SPECIALTY VEHICLE INSTITUTE OF AMERICA

Procedures for Approval, Revision, Reaffirmation and Withdrawal of American National Standards

SVIA Board Approved – 9/16/2026

A.1 General

These procedures constitute the method of developing evidence of consensus for the approval, reaffirmation, revision, or withdrawal of American National Standards. The Specialty Vehicle Institute of America (SVIA) has adopted these procedures and is an accredited standards developer (ASD). In addition to complying with the requirements for accreditation, and these procedures, SVIA complies with the requirements found in the *ANSI Essential Requirements*.

A.2 Development of canvass list

A.2.1 SVIA shall develop a list of potential canvassees consisting of those organizations, companies, government agencies, standards developers, individuals, etc., known to be, or who have indicated that they are, parties who are directly and materially interested in the standard. SVIA shall meet the requirements in 1.2 of the *ANSI Essential Requirements* regarding lack of dominance. No individual shall represent more than one canvassee. SVIA shall seek participants from diverse interest categories with a goal that no single interest category constitutes more than one third of the total canvassees

A.2.2 In order to determine if potential canvassees are interested in participating, SVIA shall conduct a pre-canvass interest survey, in which SVIA informs the potential canvassees in writing about the use of SVIA's process for developing evidence of consensus, and, if the potential canvassees are interested in participating, obtains an appropriate interest category classification. SVIA's letter shall contain the title, designation, scope, description of the standard along with the history of its development, purpose and intended application of the standard, and an explanation of the ANSI function. The time for response shall be at least 21 days from the date of SVIA's letter and shall be so noted in the letter. All those who have agreed to participate shall be included on the canvass list, together with their agreed-upon interest categories in accordance with 1.2 and 1.3 of the *ANSI Essential Requirements*. In addition, the member's name (or if membership is by organization, the name of the organization with a point of contact), the affiliation[1] and interest category of each member of the consensus body shall be made available to interested parties upon request.

Classification of Interest Categories:

Producer – A manufacturer or distributor of ATVs. Companies that sell but do not produce or distribute ATVs are classified in the "General Interest" category.

User / User Group – An organization (company or user group) or individual that uses ATVs.

General Interest – An individual or organization that has an interest in the use of ATVs but neither produces nor uses them directly.

Government Agency – A government agency or department within North America that has an interest in the use of ATVs.

[1] Affiliation refers to the entity that the consensus body member represents (which may or may not be that person's employer). If the consensus body member is serving in an individual capacity, then the name of the individual, that person's employer and interest category should be available. Contact information is not required.

SVIA may add additional interest categories where appropriate to further categorize parties who are directly and materially interested in the standard but shall maintain at least Producer, User / User Group, General Interest, and Government Agency.

Once an interest survey has been completed for a standard, it need not be repeated for subsequent balloting of the document. In addition, SVIA may conduct a single interest survey for a group or category of standards. A canvassee who has indicated a desire to be on SVIA's canvass list for a particular category or categories of standards shall receive the draft document(s), letter ballot(s), and all appropriate information pertaining to A.4.2 and A.5.

A.3 Notification of Standards Development and Coordination

SVIA shall provide notification of standards activity in suitable media as appropriate to demonstrate the opportunity for participation by all parties who are directly and materially interested in the standard. At the initiation of a project to develop or revise an American National Standard, notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for announcement in Standards Action. A statement shall be submitted and published as part of the PINS announcement that shall include:

(a) an explanation of the need for the project; and

(b) identification of the stakeholders likely to be directly impacted by the standard.

(c) the interest categories that will or are expected to comprise the consensus body, in accordance with clause 2.5.1 of the ANSI Essential Requirements.

If the response to sub-section (b) changes substantively as the standard is developed, SVIA shall submit a revised PINS form to ANSI. SVIA may submit a PINS form at the initiation of a project to reaffirm or withdraw an American National Standard. Comments received in connection with a PINS announcement shall be handled in accordance with these procedures, section A.5.1.

A.4 Conduct of canvass

A.4.1 SVIA may begin to conduct the canvass at any time but canvassees subsequently added to the canvass list shall have the same amount of time to respond as do the other canvassees. The ballot period shall be 14 days from the date of the ballot or until all ballots are returned, whichever is first. SVIA may, at its sole discretion, extend the ballot period not to exceed 14 additional days. The ballot period shall also apply to re-circulated ballots. In the event that a canvassee has not responded to a ballot, SVIA should send a follow-up letter utilizing electronic or conventional mail requesting immediate return of the ballot 7 days prior to the close of the ballot.

A.4.2 SVIA shall transmit, at minimum, the following information to all canvassees and other interested parties so requesting unless it has previously supplied this information:

a) the purpose and intended application of the standard;

b) a brief history and explanation of how the standard was developed;

c) an explanation of ANSI's function and the use of SVIA's process in the voluntary consensus standards system;

d) a copy of the canvass list, consisting of the name, affiliation, and category of interest of each canvassee;

e) a copy of the complete proposed American National Standard or the relevant portion under consideration when the canvassee has previously received the complete standard;

f) official letter ballot(s) to all canvassees.

g) SVIA's Canvassee Comment Form.

Consensus is demonstrated, in part, by a vote of the consensus body. Such a vote shall be conducted and reported in accordance with rules set forth herein. Votes for the approval of a document or portion thereof as a candidate ANS may be obtained by letter, fax, or electronic means. All members of the consensus body shall have the opportunity to vote.

1. SVIA shall not change a vote unless instructed to do so by the voter. If the change of vote was not submitted in writing by the voter, then written confirmation of such a vote change shall be provided to the voter by SVIA. SVIA will never inform voters that if they are not heard from, their negative vote will be considered withdrawn and their vote will be recorded as an abstention or an affirmative. All negative votes that are not changed at the request of the voter shall be recorded and reported to the ANSI Board of Standards Review (BSR) as outstanding negative votes.

2. SVIA shall record and consider all negative votes accompanied by any comments that are related to the proposal under consideration. This includes negative votes accompanied by comments concerning potential conflict or duplication of the draft standard with an existing American National Standard and negative votes accompanied by comments of a procedural or philosophical nature. These types of comments shall not be dismissed due to the fact that they do not necessarily provide alternative language or a specific remedy to the negative vote.

3. SVIA is not required to consider negative votes accompanied by comments not related to the proposal under consideration, or negative votes without comments. SVIA shall indicate conspicuously on the letter ballot that negative votes must be accompanied by comments related to the proposal and that votes unaccompanied by such comments will be recorded as "negative without comments" without further notice to the voter. If comments not related to the proposal are submitted with a negative vote, the comments shall be documented and considered in the same manner as submittal of a new proposal. If clear instruction is provided on the ballot, and a negative vote unaccompanied by comments related to the proposal is received notwithstanding, the vote may be counted as a "negative without comment" for the purposes of establishing a quorum and reporting to ANSI. However, such votes (i.e., negative vote without comment or negative vote accompanied by comments not related to the proposal) shall not be factored into the numerical requirements for consensus, unless SVIA's procedures state otherwise. SVIA is not required to solicit any comments from the negative voter. SVIA is not required to conduct a recirculation ballot of the negative vote. SVIA is required to report the "no" vote as a "negative without comment" when making their final submittal to the BSR.

4. SVIA shall maintain records of evidence regarding any change of an original vote.

5. Except in regard to votes on membership and officer-related issues, each member of a consensus body should vote one of the following positions (or the equivalent):
    a) Affirmative;
    b) Affirmative, with comment;

c) Negative, with reasons (the reasons for a negative vote shall be given and if possible should include specific wording or actions that would resolve the objection);
d) Abstain.

6. For votes on membership and officer-related issues, the affirmative/negative/abstain method of voting shall be followed. Votes with regard to these issues need not be accompanied by reasons and need not be resolved or circulated to the consensus body.

A.4.3 Consensus means substantial agreement has been reached by parties who are directly and materially interested in the standard. This includes a requirement that a majority of the consensus body cast a vote (counting abstentions) and at least two-thirds of those voting approve (not counting abstentions). Consensus requires that all views and objections be considered, and that an effort be made toward their resolution.

A.4.4 Proposals for new American National Standards and proposals to revise, reaffirm, or withdraw approval of existing American National Standards shall be transmitted to ANSI using the BSR-8 form, or its equivalent, for listing in *Standards Action* in order to provide an opportunity for public comment[2]. If it is the case, then a statement of intent to submit the standard for consideration as an ISO, IEC or ISO/IEC JTC-1 standard shall be included as part of the description of the scope summary that is published in Standards Action. The comment period shall be one of the following:

- A minimum of thirty days if the full text of the revision(s) can be published in *Standards Action*[3];
- A minimum of forty-five days if the document is available in an electronic format, deliverable within one day of a request, and the source (e.g., URL or an e-mail address) from which it can be obtained by the public is provided to ANSI for announcement in *Standards Action;* or
- A minimum of sixty days, if neither of the aforementioned options is applicable.

Such listing may be requested at any stage in the development of the proposal, at the option of SVIA, and may be concurrent with final balloting.

However, any substantive change[4] subsequently made in a proposed American National Standard requires listing of the change in *Standards Action*.

A.4.5 Views and objections resulting from the canvass (A.4.2 and A.4.3) shall be dealt with in accordance with clause A.5.

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[2] Although a 60-day public comment period is not required in all instances, a number of provisions in the ANSI Essential Requirements, when read in combination, satisfy the WTO's 60-day rule. Before adopting a standard, ANSI-Accredited Standards Developers shall allow a period of at least 60 days in total for submission of comments on the draft standard if requested by an interested party within the territory of a Member of the WTO. Exceptions outlined in the rule are permitted due to issues of safety, health or environment. (See WTO Agreement on Technical Barriers to Trade (TBT), Annex 3 Code of Good Practice for the Preparation, Adoption and Application of Standards (CGP) Substantive Provision L.)

[3] The text must be reproducible on five pages or fewer in Standards Action. For proposals to revise existing standards, only the substantive changes need to be published, and may be shown in tracked change or highlighted format. SVIA may note that only the revisions are open for comments.

[4] A substantive change in a proposed American National Standard is one that directly and materially affects the use of the standard. Examples of substantive changes include:

- "shall" to "should" or "should" to "shall";
- addition, deletion or revision of requirements, regardless of the number of changes;
- addition of mandatory compliance with referenced standards.

A.5 Consideration of views and objections

Prompt consideration shall be given to the written views and objections of all participants, including those commenting on either the PINS announcement or public comment listing in *Standards Action*. SVIA may, but is not required to, respond to each comment submitted along with an Affirmative with Comment or Abstain vote.

A.5.1 PINS announcement comments

If SVIA receives written comments within 30 days from the publication date of a PINS announcement in *Standards Action,* and said comments assert that a proposed standard duplicates or conflicts with an existing American National Standard (ANS) or a candidate ANS that has been announced previously in *Standards Action,* SVIA shall comply with ANSI Essential Requirements Sections 2.5.1.2 "Assertions of conflict or duplication", and 2.5.1.3 "PINS deliberation report".

A.5.2. Public review and consensus body comments

In connection with an objection articulated during a public comment period, or submitted with a negative vote, an effort to resolve[5] all expressed objections accompanied by comments related to the proposal under consideration shall be made, and each such objector shall be advised in writing (including electronic communications) of the disposition of the objection and the reasons therefor. If resolution is not achieved[6], each such objector shall be informed in writing that an appeals process exists within procedures used by SVIA, and that the appeal must be filed within 21 days.

When this process is completed in accordance with the written procedures of SVIA, SVIA may consider any comments received subsequent to the closing of the public review and comment period, or shall consider them in the same manner as a new proposal. Timely comments that are not related to the proposal under consideration shall be documented and considered in the same manner as submittal of a new proposal. The submitter of the comments shall be so notified.

Each unresolved objection and attempt at resolution, and any substantive change made in a proposed American National Standard shall be reported to the consensus body in order to afford all members of the consensus body, including those members who did not vote or submit comments during the original canvass, an opportunity to respond, reaffirm, or change their vote. The consensus body shall have 21 days from the report date to respond. In the event that a canvassee fails to respond, his or her original vote shall be retained.

In addition, any substantive change made in a proposed American National Standard shall be published for public comment in accordance with A.4.4.

A.6 Appeals

SVIA procedures contain an identifiable, realistic, and readily available appeals mechanism for the impartial handling of procedural complaints regarding any action or inaction. Appeals shall be addressed promptly and a decision made expeditiously. SVIA appeals procedures provide for participation by all parties concerned without imposing an undue burden on them. SVIA's consideration of appeals shall be fair and unbiased and shall fully address the concerns expressed.

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[5] Resolved: A negative vote cast by a member of the consensus body or a comment submitted as a result of public review where the negative voter agrees to change his/her vote or the negative commenter accepts the proposed resolution of his/her comment.

[6] Unresolved: Either a negative vote submitted by a consensus body member or written comments submitted by a person during public review expressing disagreement with some or all of the proposed standard, that have not been satisfied and/or withdrawn after having been addressed according to the developer's approved procedures.

6.1 Complaint
The appellant shall file a written complaint with the SVIA within 21 days after the date of notification of action or at any time with respect to inaction. The complaint shall state the nature of the objection(s) including any adverse effects, the clause(s) of these procedures or the standard that are at issue, actions or inactions that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted.

6.2 Response
Within thirty days after receipt of the complaint, SVIA shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent's knowledge.

6.3 Hearing
If the appellant and the respondent are unable to resolve the written complaint informally in a manner consistent with these procedures, appellant may request a hearing with an appeals panel, but such request must be made within ten working days of receipt of SVIA's response given under section 6.2, or the appeal will be considered closed. SVIA shall then schedule a hearing with an appeals panel on a date agreeable to all participants, giving at least ten working days' notice.

6.4 Appeals Panel
The appeals panel shall consist of three parties who have not been directly involved in the matter in dispute, and who are not directly or materially interested and who have not been nor will be adversely affected by any decision made or to be made in the dispute. At least two members shall be acceptable to the appellant and at least two shall be acceptable to the respondent. Where the parties to the appeal cannot agree on an appeals panel within a reasonable amount of time, both the appellant and the respondent shall each select one panel member who have not been directly involved in the matter in dispute, and who will not be materially or directly affected by any decision made or to be made in the dispute, and the third member shall be selected by the appointed panel members.

6.5 Conduct of the Hearing
The appellant has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action. The respondent has the burden of demonstrating that the committee and the secretariat took all actions in compliance with these procedures and that the requested remedial action would be ineffective or detrimental. Each party may adduce other pertinent arguments, and members of the appeals panel may address questions to individuals. Robert's Rules of Order (latest edition) shall apply to questions of parliamentary procedure for the hearing not covered herein.

6.6 Decision
The appeals panel shall render its decision in writing within thirty days, stating findings of fact and conclusions, with reasons therefor, based on the evidence, applying the clearly erroneous standard of review. A written copy shall be provided to the appellant. Consideration may be given to the following positions, among others, in formulating the decision:

6.6.1 Finding for the appellant, remanding the action to SVIA with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;

6.6.2 Finding for the respondent, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections;

6.6.3 Finding that new, substantive evidence has been introduced, and remanding the entire action to the SVIA for appropriate reconsideration.

6.7 Fees

SVIA does not charge a fee for an appeal; however, all costs borne by the appellant in making such an appeal shall be the sole responsibility of the appellant and are not recoverable from SVIA.

A.7 Submittal of Evidence of Procedural Compliance in Support of Approval of the Standard (BSR-9 Package)

Upon completion of the procedures for canvass, for disposition of views and objections, and for appeals, the request for approval of the proposed standard, in the form of a BSR-9 package, shall be submitted to ANSI for approval in accordance with section 4.2 of the ANSI Essential Requirements.

A.8 Interpretation Policy

SVIA is an ANSI-accredited standards developer and shall provide interpretations of the standards it has developed. This policy applies to all standards developed by the SVIA.

SVIA shall only respond to written requests for interpretation. Requests shall be summarized on a form to include: the requester's name, address, and contact information; the date of the request; the specific section of the standard to be interpreted; the requester's understanding of the section; and any questions or other specific information relevant to the request.

The form and a copy of the original request shall be forwarded to SVIA for review and interpretation within 45 days from the date of receipt. Upon review and acceptance by SVIA, a written interpretation will be forwarded to the person requesting the interpretation. SVIA shall use its best efforts to include any interpretations with any future sale or distribution of the standard. SVIA may also include a listing on its website.

A.9 Patent Policy

SVIA shall comply with the current version of ANSI's Patent Policy.

A.10 Commercial Terms and Conditions

SVIA shall comply with the current version of ANSI's Commercial Terms and Conditions Policy

A.11 Antitrust Policy

American National Standards shall be developed in accordance with applicable antitrust and competition laws and meetings amongst competitors to develop American National Standards are to be conducted in accordance with these laws.

A.12 Records retention policy for standards development and maintenance

SVIA shall retain records concerning new, revised or reaffirmed American National Standards for a minimum of one complete development cycle or until the standard is revised. Records concerning withdrawn standards shall be retained at least five years from date of withdrawal.

SVIA shall store the records concerning American National Standards in the limited access corporate files system. A copy of the standard documents will also be securely maintained off-site as part of this system.

Files shall be submitted in duplicate to the Vice President, Administration for processing. Any files retained in the program files are subject to the most current SVIA Document Retention Policy.

A.13 Units of Measure Policy

This policy applies to all standards developed and maintained by SVIA.

Units of the International System of Units (SI) are the preferred units of measurement in American National Standards. In cases where information intended for conventional usage by the consumer is published, the preferred unit of measurement shall be from the U.S. Customary System.

The use of both International and U.S. Customary units is acceptable and shall be determined by the intended principal user of the information.

A.14 Withdrawal of Approval

SVIA may withdrawal approval of any standard under its accreditation at any time. SVIA will notify ANSI immediately upon taking such action and ANSI will announce the withdrawal of the American National Standard in *Standards Action*.

A.15 Discontinuance of a standards project

SVIA may discontinue the processing of a new or revised American National Standard in developed accordance with these procedures. SVIA shall provide notice to ANSI of the discontinuance upon taking such action. Should SVIA receive a written request within 60 days of the discontinuance, SVIA will provide written justification to the requestor.

Adopted from ANSI Procedures for the Development and Coordination of American National Standards, January 2002 edition

Revised September 2026 consistent with the ANSI Essential Requirements, January 2025 Edition, and ANSI's June 18, 2026 SVIA Audit Report.

Administratively approved by ANSI Executive Standards Council (ExSC) effective November 17, 2026.