

# SSPC STANDARDS DEVELOPMENT MANUAL



800 Trumbull Drive  
Pittsburgh PA 15205-4365

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## FOREWORD

This manual covers procedures for developing SSPC standards, specifications, qualification procedures, methods, technology updates, and guides. These documents are intended to describe techniques and strategies to protect structures while meeting applicable environmental and safety regulations.

Standardization is defined as the process of formulating and applying rules or procedures to uniformly achieve a scientific and engineering approach to a specific activity. Consensus standard development is carried out with the cooperation of all interested parties and for the benefit of all concerned.

SSPC standards, specifications, and guides serve as voluntary guidelines for using coatings to protect public and corporate structures. Each of these documents is prepared using consensus procedures in accordance with the January 2008 Essential Requirements of the American National Standards Institute. As used in this manual, “consensus” indicates substantial agreement, but not necessarily unanimity.

SSPC standards are based on the experience of contractors, consultants, material and equipment suppliers, manufacturers, facility owners, and others in the protective coatings industry and on the collective best thinking that can be achieved by a group of knowledgeable persons. SSPC's standards, specifications, and guides are issued as minimum requirements that are not intended to restrict or discourage the use of additional requirements. Therefore, SSPC standards, specifications, and guides must not be considered restrictions on the advancement and development of new materials, techniques, or methods. For brevity, the term "standards" shall hereafter refer to all documents described in Section 4, unless a specific type of document is discussed.

When initiating a proposed standard, the Consensus Standards Committee shall make every effort to prepare a standard that will set minimum recommended conditions or requirements for equipment, systems, methods, materials, and procedures to perform adequately in specific applications or conditions. Such conditions or requirements shall not impose limitations on the use of procedures, materials, or equipment not listed in a standard that has been determined to work as successfully as those included in the standard.

SSPC offers its standards, specifications, and guides to the protective coatings community as documents to be used voluntarily by any person, company, or organization.

## 1. INTRODUCTION

The purpose of the SSPC Standards Development Manual (SDM) is to explain SSPC's philosophy concerning standards, to present the objectives of SSPC standards, and to stipulate procedures that must be followed in the preparation, approval, reaffirmation, revision, or withdrawal of all SSPC standards. All persons are expected to adhere to the intent of the manual when developing, revising, or withdrawing SSPC standards.

## 2. TERMS, ABBREVIATIONS, AND DEFINITIONS

The following terms and abbreviations shall apply (unless indicated otherwise):

**Active Committee:** A committee that is in the process of developing a standard.

**Appendix:** A section that includes supplemental information not required by the procedures or requirements described in the body of a standard. Mandatory language should not be used in an appendix.

**Ballot:** (a) The distribution for vote of a proposed draft consensus document or proposed revision, reaffirmation, or withdrawal of a consensus document. A committee approval ballot may include a series of ballots of revisions to a single document until the required minimum response and evidence of consensus are achieved.

**Board of Governors (BoG):** The formal governing body of SSPC. The BoG supervises, controls, and directs the affairs of the SSPC and has final authority over all other SSPC boards and committees.

**Commentary:** A section containing supplementary information related to groups of specifications issued by SSPC such as Surface Preparation, Paints, Qualification Procedures, etc. The information contained in commentaries is not developed through consensus procedures but does undergo peer review.

**Consensus:** Substantial agreement, but not necessarily unanimity; percentages required for achieving consensus are given where appropriate.

**Description:** A mandatory section of an SSPC standard that details the meaning of the title of that standard. Definitions of terms used in the standard may appear as part of the description in older standards, but new standards should place them in a separate section.

**Draft Standard:** A proposed standard that has been submitted to SSPC for review and editing and is numbered and dated. Draft standards are circulated for committee review only.

**Editorial Review:** A review by SSPC staff editors to determine if the format and language of the proposed standard are consistent with SSPC policies and practices. Drafts are also reviewed for proper grammar, spelling, and syntax.

**Editorial Revision:** A revision intended to make the standard suitable for publication without altering the technical intent of any portion of the standard. The revision is usually grammatical, typographical, or explanatory in nature or is a revision to the document's format.

**Interest Group:** Members of SSPC Consensus Standards Committees having a common focus; for example, C.1 Coatings Interest Group consist of stakeholders interested in development and maintenance of standards related to generic types of industrial coatings; C.2 Surface Preparation Interest Group consists of stakeholders interested in development and maintenance of standards related to surface preparation of metals. Members of Interest Groups will be polled for interest in

joining specific Consensus Standards Committees to participate as voting members in development of consensus standards.

**Interest Group Steering Committee (IGSC):** A “resource” committee established to coordinate and review the activities of all Consensus Standards Committees within an Interest Group. An IGSC normally consists of the chairs of all Consensus Standards Committees within the Interest Group and other members appointed by the IGSC Chair (see Section 5.1).

**Guide:** (a) A set of instructions or organized information based on a consensus of "best industry practice" (b) A set of directions provided to aid in preparing one's own modified specifications.

**Inactive Committee:** A committee that has completed a task and is temporarily not in the process of developing a standard. An inactive committee will be reactivated when a new project is assigned to it.

**Method:** A form of standard describing a precise procedure or technique used for performing a specified task.

**Notes:** Supplemental, non-mandatory information that appears at the end of a standard. Notes are generally no more than 2 or 3 paragraphs in length. Longer texts should be considered appendices.

**Procedural Appeal:** An appeal that concerns a violation of standards development procedures, rather than the technical content of the standard. Procedural appeals include whether a technical issue was afforded due process.

**Qualification Procedure:** A procedure that defines a sequence of actions or functions an individual or organization must meet to establish or verify a specified level of competence. Examples of SSPC qualification procedures are the "Standard Procedure for Evaluating Qualifications of Painting Contractors (SSPC-QP 1)," and the "Standard Procedure for Evaluating Qualifications of Painting Contractors to Remove Hazardous Paint (SSPC-QP 2).

**Reaffirmation:** The reapproval of a standard without making technical changes. For example, if a standard is reviewed within five years of its initial issuance and no technical changes are made, the standard is said to be reaffirmed (see Section 14.3). Editorial changes may be made as required.

**Scope:** A mandatory section of an SSPC standard that describes the subject of the standard.

**Standard:** A detailed description of requirements of a product or process that can be incorporated into a procurement document. For the purpose of brevity in this manual, the term "standard" refers to any approved, published SSPC consensus document, including specifications, systems, guides, technology updates, methods, and qualification procedures.

**Standards Review Committee (SRC):** The SSPC Standards Review Committee (SRC) oversees SSPC technical committee activities and the development process for SSPC consensus documents to ensure the development process is conducted in accordance with the requirements of the SSPC Standards Development Manual.

**System:** One or more specifications or guides, which, taken together, describe the requirements for quality of a product or process.

**Task Group:** A small, temporary subgroup formed within a Consensus Standards Committee to draft or review a standard. Task Groups are established at the request of the Chair of the appropriate Consensus Standards Committee.

**Technical Appeal:** An appeal that concerns an inaccuracy or error in the technical content of a standard.

**Technical (Substantive) Change:** A change that directly and materially affects the use of the standard. Examples of substantive changes are:

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

**Technology Update:** A consensus SSPC document prepared by a committee that describes and assesses a material, procedure, concept, method, or other area of technology. It differs from a technical article in a journal in that it represents a consensus of balanced interests, not a single author's viewpoint.

**Consensus Standards Committee:** A committee that addresses a specific topic of interest.

**Vote:** The response returned to SSPC from a voter following a ballot distribution. This term may also refer to a voice, roll call, or show-of-hands vote that is taken in a meeting.

Only the responses of the committee members on the ballot distribution list will count toward the consensus and response percentage requirements.

### 3. OBJECTIVES OF SSPC STANDARDS

The objectives of SSPC standards include at least one of the following:

- to maintain the safety of industrial, public, and private facilities during surface preparation and coating application operations
- to ensure the safety and health of all personnel involved during coatings-related activities
- to provide an authoritative statement on a specific subject
- to promote the use of technical practices that are standardized through consensus review
- to minimize the costs of corrosion, its prevention, and its control through the use of protective coatings
- to provide a specific reference that can be used for discussion, purchase, or other interchange between parties to provide a source of information and guidance in the fields of corrosion prevention and control through the use of protective coating systems

The appearance that a standard endorses any particular products, services or companies must be avoided. Therefore, it is not acceptable to include 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 comply with or 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.

## 4. TYPES OF CONSENSUS DOCUMENTS

SSPC currently issues six types of consensus documents: standards, guides, systems, qualification procedures, methods, and technology updates.

**4.1 Standard:** A detailed description of requirements for quality of a product or process that can be incorporated into a procurement document.

**4.2 Guide:** (a) A set of instructions or organized information based on a consensus of best industry practice. (b) A set of directions provided to aid in preparing one's own modified specifications.

**4.3 Qualification Procedure:** A procedure defining a sequence of actions or functions an individual or organization must meet to establish or verify a specified level of competence. Examples of SSPC qualification procedures are the "Standard Procedure for Evaluating Qualifications of Painting Contractors (SSPC-QP 1)," and the "Standard Procedure for Evaluating Qualifications of Painting Contractors to Remove Hazardous Paint (SSPC-QP 2)."

**4.4 Technology Update:** A SSPC consensus document that describes and assesses a new material, procedure, concept, method, or other area of technology. A Technology Update differs from other types of SSPC standards in that it is not suitable for referencing in a specification or procurement document. It differs from a technical article in a journal in that it represents a consensus of balanced interests, not a single author's viewpoint. Technology Updates will not be considered for ANS status.

## 5. SSPC STANDARDS COMMITTEES

### 5.1 Interest Group Steering Committees (IGSCs)

#### 5.1.1 Function and Responsibilities

An IGSC oversees Consensus Standards Committees within that Interest Group to ensure that committee projects do not overlap in scope. IGSCs may also coordinate projects that may involve cooperation between several Consensus Standards Committees. The SRC may assign additional tasks to an IGSC, including but not limited to:

- Reviewing requests for early review/revision or withdrawal of an active published standard (prior to scheduled 5-year periodic review) and provide recommendation to SRC

- Recommend SRC action regarding standards within the Interest Group that
  - are overdue for periodic review (reactivate/repopulate inactive committee; assign standard to currently active committee, withdraw standard) or
  - have reached an impasse in development (Consensus Committee has requested discontinuation of project)
- Reviewing proposals for development of new standards by a Consensus Committee within the Interest Group (is there an industry need?/is scope manageable?/is development feasible?)
- Assisting a Consensus Committee within the Interest Group with responding to negatives and comments
- Monitoring activities of all Consensus Standards Committees within the Interest Group and ensuring that satisfactory progress is being maintained on Consensus Standards Committee assignments.

### **5.1.2 Membership**

IGSCs normally consist of the chairpersons of the Consensus Standards Committees within a specific Interest Group. For example, the Surface Preparation IGSC will oversee Consensus Standards Committees dealing with subjects such as Abrasives, Power Tool Cleaning, Wet Blast Cleaning, and Soluble Salt Contamination. The chair of an IGSC may invite additional subject matter experts to serve on the Steering Committee with the approval of the Steering Committee members.

### **5.1.3 IG Steering Committee Chair Appointment**

Any SSPC member may apply to chair an Interest Group Steering Committee (IGSC), provided the following qualifications are met:

- Applicant has been an SSPC member for at least 2 years and maintains membership for duration of appointment
- Applicant has attended 3 of past 5 SSPC conferences
- Applicant has been an active participant on at least one SSPC Technical Committee within the Interest Group for at least 2 years (participates in meetings and conference calls, responds to ballots)

Applicants to chair IGSCs shall provide a brief self-introduction listing the individual's qualifications to chair the IGSC to the SSPC Manager of Technical Services or SSPC Standards Development Specialist. This information will be forwarded to the SSPC President and to the Board of Governors as part of the member's application. Applications must be received by November 1 to be considered for appointments beginning the following January. If there are no openings for IGSC chairs, applications shall be "wait listed" for consideration when the next opening occurs.

The SSPC President appoints the chair of the IGSC, and notifies the BoG of the appointments. A Board member objecting to an appointment shall contact the President within two weeks of notification.

### 5.1.4 Terms

IGSC chairs are appointed for renewable 3-year terms and must request term renewals 60 days before their terms expire, or by November 1 for terms expiring in January. Staff will forward the request to the SSPC President for consideration with any other SSPC member applications for SRC appointments.

The President may also appoint a replacement to fill the unexpired term of an IGSC chair who resigns or retires. The BoG will be notified of these appointments. BoG members objecting to any IGSC chair appointments shall contact the President within two weeks of notification.

## 5.2 Consensus Standards Committees

### 5.2.1 Function

Consensus Standards Committees are the consensus bodies that develop and maintain SSPC standards and any standards submitted as candidate American National Standards. Consensus Standards Committee functions include developing new standards, and reviewing, reaffirming, withdrawing, or revising existing or proposed standards.

### 5.2.2 Formation of Consensus Standards Committees

A Consensus Standards Committee may be formed when some specific activity is proposed by a group of SSPC members and when substantial need for the activity is documented. Formation of a Consensus Standards Committee can be initiated by the SRC, by a written request from an IGSC, or by a written proposal signed by a minimum of six members of SSPC representing six different organizations. Requests for formation of a new Consensus Standards Committee shall state the reasons for such formation, the field or phase of technology to be encompassed, its importance, the benefits that could be derived from the activity, the proposed scope and title, and a list of interested members.

**5.2.2.1** The steps in forming a new Consensus Standards Committee are as follows:

**Step 1:** SSPC shall inform the IGSC members of any proposal to form a new Consensus Standards Committee within that Group.

**Step 2:** The SSPC staff, with the approval of the IGSC Chair, shall forward the proposal to the SRC for approval. The SRC shall vote on the proposal within 30 days. Considerations shall include possible conflicts with existing Consensus Standards Committees and name and scope for the proposed Consensus Standards Committee. A majority vote of the SRC is needed to approve formation of a Consensus Standards Committee.

Note that Steps 1 and 2 may be done simultaneously.

Requests for formation of a new Consensus Standards Committee shall state the reasons for such formation, the field or phase of technology to be encompassed, its importance, the benefits that could be derived from the activity, the proposed scope and title, and a list of interested members..

**5.2.2.2** The SRC shall act on the request within 30 days. Considerations shall include possible conflicts with existing Consensus Standards Committees and name and scope for the proposed Consensus Standards Committee. A valid ballot requires a simple majority of the SRC to return non-abstaining votes (either affirmative or negative). Two-thirds of the returned non-abstaining votes must be affirmative for the SRC to approve proceeding with the standards development project and formation of a new Consensus Standards Committee. Negative votes must be explained in writing.

**5.2.2.3** Upon approval of a new standards project, the SSPC President shall appoint a Consensus Standards Committee Chair, following procedures outlined in Section 5.2.6.1. The chair shall be advised of procedures and responsibilities by SSPC staff.

### **5.2.3 Membership on a Consensus Standards Committee**

A Consensus Standards Committee shall be composed of a minimum of six members. A balance between supplier, user, and general interest members shall be sought. Additional categories may be created to reflect the interest of all stakeholders.

#### **5.2.3.1 Membership Types**

**Voting membership** on a Consensus Standards Committee is obtained by completing an enrollment form and returning it to SSPC or responding to an interest group poll for formation of a committee.

**Nonvoting membership** on a Consensus Standards Committee allows an interested stakeholder to be informed of committee ballot distributions and other committee business. Nonvoting members may submit comments on standards but cannot cast ballots. SSPC staff will review all committee rosters to ensure that the membership of the committee has a balance of interest among defined interest categories and that only one representative per company is a voting member of the committee. Interested stakeholders who cannot be given voting membership on a Consensus Standards Committee will be advised of their ability to become nonvoting members and submit comments on draft standards via a voting member of the committee or during public comment periods.

**Alternate Representatives:** A company may elect to have one individual designated as its voting representative and a second representative designated as the alternate voting representative. Either representative may cast a single company vote on an official ballot. If ballots are received from both representatives, comments from both the primary and alternate representative will be recorded, but only the primary voter's vote will be recorded.

## 5.2.4 Lack of Dominance:

As required by the 2017 ANSI Essential Requirements, SSPC's standards development process shall not be dominated by any single interest category, individual or organization. Dominance means a position or exercise of dominant authority, leadership, or influence by reason of superior leverage, strength, or representation to the exclusion of fair and equitable consideration of other viewpoints.

### 5.2.4.1 Balance of Interest

Historically the criteria for balance are that a) no single interest category constitutes more than one-third of the membership of a consensus body dealing with safety-related standards or b) no single interest category constitutes a majority of the membership of a consensus body dealing with other than safety-related standards.

The interest categories appropriate to the development of consensus in any given standards activity are a function of the nature of the standards being developed. SSPC uses the following interest categories to classify members of its consensus committees:

**Abrasives Manufacturer:** A company that manufactures or mines media used for blast cleaning of steel and concrete.

**Architect/Engineer/Consultant:** Providers of advisory services to those who purchase materials and services (including inspection services), or who develop project specifications for facility owners for protective coatings projects.

**Coating Manufacturer:** Companies that manufacture protective coatings as their primary business.

**Contractor:** Companies that provide field surface preparation and coating application services either directly or through subcontractors to public and private facility owners. The work is performed on location, not in a fixed facility.

**Dealer/Distributor/Store:** Vendors of equipment or coatings.

**Equipment Manufacturer:** Manufacturers of equipment used to prepare surfaces for or to apply protective coatings.

**Fabricator:** Companies that shape steel into structural components and apply protective coatings in a fixed facility with environmental controls.

**Facility Owner:** Public or private owners of steel and concrete structures who purchase coatings and coating application services for maintenance or new construction.

**General Interest:** A member of the general public not belonging to any of the other interest categories.

**Government/Regulatory Agency/Research:** Regulatory agencies, government-funded or university research institutions

**Industry/Technical Association:** Member-funded associations of companies in the protective coatings industry.

**Labor Association:** Labor unions or associations for craftspersons who provide surface preparation and coating application services.

**Raw Material Manufacturer:** Companies that manufacture or provide ingredients for protective coatings to the coating manufacturers.

**Shipyards:** Companies that provide surface preparation and apply specialized protective

coatings to ships in government or privately-owned shipyards. These coatings require specialized application and surface preparation equipment.

**5.2.4.2** Participants from diverse interest categories shall be sought with the objective of achieving balance. Wherever possible, representatives from all affected interests shall be represented on a Consensus Standards Committee. SSPC staff will poll the appropriate Interest Group to identify members who desire to participate as voting or non-voting members of the Consensus Standards Committee.

**5.2.4.3** Voting membership on an SSPC Consensus Standards Committee is restricted to one representative and one alternate representative per organization. Entities at different locations with different names are considered to be affiliates of a single organization based on the definitions of affiliation from Code of Federal Regulations Title 13 Part 121.103.

Individuals are considered to be from the same organization if:

- multiple individuals at different locations are employed by a single entity
- multiple individuals represent entities that identify themselves as divisions of a single organization whether or not the organization names are identical.

### **5.2.5 Termination of Voting Membership on Consensus Standards Committee:**

This section does not apply to consensus bodies approving standards as candidate American National Standards.

**5.2.5.1 Lack of Response.** A voting member who fails to respond to two consecutive Consensus Standards Committee distributions such as ballots, distributions of draft documents where responses are requested, surveys, polls, or questionnaires shall have his/her voting status changed to nonvoting.

**5.2.5.2 Reinstatement.** A member who is removed from voting membership on a Consensus Standards Committee must submit a written request in order to be reinstated. SSPC staff must ensure that each company is limited to one voting representative per committee.

### **5.2.6 Consensus Standards Committee Chair Appointment and Responsibilities**

**5.2.6.1 Consensus Standards Committee Chair Appointment:** Any SSPC committee member may volunteer to chair a consensus committee, provided the following qualifications are met:

- SSPC membership is maintained for duration of appointment
- Candidate has attended 3 of past 5 SSPC conferences
- Candidate has been an active participant on at least one SSPC Technical Committee (participates in meetings and conference calls, responds to ballots)

A member who desires to chair a consensus committee shall inform SSPC staff in writing or by e-mail, and shall provide a brief self-introduction listing the individual's qualifications to chair that committee. This information shall be forwarded to the SSPC President. Consensus

Standards Committee Chairs are appointed by the SSPC President, who shall inform the BoG. (A Board member objecting to an appointment should contact the President within 2 weeks of the date of notification.)

Chairs are appointed for a designated 3-year term or to complete the unexpired term of a chair who has resigned. Consensus Standards Committee chairs may be reappointed by the President for additional terms of office. The chair must be an SSPC member during the entire time of tenure. The SSPC President, upon recommendation of 2/3 of the Standards Review Committee may remove any Chair due to neglect of duty or lack of leadership at any time during the chair's 3-year term. The Board shall be notified of the action.

#### **5.2.6.2 Consensus Standards Committee Chair Responsibilities:**

1. Become familiar with the basic steps in SSPC's consensus development process. Attend training sessions for chairs on the use of the SSPC Standards Development Workspace. Chairs are expected to become familiar with use of the Workspace to correspond with committee members, review and respond to comments, and upload draft documents for committee review.
2. Ensure that the committee scope reflects its current activities. A change in scope or title can be initiated by the Unit or Interest Group Steering Committee and requires approval by the SRC.
3. Recruit members and encourage active participation in the Consensus Standards Committee.
4. Appoint Task Group chairs and members for Consensus Standards Committee assignments. This responsibility includes replacing a Task Group Chair who is not providing adequate leadership.
5. Assist SSPC staff in recommending format for proposed consensus documents (e.g., Standard, Guide, Report, Technology Update) before the initial outline and scope are sent to the SRC for approval to begin development.
6. Prepare for and conduct Consensus Standards Committee meetings. Each active Consensus Standards Committee should convene at least once per year, either in person, by telephone, or by other electronic means. The Consensus Committee Chair is responsible for scheduling these meetings with SSPC staff. The chair's meeting responsibilities include submitting agendas and other meeting material, conducting the meeting, appointing a committee member to take minutes, reviewing minutes, and forwarding minutes to SSPC staff within two weeks after the meeting.
7. Review ballot responses and addressing comments or negatives. This includes determining if comments are editorial or technical, preparing written explanation of the disposition of all negatives or technical comments, and preparing revised drafts in response to comments and negatives. The chair may assign task group of volunteers from within the committee to perform these tasks but is responsible for ensuring that the task group completes its assignments by the assigned due dates.
8. Review Consensus Standards Committee documents. The chair shall approve all drafts prepared by the Consensus Standards Committee before each formal committee ballot.
9. Participate in informal conferences to address procedural appeals.

### **5.2.7 Consensus Standards Committee Meetings**

Any member of a committee may submit a written request (via SSPC staff) that a committee meeting be scheduled (either in person or via teleconference). The request shall include a proposed time and an agenda. All committee members shall be notified of the time and location of a meeting requiring travel at least 28 days in advance of the meeting and provided with an agenda. Teleconference meetings may be scheduled through SSPC staff via the SSPC Standards Development Workspace; with committee members given at least 3 days advance notice.

### **5.2.8 Committee Meeting Minutes (Notes)**

The minutes of a consensus standards committee meeting shall include

- a list of participants,
- documentation of disposition of all voter comments or negatives discussed during the meeting
- documentation of any action items or assignments, including due dates and assigned responsibilities.

The committee chair or an SSPC staff member has the responsibility to intervene during a committee meeting if a disparaging (i.e. discriminatory, unethical, or otherwise biased remark) is made about a product, person, or company.

### **5.2.8 Responsibilities of Consensus Standards Committee Members**

1. Acknowledge the contributions of each member to the work of the committee when appropriate;
2. Share expertise in a truthful and objective manner in order to further the work of the committee;
3. Refrain from demonstrating inappropriate personal or commercial bias
4. Interact with other committee members in a courteous and professional manner.

Unprofessional, threatening, or unethical behavior related to SSPC committee activities will result in automatic removal from the committee roster. Examples of unethical behavior include but are not limited to: demonstrations of unlawful (race, color, creed, gender, lifestyle) and commercial bias; deception; abuse of membership privileges, or abusive or otherwise unprofessional behavior directed at another committee member or SSPC staff member.

### **5.2.9 Voting Requirements**

Committee members are required to vote on all ballots from their respective committees. Votes shall consist of Affirmative, Negative or Abstain. Voters must respond to ballots via the SSPC Standards Development Workspace, unless other methods of response are arranged with SSPC staff in advance of the ballot distribution or requested during the ballot response timeframe. To facilitate tracking of responses to comments and resolution of objections, voter comments shall be submitted via the comments window on the Workspace. Voting Members who do not respond to two consecutive committee distributions (ballots or polls) requiring

member response will have their voting membership status changed to nonvoting.

When sent written notification that seeks action on the status of a negative, a negative voter shall respond in writing within 30 days of the distribution date; failure to do so will result in the negative being recorded as unresolved. Any negatives that remain unresolved at the end of the consensus review process shall be forwarded to the Standards Review Committee. In the event a technical appeal is submitted, the procedures outlined in Section 10.1 shall be followed.

### **5.3 Task Groups**

**5.3.1 Function:** Task Groups are formed to complete a specific assigned task. Most task groups are established within Consensus Standards Committees, but an IGSC Chair may also appoint a task group to complete a specific assignment.

**5.3.2 Membership:** Task Group members shall be appointed by the chair of the committee, based on recommendations from committee members. Every effort shall be made to limit Task Group size to no more than 10 members. Care shall be taken to avoid commercial bias and conflict of interest when selecting Task Group members. Individuals from other organizations and agencies may be invited by the Consensus Standards Committee Chair to serve as technical advisors to provide the Task Group with additional expertise and technical input.

**5.3.2.1** No more than one member of the Task Group may be employed by the same company (including subsidiaries, divisions, or branches). No more than 1/3 of the Task Group members shall represent supplier interests. Ideally, a Task Group shall include representatives of all affected interests.

**5.3.3 Task Group Chairs:** Task Group chairs are appointed by the Consensus Standards Committee Chair and serve until the Task Group's assignment is completed. The Consensus Committee Chair may replace a Task Group chair to lack of leadership, or due to a change in the balance of interest in the Task Group membership.

### **5.4 Standards Review Committee (SRC) Responsibilities**

The SRC oversees all SSPC consensus standards development projects, as described below:

#### **5.4.1 Proposals for New Committees**

The SRC approves proposals for formation of all new Consensus Standards and Interest Group Steering Committees in accordance with Section 5.2.2.

#### **5.4.2 Proposals for New Standards Development Projects**

The SRC determines by written ballot if a proposal to develop a new standard is consistent with SSPC's bylaws and mission and is in the overall best interests of SSPC and the industry. A valid ballot requires a simple majority of the SRC to return non-abstaining votes (either affirmative or negative). Two-thirds of the returned non-abstaining votes must be affirmative for the SRC to approve development of the standard. If the SRC approves

development of the standard, SSPC staff shall authorize the Consensus Standards Committee Chair to proceed with the development of the standard.

#### **5.4.3 Participation in Technical Review**

SRC members have the opportunity to participate in the technical review process for all standards, either as voting members of the Consensus Standards Committee or by submitting comments as interested stakeholders.

#### **5.4.4 Final SRC Review:**

The SRC reviews completed standards, including any unwithdrawn negatives and technical appeals, in accordance with Sections 9.7 and 10.1 before the standards are submitted to the BoG for final approval.

#### **5.4.5 Review of Procedural Appeals**

The SRC reviews the results of preliminary inquiries performed by SSPC staff members in response to procedural appeals. SRC members are invited to participate and vote on findings as a result of teleconferences or meetings to discuss procedural appeals in informal conferences with the appellant and the chair of the SSPC committee responsible for developing the standard.

### **6. STAFF RESPONSIBILITIES**

**6.1** The SSPC staff shall administer and coordinate all standards activities. They shall review and edit all standards to assure conformance to SSPC format and style. The Consensus Standards Committee Chairs shall be given the opportunity to review edited draft standards prior to each distribution.

**6.2** SSPC staff shall maintain permanent records of actions taken by Task Groups, Consensus Standards Committees, and IGSCs in the standards development process in accordance with Section 14.7.

**6.3** SSPC staff shall provide alphanumeric designations for Task Groups, Consensus Standards Committees, IGSCs, and standards.

**6.4** SSPC staff shall maintain committee rosters.

**6.5** SSPC staff shall notify the President when a Unit or IGSC chair's appointed 3-year term is over, in order that the chair may be reappointed or replaced as appropriate. (If a chair resigns for any reason, the President shall be informed when the written resignation is received.)

**6.6** SSPC staff shall provide adequate notice of the time and place of committee meetings to give an opportunity for all interested parties to participate.

**6.7** SSPC staff shall recommend format for proposed standards (i.e., Guide, Technology Update). If the proposed standard is to be assigned to an existing Consensus Standards

Committee for development, the Unit and IGSC Chairs may assist the staff in making a recommendation for the format of the document.

**6.8** SSPC staff shall reproduce and distribute minutes of all committee meetings to the IGSC Chair and to each member of the Consensus Standards Committee. This distribution may be made via the SSPC Standards Development Workspace where minutes will be posted in downloadable format.

**6.9** SSPC staff shall be responsible for the balloting process for standards, including preparation of balloted material, recording responses received, and transmission of ballot results to the appropriate IGSC and Consensus Committee Chairs.

**6.10** During balloting, SSPC staff shall audit the membership of the Consensus Standards Committee that is developing or revising a standard to ensure that requirements for balance are met

**6.11** It is the responsibility of the SSPC staff to ensure that the review of SSPC standards shall be initiated within five years following their initial approval and thereafter at intervals not exceeding five years. SSPC staff shall automatically notify the SRC, Unit and Group Steering Committee Chairs 12 months in advance of the standard's expiration period if the committee has not begun to review the standard.

**6.12** SSPC staff shall be responsible for notifying responsible individuals of the schedule for reviewing existing standards and shall forward requests for review, withdrawal, or revision of standards to the appropriate IGSC and Consensus Committee Chairs.

**6.13** All correspondence between committee chairs and members pertaining to negative resolution and negative withdrawal shall be documented. .

## **7. INITIATION OF A PROPOSED STANDARD**

**7.1** Any stakeholder may request development of a standard by submitting a written request to the SSPC Standards Review Committee via the SSPC Director of Technical Services . The proposal shall include the proposed classification of the standard, a detailed scope, explanation of the rationale for developing the standard, and identification of the stakeholder groups. A task group of no fewer than 6 individuals shall be identified to assist in preparation of a preliminary draft standard. A balance of supplier, user and general interest representatives shall be sought.

**7.2** The SSPC staff will consult the web sites of ANSI, ISO, ASTM, NSSN and US DoD for indications of possible duplication of existing standards before forwarding the proposal to the SRC.

**7.3** An individual submitting a proposal for a new standard or new committee shall be informed of the decision on approval or disapproval within 60 days of SSPC's receipt of the request. If the request is not approved, the individual has the right to submit an appeal to the SRC within 30 days of notification of non-approval. Development of the standard may begin upon approval of the proposal by the SRC as described in Section 5.4.1.2.

**7.4** Announcements of proposed new standards shall be posted on the SSPC web site ([www.sspc.org](http://www.sspc.org)) within 30 days of SRC approval. If SSPC receives written comments within 45 days from the posting date that a proposed standard duplicates or conflicts with an existing standard or a standard already in development, a mandatory discussion among representatives from the relevant stakeholder groups shall be held within 90 days of the comment deadline. This discussion shall be organized by SSPC and the commenter and shall be concluded before a draft standard is submitted for public review. Participation in the discussion by the commenter is encouraged, but not required. The purpose of the discussion is to provide the relevant stakeholders with an opportunity to discuss whether there is a compelling need for the proposed standards project.

## **8. PREPARATION OF A STANDARD**

### **8.1 Preparation of the Draft by Task Group or Consensus Standards Committee**

**8.1.1** The Task Group or Consensus Standards Committee Chair shall oversee the preparation of drafts for Consensus Standards Committee ballot. All distribution of drafts should be conducted through SSPC staff, including distribution of documents for Task Group review before official balloting begins. If a task group chair circulates a draft to task group members, a copy shall be given to SSPC staff. All ballots require a rationale.

**8.1.2** When the Task Group determines that a document is of acceptable quality, the draft standard shall be submitted to SSPC staff and the Consensus Committee Chair.

**8.1.3** SSPC staff shall review the draft standard for conformance to style and format requirements. Editorial and format revisions shall be made by SSPC staff as necessary.

**8.1.4** SSPC staff shall forward the edited draft standard to the Task Group and Consensus Committee Chairs for official distribution authorization. The Task Group and Consensus Committee Chair will make any necessary revisions and recommend further action. The draft document shall be sent for Consensus Standards Committee ballot or for review and comment after approval by the Consensus Standards Committee chair.

## **9. GENERAL REQUIREMENTS FOR BALLOTING DRAFT STANDARDS**

### **9.1 Consensus Standards Committee Ballot**

Upon approval by the Consensus Standards Committee Chair, a draft document shall be distributed to members of the Consensus Standards Committee for review and comment. The primary method of ballot distribution shall be via the SSPC Standards Development Workspace, unless otherwise requested by a committee member. The balloting period shall be a minimum of 30 days. The Consensus Committee Chair may recommend a longer balloting time. SSPC staff shall extend the deadline for responses if the minimum number of non-abstaining responses is not achieved by the due date.

## 9.2 Categorization of Votes

- Voters must respond to ballots via the SSPC Standards Development Workspace, unless other methods of response are arranged with SSPC staff in advance of the ballot distribution or requested during the ballot response timeframe. To facilitate tracking of responses to comments and resolution of objections, voter comments shall be submitted via the comments window on the Workspace. Ballots shall be marked as
  - **Affirmative:** Approve with or without comment or objection.
  - **Negative:** Comments explaining the voter's reason for casting the negative vote must accompany a negative vote. The voter should provide suggestions for revised language that would address the negative. NOTE: Negatives that are not accompanied by any explanatory comments will be recorded as "negative without comment" without further notice to the voter, and no further committee action need be taken on them. These negatives will not be factored into the requirements for minimum response, nor will they count toward numerical requirements for consensus.
  - **Abstain:** Abstaining votes may be cast if the voter has no opinion on the subject matter or lacks the time to review a draft.

Ballot responses shall be returned by the deadline stated on the ballot or, in the case of an SSPC staff-issued deadline extension, by the extended deadline. Comments that are received after that deadline will be held for future consideration.

## 9.3 Requirements for Valid Consensus Committee Ballot

- Ballot has been open for minimum 30-day response period
- 51% percent of the eligible voters have responded (includes abstentions)
- 85% of the non-abstaining responses (total of affirmatives plus negatives) are affirmative
- All comments have received written response

## 9.4 Determination of Consensus

A minimum 85% of the returned votes (not counting abstentions) from the voting members on the Consensus Standards Committee distribution list must be affirmative for the standard to proceed to the next development step. Although complete unanimity may not exist, there must be documented evidence of attempts to respond to all comments and resolve all negatives.

## 9.5. Consideration of Comments

**9.5.1** It is the Consensus Committee Chair's responsibility to provide the committee's written response to all comments, including those received from public review and non-voting members. Responses shall be annotated via the comment submission forms on the Standards Development Workspace or on a document summarizing comments and responses that is posted on the Workspace or listed in the detailed minutes of a meeting. An explanation for the committee response to each comment shall be provided.

**9.5.2** If the responses proposed to comments result in technical (substantive) changes to the document, a rebalot and additional public review is required. A summary of the comments received on each draft and committee responses to these comments shall be reported with the rebalotted draft or accessible via the Workspace. Any unresolved negatives and attempted resolutions shall be identified. Individuals who submit comments as a result of public review shall be advised of the disposition of their comments in writing via the Workspace. Objections from these individuals to the disposition of their comments shall accompany the standard through the development process, and the commenter shall be notified in writing of the existence of an appeals procedure.

## **9.6 Resolving Negatives**

### **9.6.1 Withdrawal of Negative**

A negative may be withdrawn at any time by the negative voter as a result of phone conversations, conference calls, or other correspondence between the negative voter and members of the Consensus Standards Committee the Consensus Standards Committee Chair, or the IGSC. Written confirmation from the negative voter is required. The voter shall indicate any change in vote resulting from resolution or withdrawal of the negative.

### **9.6.2 Handling Unresolved Negatives**

Any negatives that are not withdrawn after discussions as described in Section 9.6.1 shall be recirculated to the committee.

**9.6.2.1 Recirculation with Additional Technical Revisions:** If the draft has undergone technical revision and requires rebalotting, the directions accompanying the rebalot will identify the unresolved objections and proposed responses. When an 85% affirmative response is achieved, the standard may proceed to the next development step without further action to address recirculated negatives, and those negative voters shall be notified in writing of their right to appeal. Negatives received on the revised draft that are unrelated to the negatives being recirculated must be considered as described in Section 9.5 .

**9.6.2.2 Recirculation without Additional Revision:** If no further technical revisions to the draft are planned, any unresolved negatives shall be recirculated to the committee and members shall be given the opportunity to change their vote within 21 days. If the vote remains above 85% affirmative, negative voters shall be informed of the right to appeal, and the standard shall proceed to the SRC accompanied by the unresolved negatives and the committee's response.

### **9.6.3 Similar Comments**

After a comment has been addressed or a negative resolved and the resolution has been documented, similar comments or negatives received on subsequent drafts may be responded to by identifying the comment as duplicative and referencing the original comment number.

## **9.7 Technical Appeals**

Before a standard is submitted to the SRC for approval, voters whose negatives remain unresolved shall be notified by certified mail of their right to submit a technical appeal to the SRC. Technical appeals must be submitted in writing (electronic format is permitted) to the SSPC Standards Review Committee, c/o SSPC, 800 Trumbull Drive, Pittsburgh PA 15205, or by e-mail to the SSPC Standards Development Specialist within 21 days of the date of the notification letter. The burden of proof shall be upon the appellant, who must submit written information in support of the appeal. If no appeal is received, any unresolved negative comments from the consensus body as well as any objections to disposition of comments received during public review shall be forwarded to the SRC with the committee response and the completed standard. The SRC shall consider all technical appeals, unresolved negatives, and objections before submitting its recommendation for or against approval of the completed standard to the SSPC Board of Governors.

## **10. REVIEW BY STANDARDS REVIEW COMMITTEE AND BOARD OF GOVERNORS**

### **10.1 Standards Review Committee Review and Recommendation**

A draft standard that has completed the committee consensus review process shall be distributed to the SRC for final review with a brief summary of the draft's development and balloting. Any unresolved negatives or appeals shall be submitted to the SRC with the standard. Documentation of attempts to resolve the negatives shall be supplied.

**10.1.1** The Standards Review Committee shall review any technical appeals and unresolved negatives and make a recommendation for or against approval of the standard for publication to the BoG. A valid ballot requires a simple majority of the SRC to return non-abstaining votes (either affirmative or negative). Two-thirds of the returned non-abstaining votes must be affirmative for the SRC to recommend BoG approval of the completed standard. Negative votes must be explained in writing.

**10.1.2** If the SRC votes not to recommend approval, the Consensus Standards Committee chair shall be informed of the decision by e-mail and certified mail and provided copies of all SRC comments with a written explanation for the SRC decision.

**10.1.3** If the SRC does not recommend approval of the standard, the Consensus Standards Committee may appeal that recommendation to the BoG. Within 30 days of the date of notification of the SRC vote not to recommend approval, the committee chair must inform SSPC with one of the two options below:

- a. The committee has decided to address the SRC comments (if technical changes are made, the standard must undergo rebaloting at the appropriate committee levels before it is resubmitted to the SRC)
- or
- b. The committee prefers to forward the standard as is to the BoG accompanied by the SRC recommendation, any SRC comments, and a written explanation for the committee's decision to appeal the SRC recommendation.

**10.1.4** If there is no written response from the committee chair within 30 days of the date of the certified letter, SSPC staff shall attempt to contact the chair by telephone to obtain a response. If the chair does not respond within 10 additional calendar days, SSPC shall poll the committee to determine the decision.

**10.1.5** The SRC will have 10 calendar days from the date it is notified of the committee's decision to appeal to submit additional information to SSPC headquarters in support of its recommendation.

**10.1.6** SSPC staff shall inform the SRC of the results of the SRC ballot, including any comments. SRC members who have voted against recommending BoG approval will be given 10 calendar days from the date of notification of the SRC decision to prepare appeals to the BoG in support of their recommendations. Any appeals will be forwarded to the BoG with the majority SRC recommendation.

## **10.2 Review by the Board of Governors**

**10.2.1** The BoG shall review the SRC recommendation and all appeals before voting for or against approval of the completed standard. If the BoG determines that the standard is contrary to the public interest, contains unfair provisions, is not consistent with SSPC's mission and bylaws, or has a conflict with an existing standard, it may deny approval for publication. A valid ballot requires a simple majority of the BoG to return non-abstaining votes (either affirmative or negative). Two-thirds of the returned non-abstaining votes must be affirmative for BoG approval of the completed standard. Negative votes must be explained in writing. If the BoG overrules an SRC recommendation regarding publication of a standard, written explanation of the decision must be provided to the SRC.

All comments received from BoG members as a result of final review of a standard shall be returned to the SRC for review and disposition. The SRC shall inform the BoG of the disposition of all comments.

### **10.2.2 Review of BoG Comments**

**10.2.2.1** The SRC shall review the BoG comments to determine if they are editorial or substantive. Typographical or grammatical errors may be forwarded directly to staff for correction. Substantive comments or extensive editorial comments shall be forwarded to the Consensus Standards Committee for consideration.

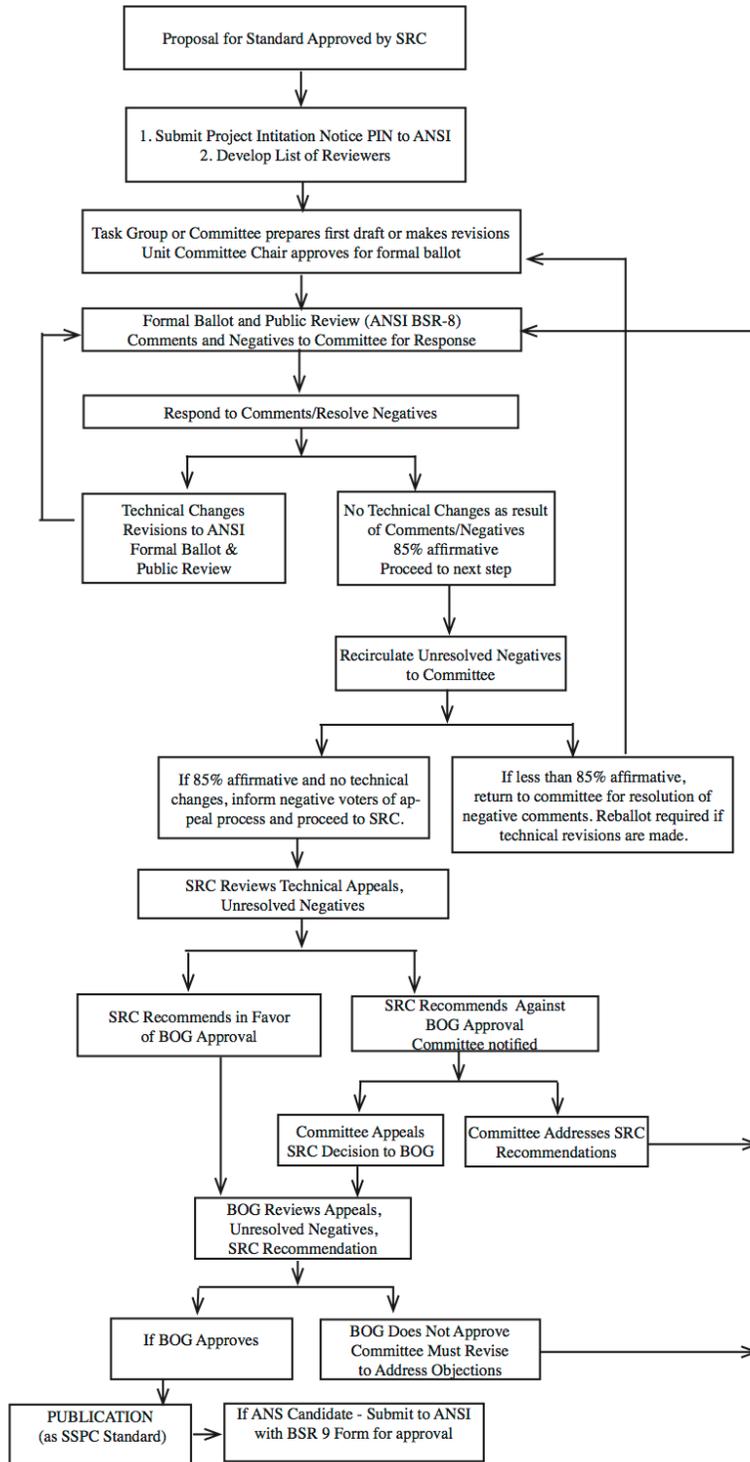
**10.2.2.2** If the SRC cannot determine if the comments are editorial or substantive, the Consensus Standards Committee shall review the BoG comments and determine if editorial or substantive revisions are necessary to address them. Editorial revisions or clarifications do not require formal consensus review by the committee. Substantive revisions shall be approved by committee consensus. If the committee finds a BoG comment non-persuasive, written explanation shall be provided. The voting membership of the committee shall remain closed during the revision process.

**10.2.2.3** The completed revision shall be submitted to the SRC for review, following the procedures in Section 10.1 and its subsections.

### **10.2.3 Final BoG Vote**

After all BoG comments have been addressed, the BoG will vote a second time for or against publication of the revised standard. The second BoG review shall be limited to approval of those revisions made to address their initial comments. A valid ballot requires a simple majority of the BoG to return non-abstaining votes. Two-thirds of the returned non-abstaining votes must be affirmative to approve publication of the completed standard. The results of the second and final vote end the process.

### SSPC Standards Development Flow Chart



## 11. PROCESS FOR PROCEDURAL APPEALS

This section delineates the steps for the procedural appeals process, beginning with first receipt of information by SSPC staff to resolution. Not every step is required for every appellant. The sequence of steps is as follows:

### A. SSPC receives the initial procedural appeal

SSPC receives a request for a procedural appeal. The appeal must be supported with enough information in order for SSPC to conduct a preliminary inquiry.

### B. SSPC notifies the appellant in writing of receipt of the appeal

Within ten (10) calendar days of receipt of the appeal, SSPC staff shall notify the appellant that the appeal has been received, and that an inquiry will be conducted to investigate the alleged infraction within thirty (30) calendar days.

### C. SSPC conducts a preliminary inquiry

If SSPC staff substantiates the alleged infraction through an internal investigation, the appellant will be notified in writing that the appeal is considered valid, accompanied by explanation of actions that will be taken to correct the infraction. If SSPC does not substantiate the alleged infraction, the appellant will be notified in writing that the appeal is considered invalid, accompanied by explanation for SSPC's decision. The SSPC SRC shall independently verify the findings of the staff before the appellant is notified of the decision.

### D. Appellant's right to appeal to SSPC Board of Governors

The appellant may appeal the decision or corrective actions proposed by SSPC staff and the SRC. Within ten (10) 15 calendar days of official notification of SSPC's response, the appellant must submit evidence to the SSPC Board of Governors staff showing that the decision or corrective actions proposed by SSPC staff and the SRC fail to address the appellant's concerns. If the appellant fails to respond within the ten (10) calendar day period, SSPC staff will proceed with the corrective actions proposed to address the appeal.

If an appeal is submitted to the SSPC Board of Governors, the Board shall review the appeal and vote on its validity within 21 calendar days of submission.

### E. Arbitration

If the foregoing steps fail to resolve the dispute, a mutually agreed upon arbitration panel, consisting of three persons with expertise in the protective coatings industry (one person chosen by the appellant, one by SSPC, and one agreed upon by both parties) will convene at SSPC headquarters in Pittsburgh, PA to hear evidence and render a final decision. Both parties must agree to selection of panel members within fifteen (15) calendar days after denial of appeal. The arbitration panel must convene to render a decision by simple majority no later than twenty-one

(21) calendar days after selection. The cost of all fees and expenses associated with convening the arbitration panel will be shared equally by the appellant and SSPC.

Upon selection, panel members must declare in writing to SSPC, at least ten (10) calendar days before the hearing, that there are no circumstances likely to affect their impartiality, including any bias or any financial or personal interest in the result of the arbitration or any past relationship with the parties or their representatives. Persons who are employees of either of the parties, family members or under contract to either of the parties in dispute are ineligible to serve on the panel.

#### G. Date, Time, and Place of Hearing

SSPC, in consultation with the appellant, will decide the date and time for the hearing or conference. SSPC will notify all parties at least ten (10) calendar days in advance of the hearing, unless otherwise agreed to by both parties. Unless a delay is agreed to by both parties, the arbitration panel shall convene no later than fifteen (15) calendar days after selection. Once a date is determined, neither party may reschedule unless an emergency arises with one of the panel members. SSPC will be the final decision authority on all items relating to the hearing.

#### H. Participation

##### 1. Representation

Each party shall designate an official representative authorized to present the party's interest. Either party may also be represented by counsel or other authorized representative. A party intending to be so represented shall notify the other party of the name and address of the representative/counsel at least five (5) calendar days prior to the date set for the hearing. When one party decides to have counsel and the other party's counsel is unavailable, this will constitute grounds for postponement of the hearing. Postponement may be invoked by either party, if other than the appointed representative appears at the hearing without prior approval by SSPC.

##### 2. Witnesses

Either party may designate up to two witnesses to present information. The party shall notify the other party at least five (5) calendar days prior to the hearing date regarding the name, affiliation and purpose of the witness.

#### I. Record of Proceedings

SSPC will provide a person, not involved in the hearing, to record the proceedings. If the appellant requests a professional stenographic record, the appellant will pay the cost of that service and the production of that record. If the transcript is agreed by the parties to be the official record of the proceeding, it must be produced no later than fourteen (14) calendar days after the hearing.

## J. Evidence

To expedite the hearing, SSPC will send the panel members all correspondence relevant to the case. This will be done no later than five (5) calendar days before the hearing. The appellant will also be given a copy of the material presented to the panel. If a piece of material is determined to be missing, it will be immediately sent to the panel by the most expeditious manner. The panel may request offers of proof and may reject items deemed to be unreliable, unnecessary or of slight value to the determination of the case. Exhibits may be offered by either party but they must be relevant to the appeal being heard, as determined by the Panel President.

## K. Order of Proceedings

The person agreed upon by both parties shall be designated to be the president of the panel. That person shall facilitate the proceedings with a view toward expediting the resolution of the dispute.

The standard order of the proceedings is as follows. The appellant shall present evidence to support its finding of a violation or violations of the SSPC Standards Development Procedure. SSPC shall then present evidence supporting its defense. The panel has the discretion to vary this procedure but must ensure that each party has been afforded a full and equal opportunity to be heard. In order to expedite the proceedings, the president of the panel may control the order of the proceedings and direct the parties to focus the presentation of their case on the issues at hand.

## L. Communication

There shall be no direct communication between the parties and the panel concerning the dispute prior to the hearing unless agreed upon in advance by both parties, in writing.

## M. Closing

When satisfied that the presentation of both parties is complete, the president of the panel shall declare the hearing closed. The panel shall render a binding decision by simple majority as soon as possible, preferably that day, but no later than ten (10) calendar days after the hearing. The cost of all fees and expenses associated with convening the arbitration panel will be shared equally by the appellant and SSPC.

## N. Decisions

All decisions of the panel shall be by majority. The panel may find in favor of the appellant's position; in favor of SSPC's position; or the panel may also decide an alternative action that, in its opinion, is fair to all parties. The decision of the panel shall be binding for appeals on any standards not having or proposed to have ANS status. However, in the case of ANS standards or ANS candidate standards, the appellant can proceed to Step O below.

#### O. Appeals at ANSI (for standards having or proposed to have ANS status)

Persons who have directly and materially affected interests and who have been or will be adversely affected by any procedural action or inaction by ANSI or by any ANS-related process have the right to appeal. ANSI will not normally hear an appeal of an action or inaction by a standards developer relative to the development of an American National Standard until the appeals procedures provided by the standards developer have been completed. Appeals of actions shall be made within reasonable time limits; appeals of inactions may be made at any time. Such appeals shall be directed to ANSI in accordance with the procedures of the appropriate ANSI board or council (e.g., Board of Standards Review, Executive Standards Council).

## **12. PROCEDURES FOR TECHNOLOGY UPDATES**

### **12.1 Definition of a Technology Update**

A Technology Update is a consensus document prepared by a committee that describes and assesses a new material, procedure, method, concept, or another area of technology. A Technology Update differs from other types of SSPC standards in that it is not suitable for referencing in a specification or procurement document. It differs from a technical article in a journal in that it represents a consensus of balanced interests, not a single author's viewpoint. A Technology Update shall not be submitted for consideration as an American National Standard.

### **12.2 Initiation of Technology Update**

Any member of SSPC may request a Technology Update by submitting that request in writing to the chair of the appropriate Consensus Standards Committee or to the Executive Director. The SRC must approve the outline and scope of any proposed Technology Update prior to further consensus development.

### **12.3 Preparation of the Draft by Task Group or Consensus Standards Committee**

Requirements for preparation of a draft Technology Update are identical to the requirements of Section 8.

### **12.4 Consensus Standards Committee Ballot**

The draft Technology Update shall be balloted to the Consensus Standards Committee in accordance with procedures outlined in Section 9.

## **13. EDITORIAL CHANGES IN STANDARDS**

### **13.1 Minor Editorial Changes**

Minor editorial changes may be made at any time when the intent and/or technical content of the standard (or section thereof) are not changed. Examples of minor editorial changes are:

- Correcting typographical errors in text or data.
- Additions required when an item is discovered that requires a “note” or “caution” because of safety conditions or changes in safety or environmental conditions.
- Change in date or title of a referenced standard will be considered technical changes unless a clause is added to reference the “latest edition or revision” to all listings of referenced standards.

### **13.2 Technical Changes**

Technical changes that affect the interpretation, use, or scope shall be handled as outlined in Section 14.4 (below).

## **14 REVIEW, REAFFIRMATION, REVISION, OR WITHDRAWAL OF STANDARDS**

### **14.1 Mandatory Standards Review**

**14.1.1** Review of SSPC standards shall be initiated within five years following their initial approval and thereafter at intervals not exceeding five years. If review has not been completed within 8 years, the standard shall be returned to the SRC, which may recommend IGSC review, reaffirmation with editorial updating, technical revisions, or withdrawal of the standard. SSPC staff shall automatically add an item on the review of a standard to the agenda of the consensus committee that developed the standard. and the SRC agenda twelve months in advance of the standard's expiration period if the committee has not begun to review the standard. If the developing committee has been inactive for more than five years, the SRC may recommend

- polling the appropriate Interest Group(s) to form a consensus committee to update the standard or
- balloting the SSPC membership to approve withdrawal of the standard

### **14.2 Requests for Revision or Withdrawal**

Any member of SSPC may submit a written recommendation to SSPC staff that a standard be reviewed, revised, or withdrawn. SSPC staff shall forward the recommendation to the appropriate IGSC Chair. The procedure for revising a standard is described in Section 14.4; that for withdrawing a standard in Section 14.5.

## **14.4 Revision to an Existing Standard**

**14.4.1** The revisions for the standard may be prepared in one of the following manners:

- Prepared by the Consensus Committee Chair or a designated individual
- Submitted to the Consensus Standards Committee for comments on needed revisions
- Forming a Task Group as described in Section 5.1.2

### **14.4.2 Balloting of Revised Standard**

A proposed revision to an existing standard shall be balloted to the Consensus Standards Committee.

**14.4.3** The processing of a standard sent to committee ballot shall be as described in Section 9.

## **14.5 Withdrawal of a Published Standard**

**14.5.1** If the Consensus Committee Chair of a committee that prepared a standard or a specially appointed Task Group reviewing a standard recommends that it be withdrawn, the procedure below shall be followed:

**14.5.1.1** The Consensus Committee Chair recommending withdrawal shall prepare justification for its recommendation for withdrawal to be included a letter ballot to the Consensus Standards Committee. The Consensus Committee Chair may also request review by the Consensus Standards Committee prior to balloting to withdraw the standard.

**14.5.1.2** The ballot shall be distributed to the Consensus Standards Committee.

**14.5.1.3** Approval of the proposal to withdraw shall require that 2/3 of the returned ballots affirm the proposed withdrawal. Any comments shall be addressed as described in Section 9.5.

**14.5.2** SSPC staff shall forward the standard to the SRC, with a brief explanation of the rationale for withdrawal. The SRC shall review and vote on the proposal. A valid ballot requires a simple majority of the SRC to return non-abstaining votes (either affirmative or negative). Two-thirds of the returned non-abstaining votes must be affirmative for SRC approval to withdraw the standard. Negative votes must be explained in writing. The Board shall confirm that the standard shall be withdrawn. A valid ballot requires a simple majority of the BoG to return non-abstaining votes (either affirmative or negative). Two-thirds of the returned non-abstaining votes must be affirmative for BoG approval to withdraw the standard. Negative votes must be explained in writing. Standards that are approved as American National Standards must follow ANSI requirements for notification of withdrawal and consideration of comments.

### **14.5.3 Action on Standards That Have Reached an Impasse**

The SSPC SRC is empowered to recommend that the BoG administratively withdraw an existing SSPC standard for due cause such as when committee activity to revise, reaffirm, or withdraw a standard has reached an impasse. Administrative withdrawal shall follow the process described in Section 14.6.

### **14.5.4 Discontinuation of Development of Draft Standards**

If 2/3 of the members of a Consensus Standards Committee vote to discontinue development of a draft standard, and the IGSC chair approves, the request to discontinue development shall be forwarded to the SRC. If a majority of the SRC approves the request, the BoG shall be notified of the intent to discontinue development of the draft standard. Unless objections are received from BoG members within 30 days, development of the draft standard may be discontinued.

### **14.5.5 Notification of Revision, Reaffirmation, or Withdrawal of Published Standards**

SSPC staff shall announce the proposed revision, reaffirmation, or withdrawal of a published standard on the SSPC web site.

## **14.6 Administrative Withdrawal**

**14.6.1** Any standard that is not in the process of being reaffirmed or revised within two years of the mandatory date of review may be administratively withdrawn as an SSPC standard at the recommendation of the Standards Review Committee.

**14.6.2** An existing standard that has been superseded may be withdrawn upon recommendation of the Consensus Standards Committee chair with the approval of the Standards Review Committee.

**14.6.2.1** The SRC shall recommend whether the standard is to be withdrawn. A valid ballot requires a simple majority of the SRC to return non-abstaining votes (either affirmative or negative). Two-thirds of the returned non-abstaining votes must be affirmative for SRC approval to withdraw the standard. Negative votes must be explained in writing.

**14.6.2.2** The SRC's recommendation shall be submitted to the BoG. The BoG shall vote for or against withdrawal of the standard. A valid ballot requires a simple majority of the BoG to return non-abstaining votes (either affirmative or negative). Two-thirds of the returned non-abstaining votes must be affirmative for BoG approval to withdraw the standard. Negative votes must be explained in writing.

**14.6.3** SSPC staff shall provide adequate notification of pending withdrawal by publishing notification on the standards actions page of the SSPC website.

## **14.7 Record Retention**

Standards development records shall be maintained for one complete revision cycle or five years from the date of approval, whichever is longer. Records relating to withdrawn standards will be maintained for 5 years from the date of withdrawal.

## **15. JOINT STANDARDS DEVELOPMENT PROJECTS**

If approved by the SSPC Executive Director and the SSPC Board of Governors, SSPC may cooperate with other organizations to develop standards regarding subjects of mutual interest by forming joint standards development committees consisting of members of all participating organizations. The process for determining if a standard will be developed cooperatively is shown in Sections 15.1 through 15.4.

**15.1** The individual proposing development of a new joint standard shall specifically request, on the bottom of the standards request form, that the standard be developed cooperatively when submitting the proposal for a new standard and shall provide a written rationale for requesting cooperative development. The cooperating standards development organizations (SDOs) must have standards development procedures that comply with the latest version of the ANSI “Essential Requirements.”

**15.2** The SSPC staff (Product Development Director and Executive Director) shall review the request as it relates to the business ramifications of proceeding with cooperative development. If SSPC staff does not feel that cooperative development of the standard is in SSPC’s best interest, a written explanation of the staff position shall accompany the proposal submitted to the Standards Review Committee (SRC).

**15.3** The SRC shall review the proposal in accordance with Section 7. If a simple majority of the SRC approves the request for proceeding with development of the joint standard itself on its technical merit but does not agree with the staff’s input, the Board of Governors will review the written positions of the proposer, the staff, and the SRC and by 2/3 majority vote, approve or reject the request for the joint development of the standard. SSPC staff shall inform the proposer of approval or disapproval of the proposed standard and the request for cooperative development.

**15.4** If the proposal for cooperative development of a standard is approved, SSPC staff shall inform the other standards developers of the request for cooperative development. Any agreement negotiated for cooperative development must contain provisions for equal representation from all participating SDOs, and require that the chair of any joint development committee be approved by the SSPC President and the appropriate representatives from the other participating organizations.

## 16. AMENDMENTS AND INTERPRETATIONS OF THIS MANUAL

**16.1** The SRC is responsible for maintenance of the SSPC Standards Development Manual. The SSPC Standards Development Manual can be revised based on recommendation of 2/3 of the SRC. Revisions to the SDM shall require approval by a two-thirds majority of voting members of the Board.

**16.2** The SSPC Standards Development Manual shall be reviewed two years after its formal approval by the BoG and at least once every six years thereafter.

**16.2.1** The SRC may outline a procedure for a transition to a new SSPC Standards Development Manual that will not interrupt or delay completion of standards in progress.

**16.3** The SRC shall be responsible for providing interpretations of this manual when necessary.

**16.4** The SSPC Bylaws as interpreted by the BoG take precedence when there is a conflict between the Bylaws and procedures described in this manual.

## 17. ADDITIONAL REQUIREMENTS FOR PROCESSING OF PROPOSED AMERICAN NATIONAL STANDARDS

SSPC shall fully comply with the following sections of the ANSI Essential Requirements when developing a standard to be considered for American National Standards Status:

**Section 2.4 Requirements for Coordination and Harmonization:** SSPC shall make a good-faith effort to resolve potential conflicts and to coordinate standardization activities intended to result in harmonized American National Standards. A “good faith” effort shall require substantial, thorough and comprehensive efforts to harmonize a candidate ANS and existing ANSs. Such efforts shall include, at minimum, compliance with all relevant sections of these procedures. SSPC shall retain evidence of such efforts in order to demonstrate compliance with this requirement to the satisfaction of the appropriate ANSI body.

**Section 2.5 Notification of Standards Development and Coordination:** SSPC shall file a PINS notice as required by clause 2.5.2 of the latest version of the ANSI Essential Requirements when initiating development of a standard to be considered for ANS status. Any comments received in response to the PINS notice shall receive a written response from SSPC within 45 days.

### **Section 2.6 Consideration of Views and Objections:**

#### **PINS Forms**

All comments and objections received on a proposed American National Standard as a result of filing of a PINS form shall be addressed in accordance with clause 2.6 of the ANSI Essential Requirements. If SSPC receives written comments 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 SSPC and the commenter and shall be concluded before SSPC may submit a draft standard for public review. If the deliberation does not take place within the 90-day period and SSPC can demonstrate that it has made a good faith effort to schedule and otherwise organize it, then SSPC 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 SSPC to the commenter and to ANSI via the PINS Deliberation Report within 30 days after the conclusion of the deliberation. Any actions agreed upon from the deliberations shall be carried out in a reasonably timely manner, but normally should not exceed 90 days following the deliberation. Subsequently, the developer shall include all of the Deliberation Report(s) with the BSR-9 submittal to the ANSI Board of Standards Review (BSR) for consideration should the developer ultimately submit the subject standard to ANSI for approval.

### **BSR-8 Forms**

All objections accompanied by comments that are received in response to a public comment notice in *Standards Action* shall be forwarded to the SSPC committee developing the standard in question. The developing committee shall make an effort to address all comments and resolve all objections. The objector shall be notified in writing of the disposition of the objection and the reasons therefore. If resolution is not achieved, each objector shall be informed in writing that an appeals procedure exists within SSPC. In addition, each unresolved objection resulting from public review and all unresolved negatives from within the developing committee shall be reported to the ANSI BSR. Any revisions made to a draft document in response to a comment received during a public review period shall be submitted to ANSI for another public review period.

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.

### **Section 2.7 Evidence of consensus and consensus body vote**

SSPC will comply with all requirements of Section 2.7 of the ANSI Essential Requirements with respect to evidence of consensus and consensus body vote.

### **Section 3 Normative American National Standards Policies**

SSPC will comply with all requirements of Section 3 of the ANSI Essential Requirements with respect to normative American National Standards Policies.

**Addendum to 2018 SSPC Standards Development Manual Procedures.**

SSPC shall fully comply with the requirements of Clause 3.3: Antitrust Policy of the current edition of the Essential Requirements:

SSPC shall fully comply with the requirements for a patent policy set forth in the current edition of the ANSI *Essential Requirements*.