

# ASC Z136 Conventions

(Approved: 11 July 2012)

**These conventions serve as a guideline to some of the internal procedures that ASC Z136 observes as part of its standards development operation. For more in-depth information on the Z136 committee process, please see the current version of *Accredited Standards Committee Z136 on the Safe Use of Lasers Procedures for the Development of Z136 American National Standards*, which is available at [http://www.z136.org/modules.php?name=Downloads&d\\_op=viewdownload&cid=1](http://www.z136.org/modules.php?name=Downloads&d_op=viewdownload&cid=1)**

## 1. Annual meetings

In the off-years, when the Z136 Annual Meeting of the Committee does not take place in conjunction with another major meeting, e.g., ILSC, IEC TC-76, the subcommittee chairs shall poll their subcommittees and make an effort to hold meetings of their subcommittees in conjunction with the Z136 Annual Meeting. The subcommittee meetings should take place before the Committee meets.

## 2. Distribution of documents for ballot

The following documents should be posted at the appropriate password protected portion of the Z136 website during balloting:

- **Initial Ballot:** 1) The draft standard in MS Word, Adobe, or a similar format; 2) The Comment Matrix in MS Word format. For convenience of the ballot group members and the ballot resolution group, the drafts should be in single column format and the lines numbered at the left margin. It should be made clear to the balloting group that only comments submitted on the comment matrix will be considered, i.e., edited versions of the draft will not be accepted.
- **Recirculation Ballot:** 1) A clean copy (no changes shown) of the revised draft with all changes resulting from ballot resolution incorporated (MS Word, Adobe PDF or similar format); 2) A marked copy of the revised draft with all changes readily identifiable, e.g., in color using the MS Tracking Editor, or in black and white using strikethroughs for deleted text and underlined bold for new text; 3) The Comment Matrix in MS Word format.

## 3. Recirculation ballots

The purpose of an SCDV or CDV recirculation ballot is to show all substantive changes to a balloting draft to afford members of the Balloting Group an opportunity to reaffirm or change their vote or provide comments. These changes may result from resolution of negative ballots or incorporation of comments provided with affirmative ballots that result in substantive changes to the balloted draft (SCDV or CDV). Comments submitted in response to a recirculation ballot on an SCDV or

CDV should address only substantive changes to the prior balloted draft (initial or recirculation ballot draft), i.e., comments (or changed votes) should only be submitted based on the changed portions of the standard, or on unresolved negatives. Comments should not be submitted or votes changed based on an approved clause unless that clause is affected by changes resulting from ballot resolution. New issues should be deferred to the next revision.

If during a recirculation ballot, errors in that draft are pointed out that require substantive changes to correct, the modified draft should be recirculated – even if the results of balloting were 100% affirmative. That is, no draft should be moved up to the next level without members of the balloting group seeing all substantive changes to the draft.

Members of a balloting group only need to respond to a recirculation ballot if they wish to comment or change their earlier votes; if a member does not return a ballot, his or her vote will be considered to be reaffirmed. The number of recirculation ballots does not have a specific limit; the goal is to have the most mature and error-free document following balloting.

#### **4. Number of simultaneous ballots**

When possible, no more than one SCDV or CDV ballot on a new standard or revision should be conducted during the same time period, i.e., simultaneous balloting on a number of standards is discouraged. However, ballots on administrative issues, e.g., membership, procedures, can take place simultaneously and during an SCDV or CDV ballot.

#### **5. Summary of changes in a revised standard**

A short summary of the major changes between a prior standard and the revised standard should be incorporated into the published version of a revision, either as an informative annex or, if the summary is not extensive, in the front matter of the standard. If the summary is to be included as an informative annex, it should be included during SCDV and CDV balloting. If the summary is to appear in the front matter of the revision, a more detailed summary of the major technical changes should be provided to the balloting group in the form of a separate list.

#### **6. Posting subcommittee working group drafts of standards**

Working group drafts of each standard should be posted on the password-protected portion of the subcommittee's web page for access by the working group (subcommittee). Revisions of drafts by the Editorial Working Group (EWG) should be maintained on the password-protected portion of the EWG web page along with each of the reviewer's comments, edited (marked-up) drafts, etc. The working group members should be notified immediately after posting that the draft is available for downloading.

## 7. Interpretations

As indicated in the ASC Z136 Procedures, “Written inquiries judged to be bona-fide interpretations are forwarded by the Secretariat to the Chair of the appropriate subcommittee for processing. The Subcommittee Chair shall obtain concurrence by two-thirds affirmative vote from their associated subcommittee for the response. This response, along with balloting results, is then submitted to the Secretariat (with copies to the ADCOM Chair and Committee Secretary). The Secretariat shall provide the formal interpretation to the requestor and document the process as required by these procedures.”

The proposed interpretation response shall be concluded within three months of notification of the interpretations request by the Secretariat.

In order to expedite the process, the subcommittee chair should designate an interpretations working group to prepare the response. Once a response is prepared (two weeks), a vote on the proposed response shall be taken by the working group in accordance with ASC Z136 procedures (two weeks). Following resolution of comments by the working group, a final draft for subcommittee ballot shall be prepared (two weeks). The final draft response shall be balloted by the full subcommittee on an abbreviated timeline (two weeks). Following ballot resolution by the working group, comments received with negative ballots and their resolution shall be distributed as a 10-day default recirculation ballot.

As a courtesy, the preliminary response may be sent to the requestor. If the requestor submits comments on the preliminary response within 15 days of the date that the proposed interpretation is sent to the requestor, the interpretations working group shall consider the comments and respond to the requestor.

The final interpretation shall be transmitted to the AdCom and the Secretariat together with a list of the members of the designated interpretations working group. Following AdCom review, the Secretariat shall forward the interpretation to the requestor. Interpretations of Z136 standards shall be posted on the Z136 website until the next amendment or revision of the standard is published.

If the subcommittee is unable to reach consensus on an interpretation, the Secretariat can respond to the requestor that an interpretation will not be forthcoming on this matter. It should be noted that all interpretations and any interpretation requests that cannot be achieved should be considered during the next revision cycle of the standard.

## 8. Horizontal vs. Vertical Standard

Standards can be characterized as either horizontal standards (sometimes called general or basic standards) or vertical standards (sometimes called product standards). Ideally a horizontal standard would contain only fundamental principles, concepts, definitions, terminology and similar general information applicable over a broad subject area. In order to address new applications and products, many horizontal standards also contain application-specific information. Such application-specific areas should be addressed by vertical standards, i.e., a stand-alone document that

addresses a specific application or product and which contains only the necessary information specific to that application or product. While vertical standards are usually based on fundamental principles of the relevant horizontal standard, its use should be independent of the horizontal standard, i.e., it should not include information extraneous to the intended application. Development of appropriate vertical standards allows the removal of application-specific information from the horizontal standard resulting in a standard more in line with the concept of a horizontal standard, i.e., containing only fundamental principles, concepts, definitions, terminology and other general information.

## **9. Documentation of Subcommittee Meetings**

The officers of each subcommittee (technical or standard) should keep minutes of every meeting of the subcommittee. The minutes should include:

- (a) the date and location of the meeting,
- (b) the members and observers in attendance and the affiliation of each,
- (c) a summary of the meeting's activities (see below),
- (d) a copy of the meeting agenda,
- (e) copies of presentations from the meeting (if possible).

An emphasis should be given to documenting meeting activities which result in a decision regarding the content of a Z136 standard and supporting rationale. Arguments pro and con regarding standards content should be captured in the minutes. Any issues balloted upon by the committee during the meeting should be documented along with outcomes.

The minutes should be published on the Z136.ORG web site for record keeping purposes and for future reference by the subcommittee. Members of the subcommittee should be notified when the minutes of a meeting are posted.