



ANSI Accredited Standards Development Procedures

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1. INTRODUCTION

The purpose of this document is to describe the Standards Development Procedures for ANSI accredited Standards that are developed by the Society of Fire Protection Engineers (SFPE). These Standards Development Procedures have been developed to assist leadership, participants and Secretariat staff. SFPE is an ANSI accredited standards developer and in a continuing effort to advance and improve fire safety engineering practice, SFPE develops fire protection engineering standards and engineering guides that will provide fire protection engineers access to current information and practices in today's evolving world.

SFPE technical documents that are not intended for accreditation by ANSI shall be developed in accordance with SFPE Technical Document Development Procedures.

As the leaders in engineering a fire safe world, SFPE is the largest membership organization for fire protection engineers throughout the globe that crosses all fire safety industry sectors. SFPE is dedicated to defining, developing, and advancing the use of engineering best practices; expanding the scientific and technical knowledge base; and educating the global fire safety community, in order to reduce fire risk. Additionally, SFPE works with standards making bodies around the world to promote consensus-based standards that increase the effectiveness and productivity of fire safety engineering.

2. ORGANIZATION

In general, the standards work of SFPE is accomplished in various Technical Committees ("Committees"). Committees are established by the Subcommittee for Standards Oversight ("SCSO") in conjunction with the SFPE Secretariat. Committees shall be formed as necessary to carry out the work of standards development and may form Working Groups as needed, based on document development needs. Working Groups may be created to accomplish a definitive objective, usually within a defined period of time.

2.1 SCSO: The SCSO is the governing body within SFPE to develop fire protection engineering standards that will advance the global fire safety profession. The SCSO, in conjunction with the SFPE Secretariat, is responsible for establishing committees as defined in the *SFPE Standing Rules* and *SFPE Technical Document Procedures*.

2.2 Committee Chair and Duties: The Chair of each Committee shall be elected by the SCSO to serve a term that lasts for the development or revision of their Committee's document. The term of office shall begin at the close of the SCSO meeting at which they are elected. The Chair may be reappointed for additional terms as long as the Chair has served for less than 7 years at the time of reappointment. The Chair shall then serve until the completion of the revision cycle. Candidates should have previous Committee and industry experience. Regardless of the above provisions, the Chair may be removed and replaced by the SCSO at any time.

The Chair shall preside at all meetings of the Committee. The Chair shall perform such duties and exercise such other powers as prescribed from time-to-time by the Committee. The Chair presiding over a Committee shall have the responsibility to ensure that these Procedures are followed and that the meetings are conducted in a fair and efficient manner. The Chair should remain neutral in all discussions and should not influence decisions based on his/her leadership position.

When a Chair becomes vacant, a solicitation for applications for the position shall be posted in SFPE's newsletter and on SFPE's web page. Notice shall be provided a minimum of three months prior to appointment of a Chair. Committee Chairs shall be appointed from among the applicants by the SCSO.

Nominations for Committee Chairs shall be provided to the SCSO by the SFPE Secretariat. Each nomination shall be accompanied by a letter from the management of the candidate's corporation, association or organization committing that entity to provide support for the candidate's performing the duties and responsibilities of the office.

A Committee Chair is approved by simple majority of the SCSO. For purposes of determining the simple majority, abstentions are not counted. If there are multiple candidates and no one candidate receives a simple majority on the first vote, a second vote is held between the top two receiving candidates.

2.3 Vice Chair: The Committee Chair may appoint a Vice Chair from among the members of the Committee, who is authorized to serve as the chair of the Committee in the absence of the Committee Chair.

2.4 Secretariat:

The SFPE Technical Director shall act as Secretariat and be responsible to:

- Organize the Committee(s).
- Oversee compliance with these procedures, including commissioning legal review as necessary.
- Apply for accreditation by SFPE and maintain accreditation in accordance with ANSI requirements.
- Maintain rosters of all Committees and Working Groups.
- Submit candidate draft American National Standards approved by Committees with supporting documentation for ANSI review and approval as American National Standards.
- Ensure adherence to periodic maintenance of Standards to include taking action to revise, reaffirm or withdraw a document as an American National Standard by the fourth year of its approval.
- Maintain all records pertaining to the Committees.
- Provide administrative support and secretarial services, as necessary, for the Committees.
- Publish approved Standards and revisions.
- Perform other functions as required.

3. RECORDS

Material associated with the development of a Standard (including revisions, reaffirmations and withdrawals) shall be retained for one complete Standards cycle, or until the Standard is revised. Records regarding the withdrawal of all Standards shall be retained for at least five years from the date of withdrawal.

4. MEMBERSHIP

Voting membership on the Committees shall not be conditional upon SFPE membership, nor unreasonably restricted on the basis of technical qualifications or other such requirements. Participation is open to any directly and materially affected interested party.

The membership of the Committees shall be sufficiently diverse to ensure reasonable balance without dominance by any single interest category. Participants from diverse interest categories shall be sought with the objective of achieving balance and shall be classified in accordance with section 5. For the purpose of committee appointments, the committee shall be balanced so that no more than 1/3 of the committee members are from a single interest category.

4.1 Request for Membership: Applications for committee membership shall identify the applicant's education and experience within the scope of the committee, an assurance of ability to actively participate in the activities of the committee, an identification of what organization the person would represent, an identification of what organization would fund participation in the committee, an agreement to notify the Secretariat of any changes in employment or funding source, and whether the applicants organization would like have an alternate. Membership application forms may be obtained from SFPE headquarters or from the SFPE Website (www.sfpe.org).

An organization, company or government agency may change its identified representative (or alternate) by notifying the Secretariat in writing. No organization, company or government agency shall designate as a representative (or alternate) any individual who is already designated as the representative (or alternate) for another organization, company or government agency. Each member shall self-declare its own interest category as appropriate and in accordance with the SFPE established categories.

In recommending membership requests, the SCSO shall consider the following:

- Need for active participation by each interest;
- Potential for dominance and imbalance by a single interest category, individual or organization;
- Extent of interest expressed and the willingness to participate actively; and
- The representative identified by the organization, company or government agency.

The SCSO may consider reasonable limits on Committee size.

Members and alternate members of Committees shall be appointed by the SCSO for one three-year term, and their term shall begin at the close of the meeting they were elected, subject to the provisions of section 5. Committee members may be reappointed for two additional terms. Preliminary assignment of interest represented shall be performed by the Secretariat, subject to concurrence by the SCSO.

4.2 Alternates: Each member may have an alternate, who shall be permitted to participate in the activities of the Committee; however, votes or ballots cast by alternate members shall only be counted in the event that the alternate's corresponding member does not vote or return the ballot. Alternate members shall represent the same organization as the member to whom the alternate is to serve.

4.3 Membership Participation: Committee members are expected to attend and participate in meetings so as to allow for maximized standards development progression. The Secretariat shall notify, in writing, Committee voting members who fail to respond to two letter ballots. If a member so notified fails to respond to two letter ballots, that member shall be reclassified as an observer. A member reclassified as an observer may obtain reinstatement as a voting member pursuant to responding to two consecutive letter ballots upon request. As observer members do not vote, such responses are noted for verification and record keeping purposes, and not included in the Committee vote tally.

4.4 Membership Resignation: A Committee voting member or observer may resign by written correspondence to the Secretariat.

5. INTEREST CATEGORIES

For purposes of developing an American National Standard, all members of Committees shall be classified as:

- Producer or manufacturer of a product that could be affected (design, manufacture or sale) by the standard
- Design engineer
- Enforcement official
- Research and testing, including public or private sector research organizations and academics who perform research that falls within the scope of the standard
- Facilities owner or manager
- Insurance interests
- Specialist with expert knowledge within the scope of the standard who is not described by one of the categories above

6. MEMBERSHIP ROSTER

The SFPE Secretariat in conjunction with the SCSO shall prepare and maintain a membership roster documenting the classification of each Committee member. This roster shall be posted on the SFPE website.

7. MEETINGS

Committee meeting locations and dates shall be selected through the Committee Chair and SFPE Secretariat. The purpose of these meetings is to conduct Committee business. Virtual meetings are encouraged whenever possible.

7.1 Frequency: The Committees will meet to develop American National Standards on an as-needed basis.

7.2 Notification: All meetings, including virtual meetings and conference calls, should be announced via e-mail and posted to the SFPE website no less than 15 calendar days prior to the meeting date. Special exceptions for extraordinary circumstances may be made on an as-needed basis. When an exception for extraordinary circumstances is necessary, the Chair in conjunction with the Secretariat will announce the meeting as soon as practicable. A draft agenda is typically distributed with the meeting notice.

7.3 Open Meetings: All Committee meetings shall be open and attendance by any interested party is welcome, subject to approval by the Chair. Attendance may be limited based on practical considerations such as meeting room size.

7.4 Meeting Notes

Meeting notes shall include at a minimum:

- Date(s), type of meeting (i.e., virtual, conference call, face-to-face), leadership, person taking the notes;
- Attendance list;
- Approved agenda;
- Identification of matters discussed and their status;
- Identification of corrections/additions made to previous meeting record;
- Points noted/alternates discussed including opposing viewpoints;
- Agreements reached;
- Action items indicating responsible party and due date; and
- Copies of presentations made during the meeting or, a reference to where the documentation is available.

7.5 Quorum: Participation, by either physical presence or via teleconference or electronically, of a simple majority of the voting members of the Committee shall constitute a quorum for conducting business at a meeting. If a quorum is not present, action items may be subject to ratification by the Committee.

7.6 Parliamentary Procedures: For any procedural issues not covered under these procedures, “Robert’s Rules of Order” (latest edition) shall apply on questions of parliamentary procedure.

8. NOTIFICATION OF STANDARDS DEVELOPMENT AND HARMONIZATION

Notification of Standards activity shall be announced in suitable media as appropriate to demonstrate provision of opportunity for participation by all directly and materially affected persons. At the initiation of a project to develop or revise a Standard, notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for listing in *Standards Action*. A PINS form may be submitted, but is not required, at the initiation of a project to reaffirm or withdraw a Standard. Any resulting comments and deliberation will be addressed in accordance with section 2.5 of the *ANSI Essential Requirements*.

Committees shall convene a stakeholder or joint requirements planning meeting as part of the standards development process in order to maximize coordination and harmonization with other standards development organizations, particularly if any conflict has been identified. These meetings provide a venue for interested and affected parties to provide relevant and timely information. Input from stakeholder meetings may aid the Committees to better understand the business problem or rules of business relevant to their particular Committee scope. These types of meetings enable business owners, decision makers and other interested or

materially affected parties to participate initially as stakeholders and to the Committees' efforts. The SFPE Secretariat shall announce stakeholder meetings in a timely manner sufficient to maximize public input and participation.

9. STANDARDS PREPARATION

9.1 Preparation of Initial Draft Standard: The Committee shall develop a draft of the proposed standard that is based on accepted science and fire protection engineering practice. When directed by the Chair, the Secretariat shall send a draft standard to all members and alternates of the Committee for letter ballot. The ballot shall be conducted in accordance with section 11.

Following approval of a draft standard by a Committee the SCSO shall review the draft standard for consistency in meeting SFPE goals and adherence to SFPE policies and bylaws.

The draft standard shall be released for public review in accordance with section 9.3 by majority vote of SCSO.

Draft standards and standards undergoing revision shall be available for review and submission of proposed modifications for a minimum of 45 days.

9.2 Submitting Proposed Modifications: Proposed modifications shall be submitted in a manner prescribed by the Secretariat. Proposed modifications shall identify specific changes to the draft standard and a rationale for the proposed change. All proposed modifications submitted shall be catalogued by the Secretariat and distributed to all members and alternates of the Committee.

9.3 Actions on Proposed Modifications: The Committee shall meet on all proposed modifications received by the Secretariat. The voting procedure shall be in accordance with section 11.

The Committee may also generate proposed modifications at the meeting where the Committee acts on the proposed modifications submitted. Such proposed modifications must be developed by a motion, which must be approved by a simple majority of those present.

The Committee shall prepare a statement identifying the reasoning for any action other than "accept." The Committee may reject any proposed modifications that do not identify specific changes or that do not contain sufficient rationale for the change. The Secretariat shall record all Committee actions, and the draft standard shall be revised in accordance with the actions taken on the proposed modifications. The Secretariat shall notify the submitter of each proposed modification of the action taken by the Committee.

After the Committee has acted on all of the proposed modifications submitted, the actions taken by the Committee on the proposed modifications shall be sent to all members and alternates of the Committee for letter ballot in accordance with section 11. Additionally, a letter ballot shall be included on the full text of the standard, as modified by the actions on the proposed modifications.

Proposed modifications and the actions taken on proposed modifications shall be available for review and submission of comments for a minimum of 45 days. Comments shall be submitted in a manner prescribed by the Secretariat. Comments shall identify specific changes to the actions taken on one or more proposed modifications, and a rationale for the proposed change. All comments submitted shall be catalogued by the Secretariat and distributed to all members and alternates of the Committee. If no comments were received prior to the deadline for submitting comments, at the Chair's discretion, a letter ballot on the document can be initiated in accordance with Section 11.

9.4 Review of Changes: Following action by the Committee on proposed modifications, the proposed modifications and actions taken on the proposed modifications shall be made available for review and comment. Notification of the availability of the proposed modifications and the actions on the proposed modifications shall be made in accordance with section 9.7.

The Committee shall meet in order to act on all comments on the proposed modifications received by the Secretariat prior to the deadline. The committee shall take one of the actions identified in section 11 on each comment. The Committee may also produce comments. These comments shall be limited to items related to coordination required by actions taken on proposed modifications or on comments. Such comments must be developed by a motion, which must be approved by a simple majority of those present.

The Committee shall prepare a statement that identifies the reasoning for any action other than “accept.” The Committee may reject any comments that do not identify specific changes or that do not contain sufficient rationale for the change. The Secretariat shall record all Committee actions, and the draft standard shall be revised in accordance with the actions taken on the comments. The Secretariat shall notify the submitter of each comment of the action taken by the Committee. Comments that do not relate to a proposed modification shall be held for the next revision of the standard and treated as proposed modifications.

9.5 Balloting of Actions on Comments: After the Committee has acted on all of the comments submitted, the actions taken by the Committee on the comments shall be sent to all members and alternates of the Committee for letter ballot. The ballot shall be conducted in accordance with section 11.

9.6 Approval of Standard: Following approval of a standard by the Committee, the standard will be sent to the SCSO. The SCSO shall review the standard for consistency in meeting SFPE goals and adherence to policies and bylaws. Final release of the standard, pending resolution of any appeals will be by approval of at least 3/4 of the members of the SCSO in a letter ballot. The ballot shall be conducted in accordance with section 11.

9.7 Public Review and Comment: Proposals for new American National Standards or reaffirmation, revision, or withdrawal of existing American National Standards shall be approved by the SCSO and transmitted to ANSI for listing in *Standards Action* for comment and shall be made in the SFPE newsletter and on SFPE’s web page. Notification shall include the deadline for submitting proposed modifications. Draft standards shall be available from SFPE’s web page or by contacting SFPE Headquarters. The SFPE Secretariat shall determine whether listing of proposed standards actions shall be concurrent with the final Committee letter ballot. Notification of Standards activity shall be announced in suitable media as appropriate to demonstrate an opportunity for participation by all directly and materially affected persons. All received comments shall be considered by the Committee and the commenter shall be notified, in writing, of the Committee decision, reasons therefore and response.

10. SUBSTANTIVE CHANGE

A substantive change in a Standard is one that directly and materially affects the use of the Standard. Examples of substantive changes are:

- “shall” to “should” or “should” to “shall;”
- the addition, deletion or revision of requirements, regardless of the number of changes; and
- the addition of mandatory compliance with referenced standards.

11. VOTING PROCEDURES FOR LETTER BALLOTS

All documentation associated with American National Standards will undergo the letter ballot process. Substantive changes to and interpretations of all Standards shall be approved by letter ballot of the Committee.

11.1 Voting

Each Committee member shall vote either:

- Affirmative;
- Affirmative, with comment;

- 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);
- Abstain; or
- Abstention, with comment.

11.2 Voting Rights: A Committee member shall ordinarily cast that member's vote. The member's alternate member shall cast that member's vote only if the member fails to vote.

11.3 Proxies: Proxies are not permitted.

11.4 Voting Period: The voting period for letter ballots shall end 30 calendar days from the date of issue. An extension may be granted at the Chair's option, when warranted. A follow-up letter requesting immediate return of the ballot shall be sent, as appropriate, to the representative and alternate representative of members whose votes have not been received within 10 calendar days before the ballot closes.

11.5 Approved Actions: Approvals of, ballots, substantive changes to, and interpretations of all American National Standards shall be considered approved where a majority of the Committee membership returns ballots and at least two-thirds of those voting, including abstentions, approves the action.

11.6 Reporting Votes

The results of each vote on all American National Standards shall be reported as follows:

- Number of members.
- Number of members voting affirmatively.
- Number of members voting negatively with reasons.
- Number of members voting negatively without reasons.
- Number of members abstaining.
- Number of members not returning ballots.

11.7 Negative Votes: A negative ballot shall be required to be accompanied by a reason and, if possible, should include specific wording or actions that would resolve the objection. A negative ballot not supported by a reason is not required to be recirculated but is recorded as a negative without comment on the BSR9 submittal to ANSI. The ballot shall be counted as returned for the purpose of establishing a quorum.

11.8 Considering of Views and Objections: Prompt consideration shall be given to the written views and objections of all participants, including those commenting on the listing in "*Standards Action.*" A concerted effort to resolve all comments shall take place.

Each unresolved objection and attempt at resolution, and any substantive change made in a proposed American National Standard shall be reported to the consensus body in order to afford all members of the consensus body an opportunity to respond, reaffirm or change their vote.

In connection with an objection articulated during a public comment period, or submitted with a vote, an effort to resolve all expressed objections accompanied by comments related to the proposal under consideration shall be made, and each such objector shall be advised in writing (including electronic communications) of the disposition of the objection and the reasons therefor. If resolution is not achieved, each such objector shall be informed in writing of their right to appeal and of the appeals process.

All substantive changes shall be submitted to ANSI via the BSR8 for further public review.

Submitters of unresolved negative votes and comments (from voting members and public review commenters) shall be notified in writing of their right to appeal and of the appeals process.

When the above process is completed, comments received subsequent to the closing of the public review may be considered, or they shall be considered at the next review. Timely comments that are not related to the proposal under consideration shall be documented and considered in the same manner as submittal of a new proposal. The submitter of the comments shall be so notified.

12. WITHDRAWAL CRITERIA

12.1 Administrative Withdrawal: Per *ANSI Essential Requirements*, an American National Standard shall be withdrawn five years following approval, if the standard has not been revised or reaffirmed, unless an extension has been granted by the ANSI Executive Standards Council (ExSC) or its designee. An American National Standard that has not been reaffirmed or revised within the five-year period, and that has been recommended for withdrawal by the ExSC or its designee, shall be withdrawn at the close of a 30-day public review notice in *"Standards Action."* American National Standards that have not been revised or reaffirmed within ten years from the date of their approval as American National Standards shall be withdrawn and such action shall be announced in *"Standards Action."*

12.2 Withdrawal by ANSI-Accredited Standards Developer: Per *ANSI Essential Requirements*, an American National Standard must be supported by an ANSI-Accredited Standards Developer. If an accredited standards developer wishes to withdraw its approval of one or more of its American National Standards, it may do so without a vote of the relevant consensus body. If an accredited standards developer does withdraw one or more of its American National Standards, then the standards developer shall notify ANSI immediately and the standard shall be withdrawn as an American National Standard and announced in *"Standards Action."*

12.3 Discontinuance of a Standards Project: SFPE may decide to abandon the processing of a proposed new or revised American National Standard or portion thereof at its own discretion and without a vote of the relevant Committee. ANSI is to be notified immediately of any such action which will be announced in *"Standards Action."*

13. INTERPRETATIONS

An interpretation is the answer to a question on the meaning of a Standard. Interpretation requests of American National Standards under the purview of SFPE must be submitted in writing to the Secretariat and shall be forwarded the SCSO and appropriate Committee Chair. Proposed interpretations may be prepared by a Committee member with particular expertise on the subject in question. All proposed interpretations shall be prepared in writing and shall be submitted to the Secretariat for a letter ballot of the Committee. Interpretations shall be approved in accordance with section 11. Notification of approved interpretations shall be sent in writing to the requester. Notifications shall also be given to other users of the Standards via the appropriate Committee email list and posted on the SFPE web site.

14. METRIC POLICY

Where applicable, SFPE accepts ANSI's Metric Policy which states that *"Units of the International System of Units (SI), the modernized metric system, are the preferred units of measurement in American National Standards."*

15. PATENT POLICY

SFPE has adopted the most current version of the *ANSI Patent Policy* in connection with the development of American National Standards, as outlined in *ANSI Essential Requirements*.

16. COPYRIGHT

In order that SFPE may disseminate the work of its Committees, it is necessary that each contributor grant SFPE the rights necessary to adapt, copy and publicly distribute any contribution or submittal made to a Committee.

All SFPE standards are copyrighted by SFPE. Except as expressly permitted by SFPE, no standard or other SFPE deliverable, or any portion thereof, may be reproduced or distributed in any form, without the prior written permission of SFPE. The following copyright notice shall be included in all standards or other SFPE deliverables.

“Copyright © SFPE [date of publication]. All Rights Reserved.”

17. COMMERCIAL TERMS AND CONDITIONS

SFPE has adopted the most current version of the ANSI *Commercial Terms and Conditions Policy* in connection with the development of American National Standards, as outlined in ANSI *Essential Requirements*.

18. ANTITRUST POLICY

SFPE has adopted the most current version of the ANSI *Antitrust Policy* in connection with the development of American National Standards, as outlined in ANSI *Essential Requirements*.

19. CORRESPONDENCE

19.1 Committee Correspondence: SFPE in consultation with the Committee Chair will screen and distribute received correspondence from a Committee member to the entire membership of the Committee. All official Committee correspondence, including meeting notices, agendas, reports and letter ballots, shall be distributed by the SFPE Secretariat. Copies of all other correspondence between Committees or Committee members, relating to SFPE standards activities, shall be forwarded to the SFPE Secretariat.

19.2 External Correspondence: All official Committee correspondence to external parties must be approved by the Committee or its delegated representative and distributed by the SFPE Secretariat. Inquiries relating to the Committee and Standards shall be directed to the Secretariat.

20. APPEALS

20.1 Complaint: Persons who have been or may be affected by any Committee action or inaction shall have the right to appeal such action or inaction. The appellant shall file a written complaint with the Secretariat within 15 calendar days after the date of notification of any action, or at any time with respect to inaction. The complaint shall state the nature of the objection, the procedures or the sections of the Standards that are at issue, the action or inaction at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objections and the outcome of each shall be noted.

20.2 Response: Within 30 calendar days after receipt of the complaint, the Secretariat shall respond in writing to the appellant, specifically addressing each allegation in the complaint to the extent possible. Attempts shall be made to resolve, informally, the complaint of the appellant.

20.3 Appeals Panel and Hearing: If the Secretariat is unable to informally resolve the complaint, it shall appoint an appeals panel to hold a hearing on a date agreeable to all participants, and notice shall be within 15 calendar days. The appeals panel shall consist of three individuals selected by the Secretariat who have not been directly involved in the dispute and who will not be materially affected by any decision made in the dispute.

20.4 Conduct of Hearing: The appellant has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action. The Secretariat has the burden of demonstrating that the Committee took all actions in question in compliance with these procedures.

20.5 Decision: The appeals panel shall render its decision in writing within 30 calendar days, stating findings of fact and conclusions, with reasons thereof, based on a preponderance of the evidence. The Secretariat shall notify the appellant and the Committee in a written copy of the decision of the appeals panel, which shall be binding and final on all concerned.

21. REVISIONS TO PROCEDURES

These procedures for American National Standards development are maintained by SFPE. Proposed revisions to this procedure may be submitted in writing by any Committee member along with the supporting rationale for the proposed change. The Secretariat will present proposed revisions as appropriate to the SCSO for review and approval by the SFPE Board of Directors. SFPE may reject a proposed procedural revision. The revised procedures are then submitted to ANSI for public comment, and ANSI review and approval. Questions or comments concerning these procedures are to be directed in writing to the SFPE Technical Director at SFPE, 9711 Washingtonian Blvd, Suite 380, Gaithersburg, MD 20878.