



# **ASIS INTERNATIONAL**

## **ANSI ACCREDITED STANDARDS DEVELOPMENT PROCEDURES**

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### 1. INTRODUCTION

The purpose of this document is to describe the Standards Development Procedures that apply to ASIS International (ASIS) as it relates to the development of American National Standards Institute (ANSI) standards. ASIS is an ANSI accredited standards developer and in a continuing effort to advance the security profession ASIS develops security management standards and guidelines that set best practices in today's evolving and demanding security environment.

Founded in 1955, ASIS is the largest membership organization for security management professionals crossing all industry sectors, embracing every discipline along the security spectrum from operational to cybersecurity. With hundreds of chapters across the globe, ASIS is recognized as the premier source for learning, networking, certification, standards and guidelines, and research. ASIS is dedicated to increasing the effectiveness of security professionals at all levels and ensures its members and the security community have access to the intelligence and resources necessary to protect their people, property, and information assets. Learn more about the work we do at [asisonline.org](http://asisonline.org). Additionally, ASIS works with standards bodies around the world to promote consensus-based standards and training to increase the effectiveness and productivity of security professionals.

### 2. ORGANIZATION

In general, the standards work of ASIS is accomplished in various technical committees. Technical committees are comprised of the consensus body (voting) members and observer (nonvoting) members and are established as necessary to carry out the work of standards development. Working groups within technical committees are formed as needed, based on work programs. Ad hoc groups (comprised of staff and subject matter experts) may be created to accomplish a definitive objective related to the development or revision of a standard as preparatory work, and usually within a defined period of time. Preparatory work within ad hoc groups typically takes place prior to the establishment of a technical committee and is intended to provide direction and/or a starting point for technical committee work.

#### 2.1 Professional Standards Board

The Professional Standards Board is the governing body within ASIS that oversees the development of security management standards and guidelines that will advance the security profession worldwide. The Professional Standards Board, in conjunction with the ASIS Program Office, is responsible for initiating standards projects and establishing technical committees.

#### 2.2 Technical Committee Officers and Duties

Technical committee officers (i.e., chair, co-chairs, vice-chair, etc.) shall be appointed by the Professional Standards Board Chair and/or Vice-chair to serve the term of the project. Candidates may come from the Professional Standards Board or Technical committee participants and should have previous technical committee and industry experience.

Technical committee officers should preside at all meetings of the technical committee and perform its duties and exercise such other powers as prescribed from time-to-time by the technical committee. Technical committee officers shall be responsible for ensuring that these Standards Development Procedures are followed and that the meetings are conducted in a fair and efficient manner. Technical committee officers should remain neutral in all discussions and should not influence decisions based on his/her leadership position.

### 2.3 ASIS Program Office

ASIS shall act as the ASIS Program Office and be responsible for:

- Organizing technical committees.
- Supporting the technical committee officer(s) in overseeing compliance with these procedures, including legal review as necessary.
- Applying for accreditation by ANSI and maintain accreditation in accordance with ANSI requirements.
- Maintaining rosters of all technical committees and working groups.
- Supporting the technical committee officer(s) in ensuring technical committee compliance with the ASIS Standards and Guidelines Code of Conduct.
- Submitting candidate draft American National Standards approved by technical committees with supporting documentation for ANSI review and approval as American National Standards.
- Ensuring adherence to periodic maintenance of Standards to include taking action to revise, reaffirm or withdraw a document as an American National Standard before the fifth year of its approval or other time frame.
- Maintaining all records pertaining to the technical committees.
- Providing project management and other support as necessary, to the technical committees.
- Publishing approved Standards and revisions.
- Performing other functions as required.

### 2.4 Communities

In a concerted effort to bridge the many disciplines of specialized security, the Professional Standards Board seeks the experience and expertise of ASIS Communities in the development of security standards. These communities consist of security practitioners and suppliers that serve the membership through the identification of information regarding security issues in their specific areas of concentration. Communities provide a vital link between the security practitioners and the Professional Standards Board, ensuring that the most relevant and current information on security practices is made available for ASIS members and the security industry.

## 3. RECORDS

Material associated with the development of a Standard (including revisions and reaffirmations) shall be retained for one complete Standards cycle, or until the Standard is revised. Records regarding the withdrawal of all Standards shall be retained for at least five years from the date of withdrawal or for a duration consistent with the audit schedule.

## 4. MEMBERSHIP

Participation on ASIS technical committees shall be open to any directly and materially interested parties with the capability and willingness to participate in the work of the technical committee. Technical committees are typically comprised of primary and alternate voting members and nonvoting members.

Technical committees are comprised of a broad range of industry subject matter experts representing organizations, companies, government agencies, educational institutions, and individuals. Membership on the technical committee shall not be conditional upon ASIS membership, nor unreasonably restricted

on the basis of technical qualifications or other such requirements. Participants will be sought from the following: supervisors or persons in charge of the day-to-day security operations or systems, equipment manufacturers/suppliers, government, academia, members of ASIS subject matter communities and other ASIS members with appropriate expertise. Representation typically includes, but is not limited to: security directors and managers, equipment manufacturers and suppliers, owners, and end users of security systems, insurers, professional consultants, service providers, police, government agencies, branches of the military, private individuals, and not-for-profit trade or professional associations.

An individual seeking to participate as a technical committee member that is not an ASIS member may be assessed a non-ASIS member technical committee participation administrative fee of \$300. The fee may be waived or reduced upon sufficient evidence of hardship.

The membership of the ASIS technical committees shall be sufficiently diverse to ensure reasonable balance without dominance by any single interest category, individual, or organization. Participants from diverse interest categories shall be sought with the objective of achieving balance. Unless it is claimed by a directly and materially interested party that a single interest category dominated the standards development process, no test for dominance is required. ASIS accepts ANSI's historical definition for balance.

### **4.1 Request for Membership**

Any individual wishing to join a technical committee must apply for technical committee membership. A completed application form should be submitted to the ASIS Program Office for review and approval. Consideration shall be given to any applicant with a direct and material interest in the technical committee's work who has the capacity and willingness to participate actively. If the applicant is an organization, company, or government agency, it shall identify a representative (and an alternate, if desired). An organization, company or government agency may change its identified representative (or alternate) by notifying the ASIS Program Office in writing. No organization, company or government agency shall designate as a representative (or alternate) any individual who is already designated as the representative (or alternate) for another organization, company, or government agency. Each member shall self-declare its own interest category as appropriate and in accordance with the ASIS established categories.

The submission of a technical committee application does not guarantee technical committee inclusion. In determining technical committees' composition, the ASIS Program Office and technical committee officer(s) shall consider the following:

- Industry knowledge and experience;
- Need for active participation by each interest;
- Previous participation and conduct on technical committees;
- Potential for dominance and imbalance by a single interest category, individual, or organization;
- Extent of interest expressed and the willingness to participate actively; and
- The representative identified by the organization, company, or government agency.

The ASIS Program Office may consider reasonable limits on technical committee size (up to 50 members, and no less than 10).

## **4.2 Conflict of Interest**

Applicants shall disclose any potential conflicts of interest. A conflict of interest exists where a person has a private or personal interest sufficient to appear to influence the objective exercise of his or her duties; a situation in which a person has competing interests or loyalties.

A potential conflict of interest does not necessarily disqualify an applicant from independent voting status on a consensus body.

## **4.3 Membership Participation**

Technical committee members are expected to attend and participate in meetings so as to allow for maximized standards development progression. The ASIS Program Office shall monitor and where necessary, notify in writing, technical committee voting members who fail to attend three consecutive meetings. If a member so notified fails to attend future meetings, that member may be removed from the technical committee and/or working group. In special circumstances or in response to poor participation, a member may be reclassified as an observer or removed from the technical committee. Upon written request, a member reclassified as an observer may obtain reinstatement as a voting member pursuant to attending three consecutive meetings.

## **4.4 ASIS Standards and Guidelines Code of Conduct**

Technical committee members shall comply with ASIS standards and guidelines code of conduct. A technical committee member found to be in violation of the code of conduct shall be notified in writing of the requirements to adhere to the code. A member so notified in writing who continues to violate the code of conduct may be removed from the technical committee and may not be permitted to participate at the technical committee level on future projects.

### **4.4.1 Conduct at Meetings**

All technical committee members are expected to conduct themselves in a professional manner and adhere to the code of conduct. Technical committee members are also expected to act in good faith effort to support the advancement/development of ASIS Standards. The ASIS Program Office shall monitor the conduct of participants who exhibit concerning behavior such as, but not limited to:

- Deliberately attempting to usurp the authority of the chair and/or ASIS Program Office;
- Deliberately acting in a way which precludes others from having the opportunity to express their viewpoints;
- Submitting comments that obstruct and/or impede progress, as well as always cause a new vote; and
- Taking actions to “control” the agenda, the meeting schedule, meeting minutes, ballot issuance, membership on the consensus body and/or related work groups.

Participants who exhibit continued concerning behavior shall be notified in writing. If a member so notified continues to demonstrate said behavior, that member may be removed from the technical committee and/or working group.

## **4.5 Membership Resignation**

A technical committee voting member or observer may resign by written correspondence.

## **5. INTEREST CATEGORIES**

For purposes of developing an American National Standard, all members of Standards technical committees shall be classified as:

User/Managers - supervisors or persons in charge of the day-to-day security management, operations or systems.

Producer/Service Providers – consultants, service firms, and equipment manufacturers and suppliers.

General Interest - members of ASIS Communities, government, not-for-profits, academia and other interested parties.

## **6. MEMBERSHIP ROSTER**

The ASIS Program Office shall prepare and maintain a membership roster documenting the classification of each technical committee member.

## **7. MEETINGS**

Technical committee meeting locations and dates shall be selected through the technical committee officer(s) and the ASIS Program Office. The purpose of these meetings is to conduct technical committee business. Virtual meetings are conducted wherever possible.

### **7.1 Frequency**

The technical committees will meet to develop American National Standards on an as-needed basis.

### **7.2 Notification**

All meetings, including virtual meetings and conference calls, should be announced via e-mail and/or through the technical committee's project portal. Special exceptions for extraordinary circumstances may be made on an as-needed basis. When an exception for extraordinary circumstances is necessary, the technical committee officer(s) in conjunction with the ASIS Program Office will announce the meeting as soon as practicable. A draft agenda is typically distributed with the meeting notice.

### **7.3 Meeting Notes**

The ASIS Program Office shall develop meeting notes. Notes generally include but are not limited to the following information:

- Date(s), type of meeting (i.e., virtual, conference call, face-to-face), leadership;
- Attendance list;
- Approved agenda;
- Approved minutes;
- Points or matters noted/discussed, and agreements reached;
- Corrections/additions made to previous meeting record;
- Action items indicating responsible party and due date; and
- Next meeting dates.

### **7.4 Quorum**

Participation, by either physical presence, teleconference, virtual means, of a simple majority of the voting members of the technical committee shall constitute a quorum for conducting business at a

meeting. If a quorum is not present, action items may be subject to ratification by the technical committee.

### **7.5 Guests**

Requests for meeting attendance by non-technical committee members shall be made in writing to the ASIS Program Office in advance of the meeting. Attendance may be subject to relevant requirements such as registration, meeting fee if required, etc. Attendance may be limited based on practical considerations such as meeting room size (if conducted in-person). At the discretion of the technical committee officer(s), it is permissible to limit comments and discussions to technical committee members only.

## **8. NOTIFICATION OF STANDARDS DEVELOPMENT AND HARMONIZATION**

Notification of Standards activity shall be announced in suitable media as appropriate to demonstrate provision of opportunity for participation by all directly and materially interested parties. The Professional Standards Board, in conjunction with the ASIS Program Office, is responsible for authorizing the initiation of standards projects and establishing technical committees. Upon authorization of a project, to develop or revise a Standard, notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for listing in *Standards Action* within 90 days or a timeframe agreed upon by the Professional Standards Board and/or ASIS Program Office based upon project timelines. Any resulting comments and deliberation will be addressed in accordance with 2.5 of the *ANSI Essential Requirements*.

Where a potential conflict has been identified, the ASIS Program Office shall convene a stakeholder or joint requirements planning meeting as part of the standards development process in order to maximize coordination and harmonization with other standards development organizations. These meetings provide a venue for interested parties to provide relevant and timely information. These types of meetings enable business owners, decision makers and other interested parties to participate initially as stakeholders and to the technical committees' efforts. ASIS Program Office shall announce stakeholder meetings in a timely manner sufficient to maximize public input and participation.

## **9. PUBLIC REVIEW AND COMMENT**

Proposals for new American National Standards or reaffirmation, revision, or withdrawal of existing American National Standards shall be transmitted to ANSI for listing in *Standards Action* for comment. The ASIS Program Office shall determine whether listing of proposed standards actions shall be concurrent with the final technical committee letter ballot. Notification of standards activity shall be announced in suitable media as appropriate to demonstrate an opportunity for participation by all directly and materially affected persons. All received comments shall be considered by the technical committee and the commenter shall be notified, in writing of the technical committee decision, reasons therefore and response.

## **10. SUBSTANTIVE CHANGE**

A substantive change in a Standard is one that directly and materially affects the use of the Standard. Examples of substantive changes are:

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

## **11. VOTING PROCEDURES FOR LETTER BALLOTS**

All documentation associated with American National Standards will undergo the letter ballot process. Substantive changes to and interpretations of all Standards shall be approved by letter ballot of the technical committee.

### **11.1 Voting**

The consensus body member shall vote either:

Affirmative;

Affirmative, with comment;

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

Abstain; or

Abstention, with comment.

### **11.2 Voting Rights**

A technical committee member’s voting representative shall ordinarily cast that member’s vote. The member’s alternate representative shall cast that member’s vote only if the member’s representative fails to vote.

### **11.3 Proxies**

Proxies are not permitted.

### **11.4 Voting Period**

The voting period for letter ballots shall end 14 calendar days from the date of issue unless the technical committee concludes a 30-calendar day voting period is warranted. An extension may be granted at the technical committee officer(s) option, when warranted. A follow-up letter requesting immediate return of the ballot shall be sent, as appropriate, to the representative and alternate representative of members whose votes have not been received within 5 calendar days before the ballot closes.

Additional follow-up notices may be sent, as necessary. Where a recirculation letter ballot is authorized, the voting period shall end 7 calendar days from the date of issue.

### **11.5 Approved Actions**

Approvals of, substantive changes to, and interpretations of American National Standards shall be considered approved where a majority of the membership returns ballots, including abstentions, and at least two-thirds of those voting approves the action.

### **11.6 Reporting Votes**

The results of each vote on all American National Standards shall be reported to the technical committee officer(s) and the technical committee as follows:

Number of members.

Number of members voting affirmatively.

Number of members voting negatively with reasons.  
Number of members voting negatively without reasons.  
Number of members abstaining.  
Number of members not returning ballots.

### **11.7 Negative Votes**

A negative ballot shall be required to be accompanied by a reason and, if possible, should include specific wording or actions that would resolve the objection. A negative ballot not supported by a reason is not required to be recirculated but is recorded as a negative without comment on the BSR9 submittal to ANSI. The ballot shall be counted as returned for the purpose of establishing a quorum.

### **11.8 Voting Obligations**

The technical committee voting members (consensus body) shall exercise their voting privileges within the prescribed time limits and meet the defined participation requirements.

### **11.9 Confidentiality**

The ASIS Program Office shall report voting results as outlined in section 11.6. All other information pertaining to the votes shall remain confidential.

### **11.10 Considering of Views and Objections**

Prompt consideration shall be given to the written views and objections of all participants, including those commenting on the listing in “Standards Action”. A concerted effort to resolve all comment(s) shall take place.

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 an opportunity to respond, reaffirm, or change their vote.

In connection with an objection articulated during a public comment period, or submitted with a vote, an effort to resolve 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, each such objector shall be informed in writing that an appeals process exists within procedures used by the standards developer.

All substantive changes shall be submitted to ANSI via the BSR8 for further public review.

Submitter of unresolved negative votes (from consensus body members) and unresolved comments (from public reviewers) shall be notified in writing of their right to appeal and of the appeals process.

When the above process is completed, comments received after the closing of the public review may be considered, or they shall be considered at the next review. 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.

## 12. WITHDRAWAL CRITERIA

### 12.1 Administrative Withdrawal

Per ANSI *Essential Requirements*, an American National Standard (ANS) shall be withdrawn five years following approval, if the standard has not been revised or reaffirmed, unless an extension has been granted by the ExSC or its designee. An ANS that has not been reaffirmed or revised within the five-year period, and that has been recommended for withdrawal by the ExSC or its designee, shall be withdrawn at the close of a 30-day public review notice in ANSI *Standards Action*. American National Standards that have not been revised or reaffirmed within ten years from the date of their approval as ANS shall be withdrawn, and such action shall be announced in ANSI *Standards Action*.

### 12.2 Withdrawal by ANSI-Accredited Standards Developer

Per ANSI *Essential Requirements*, an ANS must be supported by an ANSI-Accredited Standards Developer. If an accredited standards developer wishes to withdraw its approval of one or more of its American National Standards, it may do so without a vote of the relevant consensus body. If an accredited standards developer does withdraw one or more of its ANS, then the standards developer shall notify ANSI immediately and the standard shall be withdrawn as an ANS and announced in ANSI *Standards Action*.

### 12.3 Discontinuance of a Standards Project

ASIS, by way of the Professional Standards Board, may decide to abandon the processing of a proposed new or revised ANS or portion thereof at its own discretion and without a vote of the relevant technical committee. ANSI is to be notified immediately of any such action which will be announced in ANSI *Standards Action*.

## 13. INTERPRETATIONS

An interpretation is the answer to a question on the meaning of a standard. Interpretation requests of ANSs under the purview of ASIS must be submitted in writing to the ASIS Program Office and shall be forwarded to the Professional Standards Board. Proposed interpretations may be prepared by an individual who served on the technical committee with particular expertise on the subject in question. All proposed interpretations shall be prepared in writing and shall be submitted to the ASIS Program Office for a letter ballot of the technical committee. In the event that the technical committee has been disbanded, the letter ballot shall be sent to the Professional Standards Board. Interpretations shall be approved in accordance with section 11.5. Notification of approved interpretations shall be sent in writing to the requester. Notifications shall also be given to other users of the Standards via the appropriate ASIS technical committee email list and posted on the ASIS web site.

## 14. METRIC POLICY

Where applicable, ASIS accepts ANSI's Metric Policy which states that, "*Units of the International System of Units (SI), the modernized metric system, are the preferred units of measurement in American National Standards.*" Not all ASIS American National Standards are measurement sensitive.

## **15. ANTI-TRUST POLICY**

ASIS will comply with the ANSI Anti-trust Policy, in the most current edition of the ANSI *Essential Requirements*.

## **16. PATENT POLICY**

ASIS will comply with the ANSI Patent Policy in the most current edition of the ANSI *Essential Requirements*.

## **17. COPYRIGHT**

In order that ASIS may disseminate the work of its technical committees, it is necessary that each contributor grant ASIS the rights necessary to adapt, copy, and publicly distribute any contribution or submittal made to an ASIS technical committee.

All ASIS standards are copyrighted by ASIS. Except as expressly permitted by ASIS, no standard or other ASIS deliverable; or any portion thereof, may be reproduced or distributed in any form, without the prior written permission of ASIS. The following copyright notice shall be included in all standards, or other ASIS deliverables.

“Copyright © [date of publication] ASIS International. All rights reserved.”

## **18. COMMERCIAL TERMS AND CONDITIONS**

ASIS will comply with the ANSI Commercial Terms and Conditions Policy in the most current edition of the ANSI *Essential Requirements*.

## **19. COMPLAINT AND APPEALS PROCESSES**

Interested parties who have been or will be adversely affected by a procedural action or inaction, shall have the right to appeal. ASIS does not allow appeals related to technical issues.

### **19.1 Informal Complaints**

Parties who have been or may be affected by any procedural action or inaction are encouraged to initiate discussions with the ASIS Program Office to discuss such action or inactions prior to submitting a formal complaint. The ASIS Program Office shall make a concerted effort to resolve, informally, the complaint.

### **19.2 Formal Complaints Process**

If the complaint cannot be resolved informally through the ASIS Program Office, the appellant shall file a formal written complaint within 15 calendar days after the date of the last informal response. All communications shall be directed to the ASIS Program Office. The complaint shall state the nature of the objection, the procedures that are at issue, the action or inaction at issue, and the specific remedial action(s) that would satisfy the appellant’s concerns. Previous efforts to resolve the complaint shall be

noted. All formal complaints shall be addressed by the Professional Standards Board executive committee.

### **19.3 Complaints Response**

Within 30 calendar days after receipt of the complaint, per section 19.2, the ASIS Professional Standards Board executive committee shall respond in writing to the appellant, specifically addressing each procedural action or inaction at issue in the complaint, to the extent possible.

### **19.4 Appeals Panel and Hearing**

If the ASIS Professional Standards Board executive committee is unable to resolve the complaint, the appellant shall have the right to appeal and request a hearing. The appellant must request the hearing within 10 days from the date of the response, per 19.3. If the appellant does not request the hearing by the deadline given, the complaint/appeal is considered closed.

If an appeals hearing is requested, ASIS shall appoint an appeals panel to hold a hearing on a date agreeable to all participants, giving at least 15 calendar days' notice. If the appellant does not respond within 7 calendar days in connection with coordinating an appeals hearing date the complaint/appeal is considered closed. ASIS assesses a \$1000 administrative fee for the processing of an appeal; the appellant is responsible for said fees. The fee may be waived or reduced upon sufficient evidence of hardship.

The hearing may be conducted in-person or virtually and shall consist of a facilitator, an appeals panel, and the parties involved in the dispute. The appeals panel shall consist of three individuals who have not been directly involved in the dispute and who will not be affected by any decision made in the dispute. At least two members of the panel shall be acceptable to the appellant. In addition to the appeals panel, legal counsel may be present.

### **19.5 Conduct of Hearing**

The appellant has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action. The ASIS Program Office has the burden of demonstrating that it took all actions in question in compliance with these procedures.

### **19.6 Decision**

The appeals panel shall render its decision in writing within thirty calendar days, stating findings of fact and conclusions, with reasons thereof, based on a preponderance of the evidence. The appellant will be provided a written copy of the decision of the appeals panel, which shall be binding and final on all concerned.

## **20. REVISIONS TO PROCEDURES**

These procedures for American National Standards development are maintained by ASIS. Proposed revisions to these procedures may be submitted in writing by any ASIS technical committee member along with the supporting rationale for the proposed change. The ASIS Program Office will present proposed revisions as appropriate to the Professional Standards Board for review and consideration. ASIS may reject a proposed procedural revision. The revised procedures are then submitted to ANSI for public comment, and ANSI review and approval. Questions or comments concerning these procedures

## ASIS Standards Development Procedures

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are to be directed in writing to the Director of Standards and Guidelines at [standards@asisonline.org](mailto:standards@asisonline.org), ASIS International, 1625 Prince Street, Alexandria, VA 22314.