

Standards Committee (SC) Member Training

Source: Standards Committees Operating Manual 22 July 2022



Standards Committees (SCs)

- Responsible for developing, maintaining, and publishing all standards and standards-related products within their scope
- Established and approved by the AMPP Standards Program Committee (SPC)



AMPP SC Member

Thank you for volunteering to become a member of AMPP's Standards Committees (SCs)! We appreciate your willingness to serve, your valuable time, and your expertise provided as an SC member. AMPP Standards volunteers are crucial to the development of quality standards, guides, and reports that meet industry needs.



Training Scope

This training provides participants with a basic understanding of the role as an SC member.

Training Topics

- SC Member Roles and Responsibilities
- Proposals for New Standards, Guides, and Reports
- SC Presentations

SC Member Roles and Responsibilities

History of Interest Classifications

Each member must select an interest classification when joining an SC. The Chair of the SC is responsible for interest classification verification and balance.

AMPP

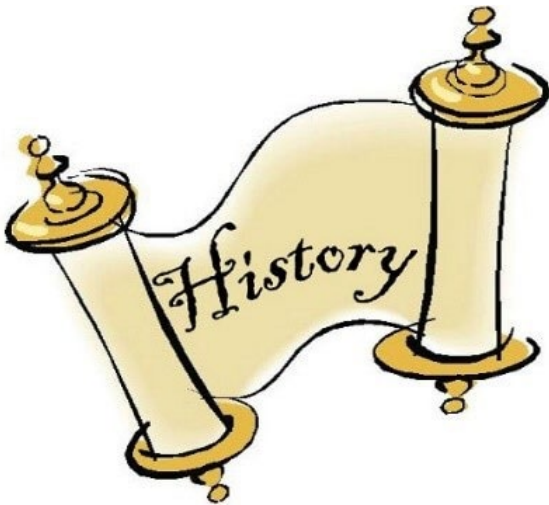
General Interest
Producer/Manufacturer
User/Consumer

NACE

Consultant
Contractor
General Interest
Government/Military
Producer/Manufacturer
Research/Development/Testing
User/Consumer

SSPC

Abrasives Manufacturer
Architect/Engineer/Consultant
Coating Manufacturer
Contractor
Dealer/Distributor/Store
Equipment Manufacturer
Fabricator
Facility Owner
General interest
Government/Regulatory Agency/Research
Industry/Technical Association
Labor Association
Raw Material Manufacturer
Shipyard



SC Member Roles and Responsibilities (SCOM ¶ 3.7.3)

There are two types of roles for SC members: Observer and Voting Member. These roles are further designated by three different interest classifications:

- **Producer:** technical views are drawn from an organization that produces or sells materials, products, systems, or services.
- **User:** technical views are drawn from an organization that purchases or are end user of materials, products systems, or services, other than for household use and would not also be classified as a Producer.
- **General Interest:** technical views are drawn from an organization that cannot be classified as either a Producer or a User.

Note: Individual Consultants must disclose if they are retained by a company in an area of technology being covered by the committee and shall be considered employed by the company for the purposes of interest classification. Individuals identified as Contractors choose their classification specific to the SC, the organization/company they represent, and the service provided.

Both roles have similar responsibilities, but there are some key differences.

SC Member Roles and Responsibilities

Activity	Observer	Voting Member
Commenting on draft ballots	Optional	Optional
Adjudication of ballot comments	✓	✓
Attendance/Participation in SC meetings	Optional but recommended	✓
Participation on Standards Project Teams	Optional but recommended	Optional but recommended
Receive SC notifications	✓	✓
Propose new standards, guides, or reports	✓	✓
Deliver presentations to SC	✓	✓
Vote on standards within SC	✗	✓

SC Member Roles and Responsibilities

Additionally, both Observers and Voting Members are eligible to:

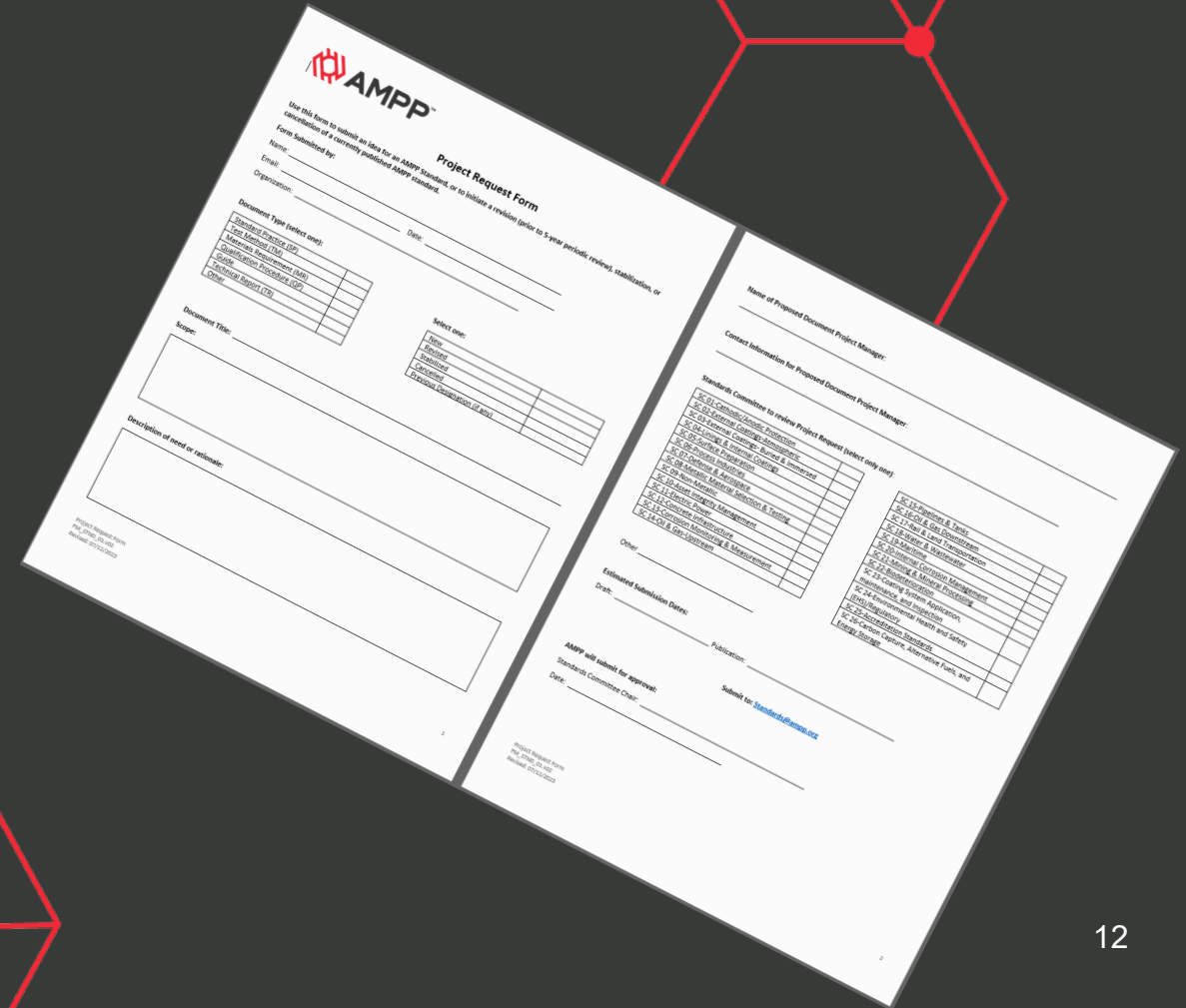
- Propose new standards, guides, or reports projects
- Receive adjudication of comments on any ballot that is submitted to the SC
- Offer presentations providing information pertaining to the development of standards, guides, or reports

SC Member Roles and Responsibilities – Voting Members

Voting Member participation requirements to maintain voting membership status:

- Vote on all ballots submitted to the SC. Voter participation is tallied to determine if a ballot passes or fails
 - If the standard or report is outside your area of expertise, abstentions are counted!
 - If three consecutive ballots are missed, you may be reassigned as an Observer
- Attend SC meetings
 - If three consecutive SC meetings are missed, you may be reassigned as an Observer. Virtual attendance counts toward participation.

Proposals for Standards, Guides, and Reports



The image shows a Project Request Form from the American Medical Professional Practice (AMPP). The form is titled "Project Request Form" and includes instructions: "Use this form to submit an idea for an AMPP Standard, or to initiate a revision (prior to 5-year periodic review, stabilization, or cancellation of a currently published AMPP standard)." The form is divided into several sections: "Form Submitted by:" (Name, Email, Organization, Date), "Document Type (Select one):" (Standard (S), Guideline (G), Report (R), Other (O)), "Document Title:", "Scope:", "Description of need or rationale:", "Standards Committee to review Project Request (select only one):" (a list of committees), "Other:", "Estimated Submission Date:", "Date:", "AMPP will submit for approval:", "Standards Committee Chair:", "Submit to: standards@ampp.org", and "Publication:". The form is set against a dark background with a red hexagonal pattern.

AMPP
Project Request Form
Use this form to submit an idea for an AMPP Standard, or to initiate a revision (prior to 5-year periodic review, stabilization, or cancellation of a currently published AMPP standard).

Form Submitted by:
Name: _____ Date: _____
Email: _____
Organization: _____

Document Type (Select one):
Standard (S) ☐
Guideline (G) ☐
Report (R) ☐
Other (O) ☐

Select one:
New ☐
Revision ☐
Stabilization ☐
Cancellation ☐
Standard Disposition (if any) _____

Document Title: _____

Scope: _____

Description of need or rationale: _____

Standards Committee to review Project Request (select only one):
SC-01: Clinical Practice ☐
SC-02: Clinical Practice ☐
SC-03: Clinical Practice ☐
SC-04: Clinical Practice ☐
SC-05: Clinical Practice ☐
SC-06: Clinical Practice ☐
SC-07: Clinical Practice ☐
SC-08: Clinical Practice ☐
SC-09: Clinical Practice ☐
SC-10: Clinical Practice ☐
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SC-98: Clinical Practice ☐
SC-99: Clinical Practice ☐
SC-100: Clinical Practice ☐

Other: _____

Estimated Submission Date: _____

Date: _____

AMPP will submit for approval:
Standards Committee Chair: _____

Submit to: standards@ampp.org

Publication: _____

Proposals for Standards, Guides, and Reports

As an SC Subject Matter Expert (SME), AMPP relies on:

- Your expertise to ensure familiarity and understanding within your industry
- Your awareness of new technologies and techniques arising within your industry
- Your ability to identify gaps where new or revised standards may be needed
- Contribute as the Document Project Manager for development and review of SC document projects

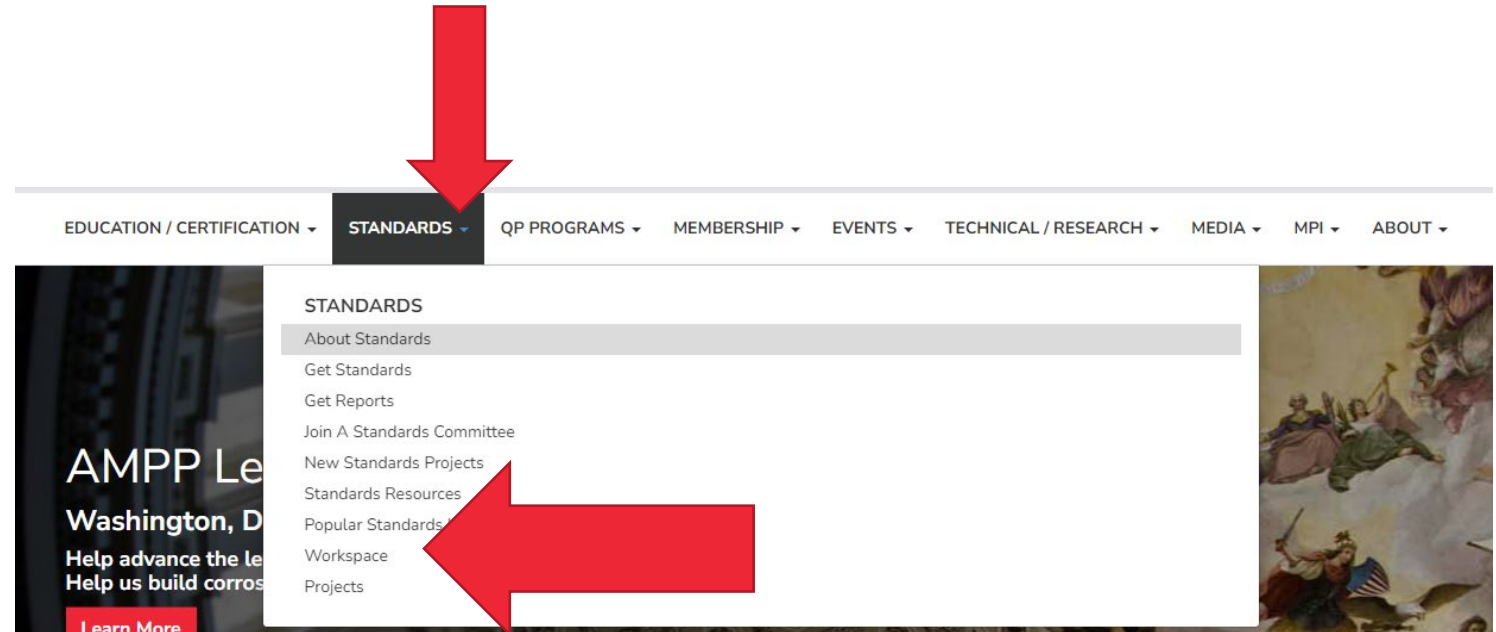
These attributes result in the publication of quality standards, guides, and reports in a timely manner that are relevant and supported by industry worldwide

Any SC member may propose a new standard, guide, or report by submitting a “Project Request Form” available on our website. AMPP Standards Business Development or the SC staff liaison may assist with completion of the form

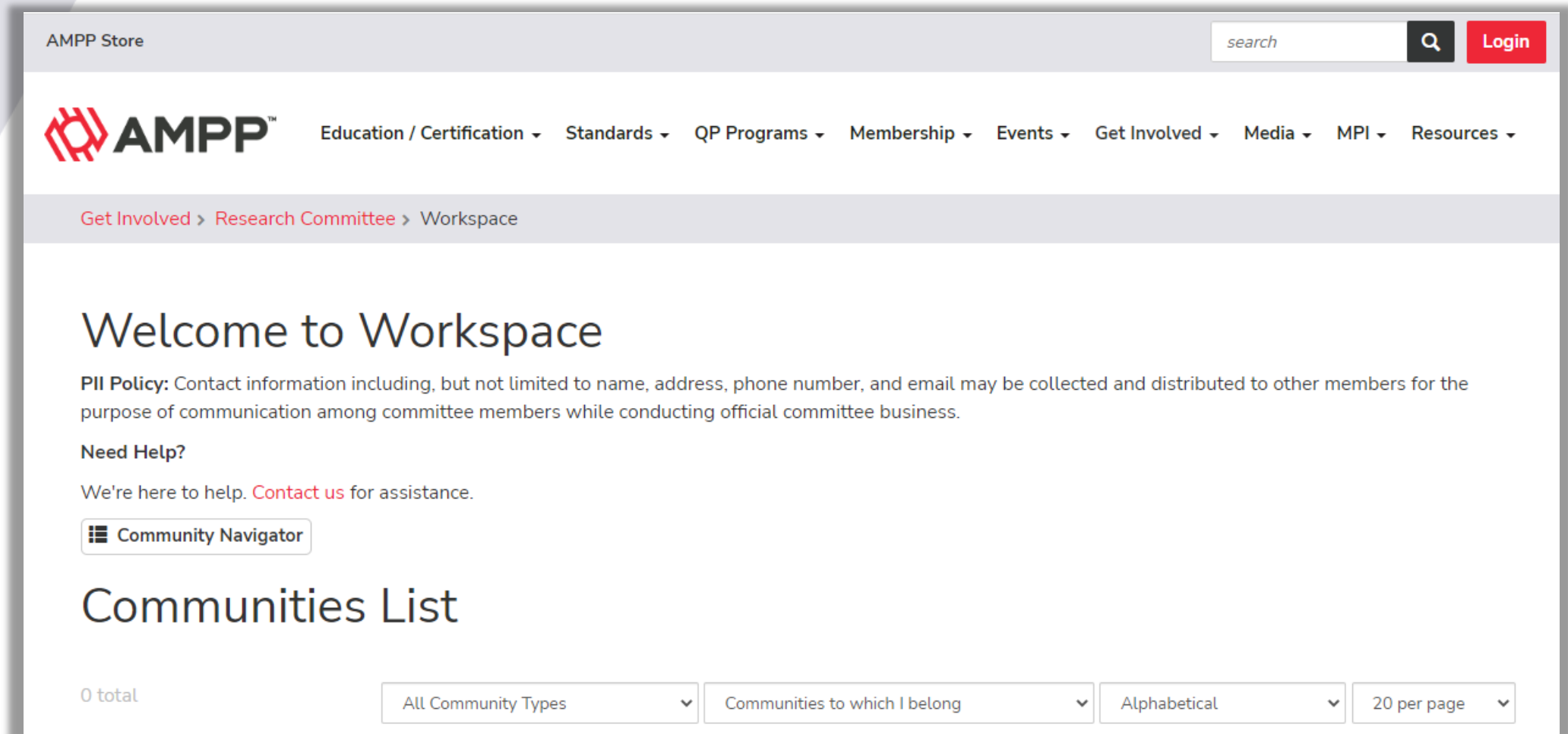
AMPP Standards Workspace Platform

Accessing AMPP Workspace


- Click on the dropdown arrow located to the right of “**Standards**” on the menu bar at top of the page on the Standards home page.
- You must be a participant on a Standards Committee to access Workspace
- Select “**Workspace**”




You must be logged into the AMPP website to see your personalized Communities List



AMPP Store

search  [Login](#)

 [Education / Certification](#) [Standards](#) [QP Programs](#) [Membership](#) [Events](#) [Get Involved](#) [Media](#) [MPI](#) [Resources](#)


[Get Involved](#) > [Research Committee](#) > [Workspace](#)

Welcome to Workspace

PII Policy: Contact information including, but not limited to name, address, phone number, and email may be collected and distributed to other members for the purpose of communication among committee members while conducting official committee business.





Need Help?

We're here to help. [Contact us](#) for assistance.

 [Community Navigator](#)

Communities List

0 total

[All Community Types](#)  [Communities to which I belong](#)  [Alphabetical](#)  [20 per page](#) 

Welcome to AMPP Workspace

- Scroll down to view your Communities List, which lists the SC that you have joined
- Click on the title of the specific Community you want to review (or use the Community Navigator to search and select the title).
- This will take you to that Community Home page.

Welcome to Workspace

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Need Help?

We're here to help. [Contact us](#) for assistance.

 Community Navigator

Communities List



39 total

[Create a New Community](#)

All Community Types ▾ Communities to which I belong ▾ Alphabetical ▾ 20 per page ▾

All SCs have a
Workspace
community for
the members
of the SC



SC 01 - Cathodic/Anodic Protection

SC 01 - Cathodic/Anodic Protection

member last person joined yesterday

Discussions **32** Libraries **3** Members **333**

SC 02 - External Coatings-Atmospheric

SC 02 - External Coatings

member last person joined 3 days ago

Discussions **44** Libraries **2** Members **384**

SC 03 - External Coatings-Buried & Immersed

SC 03 - External Coatings - Immersed

member last person joined 3 days ago

Discussions **57** Libraries **6** Members **352**

SC 04 - Linings & Internal Coatings

SC 04 - Linings & Internal Coatings

member last person joined 2 days ago

Discussions **68** Libraries **2** Members **325**

SC 05 - Surface Preparation

SC 05 - Surface Preparation

member last person joined 7 days ago

Discussions **99** Libraries **2** Members **341**

SC 06 - Process Industries

SC 06 - Process Industries

member last person joined one month ago

Discussions **21** Libraries **2** Members **160**

SC 07 - Defense & Aerospace

SC 07 - Defense & Aerospace

member last person joined yesterday

Discussions **61** Libraries **6** Members **128**

Projects in Workspace

All project teams may utilize Workspace for their specific project

The screenshot displays the AMPP website interface. At the top, the AMPP logo is on the left, and navigation links for Membership, Education, Standards, Get Involved, Events, Resources, and NACE Stores are on the right. Below the header, a breadcrumb trail reads 'Get Involved > Communities > Community Home'. The main content area is for the 'SC 19 - Maritime' community, featuring the project title 'MR21506 - Universal solvent free definition' with a 'Settings' button. A sub-navigation bar includes 'Community Home', 'Discussion' (21), 'Library' (7), 'Events' (0), 'Members' (18), and 'Workspace'. Below this, there are two columns: 'Latest Discussion Posts' and 'Latest Shared Files', each with an 'Add' button. Both columns show a single entry for 'MR21506 - meeting 5 - material and interim work te ...' with a user icon.

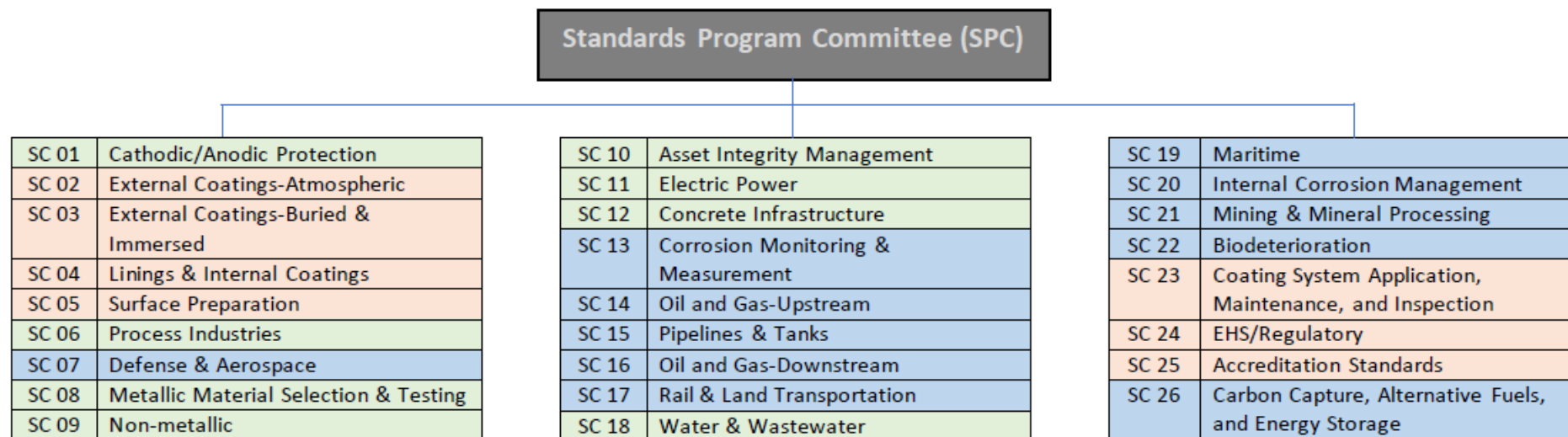
SC Presentations



Presentations

- SC meetings are an excellent place to discuss new and developing technology
- If you want to introduce a topic for consideration, increase awareness, or get feedback, request to present your idea at an SC meeting.
- Contact the SC Chair or staff liaison directly
- All presentations must be reviewed for content by the SC Chair, **prior to the presentation**, to allow verification of adherence to AMPP guidance requirements and copyright permissions.

AMPP Standards Committees (SCs) Organization Chart



STAFF DIRECTORY		
Brad Wilder	Standards Director	Brad.Wilder@ampp.org
Laura Feix	Standards & Technical Business Development Manager	Laura.Feix@ampp.org
Everett Bradshaw	Standards & Technical Business Developer	Everett.Bradshaw@ampp.org
Shari Goss	Standards & Technical Operations Manager	Shari.Goss@ampp.org
Jordanna Bucciere	Standards Business Operations Assistant Manager, Staff Liaison	Jordanna.Bucciere@ampp.org
Aimee Beggs	Standards Operations Specialist, Staff Liaison	Aimee.Beggs@ampp.org
Rick Southard	Standards Senior Editor, Staff Liaison	Rick.Southard@ampp.org



Thank you for your contributions and support!

Questions?

**Email
standards@amppp.org**