affirmative voters.

3. Adjudication of negative votes should be addressed individually.

4. The DPM must track *all changes to the MS Word draft* resulting from adjudication.
Options to Adjudicate Negative Votes
(SCOM ¶ 6.3.5.2)

- Persuasive
- Withdrawn
- Withdrawn with Editorial Changes
- Not Persuasive
- Not Related/Non-Responsive
- Previously Considered
• If the DPM and the drafting members determine the content of the negative vote is technically valid and within scope for the draft standard, then the comment shall be considered persuasive and the suggested change (as agreed between the DPM and the voter) is incorporated into the draft.
• A voting member may withdraw their negative ballot at any time.

• If, after discussing their negative ballot with the DPM, the voting member determines their negative vote is no longer valid, they may withdraw their negative vote and change their vote to either affirmative or abstain
  • This is contingent upon their notifying both the DPM and AMPP Staff
If, after discussion of their negative vote with the DPM, the voting member agrees that the negative comment may be resolved by making an editorial change, they may withdraw their negative vote and change their vote to either affirmative or abstain.

• This is contingent upon their notifying both the DPM and AMPP Staff.
• If the DPM and the drafting members determine the comment is not persuasive (i.e., the suggested change and the rationale for requesting the change do not render the document more technically accurate or valid than the original text), the recommendation shall be presented to the SC for final adjudication.
Presenting a Not Persuasive (SCOM ¶ 6.3.5.2.4)

• This must be done by one of the following means:
  • Inclusion of the proposed Not Persuasive recommendation and supporting rationale in a subsequent reballot
  • Distribution of a 14-Day Affirmation Ballot to the SC
  • Review during an SC meeting by voice vote recorded in the minutes

• If the SC **affirms** the Not Persuasive recommendation, the negative vote is ruled Not Persuasive, and the requested change is not incorporated into the draft
Negative Comment Adjudication: Not Related/Non-Responsive

- If the DPM and the drafting members determine the negative vote addresses technical requirements that fall outside of the scope of the draft document or relate to material that was not part of the ballot, the ballot is ruled Not Related and the requested change is not incorporated into the draft.
Comments that are Not Related/Non-Responsive

• Negative comments unrelated to the proposal under consideration shall be noted for the SC and may be considered as proposals for new work
• A negative that does not meet the requirements of SCOM ¶ 6.3.2.4 shall be ruled Non-Responsive
• If the DPM and the drafting members determine the subject of the negative vote was considered during previous rounds of balloting and ruled either Not Persuasive or Not Related, then the DPM so notes, and the requested change is not incorporated into the draft.
Adjudication of Negative Ballot Comments: DPM Responsibilities

The DPM shall maintain a record of notification to the voting member of the adjudication of his/her ballot comments in writing with clear reasoning.

The proposed resolution of negative ballot comments must be communicated by the DPM to the voter and the SC via subsequent reballot.

This may be a 28-day reballot or a 14-day affirmation ballot.
Subsequent Reballots (SCOM ¶ 6.3.6)

• Upon adjudication of all comments, the redlined draft indicating all changes resulting from adjudication and copies of the ballot comments MS Excel spreadsheet(s) shall be forwarded to the Staff Liaison.

• If more than five technical changes were necessary, the draft shall be reballoted to the same consensus body that received the first ballot for 28 days. Comments on reballots are limited to just those changes made since the prior ballot and parts of the draft that pertain to unresolved negatives. This “locks down” those sections that have been balloted with no comments or requests for changes and ensures that documents keep moving through the process in a timely manner.

• If there are five or fewer technical changes, the draft shall be reballoted to the same consensus body that received the first ballot for 14 days.
Questions?
Committee Level
Subsequent Reballots
(SCOM ¶ 6.3.7)

• Reballot includes:
  • Redlined Draft including all tracked changes
  • Any unresolved negative comments and attempts to resolve
Conclusion of SC Level Ballot

• Once a draft standard has been successfully approved by the SC Ballot, it shall be sent to the Standards Program Committee Level Ballot
• 14-day ballot
Resolution of Negative Ballot Comments: Staff Responsibilities

Before the SPC ballot, AMPP Staff shall notify negative voters whose comments were not accepted and announce the standard is being forwarded for final approval by the SPC.

AMPP Staff shall also advise unresolved negative voters of their right to appeal as detailed in SCOM Appendix A (Appeals Process for Alleged Procedural Infraction).
SPC Ballot Comments (SCOM ¶ 6.3.8)

• The purpose of the Standards Program Committee level ballot is to confirm adherence to AMPP policies and procedures.

• If a member of the SPC votes negative on the grounds that there was a perceived process violation at the SC level, the document shall be returned to the SC.

• SPC ballot comments must be resolved before the document can move on to publication.
Adjudication of SPC Ballot Comments

The DPM **must** resolve all negative votes from the SPC.

If an SPC member changes their response from a negative to an affirmative, they must notify the DPM and AMPP Staff.

Minor editorial changes are permitted without reballot to the SC level and the document can proceed to publication.
Significant Editorial Changes

• If, in order to resolve the SPC negative vote, significant editorial changes are required, the DPM must:
  • Contact AMPP Staff and the SC for resolution within 30 days.
  • Attempt to reballot to the SC within 60 days.
Unresolved SPC Ballot Negatives (SCOM ¶ 6.3.8.4)

If the DPM is unable to resolve an SPC negative vote, the SC may decide to resubmit the draft standard to the SPC for a second ballot.

The second ballot is accompanied by the original SPC negative vote along with the SC’s position.

A vote of 75% of the SC voting membership is required to forward the draft document to the SPC. If 75% approval is not reached, the SC shall discuss the future of the project.

Negative votes by 25% of SPC members shall be sufficient to preclude publication. In this case, the project shall be returned to the SC accompanied by the SPC’s comments.
Once the SPC ballot has concluded, the draft document should be published within one month.
Publication of a standard

- The final version is published to the AMPP Store.
- A notification of publication is circulated to the SC.
Questions?