



**NORTH AMERICAN ENERGY STANDARDS BOARD
OPERATING PRACTICE**

PROCEDURES FOR ADOPTING STANDARDS

August 18, 1997
Revised April 18, 2002

1.0 **REVIEW OF STANDARDS**

1.1 Revisions of Standards

Revisions to existing standards adopted by NAESB shall be initiated, as warranted, in accordance with the procedures set forth herein.

Standards may be revised as frequently as necessary in line with indicated safety needs, industry developments or current state of the art.

1.2 Continuity of Standards

Existing standards shall remain in effect until revised or withdrawn in accordance with the same procedures governing adoption of standards. Consideration of withdrawal ~~an~~ may be initiated at any time.

2.0 **DEVELOPMENT OF STANDARDS**

2.1 Initiation of Standards or Standards Revisions

2.1.1 Requests: Any written request or recommendation relative to developing or adopting a standard or revising an existing standard shall be submitted to the Executive Director. Such request or recommendation shall include information sufficient to meet the form requirements established by the Executive Committee and/or other appropriate subcommittee(s).

2.1.2 Disposition of Requests: The Executive Director shall refer the request or recommendation to the Executive Committee. The Executive Committee shall determine whether the requested standard is within NAESB's scope, and, if so, may refer the request for further processing to the appropriate subcommittee(s) of the Executive Committee, or to the Executive Committee itself, if no appropriate subcommittee(s) exists. In the latter



case, the Executive Committee may elect to establish a subcommittee or an ad hoc task force to consider the request. Where established, such task forces shall operate under the procedures set forth herein applicable to authorized subcommittees of the Executive Committee.

2.1.3 **Meetings:** Executive Committee and subcommittee meetings relating to the initiation or revision of standards shall be scheduled at such time as there are a reasonable number of business items to consider or when an item of business requiring expeditious consideration cannot be handled by correspondence.

2.1.4 **Public Notice:** Notice of meetings of the Executive Committee or authorized subcommittee relating to the development or review of standards shall be provided to all NAESB Members and shall be published in an industry trade journal or other public medium intended to reach persons reasonably expected to have an interest in the standards. Such notice shall be provided at least six weeks prior to a regularly scheduled meeting. The notice shall include a brief description of the purpose of the meeting and the name, address and telephone number of the Executive Director or his or her designated representative who can provide further information on the meeting or activity.

2.1.5 **Open Meetings:** Executive Committee or subcommittee meetings relating to the development or review of standards shall be open to all NAESB members and other interested persons. The public notice of Executive or subcommittee meetings may request that interested persons planning to attend the meeting notify the Executive Director or his or her designated representative in advance of the meeting to ensure that adequate meeting facilities are available.

2.1.6 **Meeting Agenda:** Meeting agenda shall be prepared for all pending business items. The originators of agenda items shall be advised of the time and place of the meeting so they, or their representative, may attend the meeting to present their views.

2.1.7 **Drafting Standards:** The Executive Committee shall direct an authorized subcommittee to develop or review draft standards or draft revisions to existing standards, as deemed necessary.

2.2 **DISTRIBUTION FOR COMMENT**

2.2.1 **Preparation of Standards Proposals:** Before the Executive Committee may consider the adoption of any standards, a draft standards proposal setting forth the details of proposed draft standards, recommended comment period, appropriate business documentation and the reasons for the proposed standards shall be prepared by an



authorized subcommittee for distribution for comment.

2.2.2 Distribution of Standards Proposals: All draft standards proposals prepared by an authorized subcommittee shall be distributed by the Executive Director for comment to all interested persons, and copies shall be made available upon request to all NAESB members. The notice distributing a draft standards proposal shall establish a date not less than 30 days after the date of distribution for the submission of written comments, except that where a redistribution is made pursuant to section 2.3.2.b, the Executive Director in consultation with the EC officers and the authorized subcommittee may establish a reasonable time period of less than 30 days for comments on the revised proposal.

2.2.3 Comments on Standards Proposals: All persons interested in submitting comments on a proposal to adopt a new standard or revise or withdraw an existing standard shall submit their written comments to the Executive Director on or before the date specified in the distribution notice. All comments proposing any modification to a draft standards proposal must include: (1) a mark-up of the proposed standard showing the specific language to be included in or deleted from the proposed standard; and (2) a detailed explanation of the need for the proposed modifications.

2.2.4 Compilation of comments Received: All comments received on a draft standards proposal, as a result of its distribution, shall be compiled by the Executive Director and distributed to an authorized subcommittee for consideration

2.3 Consideration of Comments

2.3.1 Reconsideration of Proposals: An authorized subcommittee shall reconsider each standards proposal in light of comments received. All comments accepted by the subcommittee and all comments rejected by the subcommittee shall be discussed in the subcommittee's report specifying the action to be taken on a standards proposal under Section 2.3.2. The report also shall inform persons whose comments have been rejected of their right to have their comments heard by the Executive Committee.

2.3.2 Action on Proposals and Comments: As a result of considering all comments received, an authorized subcommittee shall, within ninety (90) days of receipt of the comments, either:

- a. Submit the proposal(s), which may include clarifications and corrections for approval by the Executive Committee in accordance with Section 3.1, below;
- b. Substantively revise the proposal(s) and redistribute the revised proposal's for comment in accordance with Section 2.2; or



c. Not approve the proposal(s) if it is concluded that there is a lack of consensus for the proposal(s).

2.3.3 Report of Action on Proposals and Comments: An authorized subcommittee shall prepare and transmit to the Executive Committee a report describing and explaining its decision to take an action provided under Section 2.3.2. Such report shall be made available to all NAESB members.

3.0 **ADOPTION OF STANDARDS**

3.1 Executive Committee Consideration of Standards:

The Executive Committee shall consider the proposed standards, standards revisions and withdrawals, and any comments made to the Executive Committee on standards proposals. The Executive Committee shall determine, in accordance with the voting procedures under Article V, Section 4 of the Certificate of Incorporation, if the standards proposal is to be recommended for consideration and ratification by NAESB voting Members. Submitters of comments rejected by the Executive Committee shall be advised in writing of the reasons for the rejection and that they may seek a reconsideration of the action of the Executive Committee.

If the Executive Committee determines not to submit a proposal for ratification by NAESB Voting Members, but determines to return the proposal to an authorized subcommittee or concerned submitting group for review and action as indicated, the Executive Committee shall state its reason for such action in sufficient detail to enable the group to deal with the matter in a satisfactory manner.

3.2 NAESB Voting Member Approval of Standards

3.2.1 Submittal for Review: Standards proposals approved by the Executive Committee for submittal to NAESB Voting Members for ratification shall be submitted for review, in proper form, by the Executive Director to NAESB Members of record as of the date the proposal is submitted to NAESB Members at least 30 days prior to the deadline for registering votes.

3.2.2 NAESB Member Approval: NAESB Members with voting rights shall vote on standards submitted for their approval in accordance with the procedures set forth in Article V, Section 4 of NAESB's Certificate of Incorporation.



4.0 **PUBLICATION OF STANDARDS**

Following approval of a standards proposal by NAESB Members, the Executive Director shall publish and issue it as either a new standard, an amendment to an existing standard or a new edition of an existing standard, as appropriate.

5.0 **INTERPRETATION OF STANDARDS**

5.1 **Requests for Interpretation of Standards:** Any person may seek an interpretation of an existing standard adopted by NAESB by submitting to the Executive Director a written request for interpretation. Such request shall identify the standard(s) as to which interpretation is sought, and shall state with specificity the nature of the interpretation sought.

5.2 **Transmittal to Authorized Subcommittee:** The Executive Director shall transmit all proper requests for interpretation to the authorized subcommittee responsible for the development of the standards as to which an interpretation is sought. The authorized subcommittee shall, within 90 days after receiving the request, prepare a report to the Executive Committee recommending a disposition of the request.

5.3 **Action by Executive Committee:** The Executive committee shall consider the report of the authorized subcommittee and, subject to compliance with the voting procedures set forth in Article V, Section 4, of NAESB's Certificate of Incorporation, shall take action on the interpretation.