



## ANSI / IKECA Standards Development Process

The ANSI / IKECA standard process is broken down into the following categories:

- CB Proposals Phase – Public Input
- CB Proposals Report – Consensus Body Action
- CB Comments Phase – Public Redress to CB Proposals Report
- CB Comments Report – Final Committee Action / Submittal of revision for approval
- ANSI Adoption

### **CB Proposals Phase**

Following completion and approval from ANSI on the current Standard the development of the next revision begins. During the CB Proposals phase of the process, the consensus body opens the floor for submittals to improve the standard and gain public input. Proposals can be editorial in nature, new material, or revisions to existing material. Typically, a “call for proposals” will be initiated by IKECA’s ANSI Consensus Body with a closing date. ANSI / IKECA Standards are currently on a five-year (5) revision cycle. Following the passing of the closing date, a Consensus Body Proposals Report Meeting will be scheduled for review of all new proposals.

### **CB Proposals Report**

This phase of the process includes a meeting of the consensus body to review and consider all proposals and public input received during the open proposals phase. In addition to those proposals submitted by the public, consensus body members are offered an opportunity to submit proposals and the committee may take the opportunity during the meeting to include and vote on committee proposals which may be generated due to discussions during the CB Proposals meeting or as a result of public input and acceptance of the proposal in principal with revisions. All proposals are then voted on by ballot and a majority vote is required. The result of the final ballot of the committee generates The Consensus Body Proposals report which is then circulated and communicated to all interested parties for the CB Comments phase.

### **CB Comments Phase**

During this phase of the process, all interested parties may submit their comments on the CB Proposals report. The CB Comments phase is initiated by a call for comment to the CB Proposals Report and will contain a closing date. It must be noted that this phase of the process will only address those issues directly related to the CB Committee actions on proposals submitted during the current standard cycle. Any comments on items not on the CB Proposals report must be held and submitted in the form of a “new” proposal at the next revision cycle. If no comments are received prior to the closing date, the committee will immediately initiate a request for final approval to ANSI.



## **CB Comments Report**

Following closing of the CB Comments Phase and receipt of all public input, the consensus body will schedule a meeting to consider and act on all public comment received. Only public comment submitted directly related to the CB Proposals report will be considered during this phase of the process. All other submittals will be cataloged and addressed during the next revision cycle. The consensus body will act and ballot on all public comments. Following this meeting a CB Comments report will be generated and all parties participating in the process will be addressed with the consensus body's actions and substantiation. Following the final CB Comments report, the Standard will be submitted for final approval of the standard and the current cycle revisions.

## **Submittals to the Consensus Body for Consideration**

1. All comments must be submitted in electronic format – typed in MS Word or Excel format. We will not accept print outs of various pages of any standard with handwritten comments in margins or throughout text.
2. Submittals / Comments should be submitted in lined through format (for deletions) and the add text feature in MS Word.
3. Submittals must call out the current section of the standard or provide a new section within the standard.
4. Submittals must include the proposed change, the “new wording”, and substantiation for the change
5. Submittals of technical nature would benefit from statistical reports and / or technical data to support the substantiation.
6. While opinions are always welcome, and general comments of a positive nature are appreciated, what we seek are recommendations on changes to specific sections of any standard.
7. Emergency Actions. The committee will take all items of “emergency nature” identified and received for immediate action. The emergency nature must be quantified and detailed as to the negative impact to the public, the industry, or life safety. Upon review and acceptance of the committee by ballot vote that the issue is properly quantified as an emergency nature, the consensus body will convene to review and consider the content of the submitter / Author. A ballot vote of the consensus body will then be taken with a majority vote required to request changes to the existing standard. Implementation of emergency nature changes will follow ANSI Standards and Process requirements. If the consensus body votes in favor of an emergency nature, an amendment to the Standard impacted will be published and the content of the emergency nature will be inserted into the standard during the next revision cycle.