



**NORTH AMERICAN ENERGY STANDARDS BOARD  
OPERATING PRACTICES**

**PROCEDURES FOR STANDARDS DEVELOPMENT AND MAINTENANCE**

August 18, 1997  
Revised April 18, 2002

**1.0 INITIATION**

Standards Development and Maintenance is initiated by a request (NAESB form 'Request for Standards Maintenance') forwarded to the Executive Director of NAESB for consideration of the Executive Committee or the Executive Committee may itself initiate an action, based on regulatory or legislative events. All requests for a standard or modification to an existing standard must be processed through the Executive Committee in compliance with Section 5.0 of the NAESB Operating Practices-

**2.0 ACTION**

- 2.1. Requested submitted electronically to the NAESB office using the approved form.
- 2.2. NAESB office assigns a request number to the form and posts the request on the NAESB home page.
- 2.3. Request, by request number, is noticed in the next issue of the NAESB Standards Action Bulletin and is posted in the Request Log on the NAESB Home Page.
- 2.4. Request is sent to members of the Triage Subcommittee for review at the next meeting of that subcommittee.
- 2.5. Triage Subcommittee submits recommended Subcommittee or Task Force assignment and recommended priority to Executive Committee for consideration at next Executive Committee meeting.
- 2.6. Executive Committee determines the status of the request through a simple majority vote (1) determination of whether the request is in scope (2) assignment to a NAESB Subcommittee or Task Force and (3) time frame in which request will be addressed.



- 2.7 The results of the Executive Committee review are noticed in the next issue of the NAESB Standards Action Bulletin and is posted in the Request Log on the NAESB Home Page.
- 2.8 The subcommittee or task force complete the task assigned.
- 2.9 Where appropriate, the subcommittee or task force forwards instructions to the [WGQ](#) Technical Subcommittee for updates to the technical instructions to be drafted.
- 2.10 The subcommittee or task force submits a recommendation to the Executive Committee based on the results of the group's findings (NAESB form Recommendation to NAESB Executive Committee).
- 2.11 The recommendation is posted on the NAESB Home Page for industry comment for 30 days prior to the Executive Committee taking action on the recommendation. The 30-day comment period may be shortened by the Executive Committee.
- 2.12 The Executive Committee considers the request, recommendation and industry comments in taking final action.

### 3.0 **PROCEDURES**

Subcommittees or Task Forces developing or modifying standards will adhere to the following procedures:

- 3.1 Chairs of the groups are responsible for working with the NAESB office to define meeting notices and agendas, which are distributed through the NAESB office. Meeting notices should have adequate advance notice to attendees who are required to travel to the meeting.
- 3.2 All meetings are open. Executive Sessions are only used by the Board and Executive Committee in determining administrative issues, not activities related to standards development or maintenance.
- 3.3 Meetings, including those held via telephone conference and ad hoc meetings, should be scheduled by first conferring with the NAESB office to ensure that meetings for groups with common members are not scheduled concurrently. This determination is made by the NAESB office.



3.4 During the meetings, minutes are to be taken. All attendees should sign an attendance sheet including name, company name, segment affiliation, phone number, fax number and e-mail address.

3.5 When decisions are made and a sense of the room is taken, it should be recorded in the minutes. If no sense of the room is taken, the chair should inform the meeting participants that the decision is recorded as unanimous. Segments checks can be requested by any one in the meeting. Segment checks should be recorded in the meeting minutes.

3.6 Minutes working documents, meeting notices and agendas should be prepared electronically and forwarded to the NAESB office for posting on the home page.

3.7 The group or representatives of the groups should develop a recommendation to submit to the Executive Committee using NAESB form, 'Recommendation to NAESB Executive Committee'. The recommendation should comply with instructions for that form.

#### 4.0 **RESULTS**

The Executive Committee action will have one of the following results:

- 4.1 The recommendation is approved as submitted.
- 4.2 The recommendation is approved as modified by the Executive Committee.
- 4.3 The original request is approved by the Executive Committee
- 4.4 The recommendation is returned to the Subcommittee or Task Force for further development.
- 4.5 The recommendation is rejected.

All additions to or modifications to standards must obtain membership ratification before becoming a NAESB standard.

Member ratified actions will be posted on the Final Action page of the NAESB Home Page. Two times per year, these actions will be incorporated into the implementation manuals.