

**TECHNICAL ADVISORY GROUP**  
**STANDARD OPERATING PROCEDURE**

**1.0 Purpose**

The policy defines “Standard Operating Procedure” for governing the operations of the ANSI Technical Advisory Group to TC 135.

**2.0 Scope**

The Technical Advisory Group (TAG) establishes the rules and guidelines for the conduct of TAG operations and includes the requirements of Annexes A and B of the ANSI Procedures for U.S. Participation in the International Standards Activities of ISO standards related to NDT.

**3.0 References**

- 3.1 **ASNT Policy J-5.18** - ASNT Standards Policy
- 3.2 **ASNT Policy G-16** - Requisite Travel & Expense Policy
- 3.3 ANSI Procedures for U.S. Participation in the International Standards Activities of ISO
- 3.4 ANSI Guide for US Delegates
- 3.5 ISO/IEC Directives Part 1 & Part 2

**4.0 Definitions**

- 4.1 Technical Advisory Group (TAG) –The committee responsible for developing and recommending to ANSI the U.S. position on International Standards concerning Nondestructive Testing (NDT) proposed by ISO TC 135.

TAG Administrator – ASNT has been appointed the TAG Administrator by ANSI for ISO TC 135.

- 4.2 TAG Subcommittees:
  - 4.2.1 SC 2 Surface methods
  - 4.2.2 SC 3 Ultrasonic testing
  - 4.2.3 SC 4 Eddy current methods
  - 4.2.4 SC 5 Radiation methods
  - 4.2.5 SC 6 Leak detection methods

- 4.2.6 SC 7 Personnel qualification
- 4.2.7 SC 8 IR thermography
- 4.2.8 SC 9 Acoustic emission testing

## **5.0 Responsibility**

It shall be the responsibility of the TAG Committee to ensure that the “Standard Operating Procedures” described within this policy are followed.

## **6.0 Objectives**

The TAG Committee’s objectives are to ensure compliance with Functions and Responsibilities, of the ANSI Procedures for U.S. Participation in the International Standards Activities of ISO, subject to ISO rules and limitations by the following:

- 6.1 Recommend registration of ANSI as a Participant (P)- or Observer (O)- member on an ISO committee, recommend a change in ANSI membership status on an ISO committee or recommend termination of membership as a P- or O- member on an ISO committee.
- 6.2 Initiate and approve U.S. proposals for new work items for submission by ANSI for consideration by an ISO committee.
- 6.3 Initiate and approve U.S. working drafts for submission by ANSI to ISO Committees (and, where appropriate, Working Groups) for consideration as committee drafts.
- 6.4 Identify and establish close liaison with other U.S. TAGs in related fields or identify ISO or IEC activities that may overlap the U.S. TAG’s scope.
- 6.5 Recommend that ANSI invite the ISO committees to meet in the United States.
- 6.6 Recommend to ANSI U.S. candidates for the chair of ISO committees and U.S. conveners of ISO Working Groups.

## **7.0 Committee Officers**

- 7.1 The Chair and Vice-Chair of the TAG Committee shall be nominated and elected by the members of the TAG Committee through a ballot. A majority vote is required.
  - 7.1.1 The term will be 3 years. Consideration should be given to performance and continuity with incumbents eligible for re-appointment. Both shall be able to demonstrate at least 2 years of international experience involving NDT methods or personnel qualification/certification (active participation in TAG activities is one method for qualifying international experience).

7.2 The Secretary-TAG Administrator is provided by ASNT and shall not be a voting member and shall not be used to make up a quorum or majority of the TAG.

7.3 Duties

7.3.1 Chair. The duties of the Chair shall be to:

- a. Preside over TAG meetings.
- b. Prepare an agenda for TAG meetings and submit it to the Secretary.
- c. Form subcommittees and assign tasks.
- d. Participate in the meetings of TC 135.
- e. Provide a written report to the Standards Development Committee (SDC) on all TAG activities (travel, meetings, etc.) within 30 days of the activity.
- f. Comply with all conditions in Policy G-16P
- g. The TAG Administrator will provide annual budget (travel, etc.) to the BOD by October 1<sup>st</sup> each year.

7.3.2 Vice-Chair. The duties of the Vice-Chair shall be to:

- a. Assist the chair in the discharge of their duties.
- b. Assume the duties of the chair when the chair is unavailable or unable to act.
- c. Carry out any assignments made by the Chair.
- d. Participate in the meetings of TC 135 when necessary.

7.3.3 Secretary The duties of the Secretary-TAG Administrator shall be to:

- a. Maintain and distribute the TAG and applicable subgroup rosters and update them as necessary, to include officers, representatives, alternates, observers, and business affiliations, as necessary.
- b. Record and distribute Chair approved minutes of all TAG meetings.
- c. Conduct ballots when required.
- d. Maintain and distribute as necessary TAG procedures.

- e. Receive applications for TAG membership and forward them to the TAG Chair.
- f. Handle other correspondence as the Chair may direct.
- g. Act as liaison between the TAG and ANSI.
- h. Ensure that all documentation required by ANSI be submitted in a timely manner.
- i. Establish a written antitrust policy reflecting the TAG's practice to conduct all business and activity in compliance with applicable antitrust laws.
- j. Serve as committee parliamentarian.

## **8.0 MEMBERSHIP**

Members of the TAG shall consist of individuals having a direct and material interest in the NDT profession, representing varied interest categories in NDT, without domination by a single interest category. Participation and membership is not conditional upon being an ASNT member.

This TAG shall consist of not less than eight (8) voting members and a non-voting secretary provided by ASNT. Members are expected to fulfill obligations of active participation.

- 8.1 Application. A request for membership should be addressed to the Secretary and shall indicate the applicant's direct and material interest in the TAG's work and willingness to participate actively the applicant's interest category, and, if the applicant is a representative of an organization, company, or government agency, shall identify an alternate, if desired.
- 8.2 Interest Categories. Members of the TAG shall be assigned one of the following interest categories:
  - 8.2.1 Producer: provider of NDT services or of goods which require NDT services;
  - 8.2.2 User: user of NDT services or of goods which require NDT services;
  - 8.2.3 General Interest: all others.
- 8.3 Balance of Interests. The membership shall be sufficiently diverse to ensure reasonable balance without dominance by a single interest category. No interest category shall make up more than a majority of the TAG. All appropriate interests that might be directly and materially affected by the standards activity of the TAG that do not upset this balance shall have the opportunity for fair and equitable participation.

- 8.4 Membership Roster. The Secretary shall maintain the list of TAG members and the organization they represent. The roster shall include the following:
- 8.4.1 Title and designation of the U.S. TAG, ANSI US TAG TC 135.
  - 8.4.2 Scope of the U.S. TAG.
  - 8.4.3 U.S. TAG administrator (name of organization [ASNT], name of secretary, address, telephone number)
  - 8.4.4 U.S. TAG officers (TAG Chair and Vice-Chair)
  - 8.4.5 Members:
    - a. Names of the individuals and alternates (as applicable), addresses and business affiliations including name of the organization they are representing on the U.S. TAG.
    - b. The interest category of each individual and alternate (as applicable).
- 8.5 Membership Obligations. Members are expected to participate actively by fulfilling attendance, voting, correspondence, and other obligations.
- 8.6 Review of Membership. The TAG shall review the membership list annually with respect to the criteria in 8.1 through 8.3. Members are expected to participate actively by fulfilling attendance, voting, correspondence, and other obligations. Where a member is found in default of these obligations, the TAG shall take appropriate action, which may include termination of membership.
- 8.7 Observers. Individuals and representatives of organizations having an interest in the U.S. TAG's work may request listing as observers. Observers shall be advised of the U.S. TAG activities, may attend meetings, and may submit comments for consideration, but shall not vote and shall not be counted when establishing a quorum.
- 8.8 Alternates. If an assigned TAG member cannot attend a TAG meeting, he/she may recommend to the TAG Chair that an alternate be considered. The alternate should be from the same interest category as defined in 8.1. The TAG Chair may assign a temporary alternate and first consider members that are currently assigned to other TAG's such as the Vice-Chair or other members on SC-2 through SC-9 who would have the same voting privileges as the member being represented.

## **9.0 MEETINGS**

- 9.1 The TAG meets annually to address International Standards development activities. These meetings may be conducted virtually or in-person.

- 9.2 Open Meetings. Meetings shall be open to anyone having direct and material interest. The TAG meeting date and time will be published in the ASNT Materials Evaluation magazine and/or the ASNT website prior to the next meeting.
- 9.3 The Chair shall develop an agenda for each meeting and submit it to the Secretary at least one month prior to meetings. The Secretary shall thereafter transmit the meeting agenda to all members and observers at least two weeks prior to meetings.
- 9.4 The following are the quorum requirements for TAG meetings:
  - 9.4.1 One-third of the TAG members shall constitute a quorum for the purpose of conducting business at a meeting.
  - 9.4.2 If a quorum is not present at a meeting, actions may be taken subject to confirmation by ballot.
- 9.5 The secretary shall record the minutes of meetings and distribute them to all TAG members within 1 month.
- 9.6 Establishing the formal U.S. Position on matters before the U.S. TAG shall be determined by a vote which complies with 9.4.
- 9.7 ISO/TC 135 Committee Participation. As delegated by ASNT (the U.S. TAG), either the Chair or the Vice-Chair shall represent the U.S. TAG at ISO/TC 135 meetings. Funding shall be per ASNT Policy G-16P.

**10.0 VOTING**

- 10.1 Each member shall vote one of the following positions:
  - 10.1.1 Affirmative
  - 10.1.2 Affirmative with comment
  - 10.1.3 Negative with reasons (In all but administrative matters, the reasons for a negative vote shall be given and if possible should include specific wording or actions which would resolve the objection.)
  - 10.1.4 Abstain with reason. It is expected that TAG members perform due diligence and that an “Abstain” vote would be infrequent.
- 10.2 Vote of Alternate. An alternate's vote is counted only if the principal representative fails to vote. Alternates may not vote on letter ballots.
- 10.3 Voting Period. The voting period for letter ballots will typically be 30 days. A shorter time frame may be necessary due to timeliness issues in receiving the documents from ANSI. An extension may be granted at the option of the Chair when

warranted (e.g., when the requirements for approval or disapproval specified in this document are not achieved.)

- 10.4 Authorization of Letter Ballots. A letter ballot may be authorized by:
  - 10.4.1 Majority vote.
  - 10.4.2 The Chair.
- 10.5 Actions Requiring Approval by Majority. The following actions require a letter ballot or a motion recorded vote with approval by at least a majority of the TAG:
  - 10.5.1 Formation of a subgroup, including its procedures, scope, and duties.
  - 10.5.2 Disbandment of a subgroup.
  - 10.5.3 Addition of new TAG members.
  - 10.5.4 Approval of minutes.
  - 10.5.5 Other actions of the TAG not specified elsewhere.
- 10.6 Actions Requiring Approval by Two-Thirds of Those Voting. The following actions must be approved by at least two-thirds of those voting by letter ballot, excluding abstentions, or if at a meeting, by two-thirds of those present, excluding abstentions, provided that a majority of the total voting membership of the TAG is present (If a majority is not present, the vote shall be confirmed by letter ballot).
  - 10.6.1 Adoption of the TAG procedures, categories of interests, or revisions thereof.
  - 10.6.2 Approval of recommendation to change the TAG's scope.
  - 10.6.3 Approval of U.S. position on technical matters brought before the TAG (i.e., NP, CD, DIS, FDIS).
  - 10.6.4 Approval of recommendation to the ASNT Board of Directors to terminate the U.S. TAG after providing ANSI with the required three months prior written notice.
  - 10.6.5 ASNT, through the TAG Secretary, shall report successful ballots on items 10.5.1, 10.6.2 and 10.6.4 to ANSI, along with its views on the action.
- 10.7 Resolution of Letter Ballot Negatives and Comments. The Secretary shall forward the negatives and comments received to the TAG Chair or his designee. The Chair shall determine whether the negatives and comments shall be considered by telephone, correspondence, or at a meeting.

- 10.7.1 Consideration shall be given to the negatives and comments of all participants including those commenting on a draft international standard (DIS) listing in *Standards Action*. A concerted effort to resolve all expressed objections shall be made, and each objector shall be advised of the disposition of the objection and the reasons therefore.
- 10.7.2 Substantive changes required to resolve negatives and unresolved negatives, shall be reported to the TAG members to afford all members an opportunity to reaffirm, or to change their position. This vote shall follow 9.6 except that the time frame for the vote may be modified to comply with necessary time limits.
- 10.8 Report of Final Result. The final result of the voting shall be reported to the TAG within 30 days of the vote.
- 10.9 Submittal of U.S. Position. Upon completion of the procedures for voting, resolution of negatives and comments, and appeals, the U.S. position, which represents the U.S. consensus, shall be submitted to ANSI by ASNT. ANSI, as the official ISO member body, is responsible for providing the U.S. position to ISO.
  - 10.9.1 The Secretary shall supply the information required in Annex A7.10 of the ANSI Procedures for U.S. Participation in the International Standards Activities of ISO. The US position submitted to ANSI shall be copied to the TAG Chair and Vice-Chair.

## **11.0 RECORDS**

- 11.1 All associated records described in this SOP shall be prepared and maintained at the ASNT International Service Center (ISC) by the TAG Secretary to provide evidence of compliance with the ANSI Procedures for U.S. Participation in the International Standards Activities of ISO.
- 11.2 Records concerning new, revised, or reaffirmed ISO Standards shall be retained for one complete standards cycle, or until the standard is revised. Records concerning withdrawn standards shall be retained for at least five years from the date of withdrawal.

## **12.0 APPEALS**

- 12.1 Directly and materially affected U.S. national interested parties who believe they have been or will be adversely affected by an action or inaction of the U.S. TAG or its administrator (ASNT) shall have the right to appeal.
- 12.2 Appeals shall be conducted in accordance with A10 in the ANSI Procedures for U.S. Participation in the International Standards Activities of ISO.