Note:
This document supersedes the June 2023 AHRI Policy & Procedures for the Development of Standards.
Intent
This policy and procedures document provides requirements for the formation and operation of committees that are part of the AHRI standards process, and the development and approval of AHRI standards, stand-alone appendices, and guidelines.

Review and Amendment
This policy and procedures document is subject to review and amendment as deemed appropriate by the AHRI Standards Committee.

2024 Edition
This edition of the AHRI Policy & Procedures for the Development of Standards document is owned and maintained by the AHRI Standards Committee (StdC), a standing committee of the AHRI Board of Directors, and defines the policies and procedures related to development and approval of AHRI standards, guidelines, and stand-alone appendices. This document was approved by the AHRI Standards Committee on 03 June 2024. Copies of this document shall be made freely available to interested parties. Figures and examples in this document, unless otherwise noted, are informative.

Development of AHRI Policy & Procedures for the Development of Standards
Previous revisions include:

- AHRI Standards Policy Committee Policy and Procedure, January 2010
- AHRI Standards Policy Committee Policy and Procedure, December 2013
- AHRI Standards Policy Committee Policy and Procedure, July 2014
- AHRI Standards Policy Committee Policy and Procedure, Month 2016
- AHRI Standards Policy Committee Policy and Procedure, April 2018
- AHRI Standards Policy Committee Policy and Procedure, September 2019
- AHRI Standards Committee Policy & Procedures, February 2021
- AHRI Policy & Procedures for the Development of Standards, August 2021
- AHRI Policy & Procedures for the Development of Standards, April 2022
- AHRI Policy & Procedures for the Development of Standards, January 2023
- AHRI Policy & Procedures for the Development of Standards, March 2023
- AHRI Policy & Procedures for the Development of Standards, June 2023

Summary of Changes
This 2024 edition of the AHRI Policy & Procedures for the Development of Standards contains the following updates to the previous edition:

- Editing and formatting to bring the document in line with the AHRI Standards Style Guide, including consistent use of expressions of provision and italicizing defined terms.
- Elimination of the Standards Subcommittees (SSCs), dividing responsibilities between the StdC and the STC.
- Simplification of voting requirements for approvals other than for advancement of documents.
- Adding a stand-alone appendix as a type of deliverable; changing the phrase “standards, guidelines, and stand-alone appendices” to “deliverables.”
- New STCs may be formed with membership restricted to AHRI members who manufacture products described by the standard.
- Removal of non-voting status in STCs.
## Committee Personnel

### AHRI Standards Committee

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<td>Henry Ernst</td>
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<td>AO Smith</td>
<td>Hammam Amaireh</td>
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<td>Bryan Ahee</td>
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<td>Carrier</td>
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<td>Johnson Controls</td>
<td>Patrick Marks</td>
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<td>Bruce Perkins</td>
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<td>Swegon</td>
<td>Karl Peterman</td>
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<tr>
<td>Jerry Yeh</td>
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<td>AHRI Staff Liaison</td>
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AHRI POLICY & PROCEDURES FOR THE DEVELOPMENT OF STANDARDS

Section 1. Authority and Intent

1.1 Incorporation
The Air-Conditioning, Heating, and Refrigeration Institute (AHRI) is a legal entity, duly incorporated under the law of the Commonwealth of Virginia, United States, and can be held legally responsible for AHRI standards development activities.

1.2 Bylaws
The AHRI Bylaws authorize the development and approval of AHRI deliverables under a policy approved by the Standards Committee (StdC), a standing committee of the AHRI Board of Directors. All AHRI standards activities, including those of the StdC, Standards Technical Committees (STCs), Standards Work Groups (SWGs), and Consensus Bodies (CBs) are subject to the current provisions of AHRI’s governance documents including the Articles of Incorporation, Bylaws, and standards-related actions of the AHRI Board of Directors. The procedures outlined in this policy and procedure document are subject to the authority and restrictions outlined in the AHRI governance documents listed above. Any conflict between the policy and procedures stated in this document and AHRI’s governance documents shall be resolved in favor of AHRI’s governance documents.

1.3 Accreditation
As of the date of publication of this edition, AHRI is accredited by the American National Standards Institute (ANSI) to develop American National Standards (ANS). This accreditation is through compliance of this AHRI Policy & Procedures for the Development of Standards with the ANSI Essential Requirements (ANSI ER).

As of the date of publication of this edition, AHRI is accredited by the Standards Council Canada (SCC) to develop National Standards of Canada (NSC). This accreditation is through compliance of this AHRI Policy & Procedures for the Development of Standards with the SCC Requirements & Guidance (SCC R&G).

AHRI shall notify these respective organizations upon revision of this document.

1.4 Intent of Standards
The procedures in this document are intended to comply with internationally accepted standards principles and practices as outlined in the ANSI ER and SCC R&G and are not designed or intended to introduce barriers to trade or to discriminate among products based on place of origin. AHRI standards are not developed as a means to fix prices, exclude competition, or otherwise inhibit commerce beyond what is necessary to meet requirements of relevant technical regulations, or other legitimate sectoral or local requirements for compatibility, environmental protection, health and safety. AHRI standards are not meant to mislead consumers and other users of a product, process, or service addressed by the standard, stand-alone appendix, or guideline.

Section 2. Definitions

2.1 Expression of Provisions
Terms that provide clear distinctions between requirements, recommendations, permissions, options, and capabilities.

2.1.1 “Can” or “cannot”
Express an option or capability.
2.1.2 “May”
Signifies a permission expressed by the document.

2.1.3 “Must”
Indication of unavoidable situations and does not mean that an external constraint referred to is a requirement of the document.

2.1.4 “Shall” or “shall not”
Indication of mandatory requirements to strictly conform to the document and where deviation is not permitted.

2.1.5 “Should” or “should not”
Indication of recommendations rather than requirements. In the negative form, a recommendation is the expression of potential choices or courses of action that is not preferred but not prohibited.

2.2 Policy-specific Definitions
The following items are italicized throughout this document.

2.2.1 Addenda
Substantive changes made to a single item or small portion of the document to correct the publication of the deliverable.

Note: See Section 8.3.1.

2.2.2 AHRI-only STC
A type of STC composed only of AHRI member companies that manufacture, or incorporate into their products, those products or components within the scope of the STC’s charter.

Note: See Section 2.2.2, Section 4.3.2.1, and Section 4.3.4.1.

2.2.3 Alternate Voter
A person who is designated by the member company as an alternate to the primary voter from that company.

Note: See Section 2.2.25.

2.2.4 American National Standard (ANS)
A standard developed and approved under the ANSI-accredited AHRI standards process that adheres to the requirements of the ANSI ER.

Note: These standards include the ANSI organizational approval in their designation.

2.2.5 American National Standards Institute (ANSI)
The national standards body for the United States.

2.2.6 Approval Ballot
A formal ballot as described in Section 5.2, conducted by the StdC, an STC, an SWG, or a CB.

2.2.7 Balance
A requirement not more than half of a committee’s members represent a single interest category.

Note: See Section 2.2.19.
2.2.8 Canadian Interest
Specification of how a new or existing standard or stand-alone appendix meets the needs of the Canadian market or industry and how Canadian interests are represented using SCC’s Canadian Interest Form.

2.2.9 Charter
A document that defines the scope of work of an STC.

2.2.10 Consensus Body (CB)
The group responsible for final approval of an ANS, as described in Section 4.5.

2.2.11 Continuous Maintenance
A mode of maintenance where an ANS is registered with ANSI under that mode and the standard is open continuously for review and comment. This mode allows for portions of a standard to undergo review and revision, while the entire document is reviewed every five years.

Note: See Section 2.2.23, Section 2.2.33, and Section 8.5.1.

2.2.12 Days
All days in this document are calendar days.

2.2.13 Deliverable
A document developed, approved, and published in accordance with the AHRI Policy & Procedures for the Development of Standards, including AHRI standards, stand-alone appendices, and guidelines.

2.2.14 Derivative Deliverable
A deliverable based upon another published deliverable, using the same method of test, but applicable to a specific climate or country.

2.2.15 Editorial Change
A non-substantive change to correct spelling or grammar, or an explanatory change to aid in comprehension or understanding, that does not change the technical meaning of the document.

Note: See Section 2.2.41.

2.2.16 Electronic Ballot
A mechanism to conduct an approval ballot using an email or web form.

Note: See Section 2.2.6.

2.2.17 Errata
Non-substantive or editorial errors that do not affect the substantive or technical content or meaning of the deliverable, as described in Section 8.3.2.

2.2.18 Guideline
An informative AHRI deliverable that provides terminology, nomenclature, and instructional or explanatory information, and voluntary provisions only. Requirements and mandatory provisions are not provided.

Note: See Section 3.2.1.3.

2.2.19 Interest Category
A description of a person’s interest in AHRI standards. See descriptions in Section 4.5.5.
2.2.20 I-P Units
Inch-pound or US Customary Units of measurement (as opposed to SI units).

2.2.21 Meeting
A scheduled event of the StdC, STC, or SWG with prior notice, and prior document distribution, and with a quorum of members present, as described in Section 5.1.
Note: The event may be held in-person or by web conference.

2.2.22 National Standard of Canada (NSC)
A standard developed and approved under the SCC-accredited AHRI standards process and adhering to the requirements of the SCC R&G.
Note: These standards include the CAN organizational approval in their designation.

2.2.23 Open STC
A type of STC whose membership is open to AHRI member companies and companies that are not eligible to join AHRI.
Note: See Section 2.2.2, Section 4.3.2.2, and Section 4.3.3.2.

2.2.24 Periodic Maintenance
The default maintenance schedule for deliverables where the deliverable is revisited and reviewed such that any reaffirmation, withdrawal, or publication of a revision takes place within five years of the previous approval.
Note: See Section 2.2.11, Section 2.2.33, Section 8.5.1, and Section 8.5.2.

2.2.25 Primary Voter
The person designated by the member company as the primary voter from that company.
Note: If the primary voter does not participate in the ballot, then the alternate voter can cast a ballot. See Section 2.2.3 and Section 5.2.

2.2.26 Project Initiation Form (PIF)
The AHRI document authorizing the start of an activity to develop or revise a deliverable and that defines the activity’s scope, deliverable type, business need, and project schedule as described in Section 6.1.1.3.

2.2.27 Quorum
The attendance by 50% or more of voting members in a meeting or the participation by 50% or more of voting members on a ballot.

2.2.28 Reaffirmation
Approval of an existing deliverable as-is without substantive changes, as described in Section 6.1.1.3.

2.2.29 Recirculation
The process of sending comments associated with a negative ballot, and the attempts at resolution to those comments, to voters on an StdC, STC, SWG, or CB, giving the voting members the opportunity to change their vote based upon those comments, as described in Section 5.2.1 and Section 6.6.2.

2.2.30 Region- or Country-Specific Standards Technical Committee (RSTC)
The group responsible for development and initial approval of region- or country-specific deliverables, as described in Section F.1.
2.2.31 **Revision**
Changing and republishing a *deliverable* with *substantive changes*.

2.2.32 **SI Units**
Units of measurement defined by the International System of Units, commonly known as the metric system (as opposed to *I-P units*).

2.2.33 **Stabilized Maintenance**
A maintenance schedule that allows an *ANS* or *NSC* standard to be revisited less often than every five years if changes are not anticipated, as described in Section 8.5.2.

Note: See Section 2.2.11, Section 2.2.23, Section 8.5.1, and Section 8.5.2.

2.2.34 **Stand-alone Appendix**
An appendix to a *standard* that is published separately from the parent *standard* as a stand-alone document.

2.2.35 **Standards Manager**
The AHRI staff person responsible for oversight of AHRI standards activities.

2.2.36 **Standard**
An AHRI *deliverable* designed for use in performance testing and rating and that uses “shall” statements to state requirements.

2.2.37 **Standards Committee (StdC)**
The standing committee of the AHRI Board of Directors responsible for oversight of the AHRI *standards* activity, as described in Section 4.2.

2.2.38 **Standards Council of Canada (SCC)**
The national *standards* body for Canada.

2.2.39 **Standards Technical Committee (STC)**
The group responsible for development and initial approval of a *deliverable*, as described in Section 4.3.

2.2.40 **Standards Work Group (SWG)**
An optional subset of an *STC*, as described in Section 4.4.

2.2.41 **Substantive Change**
A change to a document that directly or materially affects the use or implementation of the document that includes one or more of the following:

- changing requirements (“shall” or “shall not” statements) to recommendations (“should” or “should not” statements), permissions (“may” statements), possibilities or potential (“can” or “cannot”), or external constraints (“must”)
- changing recommendations (“should” or “should not” statements) or permissions (“may” statements) to requirements (“shall” or “shall not” statement)
- addition or deletion of requirements (“shall” or “shall not” statements)
- addition of mandatory compliance with referenced *standards*
- changes that make a previously conformant product not conformant, or conversely if a previously nonconformant product is conformant.

See Section 2.2.15.

Note: Can be designated as a technical change.
2.2.42 Withdrawal
Ceasing the publication of an AHRI deliverable, as described in Section 6.1.1.4.

2.2.43 Withdraw Level of Approval
Formal action to cease a level of approval of a deliverable, with or without ceasing publication as described in Section 8.1.

### Section 3. Deliverables

3.1 Use of AHRI Deliverables
The use of AHRI deliverables is voluntary unless these publications are incorporated by reference in Federal, provincial, state, or local regulations.

AHRI deliverables are not designed for nor intended by AHRI to be used for creating unnecessary obstacles to trade, either intra-national or international; discriminating among products based on place of origin; fixing prices or inhibiting competition or commerce beyond what is necessary to meet requirements of relevant technical regulations; or misleading consumers or other users of products that are based on AHRI deliverables.

AHRI standards or stand-alone appendices intended for conformity assessment shall include a clear statement to that effect in the document’s front matter.

3.2 Deliverables
AHRI develops, publishes, and maintains standards, stand-alone appendices, and guidelines. The process for development of these deliverables is outlined in Section 6 and in Appendix F.

3.2.1 Types of Deliverables

3.2.1.1 Standards
AHRI standards can be approved as AHRI-only and can be further approved as an ANS or an NSC, or both. All AHRI standards shall be revised, reaffirmed, or withdrawn within five years of publication. Issuance of addenda or errata does not affect the five-year review schedule of the related standard.

AHRI does not publish safety standards.

3.2.1.2 Stand-alone Appendices
AHRI stand-alone appendices can be approved as AHRI-only and can be further approved as an ANS or an NSC, or both. A stand-alone appendix can only be approved as ANS if the parent standard is an ANS. A stand-alone appendix can only be approved as NSC if the parent standard is an NSC. All AHRI stand-alone appendices shall be revised, reaffirmed, or withdrawn within five years of publication. Issuance of addenda or errata does not affect the five-year review schedule of the related stand-alone appendix.

3.2.1.3 Guidelines
AHRI guidelines are published with AHRI-only approval and are not submitted for designation as an ANS or an NSC. Guidelines shall be reviewed every five years for continued correctness and applicability, and can be either revised, reaffirmed, or withdrawn.
3.2.2 Naming

Deliverables are named as shown in Figure 1 through Figure 6. The name of a deliverable includes the designation the title. The designation is composed of the approvals, number, date, status, units, language, and country or climate code.

If an effective date or applicability is related to the use of the deliverable, this information shall be included as part of the document’s front matter, separate from the name. See Section 3.4.12 of the AHRI Standards Style Guide for further information.

**Figure 1 Example of Naming for a Standard (Informative)**

**Figure 2 Example of Naming for a Stand-alone Appendix (Informative)**

**Figure 3 Example of Naming for a Guideline (Informative)**

**Figure 4 Example of Naming for a Reaffirmed Deliverable (Informative)**

**Figure 5 Example of Naming for aWithdrawn Deliverable (Informative)**
Figure 6 Example of Naming for a Deliverable Published in a Language other than English (Informativa)

3.2.2.1 Organizational Approval

Organizational approval is indicated at the beginning of a document’s designation by a prefix listing the approvals given to the deliverable by organizations. Multiple approvals are combined, with the individual approvals separated by a slash (/), in the following order:

- CAN for a standard approved in accordance with SCC requirements.
- ANSI for a standard approved in accordance with ANSI requirements. Standards intended for this approval that have not yet been given final approval shall include the BSR designation instead.
- AHRI for a deliverable approved by AHRI.
- ASHRAE, CSA or other for a standard jointly developed and approved by AHRI and another organization.

3.2.2.2 Number

Either a number or letter, depending on the type of deliverable.

Standards use numbers for this designation. When two or more standards have been consolidated into a single standard the compound number may be separated by a slash (/) or may use a single number.

Stand-alone appendices are designated with the name of the parent document followed by “Appendix” then a letter (A-Z).

Guidelines are named with a letter (A-Z) instead of a number designation, as shown in Figure 3.

For a derivative or new deliverable applicable to a specific climate, a suffix consisting of an en-dash (-) followed by the climate code listed in ASHRAE 169 shall be shown between the document’s designation and date of publication, for example 9800-0B-2015.

For derivative or new deliverable applicable to a specific country, a suffix consisting of an en-dash (-) followed by the country code listed in ISO 3166 shall be shown between the document’s designation and date of publication, for example 9800-SA-2015.8

3.2.2.3 Date

The year of publication, separated from the deliverable’s number by a hyphen. All deliverables shall include the date in the title. If multiple revisions of a deliverable are published in the same year, then the date shall be followed by a hyphen and the revision number.

This element shall not include an effective or applicability date. See Section 3.2.2.
3.2.4 Status

The status element, if used, designates reaffirmations or withdrawals of the deliverable. The status of the document (reaffirmed or withdrawn), appears together with the date of that action in parentheses, following the original publication date.

A revision is indicated by a change of the date element, replacing the previous publication year with the year of publication of the updated edition.

See Figure 4 for an example of a title of a document that has been reaffirmed. See Figure 5 for an example of a title of a document that has been withdrawn.

3.2.5 Units

Specification of the measurement units used in the document are shown in parentheses following the date (and status, as applicable), either (SI) for an SI unit deliverable, (I-P) for an I-P unit deliverable, or (SI/I-P) for a deliverable using joint measurement units.

A deliverable that does not use any units of measurement but that is applicable to both shall include “(SI/I-P)” in the title.

3.2.6 Language

If the deliverable is published in multiple languages, each version shall be identified with letters in parentheses designating the language of the deliverable using ISO 639. Any deliverable not so identified is in English. In any case where the English and any translated version do not agree, the English version shall prevail.

3.2.7 Title

A descriptive title for the deliverable.

3.2.8 Errata or Addenda

Any errata or addenda to the deliverable shall be identified with a number, for example (Erratum 1) or (Addendum 2).

3.3 Measurements

Deliverables shall be published as one of the following:

- A single document using both SI units and I-P units with all rating, testing, and certification measurements presented in both SI units and I-P units.
- As a pair of documents with one using SI units and the other using I-P units.
- As a single document using either SI units or I-P units.

Conversion of SI units to I-P units or from I-P units to SI units shall be done in accordance with the AHRI Standards Style Guide.

Deliverables intended as NSC shall use SI units or both SI units and I-P units.

Section 4. Standards Activity Structure

4.1 Summary

The AHRI standards activity is conducted by the following groups:

- Standards Committee (StdC)
- Standards Technical Committees (STC)
• Standards Work Groups (SWG)
• Consensus Bodies (CB)

The StdC, STCs, and SWGs may form subsidiary ad hoc groups with a short-term assignment within the scope of the parent group, making decisions by approval ballot, and reporting back to the parent group the attendance, discussions, and recommendation of the ad hoc group.

The StdC, STCs, SWGs, and CBs shall keep their roster and documents, and conduct balloting on the electronic community platform provided by AHRI.

Figure 7 shows the AHRI standards structure.

4.2 Standards Committee (StdC)

The StdC is a standing committee of the AHRI Board of Directors, as defined by the AHRI Bylaws, and provides guidance to the Board on matters pertaining to domestic and international standards and technical activities as developed by the AHRI standards activity.

4.2.1 Scope and Responsibilities

Overall responsibilities of the StdC and approval of StdC membership are as defined in the AHRI Bylaws.

The StdC may, by approval ballot, stop activities, close STCs, remove STC or SWG leadership, or remove participants from any STC, SWG, or CB.

The StdC may form advisory groups whose responsibilities are other than for the development of AHRI deliverables.

4.2.2 Membership

Membership in the StdC is as defined by the AHRI Bylaws.
4.2.3 Leadership
The selection and duties of the StdC Chair are in accordance with the AHRI Bylaws.
The StdC Vice Chair is selected by the StdC Chair and approved by the members of the StdC. The duties of the Vice Chair shall be to assist the StdC Chair.

4.3 Standards Technical Committee (STC)

4.3.1 Scope and Responsibilities

STCs are committees formed by and reporting to the StdC. The StdC shall define the scope of topics that the STC is responsible for and assign deliverables to the STC.

An STC is responsible for developing, approving, and maintaining one or more deliverables within the scope as assigned by the StdC and in accordance with the process in Section 6 and Appendix F.

The StdC shall form the STC by approval ballot of the STC’s charter defining the scope of the STC.

The StdC may, by approval ballot, dissolve an STC.

4.3.2 STC Types

4.3.2.1 AHRI-only STC

Membership in an AHRI-only STC shall be limited to only AHRI member companies that qualify.

To qualify for membership in an AHRI-only STC, the AHRI member company shall manufacture, or incorporate into their products, those products or components within the scope of the STC’s charter.

The default STC type for new STCs shall be an AHRI-only STC.

AHRI-only STCs can develop AHRI-only deliverables and ANSI standards. AHRI-only STCs shall not develop NSC standards.

At the first, or any subsequent, meeting of the STC, STC members by approval ballot may change the STC type to an open STC.

Note: See Table 1 and Section 4.3.4.1.

4.3.2.2 Open STC

Membership in an open STC shall be accessible to any AHRI member company, may be accessible to a non-AHRI member company, and shall not be accessible to a company eligible to be an AHRI member that is not an AHRI member.

AHRI member companies shall constitute 51% or more of voting membership in the open STC. Exemptions to this requirement may be granted by the StdC with an approval ballot.

Open STCs can develop AHRI-only deliverables and ANSI and NSC standards.

Note: See Table 1 and Section 4.3.4.2.
Table 1 STC Types (Informative)

<table>
<thead>
<tr>
<th>Element</th>
<th>AHRI-only STC</th>
<th>Open STC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership</td>
<td>AHRI member companies that manufacture, or incorporate into their products, those products or components within the scope of the STC’s charter.</td>
<td>AHRI member companies. Companies interested in AHRI standards that are not eligible to join AHRI.</td>
</tr>
<tr>
<td>Roster</td>
<td>100% AHRI member companies</td>
<td>51% or more AHRI member companies, unless StdC has approved an exemption</td>
</tr>
<tr>
<td>Voting rights</td>
<td>All members are eligible to vote, with one vote per company</td>
<td>All members are eligible to vote, with one vote per company.</td>
</tr>
<tr>
<td>Deliverables level of approval</td>
<td>Deliverables with AHRI-only level of approval or ANS level of approval.</td>
<td>Deliverables with AHRI-only level approval, or ANS level of approval, or NSC level of approval</td>
</tr>
</tbody>
</table>

4.3.3 STC Membership

Membership in an STC is by company or organization, including subsidiaries. A company or organization can have any number of employees as representatives in the STC. Each STC-member company, including subsidiaries, has a single vote in the STC, and quorum is determined based on the number of STC-member companies represented in a meeting or participating in a ballot.

If a company has more than one employee or representative participating in the STC, the company shall designate the person that serves as the primary voter and alternate voter(s) so that the company has only one vote on any ballot.

Each STC should seek to have enough members to accomplish their assigned work. An STC shall have a minimum of three members. An STC may have two members with permission from the StdC with an approval ballot. In this case quorum is both members and all decisions shall be made unanimously by both members. AHRI may publicize a call for participation for specific STCs that are lacking members.

STC-member companies who are not represented at two out of every three meetings without notifying the STC Chair or AHRI staff, or who do not participate in two out of every three approval ballots, may be removed from membership by the STC Chair. Government agencies and other SDOs who, by their own policy, do not vote are exempt from this rule upon notification to the STC Chair.

4.3.4 Joining an STC

4.3.4.1 Joining AHRI-only STCs

Initial membership in a newly formed STC is determined at the first meeting. AHRI member companies that manufacture, or incorporate into their products, those products, or components within the scope of the STC’s charter may join an AHRI-only STC at any time.

4.3.4.2 Joining Open STCs

AHRI member companies that manufacture, or incorporate into their products, those products or components within the scope of the STC’s charter may join an open STC at any time.

AHRI member companies that do not manufacture, or incorporate into their products, those products or components within the scope of the STC’s charter may join an open STC upon approval by the STC Chair.
Companies not eligible to be AHRI members may join an open STC upon approval by the STC Chair.

Note: See Section 4.3.2.2.

4.3.5 Leadership

The Chair of the STC shall be a representative of an AHRI member company and is approved by the STC with an approval ballot. The duty of the STC Chair shall be to approve membership in open STCs, plan and conduct STC meetings, and facilitate STC discussions, all assisted by AHRI staff.

Each STC should have a Vice-chair, selected by the STC with an approval ballot. The STC Vice-chair shall assist the STC Chair in their responsibilities. The STC Chair or Vice-chair, or both, may be removed by the StdC Chair for any reason.

In the absence of an STC Chair and Vice-chair at a scheduled meeting, a representative of a member of the STC may serve as Chair for the single meeting with the consent of the STC members present.

4.3.6 Standards Technical Committee Meetings and Decisions

STC meetings and decision making are conducted in accordance with Section 5.

4.4 Standards Work Group

The STC can, by approval ballot, create one or more SWGs to work on the development or revision of specific deliverables, unit versions of the same deliverables, or portion of deliverables within the STC’s scope. Work approved by the SWG shall be submitted to the responsible STC for approval.

The SWG is formed through STC approval, with an approval ballot, of the SWG’s scope and Chair.

4.4.1 Scope and Responsibilities

SWGs are temporary and are formed by and report to the STC. The work of the SWG shall be within the scope of the STC. An activity to develop or to revise a deliverable, or portion thereof, can be assigned by the STC to an SWG.

4.4.2 Membership

Requirements for membership in an SWG are the same as for the STC. See Section 4.3.2 and Section 4.3.3. AHRI member companies shall constitute 51% or more of voting membership in an SWG under an open STC. Exemptions to this requirement may be granted by the STC Chair.

SWG-member companies who are not represented at two out of every three meetings without notifying the SWG Chair or AHRI staff, or who do not participate in two out of every three approval ballots, may be removed from membership by the SWG Chair. Government agencies and other SDOs who, by their own policy, do not vote are exempt from this rule upon notification to the STC Chair.

4.4.3 Joining an SWG

Initial membership in a newly formed SWG shall be approved by the STC by approval ballot. Each company joining the SWG shall have at least one named representative on the SWG roster.

AHRI member companies on the STC may join the SWG at any time.

Non-AHRI member companies on the STC may join the SWG by approval of the STC Chair.

AHRI and non-AHRI member companies not on the STC may join the SWG by approval of the STC Chair.
4.4.4 Leadership
The Chair of the SWG is selected by the STC. The Chair shall plan and conduct SWG meetings and facilitate SWG discussions, assisted by AHRI staff. The SWG can have a Vice-chair approved by the STC. The duties of the SWG Vice-chair shall be to assist the SWG Chair.

In the absence of an SWG Chair and Vice-chair at a scheduled meeting, a representative of a member of the SWG may serve as Chair for the single meeting with the consent of the SWG members present.

The SWG Chair or Vice-chair, or both, may be removed by the STC Chair for any reason.

4.4.5 Meetings and Decisions
SWG meetings and decision making are conducted in accordance with Section 5.

4.4.6 Closing the SWG
The SWG shall be closed by the STC by approval ballot.

4.5 Consensus Body

4.5.1 Scope and Responsibilities
CBs are standing committees with responsibility for the final review and balloting to approve an AHRI standard or stand-alone appendix as an ANS.

4.5.2 Membership
Each CB shall have a membership of between eight and twenty people. Membership in the CB shall be open to all interested parties and is not conditional on membership in any organization. The opportunity to join a CB shall be advertised on the AHRI website and through other media, and a targeted, proactive outreach should be conducted to get participation from specific interest categories. Outreach efforts shall be documented as evidence of attempts to obtain balance. A waiting list of candidates should be maintained when the CB has enough members to meet balance requirements.

Applications for CB membership shall be managed by AHRI staff and approved by the Standards Manager. When there is a membership opening, AHRI staff shall propose members for the Standards Manager to approve. Selection of members shall be based on the criteria of industry expertise and knowledge of and interest in AHRI standards.

The membership of the CB should show a balance of interests. A single interest category (see Section 4.5.5) should not constitute a majority of the CB membership. If balance is not able to be maintained, then targeted outreach should be made to achieve balance; evidence of outreach shall be recorded.

Applicants for CB membership shall identify their affiliation, funding or sponsorship, or other interests being represented, and shall identify the interest category best describing the interests that the person represents. The names, affiliations, and interest category of the CB members shall be provided to any interested party upon written request.

Membership in a CB shall be for a period of three years and may be renewed after reapplication.

A member may be dismissed from the CB, upon decision of the Standards Manager, after not voting on two out of three consecutive ballots, unless notice of recusal is provided to AHRI staff.

4.5.3 Leadership and Meetings
A CB does not have leadership, nor does the CB hold meetings. CB membership and balloting activities are administered by AHRI staff.
4.5.4 Balloting
The process for CB balloting is outlined in Section 6.6.

4.5.5 Interest Categories
The following interest categories are used to classify members of a CB for ANSI and for STCs developing a candidate NSC. Each member shall self-declare the category that best describes their interest in AHRI deliverables and the interests and viewpoints represented.

4.5.5.1 Component Manufacturer
Those who are or are employed by or represent a company that is predominantly involved in the design and manufacture of components and subassemblies that go into the manufacture of HVACR equipment, or a person representing those interests.

4.5.5.2 Product Manufacturer
Those who are or are employed by or represent a company that is predominantly involved in the design and manufacture of finished HVACR products and equipment, which may or may not include components and subassemblies coming from other manufacturers, or a person representing those interests.

4.5.5.3 Regulatory Agency
Those who represent or are employed by any local, state, provincial, or federal regulatory agency, or a person representing those interests.

4.5.5.4 Testing Laboratory
Those who are predominantly involved in the testing or certification, or both, of products, or a person representing those interests.

4.5.5.5 Consumer/User
Those who use or are interested in the use of or represent the views and concerns of those who use products described by the deliverable, including designers, installers, and technicians for systems or products described in the deliverable.

4.5.5.6 General Interest
Those who have interest in the subject of the deliverable but are not included in any of the other interest categories.

Section 5. Meetings and Decisions

5.1 Meetings
This section applies to the StdC, STCs, and SWGs.

Web conference meetings should be scheduled by the Chair at least two weeks in advance; in-person meetings should be scheduled at least eight weeks in advance. The meeting agenda and any documents to be discussed during the meeting should be circulated to committee members at least one week in advance of the meeting.

After quorum is confirmed, the meeting shall begin with AHRI staff reading the AHRI antitrust statement.
A meeting shall have a quorum of voting members. If a quorum is not present then the meeting should be ended and rescheduled. If a meeting starts with a quorum but then loses that quorum the meeting should end. Decisions shall not be made, or ballots conducted without a quorum present. For STCs with a membership of less than five voting members, the meeting quorum requirement for meeting quorum shall be established by the STC.

Guests may attend a meeting with approval from the Chair. Guests shall be approved by the Chair before each meeting that the guest attends.

All meetings shall have an AHRI staff member present and shall be conducted in accordance with AHRI antitrust guidelines.

Decisions in a meeting shall be made using a simple parliamentary procedure of motion, second, discussion, and vote in accordance with Robert’s Rule of Order.

AHRI staff shall keep meeting minutes consisting of, at minimum, a record of members and others in attendance, topics discussed, and decisions made. Meeting minutes should be prepared and circulated within a week of the meeting and presented for approval at the following meeting or by letter ballot.

For STC and SWG meetings, when an alternate voter is not present, a voting member may assign a proxy to another voting member. All proxy assignments shall be submitted in writing to the Chair before the STC or SWG Chair calls the meeting to order. Proxies count toward quorum.

Decisions, actions, or inactions of committee leadership may be appealed by committee members to the StdC. See Section 7.1.

5.2 Approval Ballots

This section applies to the StdC, STCs, and SWGs.

Approval decisions shall be made by the committee by either electronic ballot with quorum and open for a period of minimum fourteen days, or in a committee meeting with quorum. All views and objections shall be taken into account and an effort shall be made toward their resolution.

An approval ballot shall include a clearly stated ballot question and voting options. Electronic ballots shall include the open and close dates of the ballot and the attached document or a link to the document being balloted. Any extension to the balloting period shall be announced to and be applicable to all voting members. A minority report or negative comments may be attached to the ballot upon written request of any voting member.

Voters shall respond with one of the following:

1) Approval, with optional comments
2) Negative with reasons; the reason(s) for a negative vote and proposed specific wording or actions that can resolve the objection shall be provided
3) Abstain, with optional comments

A voter may change their position prior to the close of the ballot period by either submitting a revised position electronically or by sending an email to the responsible AHRI staff; a voter’s position shall not be changed without written instruction to do so. AHRI staff shall send a written confirmation to the voter stating that the change has been made.

For approvals by the STC to advance a deliverable to the StdC, or for approval by the StdC to publish an AHRI deliverable, a negative vote that does not include comments relevant to the substantive or technical aspects of the draft or the procedural aspects of the draft’s development and approval shall be counted as an abstention for purposes of determining quorum.

A vote not submitted shall be counted as “not voting” and not as an abstention. Unreturned or blank ballots shall be counted as “not voting”.

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Approval shall have a majority of the voting members of the committee cast a vote (counting abstentions), and at least two-thirds of those voting approve (not counting abstentions). For SWGs or STCs with a membership of less than five voting members, at least three voting members shall vote for the ballot to meet quorum.

Substantive comments attached to an affirmative ballot shall be distributed to the committee to be addressed at their discretion. The text or content of comments attached to affirmative votes shall not impact the ballot outcome.

5.2.1 Recirculation
If the approval ballot decision is affirmative but there are substantive comments attached to any negative ballot, the Chair can ask the voter who submitted the negative comment for further clarification of the issue(s). The negative comment(s), and clarification(s) (if asked for and provided) shall be circulated to the voting members of the committee. The voter submitting a negative comment can withdraw that comment if the issue has been resolved to their satisfaction with an email to AHRI Staff or the committee Chair.

For recirculation ballots conducted electronically, the ballot shall be open for a minimum of seven days.

For ballots conducted during a meeting, a recirculation ballot can be conducted either by electronic ballot or at a following meeting of the STC or by letter ballot.

The original submitted position shall be applied to any voter who does not cast a vote in the recirculation ballot.

Non-substantive comments do not require recirculation.

5.2.2 Negative Ballot
If the ballot decision for advancement of a deliverable at the SWG level is negative the SWG shall address any comments received, revise the draft as applicable, and vote again. The SWG may, by approval ballot, propose to the STC that the activity be cancelled.

If the ballot decision for advancement of a deliverable at the STC level is negative, the STC shall address any comments received, revise the draft, and conduct a recirculation approval ballot. The STC may, by approval ballot, propose to the StdC that the activity be cancelled.

If the negative ballot for advancement of a deliverable is at the StdC level the ballot results and comments may be sent back to the STC for further modification of the draft. Substantive changes shall be sent to public review if that deliverable is intended as ANS or NSC. After reapproval, the STC shall recirculate the deliverable to the StdC.

5.2.3 Substantive Changes
Any substantive changes made to a deliverable after approval shall be balloted again at that same level, as defined in Section 6 and Appendix F.

Section 6. Development and Approval

This section applies to both the development of new and revised deliverables.

6.1 Initiation of Activity

6.1.1 Decision to Start
A new standards activity may be started to develop a new deliverable, or to revise, reaffirm, or withdraw from publication an existing deliverable.

AHRI staff shall track the status of existing deliverables with regard to date of publication and inform the STC in time so that the deliverable is revised, reaffirmed, or withdrawn from publication within five years of previous publication.
The STC or SWG should conduct a technical review of an existing deliverable, or for a topic not yet addressed by an existing AHRI deliverable. A proposal can be made to the STC whether to develop a new deliverable or whether the existing deliverable should be revised, reaffirmed, or withdrawn from publication or from organizational approval. Based on this proposal, the STC shall develop and approve a PIF for the activity. Proposals can be accepted from any source for the decision.

6.1.1 New Deliverables

The decision to start an activity for development of a new deliverable may be based on inputs or proposals from any source, including industry or market input, regulatory or certification body needs, or public review comments. The project may start from an existing draft or outline.

A development project is started upon approval of the PIF by the STC.

6.1.2 Revision of Existing Deliverables

The STC shall develop a PIF for the new revision that includes the scope of the revision. After review of the PIF by AHRI staff for completeness and correctness, the STC shall approve the PIF. The STC can assign the project to an SWG under the STC.

A revision project is started upon approval of the PIF by the STC.

6.1.3 Reaffirmation of Deliverables

A deliverable can be reaffirmed if the technical content of the deliverable remains correct, applicable; and continues to meet the needs of industry, regulatory bodies, and testers without substantive changes. Reaffirmation does not require a PIF.

Reaffirmed deliverables shall not include substantive changes. Reaffirmed deliverables can include editorial changes and these changes shall be clearly identified in the front matter of the document. The designation of the deliverable shall reflect the document’s reaffirmed status and date. See Section 3.2.2.4.

Reaffirmation of a deliverable shall complete all the following steps:

1) The STC shall conduct an approval ballot to send the deliverable to public review, if applicable, including specification of the document’s intended designation.

2) A public review shall be conducted, if applicable, with the public invited to comment on the proposed reaffirmation including whether the deliverable should instead be revised or withdrawn. The STC shall address any comments received. Based on comments received the STC can proceed with reaffirmation or decide to start a revision activity or to withdraw the deliverable.

3) The STC shall conduct an approval ballot to reaffirm the deliverable.

4) The StdC shall conduct an approval ballot to reaffirm the deliverable.

Reaffirmation of standards or stand-alone appendices proposed as ANS shall be approved by the CB.

6.1.4 Withdrawal of Deliverables

A deliverable may be withdrawn if the technical content of the deliverable is not correct; applicable; does not meet the needs of industry, regulatory bodies, or testers, or has been replaced by another deliverable. A deliverable may be withdrawn in advance of a revision of the deliverable if continued
publication of the original document can cause market confusion or damage. The withdrawal decision shall take into account whether the deliverable is referenced in regulation, and the applicable regulatory or legislative body shall be notified. Withdrawal does not require a PIF.

The withdrawn deliverable should continue to be published on the AHRI web page for reference purposes. Whenever the document continues to be made publicly accessible, the document’s status shall be indicated in the designation.

A deliverable can have one or more approvals withdrawn while continuing to be published. See Section 8.1.

The following steps shall be completed for withdrawal of deliverables that are less than ten years old:

1) Approval by the STC to send the deliverable to public review, if applicable, including specification of the document’s intended designation.

2) A public review shall be conducted, if applicable, with the public invited to comment on the proposed withdrawal. The STC shall then address any comments received. Based on comments received the STC may proceed with withdrawal or may instead decide to start a revision activity or reaffirm the deliverable.

3) The STC shall conduct an approval ballot to withdraw the deliverable.

4) The StdC shall conduct an approval ballot to withdraw the deliverable.

AHRI staff may, after approval from the StdC, withdraw from publication any deliverable older than ten years. If the StdC disapproves this proposed action, then the deliverable shall be submitted to the STC for action with a StdC proposal for revision or reaffirmation.

6.1.2 Without an Active STC

If a deliverable is unassigned to an STC or an active STC with ownership of the standard does not exist, the StdC can act in the place of the STC to approve sending the deliverable to public review, to address public review comments, and to give final approval for reaffirmation or withdrawal.

6.1.3 PIF

The approved PIF template shall be completed when proposing either the development of a new deliverable or the revision of an existing deliverable. The PIF shall include at a minimum the following information:

1) Designation and title of the deliverable to be developed or revised

2) Purpose of the activity, including whether to start a new deliverable or to revise an existing deliverable

3) The scope of the activity, including the type of the deliverable and business/market need

4) The units to be used in the document

5) If the standard is a derivative, the designation and title of the original standard and how this new standard shall differ

6) The intended level of approval, whether AHRI-only, ANSI, or SCC, or both, including justification for ANS or NSC, or both
7) A list of existing standards published by other organizations, including national or international standards, that address the same or comparable topics. If the proposed standard is comparable to an existing standard the PIF shall provide a justification for the new standard, and an explanation for how the new standard shall align or harmonize with other existing standards. AHRI shall make efforts to coordinate standardization activities and harmonize related standards to prevent conflict and market confusion.

The PIF shall be approved by the STC by approval ballot.

Any modification of the approved PIF, such as a scope change or title change, shall have approval from the STC by approval ballot.

6.1.4 Public Notice

Notice of the new standards activity shall be publicized on the AHRI web site and other communication methods to provide the opportunity for all interested parties to participate.

6.1.5 ANSI Filings

If the new or revised standard is intended for approval as an ANSI, AHRI staff shall submit notification for a new activity to ANSI using required filings for announcement in ANSI’s Standards Action. If during the thirty-day ANSI comment period AHRI receives a written request for additional information or for the opportunity to discuss the proposal from a directly and materially interested outside party or current CB member, AHRI staff shall respond in writing within thirty days of the comment deadline.

Any public comments relating to conflict or duplication, or both, shall be handled in accordance with Section 2.5.1.2 and Section 2.5.1.3 of the ANSI ER. Comments from ANSI review periods shall be submitted to the STC for resolution. The commenter shall be informed of their right to appeal in writing.

If comments received within thirty days from the publication date of an announcement in ANSI’s Standards Action assert that a proposed standard duplicates or conflicts with an existing ANSI or a candidate ANSI that has been announced previously (or concurrently) in ANSI’s Standards Action, AHRI shall proceed as outlined in Section 2.5.1 of the ANSI ER.

6.2 Working Draft Stage

The assigned STC, or the subsidiary SWG, shall develop or revise the deliverable as specified in the PIF. Meetings shall be conducted, and decisions shall be made in accordance with Section 5.

If development is done by an SWG, the SWG shall then propose the working draft to the STC for approval as a whole or for inclusion into an existing deliverable by approval ballot.

At the completion of the working draft stage by the SWG or STC, the STC may advance the draft to public review as follows.

- For a guideline, a public review is optional. After completion of the work, the STC can approve, by approval ballot, advancing the guideline to a public review or to the StdC. See Section 6.3.1.
- For standards or stand-alone appendices that are intended for AHRI-only approval, public review is optional. After completion of the STC’s work, and if the SWG developed a portion of the work after approval by the SWG, the STC can approve, by approval ballot, advancing the standard or stand-alone appendix to a public review or to the StdC. See Section 6.3.1.
- For a standard or stand-alone appendix intended for ANSI or SCC approval, public review shall be conducted. After completion of the STC’s work, and if the SWG developed a portion of the work after approval by the SWG, the STC shall approve advancing the standard or stand-alone appendix to the public review stage by approval ballot. See Section 6.3.1.

Reaffirmation or withdrawal of an existing deliverable does not require a working draft stage.
6.3 Public Review

6.3.1 Announcement of Public Review

A draft of the proposed deliverable shall be circulated for public review after approval by the STC. The review shall be announced on the AHRI website, and the STC or AHRI staff, or both, may conduct outreach to specific interested groups or individuals. Members of the StdC and CB should be invited to participate.

A draft of the proposed deliverable shall be posted on the AHRI website with instructions including the open and close dates for the review, the information required when submitting comments (see Section 6.3.2), an email address for questions, and a form used for submission of comments. The review of a deliverable shall be open for a minimum of forty-five days if intended as ANS or NSC.

For deliverables that are intended for AHRI-only approval, optional public reviews shall be open for a minimum of thirty days. The public review may be shortened to fifteen days if needed to meet the deadlines for regulatory rulemaking, including building and energy codes.

If the standard or stand-alone appendix is intended for ANS status, AHRI staff shall notify ANSI of the review using required filings for listing in the ANSI Standards Action. Comments resulting from the reviews circulated by ANSI shall be combined with other public comments from the AHRI public review.

6.3.2 Adjudication of Comments

Comments to the proposed deliverable shall include the location in the draft of the text being commented upon either by section number or by line number, a description of the problem or issue, a proposed solution, and the name and affiliation of the commenter. The STC may follow up with the commenter to clarify if these elements are not included.

AHRI staff shall confirm receipt of comments to each commenter. All comments received before the comment period deadline shall be reviewed by the STC.

AHRI staff shall compile a list of comments and distribute this list to all STC members for adjudication. The STC shall adjudicate all comments and decide one of the following actions to apply to each comment:

1) **Accept**: Accept the comment as is and make changes to the draft as proposed by the commenter
2) **Accept with modification**: Accept the spirit of the comment but make changes to the draft differently than what was proposed by the commenter
3) **Reject**: Reject the comment and provide a reason for the rejection
4) **Defer**: Postpone making a decision on the comment to the next revision

After adjudication is complete, the STC shall ratify the list of comment decisions by approval ballot. The list of comments, the decision on each comment, and the approval to ratify these decisions shall be recorded.

AHRI staff shall compile the STC’s decisions on the comments and return the decisions related to each commenter’s comments to the individual commenters, along with a written notification of right to appeal.

Comments received after the comment period deadline are not required to be addressed in the current revision and may be deferred for the next revision of the deliverable.
6.3.3 Revision of Circulated Draft
The STC shall develop a revised draft implementing changes in accordance with the decisions made on the comments submitted under public review. After adjudication, the STC shall advance the revised draft with a list of the comments and decisions on each comment to the StdC by approval ballot.

If substantive changes are made after a public review for a proposed ANS or NSC, the STC shall conduct an additional public review. In this event the STC can choose either to circulate a draft for another public review of the entire document or a limited public review for those portions that have changed. For limited public reviews, the entire document shall be distributed for context, and those portions open for review shall be clearly identified.

6.4 Standards Committee Approval
The STC shall provide a summary of the development of the deliverable, to the StdC, including the following:

- the PIF
- the SWG roster
- the STC roster
- the results of the public review
- a summary of approval ballot results including any negative comments and recirculation ballots.

After approval by the STC, final approval for publication of the draft as an AHRI-only deliverable shall be given by the StdC by approval ballot. Criteria such as adherence to the PIF and scope shall be reviewed by the StdC.

If the StdC ballot has a negative result the draft shall be returned to the STC, together with comments, for their revision of the document. If substantive changes are made the draft returns to the Working Draft Stage.

6.5 AHRI-only Deliverable
After approval by the StdC, AHRI staff shall prepare the deliverable for publication as an AHRI-only deliverable.

6.6 Consensus Body Balloting
Decisions to approve an AHRI standard as an ANS shall be made by the CB associated with the product sector for the standard.

6.6.1 Initial Ballot
An electronic ballot shall be circulated to all members of a CB for a minimum of fourteen days. The following information shall be provided with the ballot:

1) a clearly stated ballot question
2) voting options, including a requirement that negative votes shall be accompanied by comments related to the proposal, and that votes unaccompanied by such comments shall be recorded as “negative without comments” without further notice to the voter
3) the open and close dates of the ballot
4) a copy of the document or a link to the document being balloted
5) any unresolved objections and attempts at resolution resulting from any step in the AHRI standards process prior to the CB ballot including public review
6) the CB roster including names, affiliation, and interest category of each member

7) the contact information of the AHRI staff person to contact for any questions.

Upon written request, AHRI staff shall provide a CB member the PIF and a summary of voting results for previous approval stages for the standard and the quantity of comments received, accepted, and rejected from the public review.

Extension of a balloting period shall be announced and be applicable to all CB members.

Voters shall respond with one of the following:

- Approval, with optional comments
- Negative with reasons; the reason(s) for a negative vote and proposed specific wording or actions that can resolve the objection shall be provided
- Abstain, with optional comments

Negative votes shall include comments related to the following:

- technical aspects of the proposed standard; the reasons for a negative vote shall be given and should include specific wording or actions that can resolve the objection
- procedural aspects of the standard’s development and approval (does not require a proposed resolution)
- potential conflict or duplication of the proposed standard with an existing ANSI or NSC (does not require a proposed resolution)

A negative vote without any comments relevant to technical aspects, procedural aspects, or potential conflict shall be counted as an abstention for purposes of determining majority participation in the ballot. A vote not submitted shall be counted as not voting and not an abstention.

A voter may change their position prior to the close of the ballot period by either submitting a new ballot electronically or by sending an email to the responsible AHRI staff. A voter’s position shall not be changed without written instruction to do so.

A majority (more than half) of the CB shall cast a vote (counting abstentions), and at least two-thirds of those voting approve (not counting abstentions) for an AHRI standard to be published as an ANSI.

AHRI staff shall keep records of the ballot including at minimum, the following evidence:

- a copy of the document being voted upon
- the roster of eligible voters and the interest category of each
- a summary result that includes the list of voters and the ballot totals, any comments received, and any written requests to change votes.

Substantive comments attached to an affirmative ballot shall be distributed to the STC to be addressed at their discretion. The text or content of comments attached to affirmative votes shall not count towards the ballot outcome. Comments attached to negative ballots shall be handled in accordance with Section 6.6.2.

6.6.2 Recirculation

In the event of any negative votes with comments, efforts shall be made to address and resolve those comments.

6.6.2.1 Comments from Negative Ballots

Comments from negative ballots related to the proposed standard shall be sent to the STC that developed the standard for the STC to respond. Negative votes without comment are counted as abstentions and shall not be sent to the STC.
The STC may choose to reject one or more of the comment(s), however, the STC shall provide an explanatory response for each rejected comment. Responses from the STC can include one of the following examples:

- an explanation why the proposed change is not technically correct or accurate;
- the STC has previously reviewed and rejected the proposal
- the STC’s decision that adjudication of the comment be deferred to the next revision of the standard.

The STC shall approve the response to comments from negative ballots by approval ballot.

6.6.2.2 STC Response

The response from the STC shall be sent to the voter who submitted the negative comment(s). The voter shall have a maximum of seven days to withdraw the comment(s) and change their position to the affirmative based on the response. Negative votes shall not be changed or withdrawn without written instructions from the voter to do so. An unresolved negative voter with unresolved comments shall be notified of their right to appeal in writing.

6.6.2.3 Voter Position Not Changed

If the negative voter does not change their position, then the unresolved negative comment(s) and the attempts at resolution shall be recirculated to the CB membership for all voters to either reaffirm their initial position or to change their vote.

AHRI staff shall launch a recirculation ballot. The recirculation ballot shall seek approval of the standard based on the unresolved objections with attempts at resolution. This recirculation ballot shall be conducted in the same manner as other CB ballots, except that the position of a CB member on the initial ballot who does not subsequently vote on the recirculation ballot shall be carrier over.

6.6.2.4 Recirculation Ballot Results

The results of the recirculation ballot constitute the final decision of the CB. If the recirculation ballot is approved, AHRI staff shall submit the standard to ANSI using required forms to receive an ANS designation.

If the recirculation ballot fails, the standard retains the AHRI designation. CB comments shall be returned to the STC to address any issues raised during the CB balloting and to make a decision whether to revise the standard.

6.6.3 Substantive Changes

All substantive changes made to the draft standard shall be recirculated to the CB to allow all members the opportunity to respond, reaffirm or change their vote.

6.7 Publication as an ANS

After approval of the standard by the CB, AHRI staff shall submit the required notification to ANSI and shall prepare the standard for publication as an ANS.
Section 7. Other Processes

7.1 Appeals

Any participant in the AHRI standard process or stakeholder potentially affected by AHRI deliverables may appeal any action taken or not taken with regard to the AHRI standards activity. The burden of proof to show an adverse effect shall be on the appellant.

Appeals shall only be made with regard to procedural non-compliance including whether a technical issue was afforded due process. Technical issues related to the content of AHRI deliverables are resolved through the review, commenting, and approval process.

All communications between AHRI and the appellant, and responses and decisions with regard to the appeal shall be documented. The appellant shall not be required to pay a fee for the appeal.

7.1.1 Appeal Submission

Appeals shall be made in writing by email to AHRI_Standards@ahrinet.org within thirty days of the action or inaction being appealed, for example, the date of a decision in a meeting, or within one review cycle for an inaction. Receipt of the appeal shall be acknowledged by AHRI within ten days.

7.1.2 Initial Response

An initial response shall be provided by the STC responsible for the deliverable within forty-five days of receipt of the appeal. This response shall be communicated to the appellant by the AHRI staff person selected to represent the position of the STC.

The appellant shall be given fourteen days after that initial response to either withdraw their appeal or to request an appeal hearing. If the appellant does not respond within that time the appeal is designated as withdrawn.

7.1.3 Appeals Hearing

7.1.3.1 Roles and Recusals

For purposes of this appeals process, the “AHRI representative of the STC” is a member of AHRI staff selected to represent the position of the STC.

Members of the StdC shall serve as the Appeals Board, with the StdC Chair acting as Chair of the Appeals Board. Members of the StdC who participated in the development or approval, or both, of the deliverable, who cannot be unbiased, or is directly or materially affected by any action resulting from the appeal shall be recused from the appeals process. If the StdC Chair is recused, then the StdC Vice Chair shall act as the Appeals Board Chair. If both the StdC Chair and Vice Chair are recused, then the members of the Appeals Board shall select a Chair.

The appellant may petition the recusal of any StdC member who the appellant believes has a conflict of interest or cannot act in an impartial manner. A petition for recusal shall be forwarded by AHRI staff to the StdC member identified by the appellant as having a potential conflict for that member’s response. If a member disagrees with a petition for their recusal, then the Appeals Board Chair shall make a final determination as to whether a conflict of interest exists.

If StdC member recusals result in the Appeals Board having fewer than five members able to hear the appeal, then the Appeals Board Chair may recruit other qualified individuals, experienced with and knowledgeable about the appeals process, to join the Appeals Board.
7.1.3.2 Hearing Scheduling and Documentation

If a petition for a hearing is submitted by the appellant, the hearing shall be held as a web conference on a date and at a time agreed upon by the appellant and members of the Appeals Board. If the appellant does not confirm attendance at the scheduled hearing within ten days of the appointment’s circulation, the appeal shall be deemed withdrawn. A hearing shall be scheduled at least three weeks in advance.

Documentation in support of their position shall be submitted to AHRI by the appellant at least eighteen days in advance of the hearing. Two weeks in advance of the hearing AHRI shall distribute the appellant’s documentation and the documentation describing and supporting the initial response and position of the STC to participants in the hearing. Documentation shall be limited to ten pages for each of the appellant and the AHRI representative of the STC.

The appellant can be assisted at the hearing by up to two people of their choosing; the names and affiliations of these people shall be provided in writing to AHRI by the appellant at least seven days in advance of the hearing.

7.1.3.3 Conduct of the Hearing

At the hearing the appellant shall present their position, then the AHRI representative of the STC shall present on behalf of the STC the initial response made by the STC. Each presentation may be a maximum of fifteen minutes. The appellant and the AHRI representative of the STC may then each rebut for a maximum of ten minutes. The Appeals Board may decide to give additional equal time for both sides as necessary. The Appeals Board may ask for additional documentation from either side.

The Appeals Board shall, in executive session, decide whether to accept or reject the appeal, and what actions, if any, should be taken to satisfy the appellant. The Appeals Board shall make their decision by approval ballot at the end of the hearing while in executive session.

7.1.3.4 Communication of Decision

The Appeals Board shall issue a written decision within fourteen days of the conclusion of the hearing, providing the appellant with a summary of the issues, summary of communications, relevant procedural points, and the basis for the decision. The decision of the Appeals Board shall be the final decision of AHRI regarding the appeal.

7.1.4 Appeal to ANSI for Current or Proposed ANS

For a published or proposed ANS, the appellant may appeal to ANSI, as outlined in Section 2.8.2 of the ANSI ER.

7.2 Suits or Claims

AHRI shall promptly notify ANSI regarding any suit or claim made against AHRI arising from a standard approved as an ANS and provide updates to ANSI of the status of such claims.

AHRI shall promptly notify SCC regarding any suit or claim made against AHRI arising from a standard approved as an NSC and provide updates to SCC of the status of such claims.
Section 8. Maintenance

8.1 Withdrawal of Designation
AHRI staff may withdraw the ANS, NSC, or other designation of a standard while still retaining the standard’s AHRI-only approval status. AHRI staff can take this action without STC or StdC approval.

AHRI staff may withdraw the ANS designation of a current ANS if the ANS has not been revised or reaffirmed within ten years of the ANS’s approval date.

AHRI staff may withdraw the NSC designation of an NSC if the NSC has not been revised or reaffirmed within five years of the NSC’s approval date.

AHRI staff may withdraw the designation of a current ANS, NSC, or other level of approval if AHRI determines that there is not any interest or need in having approval from ANSI, SCC, or other body for the standard.

AHRI staff may withdraw a filing for an ANS or NSC project at any time.

In all cases, the required filings shall be made to ANSI, SCC, or other organizations as applicable, to provide notification of the withdrawal.

For guidance on withdrawal procedures see Section 6.1.1.4.

8.2 Interpretations
Requests for interpretation of an AHRI deliverable may be submitted by any party to AHRI staff by email. AHRI staff should acknowledge receipt of the request by email within ten days. Interpretation requests shall be written in such a way that can be answered with a “yes” or “no”.

A proposed interpretation shall be developed and approved by the STC by approval ballot and returned to the person who requested the interpretation by email.

The interpretation shall then be published on the AHRI website and retained by the STC for inclusion in the next revision of the deliverable.

8.3 Addenda and Errata

8.3.1 Addenda
An addendum may be made to correct technical errors in a deliverable. An addendum is for the purpose of error correction and not to revise the deliverable.

Any party may bring errors to the attention of the STC; the STC shall decide whether the issue is indeed an error and how to address the error, whether through issuing an addendum or including the change in a future revision. Addenda shall go through the same approval process as the original deliverable; however a public review of the proposed addenda is not required. During review and ballot, only the proposed changes shall be reviewed for comment and approval, though the entire document should be made accessible to provide context.

Upon final approval, the publication of the deliverable shall clearly be identified as including an addendum, and the changes shall be clearly marked in the body of the document.

8.3.2 Errata
Errata may be developed to correct non-substantive production or editorial errors that do not affect the technical content or meaning of the deliverable.

Errata are addressed by publication of a corrected document prepared by AHRI staff. Corrections do not require approval but shall be clearly identified in the revised document and the responsible STC shall be notified. Publication of an errata to correct errors does not affect the publication date of the original deliverable.
8.4 Discontinuance/Cancellation of an Activity

An activity to develop or revise a deliverable, once started, may be cancelled by approval ballot decision of the StdC, or by the Standards Manager.

AHRI staff shall notify ANSI, SCC, or other applicable bodies of this action as applicable.

8.5 Continuous and Stabilized Maintenance

AHRI standards may be maintained under continuous maintenance, rather than under periodic maintenance, when the entire standard or portions thereof need to be revised more often, or under stabilized maintenance when the entire standard is not anticipated to change over time. In the case when the AHRI standard has ANSI or SCC approval, or both, the required filings to ANSI or SCC, or both shall be made to place the standard in either continuous maintenance or stabilized maintenance.

8.5.1 Continuous Maintenance

An AHRI standard, ANSI, or NSC that needs to be updated, in whole or in part, more often than every five years can be placed under continuous maintenance through applicable filings to ANSI or SCC, or both. The same stages of development and approval as for a periodic maintenance revision shall be followed, but only specific, identified portion(s) of the standards shall be reviewed and undergo approval during the revision activity.

While specific portions may be revised more often, the entire standard shall be reviewed and approved at least once every five years.

The entire standard shall be open to comment during all stages, but any comments received outside of those identified revision portions shall be deferred until the applicable portion of the standard is proposed for revision. Comments shall be acknowledged, and the commenter shall be notified of this deferral.

A filing to ANSI or SCC is not required for the revision of a standard under continuous maintenance.

8.5.2 Stabilized Maintenance

An AHRI standard, ANSI or NSC standard that does not change or does not need to be revised after five years can be placed under stabilized maintenance through applicable filings to ANSI or SCC or both.

A standard that is maintained under the stabilized maintenance process shall satisfy all of the following criteria:

1) the standard addresses mature technology or practices, and as a result is not anticipated to require revision
2) the standard is not a safety- or health-related document
3) the standard has been reaffirmed at least once
4) at least ten years have passed since the approval or last revision of the standard
5) the standard shall be for use in connection with existing implementations or for reference purposes.

An AHRI standard, with or without ANSI or NSC approval, or both, that is maintained under the stabilized maintenance option, is subject to review on a ten-year cycle rather than the five-year cycle required by periodic maintenance. If the STC determines in connection with this review that the standard shall continue to be maintained under the stabilized maintenance option and as such does not require revision or withdrawal, then this shall be communicated by AHRI staff to ANSI or SCC, or both, through the submittal of required filings.
If a written proposal is made at any time by a materially affected and interested party that a standard maintained under the stabilized maintenance option requires revision or should be withdrawn from publication, then that proposal shall be reviewed in the same manner as a new proposal but not less than sixty days from receipt. The proposal should include a rationale to begin a revision and shall not be dismissed if the proposal does not include a specific revision. AHRI staff shall confirm receipt of the proposal, in writing, to the submitter not less than sixty days of receipt. This confirmation shall indicate the AHRI decision relative to the maintenance status of the standard.

Any standard or stand-alone appendix maintained under the stabilized maintenance option shall include a clear statement of the intent to review proposals for change and information on how to submit such proposals.

**8.6 National Adoption**

As a standards developing organization (SDO) accredited by ANSI and SCC, AHRI has the authority to adopt an international standard that addresses a topic within the scope of AHRI as an ANS or NSC, or both.

The proposal to adopt an international standard as an ANS or NSC may come from any source. The decision to act upon the proposal and start an approval review activity shall be made by the StdC by approval ballot. After approval, the StdC shall assign the activity to an STC. The international standard shall go through the same stages as the AHRI revision and approval process with approval by the STC, StdC, and CB (see Section 6 and Appendix F). The international standard can be adopted as-is or with modification.

National adoptions shall be in compliance with either the following requirements for ANSI and SCC:

- ANSI Procedures for the National Adoption of ISO or IEC Standards as American National Standards
- SCC Requirements & Guidance – National Adoptions of International/Regional Standards and Other Deliverables

**8.7 Joint Development with or Adoption of Standards from Other Organizations**

AHRI may work together with a partner standard developing organization (SDO) to develop a joint deliverable. AHRI and the partner organization shall create a memorandum of understanding (MoU) to define the ownership and responsibility for maintenance of the standard as well as the process used to develop and approve the joint deliverable. STC members can work as members of the partner organization’s development committee as defined by the MoU. The MoU shall designate the partner SDO that has primary responsibility for national body filings and for conducting public reviews, and how each SDO approves the deliverable.

The development and approval of the deliverable shall be assigned to an STC in the same manner as other AHRI deliverables as described in Section 6. A public review conducted by the partner organization can fulfill the public review requirement of the AHRI process.

Standards that have been developed and approved by another SDO may be adopted by AHRI, and published with the addition of the AHRI name, after going through the same approval process as any other existing standard as described in Section 6.

Standards that have been developed and approved by another SDO may be approved as an ANS or NSC as described in Section 6.
APPENDIX A. AHRI PATENT POLICY – NORMATIVE

A.1 Inclusion of Patents in AHRI, ANSI, NSC, or other Standards

AHRI does not object in principle to drafting an AHRI, ANSI, NSC, or other standard in terms that include the use of an essential patent claim such as, one whose use would be required for compliance with that standard if technical reasons justify this approach.

Participants in the AHRI standards process are encouraged to bring to the attention of AHRI patents with claims believed to be essential.

If AHRI receives a notice that a proposed, revised, or approved AHRI, ANSI, NSC, or other standard may require the use of such a patent claim not covered by an existing assurance, the procedures in this appendix shall be followed.

A.2 Statement from Patent Holder

AHRI shall receive assurance from the patent holder, or a party authorized to make assurances on the patent holder’s behalf, in writing, either:

1) in the form of a general disclaimer to the effect that such party does not hold and does not currently intend holding any essential patent claim(s); or

2) that a license to such essential patent claim(s) shall be provided to applicants desiring to utilize the license for the purpose of implementing the standard either:

   a) under reasonable terms and conditions that are demonstrably free of any unfair discrimination; or

   b) without compensation and under reasonable terms and conditions that are demonstrably free of any unfair discrimination.

Such assurance shall indicate that the patent holder (or third party authorized to make assurances on the patent holder’s behalf) shall include in any documents transferring ownership of patents subject to the assurance, provisions that validate that the commitments in the assurance are binding on the transferee, and that the transferee shall include applicable provisions in the event of future transfers with the goal of binding each successor-in-interest.

The assurance shall include language binding on successors-in-interest regardless of whether future provisions are included in the relevant transfer documents.

A.3 Record of Statement

A record of the patent holder’s statement shall be retained in the files of AHRI and shall be published on the AHRI website.

A.4 Notice

When AHRI receives from a patent holder the assurance set forth in A.2 2)b) above, the standard shall include the following statement in the document’s front matter:

NOTE: The user’s attention is called to the possibility that compliance with this standard may require use of an invention covered by patent rights.

By publication of this standard, no position is taken with respect to the validity of any such claim(s) or of any patent rights in connection therewith. If a patent holder has filed a statement of willingness to grant a license under these rights on reasonable and nondiscriminatory terms and conditions to applicants desiring to obtain such a license, then details may be obtained from the SDO.

A.5 Responsibility for Identifying Patents

Neither AHRI nor ANSI is responsible for identifying patents that may require a license by an AHRI, ANSI, NSC, or other standard or for conducting inquiries into the legal validity or scope of those patents that are brought to their attention.
APPENDIX B. AHRI RECORDS RETENTION POLICY – NORMATIVE

Records for any deliverable placed under periodic maintenance shall be retained for at least one complete revision cycle, or until the deliverable is revised. Records related to deliverables withdrawn from publication shall be retained for at least five years from the date of withdrawal.

Records for any deliverable placed under continuous maintenance shall be retained for a minimum of five years or until approval of the subsequent revision or reaffirmation of the deliverable.

Records for any deliverable placed under stabilized maintenance shall be retained until the deliverable is reaffirmed, revised, or subsequently reviewed in connection with the stabilized maintenance of the deliverable.
APPENDIX C. ANS COMMERCIAL TERMS AND CONDITIONS – NORMATIVE

Except as otherwise permitted, an ANS shall not include terms or conditions that are primarily contractual or commercial in nature, as opposed to technical, engineering, or scientific in nature. Thus, for example, an ANS shall not include contractual requirements (Section C.1); endorse or require the use of proprietary products or services (Section C.2); or endorse or require the use of a particular conformity-assessment body, testing facility, or training organization (Section C.3).

C.1 Contractual Requirements

Except as provided in Section C.2 and Section C.3, an ANS shall not include contractual requirements such as those relating to particular products or services, guarantees, warranties, reworks, indemnities, buybacks, price-related terms and other conditions of sale or use.

C.2 Endorsements of Proprietary Products or Services

An ANS shall not endorse or require the purchase or use of proprietary products or service providers as a condition of implementing the standard. Proprietary in this context means products or services that are the property of an owner and cannot be obtained or recreated without the consent of the owner. For example, an ANS shall not endorse or require the purchase or use of brand-name tools or components, licenses, manufacturer lists, service provider lists or copyrighted materials.

However, for informational purposes, where known sources exist for products or services necessary to comply with the ANS, sources may be identified, such as including a source’s name and address, in a footnote, an appendix, or reference to a website; this identification is not obligatory. The referenced products or services shall be as accessible from the referenced sources as is feasible, the words “or a similar product or service” shall be added to the reference, and the reference shall expressly state that identification of products or services is not an endorsement of those products or services or their suppliers.

C.3 Conformity Assessment, Testing and Training

In connection with an ANS that relate to the determination of whether products or services conform to one or more standards, the process, or criteria for determining conformity may be standardized as long as the description of the process or criteria is limited to technical, engineering or scientific concerns and does not include contractual or commercial terms.

Health, safety or environmental protection reasons may be used to include a generic requirement for a third-party, such as independent, conformity assessment, testing or training. An ANS shall not dictate the use or non-use of a particular conformity-assessment body, testing facility or training organization.

However, for informational purposes, where known sources exist for products or services necessary to determine compliance with the ANS, sources may be identified, such as including a source’s name and address, in a footnote, an appendix, or reference to a website; this identification is not obligatory. The referenced products or services shall be as accessible from the referenced sources, the words “or the similar product or service” shall be added to the reference, and the reference shall expressly state that identification of sources is not an endorsement of those sources.

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1 The term “copyrighted materials” is not intended to include: (a) manufacturers’ instructions/safety manuals; or (b) third-party standards, when such documents are incorporated by reference into the text of an ANS for non-commercial technical, or safety-related purposes, as long as such references do not otherwise violate other provisions of the Commercial Terms and Conditions Policy (e.g., they cannot also include warranties, guarantees and like commercial clauses).
APPENDIX D. AHRI ANTITRUST AND CONFLICT OF INTEREST POLICIES – NORMATIVE

AHRI-only deliverables, ANS, and NSC shall be developed in accordance with applicable antitrust and competition laws, and meetings amongst competitors to develop these deliverables are to be conducted in accordance with these laws.

AHRI staff shall be present at AHRI meetings and hold such meetings in accordance with the AHRI antitrust and conflict of interest policies.

These policies are available upon request from AHRI staff.
APPENDIX E. REFERENCES – NORMATIVE

This appendix lists all documents essential to the development and implementation of this policy and procedures document. All references in this appendix are part of the document.

E.1 AHRI Bylaws, latest edition, 2311 Wilson Blvd., Suite 400, Arlington, VA 22201, USA.
E.3 ANSI Essential Requirements, latest edition, 25 West 43rd Street, 4th Floor, New York, NY 10036, USA.
E.5 SCC Requirements & Guidance – Accreditation of Standards Development Organizations, latest edition, 55 Metcalfe Street, Suite 600, Ottawa, ON K1P 6L5, Canada.
E.6 SCC Requirements & Guidance – National Adoptions of International/Regional Standards and Other Deliverables, latest edition, 55 Metcalfe Street, Suite 600, Ottawa, ON K1P 6L5, Canada.
APPENDIX F. REGION AND COUNTRY-SPECIFIC DELIVERABLES – NORMATIVE

F.1 Creating Region- and Country-specific Deliverables

AHRI can develop region- or country-specific derivative versions of AHRI existing deliverables, or region- or country-specific deliverables not based on existing deliverables, to address the technical, regulatory, or market needs and requirements of that country or region. The deliverables shall be developed by a region- or country-specific STC (RSTC). The RSTC shall be formed and operate as defined in Section 4, Section 5 and Section 6. The RSTC may have membership requirements as applicable for the specific region; these requirements shall be included in the charter of the RSTC.

If starting from a published deliverable, the RSTC shall conduct a technical review of the deliverable to determine the applicability of the deliverable and whether the deliverable meets the needs of the country or region as-is, or what revisions are required to meet those needs. Revisions of the deliverable shall be made as described in Section 6.

The order of priority for development of region- or country-specific standards shall be as follows:

1) Use of an existing AHRI deliverable without modification
2) Development of an appendix to be added to an existing AHRI standard, in cooperation with the STC responsible for that standard; the RSTC shall justify in the PIF why use of the existing AHRI standard without modification does not address local requirements. The PIF shall be approved by both the RSTC and the STC responsible for the existing AHRI deliverable.
3) Revision of the existing AHRI deliverable to create a new version, named as specified in Section 3.2.2.2; the RSTC shall justify in the PIF why the development of an appendix to an existing AHRI standard does not address local requirements. The PIF shall be approved by both the RSTC and the STC responsible for the existing AHRI deliverable.
4) Development of an all-new deliverable, named as specified in Section 3.2.2.2; the RSTC shall justify in the PIF why the revision of an existing AHRI deliverable does not address local requirements. If a new deliverable proposed for development is determined to be potentially competitive with an existing AHRI deliverable, the PIF shall be approved by both the RSTC and StdC.

The PIF for the activity shall specify and justify the option above.

A public review, if applicable, focused on the residents of and people representing the interests of the country or region shall be conducted as defined in Section 6.3.

Final approval of the deliverable by the RSTC and then the StdC, shall be made as described in Section 6.3.3 and Section 6.4.

F.2 Additional Canadian Requirements

For approval of an AHRI standard or stand-alone appendix as a NSC, a Canadian STC shall be formed with responsibility for maintenance and development of the standard or stand-alone appendix.

F.2.1 STC Membership

STC members shall identify their interest category.

The Canadian STC shall have a balanced representation of interest categories among voting members, such that a single interest category shall not comprise more than half of the voting membership. See Section 4.5.5 regarding interest categories. The STC shall have applicable representation of Canadian interests. If this balance or Canadian representation, or both cannot be achieved, outreach efforts shall made to achieve balance and Canadian representation and these efforts shall be documented.
F.2.2 Project Initiation
The PIF, in addition to other requirements of Section 6.1.1, shall include the completion of the Canadian Interest Form, identification of the International Classification for Standards (ICS) code, and a description of how Canadian interests are represented in the development of the standard or stand-alone appendix. The units of measurement shall include SI units as described in Section 3.3.

AHRI staff shall notify SCC of the start of an activity through required filings. Any public comments resulting from this filing within thirty days of publication on the electronic SCC Central Notification System shall be promptly acknowledged in writing and submitted to the STC for resolution. Actions can include an explanation, revision, or cancellation of the activity. The STC’s decision shall be communicated to the commenter, who shall be informed of their right to appeal.

F.2.3 Reading of Legal Statements
Each meeting shall begin with the reading of the AHRI Legal-approved statement regarding antitrust and conflict of interest.

F.2.4 Public Review
The public review period for the standard or stand-alone appendix intended for NSC designation is sixty days. AHRI staff shall notify SCC using the required filings of the start of the public review. Any reviewer can submit a written request that a French translation be provided.

F.2.5 Final Approval
The StdC is the final level of approval for the NSC.

F.2.6 Publication
After approval of the standard or stand-alone appendix by the StdC, AHRI staff shall notify SCC of the publication of the document by filing an NOI. Both English and French versions shall be published, and the standard or stand-alone appendix shall include a statement in the introductory pages indicating that the standard or stand-alone appendix was developed in accordance with the SCC R&G.

F.2.7 Appeals
Appeals shall be conducted as described in Section 7.1. For a published NSC or a candidate NSC under development, the appellant may appeal to SCC at any time, as outlined in the SCC R&G.

F.2.8 Work Program
AHRI shall publish a work program listing current Canadian standards activities and the status of each including publications, using the International Harmonized Stage Codes.

When AHRI has one or more standards under development intended for approval as an NSC, AHRI shall submit to SCC a current work program every six months.
## APPENDIX G. PROCESS STAGES AND FLOWCHARTS – INFORMATIVE

### G.1 Stages

The stages for development and approval of AHRI deliverables are shown in Table 2.

<table>
<thead>
<tr>
<th>Stage Name</th>
<th>Section</th>
<th>International Harmonized Stage Code</th>
<th>Approval Required to Advance to Next Stage</th>
<th>Applicability</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Idea</td>
<td>6.1</td>
<td>00 Preliminary</td>
<td>Development of PIF</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>Initiation (PIF)</td>
<td>6.1</td>
<td>10 Proposal</td>
<td>STC approval of PIF by approval ballot</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>Working draft</td>
<td>6.2</td>
<td>20 Preparatory</td>
<td>STC approval to advance to format review by approval ballot</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Approval to go to public review</td>
<td>6.2</td>
<td>30 Committee</td>
<td>STC approval to advance to public review by approval ballot</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>Public review</td>
<td>6.3</td>
<td>40 Enquiry</td>
<td>STC approval to advance to StdC by approval ballot</td>
<td>n/a</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>StdC approval</td>
<td>6.4</td>
<td>50 Approval</td>
<td>StdC approval to publish as an AHRI standard by approval ballot</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>AHRI publication</td>
<td>6.5</td>
<td>60 Publication</td>
<td>—</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>CB approval</td>
<td>6.6</td>
<td>50 Approval</td>
<td>CB ballot to approve an AHRI standard as an ANSI by approval ballot</td>
<td>n/a</td>
<td>n/a</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>ANSI publication</td>
<td>6.7</td>
<td>60 Publication</td>
<td>—</td>
<td>n/a</td>
<td>n/a</td>
<td>X</td>
<td>n/a</td>
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<tr>
<td>SCC publication</td>
<td>F.2.6</td>
<td>60 Publication</td>
<td>—</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>X</td>
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</tr>
<tr>
<td>Periodic review</td>
<td>6.1.1</td>
<td>90 Review</td>
<td>STC decision to revise, withdraw, or reaffirm; go back to Stage 10</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Withdrawal</td>
<td>6.1.1.4:8.1</td>
<td>95 Withdrawal</td>
<td>—</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tbody>
</table>
G.2 Flowcharts

The flowcharts in Figure 8 through Figure 13 summarize the process for developing AHRI deliverables, from project initiation through review, approval, and publication. The normative description of the process is found in Section 5 and Appendix F.

G.2.1 AHRI-only

See Figure 8 and Figure 9.

Figure 8 Proposed New, or Revised, AHRI-only Deliverable
Figure 9 Proposed Reaffirmation, or Withdrawal, of AHRI-only Deliverable
G.2.2 Proposed ANS

See Figure 10 and Figure 11.

Figure 10 Proposed New, or Revised, ANS

Figure 11 Proposed Reaffirmation, or Withdrawal, of ANS
G.3 Proposed NSC

See Figure 12 and Figure 13.

Figure 12 Proposed New, or Revised, NSC

1. STC rooster will meet SCC requirements for Canadian interest representation and interest category balance
2. Translate to French in advance of public review
3. Staff will notify StdC of public review
Figure 13 Proposed Reaffirmation, or Withdrawal, of NSC

1 STC roster will meet SCC requirements for Canadian interest representation and interest category balance
2 Translate to French in advance of public review
3 Staff will notify StdC of public review