

AWRF POLICY FOR ADOPTING
RECOMMENDED PRACTICES AND GUIDELINES

Section I

PREAMBLE

On April 8, 1984, Associated Wire Rope Fabricators adopted its first *Statement of Policies and Procedures for Standards Activities* (Exhibit A). The Association purposes were expanded to permit the “establishment” of technical information on January 19, 1990. On August 10, 1992, in his capacity as legal counsel to the Association, Barry Epperson prepared and disseminated *Guidelines For Dissemination Of Information* (GDA) which is attached hereto as Exhibit B. In January 1994, the Board of Directors of Associated Wire Rope Fabricators once again modified its policy regarding standards. The new policy was reviewed by the general membership in April 1994. The latest version (2007) reiterates the proposition that while AWRF does not write, promulgate or adopt voluntary consensus standards, the Association now has the following authority:

“... to develop Association recommended ‘practices’ and ‘guidelines’, and to actively support, influence, and provide input to standards-writing organizations utilizing an open process which requires the opportunity for input from the entire membership and industry at large, subject to Board-approved procedures.”

This authority emanates from the following corporate purpose:

To encourage the development of safety standards for manufacturing, fabricating and distributing of lifting, rigging and load securement devices including promotion of suggested product safety programs and procedures applicable to the industry.

Legal counsel was assigned the responsibility of developing a policy for adoption of recommended *Practices and Guidelines* (*P&G*) and following approval by the Technical Committee and the board of directors, the original *P&G* policy was adopted on October 22, 1995. On May 23, 1995, counsel drafted criteria for review of proposed *P&G* (Exhibit B-1) and on August 10, 1996, the Technical Committee adopted procedures for “assignments” of projects to its subcommittees (Exhibit C). The first major revision to the basic policy took place in 2005. This document represents the second revision.

Association members remain free to follow practices, procedures, guidelines or standards of their

choice and to purchase products of their own selection. AWRF does not “endorse” products or services. All AWRF recommended *P&G* shall be voluntary and formed by consensus. As used herein, the term “consensus” implies substantial, but not necessarily unanimous consent of all participants in the adoption process. Dissenting opinions shall be addressed, recorded and appended to the minutes. Although AWRF shall not enforce compliance with its recommended *P&G*, cooperation shall be extended to standards writing organizations within the private and public sector where the Association’s recommended *P&G* may be used as a basis for the promulgation of standards. Except to the extent that this document modifies the original AWRF Statement of Policies and Procedures for Standards Activities (in particular by authorizing the development of recommended *P&G*) or where there are conflicting provisions, the earlier policy (approved on April 8, 1984) shall remain in full force and effect. In the event of conflicting terms between the two documents, this document shall supersede and take precedence over the earlier policy.

Section II

ROLE OF TECHNICAL SUBCOMMITTEES

The AWRF Technical Committee (TC) through its subcommittees assumes the responsibility for identification and investigation of testing, industry innovations, new products and domestic and foreign standards for the purpose of establishing AWRF recommended *P&G* and for such other purposes as the TC shall determine. It is anticipated that the subcommittee system will facilitate a more expeditious and thorough treatment of TC activities, whether AWRF is working independently or in conjunction with other associations. AWRF is committed to the proposition that the policy described herein, founded on the subcommittee networking system, will accommodate the Association’s added responsibility of creating Association recommended *P&G*. The following Sections contain requirements relative to the adoption of *P&G* and shall not govern other business of the TC and its subcommittees.

Section III

SOURCE OF RECOMMENDED *P&G*

Any interested party, whether AWRF member or not, may submit a written request to the TC to develop recommended *P&G*. Although the Association shall not be required to act on requests or inquiries, the Chairman of the TC shall respond in writing setting forth the reasons for any such refusal. While initial preparation of recommended *P&G* is assigned exclusively to the TC through its subcommittee network, participation in the development process shall not be denied to bona fide interested parties, including non-members of the Association. It is anticipated that the process shall involve a broad cross-section of the industry, including manufacturers, distributors, users and consultants where appropriate. Subsequent to the adoption of recommended *P&G* by the Association, the TC shall be responsible for initiating periodic

review, delivering interpretation upon reasonable request, and conducting revision and/or recision in the event of obsolescence or change in the state of the art.

Section IV

STRUCTURE OF TECHNICAL SUBCOMMITTEES

The designation, mission, purposes and objectives of subcommittees shall be determined by the TC. As soon as practicable after annual appointment, the Chairman of the TC shall appoint subcommittee Chairmen to serve until replaced or reappointed. Subcommittees shall consist of a minimum of three voting members including the subcommittee Chairman. The subcommittee Chairmen shall then recruit members representative of the appropriate product sector for subcommittee service who shall serve until replacement, resignation or reappointment. Subcommittee participants shall be recruited from the AWRF membership and/or from the industry at large. These individuals shall have an interest and/or expertise in the projects or subjects involved. AWRF members serving on subcommittees may designate a qualified employee or representative as their delegate to the subcommittee. Subcommittee applicants, whether or not members of AWRF, must secure the approval of the TC Chairman and subcommittee Chairman. Throughout the year the Chairman of each subcommittee may enlarge or reduce the size of his or her subcommittee and shall fill vacancies to meet minimum requirements. Subcommittee Chairmen may designate and compensate professional consultants within the parameters of the subcommittee budget which shall be established annually by the TC. As required, each subcommittee Chairman shall designate one member of the subcommittee who is not a member of the AWRF Technical Committee to serve as Vice Chairman. Any subcommittee Chairman may from time to time direct the Subcommittee Vice Chairman to attend Technical Committee meetings in his place. As the designated representative of the Subcommittee, the attending Vice Chairman shall assume all of the rights, privileges and responsibilities of the Subcommittee Chairman including the right to vote on issues before the Technical Committee.

OPERATION OF TECHNICAL SUBCOMMITTEES

1. Written notice of TC meetings anticipating recommended *P&G* action, shall be given at least thirty (30) days prior to meeting date. Regular subcommittee meetings, which may be conducted in conjunction with TC meetings, shall be announced no later than ten (10) days in advance. For regular TC or subcommittee meetings, a majority of the respective participants must be present in person (not by proxy) in order to constitute a quorum. When a TC or subcommittee quorum is properly convened, all issues shall be decided by the vote of a majority of those present in person. Subcommittee meetings may be conducted by conference call with the permission of the TC Chairman. Voting method shall be within the discretion of the respective Chairmen, i.e., recorded voice or hand vote, written ballot, etc. Each subcommittee which is declared “active” by the TC

Chairman shall hold periodic meetings. The subcommittee Vice Chairman shall preside over the meeting in the absence of the Chairman. Oversight of “inactive” subcommittees shall be the responsibility of the TC Chairman who shall annually record reasons for the status of each inactive subcommittee. Special TC or subcommittee meetings may be held without formal notice by call of the respective Chairman, but no vote may be taken or resolution adopted regarding substantive issues at such special meeting.

2. TC and subcommittee meetings shall be open to the general membership at all times. AWRP members who desire to attend shall notify the respective Chairman of plans to attend in advance of the meeting. Similar requests from non-members of the Association shall be entertained subject to approval of the TC Chairman. No reasonable request shall be denied.
3. Subcommittee Chairmen shall report the activities of subcommittee meetings (whether regular or special) as well as other subcommittee activities to the TC Chairman, addressing all projects with particular emphasis on recommended *P&G* progress development. Subcommittee Chairmen shall maintain minutes of meetings to be available for inspection by the Association board of directors and/or the TC upon request. Copies of all records and drafts shall also be available for inspection by the Association board and/or TC upon request.
4. Each subcommittee Chairman should seek representation by manufacturers, distributors, users and other interested parties including government regulators and academics, where appropriate. Interest groups shall be divided as equally as possible. As a condition of voting membership on a subcommittee, all applicants and prospects for membership shall make full disclosure of their affiliations, employment, and interest in recommended *P&G*. Other participants shall identify themselves and respond to any reasonable inquiries of the TC Chairman or subcommittee Chairmen. A proprietary interest in the results of recommended *P&G* shall not disqualify the interested party from fully participating in its development but shall be disclosed to the appropriate subcommittee and TC Chairman. Such information shall be available to the board of directors of the Association upon request.
5. Responsibility for dissemination of appropriate subcommittee data shall rest with the subcommittee and TC Chairmen subject to the GDA (Exhibit B).

Section V

PROCEDURES FOR CONSIDERATION OF PROPOSED RECOMMENDED *P&G*

Any person or entity may draft proposed recommended *P&G*, introduce modifications or submit a prototype prepared by another organization. All proposals shall be submitted to the jurisdiction of the TC which may in turn refer such proposal to one or more subcommittees. Dissemination of subcommittee or TC work in progress shall be controlled by the respective Chairmen with the exception that no drafts shall be circulated outside the body which has the proposed recommended *P&G* under consideration without the authorization of the board of directors. Preliminary and final subcommittee drafts shall be circulated among the members of the subcommittee. The TC shall review all final subcommittee drafts, approval of which shall be based upon a consensus of the full Committee. Both subcommittee and TC voting records shall be memorialized with dissenting commentary, if any. Following TC disposition, drafts shall be submitted for review by all interested participants of the industry and the public where circulation shall be as broad as practicable and subject to the GDA; relevant comments shall next be considered by the appropriate TC subcommittee(s), followed by the TC as a whole; next the proposed *P&G* shall be submitted to the board of directors for consideration, and finally, to the Association membership. All pages of drafts shall be dated, labeled “DRAFT” and “PROPERTY OF AWRP” in bold, conspicuous print. Invitations to the public for comments regarding recommended *P&G* drafts shall be within the discretion of the subcommittees and TC. Dissenting comments at all levels of the process shall be addressed by the entity with current jurisdiction over the draft, i.e., subcommittee, TC, board of directors, etc. Individuals submitting comments regarding proposed recommended *P&G* shall disclose their affiliations, employment and interest in the document. Such comments shall be investigated by the body with current jurisdiction.

Section VI

CONSENSUS

Consensus indicates comprehensive (but not necessarily unanimous) concurrence with reference to any proposed recommended *P&G*. Without consensus no recommended *P&G* may be adopted by AWRP. At the final level of voting, a minimum vote of two thirds of those AWRP members present and eligible to vote shall be required to establish consensus. The Association shall determine those non-member participants, if any, entitled to vote at the final level of consideration of a proposed recommended *P&G*. Any persons so designated shall be added to the consensus base. Non-voting status shall not preclude or disqualify an interested party from participation in the adoption process. An approved Association recommended *P&G* shall be published so as to notify all interested parties within and outside the Association membership

body subject to the GDA. Copies of Association recommended *P&G* shall be available to the public upon request for a reasonable cost.

Section VII

DISPOSITION OF RECOMMENDED *P&G* ADOPTED BY AWRF

Once adopted by AWRF, recommended *P&G* may be submitted to one or more selected standards writing bodies for potential adoption in whole or in part as a consensus standard. The Association shall cooperate with all legitimate private or public sector entities interested in the promulgation of voluntary consensus standards which are to be based upon AWRF adopted recommended *P&G*, by furnishing relevant information (including criticism) generated by the Association at various levels of consideration. The nature and extent of the Association's involvement in any other entity's follow-up standards writing process (based upon AWRF adopted recommended *P&G*) shall be determined by the AWRF Board of Directors, but no reasonably requested relevant information shall be withheld. As a prelude to AWRF cooperation with an interest standards writing body, investigation and inquiry shall be conducted by the TC to identify the various interest groups involved in the promulgation of standards based upon AWRF adopted recommended *P&G*.

Section VIII

PERIODIC RECOMMENDED *P&G* REVIEW

Following the adoption of each recommended *P&G* by AWRF, review procedures shall be conducted at five year intervals. Review may commence earlier or more frequently than five year intervals at any time deemed appropriate by the TC Chairman or the board of directors. The review process shall be conducted through sequential consideration by the appropriate subcommittee(s), TC and finally by the board of directors. As a result of the review process any recommended *P&G* may be confirmed, modified or rescinded. The results of the recommended *P&G* review shall be disseminated in a manner to be determined by the TC.

Section IX

DISPUTE RESOLUTION AND INTERPRETATION

Any party aggrieved by AWRF adopted recommended *P&G* may make his position known to the Association. All grievances must be in writing, addressed to the Association office and must include detailed, factual, information supporting the allegations. The grievant shall set forth his affiliations. The Association shall then address any legitimate issues raised with such fair process, procedures and dispatch as the board may direct. In the event of a reasonable request for interpretation of recommended *P&G* by any interested party, the TC shall render such

interpretations via its subcommittee network if feasible and shall submit such interpretations to the board of directors of the Association for approval before responding to the aggrieved party. Interpretations of recommended *P&G* shall be published to the membership, the industry and other interested parties in a manner deemed appropriate by the board. The Association shall retain all documentation, records and correspondence involved in the grievance or interpretation procedure.

Section X

PROPRIETARY RIGHTS

AWRF shall be the sole owner of all recommended *P&G*, and any patent, copyright or trademark rights thereto. The Association within the discretion of the board of directors reserves the right to grant permission to others to copy, publish, sell or disseminate recommended *P&G* gratuitously or for valuable consideration. It is anticipated that where recommended *P&G* are used as a basis or resource for promulgation of a consensus standard by a standards writing organization such as ASTM or ASME, the proprietary rights to such recommended *P&G* shall be shared with the standards writing Association in a manner to be determined by the AWRF Board of Directors.

Section XI

RECORDS RETENTION

Work product used in the development of recommended *P&G* shall be retained by the Association.

Section XII

DISCLAIMER

Recommended *P&G* should have attached thereto a Disclaimer in substantially the same format as Exhibit D to this document.

Section XIII

REFERENCES TO AMERICAN SOCIETY FOR TESTING AND MATERIALS

“2.2.2 *guide, n B* an organized collection of information or series of options that does not recommend a specific course of action.

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Discussion B A guide increases the awareness of information and approaches in a given subject area.

2.2.3 *practice, n.* B a set of instructions for performing one or more specific operations that does not produce a test result.

Discussion B Examples of practices include, but are not limited to: application, assessment, cleaning, collection, decontamination, inspection, installation, preparation, sampling, screening, and training.”

Definition of “Practice” as adopted by the AWRF Technical Committee on August 25, 2015:

“Customary performance procedure(s) based upon industry experience.”

Definition of “Guideline” as adopted by the AWRF Technical Committee on August 25, 2015:

“Suggested directions for conduct of industry practice(s).”