

A S I S I N T E R N A T I O N A L

STANDARDS & GUIDELINES

QUICK REFERENCE GUIDE

www.asisonline.org | standards@asisonline.org | guidelines@asisonline.org

ASIS
INTERNATIONAL
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1. **Introduction**

Welcome to ASIS Standards and Guidelines! This Quick Reference Guide describes how ASIS Standards and Guidelines are developed from a committee member and interested participant point-of-view. This document summarizes core elements that are essential to the development of ASIS Standards and Guidelines and does not in any way replace the existing ASIS Standards Development Procedures, found here: http://www.asisonline.org/guidelines/ASIS_Standards_Procedures.pdf.

2. **Standards & Guidelines Commission**

The ASIS Commission on Standards and Guidelines (Commission) is the promulgating body within ASIS International dedicated to overseeing the development of ASIS Standards and Guidelines. ASIS Standards and Guidelines serve the needs of security professionals by increasing the effectiveness and productivity of security practices and solutions by addressing concerns and issues inherent to the security industry. Consistent with American National Standards Institute (ANSI) and International Organization for Standardization (ISO), ASIS Standards and Guidelines are developed in committees interested in or affected by the subject matter, within an open, impartial, and consensus based process.

a. *Project Initiation*

A project proposal to develop an ASIS standard or guideline may be introduced by any individual. Projects are based on an identified need and are generally market-driven. Such proposals contain a description of the need for development of a standard or guideline, title, purpose and scope summary. Project proposals to develop an ASIS standard or guideline are considered by the Commission. Project proposals for Commission consideration are to be addressed to: standards@asisonline.org.

Approved standards projects are submitted to ANSI via a *Project Initiation Notification Submittal* (PINS) to provide notification of standards activity to all interested parties and announced in ANSI's weekly "Standards Action" publication. The PINS is a key element in standards planning and coordination by providing specific information such as the need and scope for the standards project and identification of stakeholders.

3. **Committee Formation**

a. *Participation*

Committees formed to develop standards and guidelines consist of volunteer voting and observer memberships and participation is open to a broad range of industry representation, such as organizations, companies, government agencies, individuals and academia. Participation is sought from the following: supervisors or persons in charge of the day-to-day security operations or systems, equipment manufacturers/suppliers, academia, members of ASIS Councils and ASIS members with appropriate expertise. Representation includes, but not be 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.

b. *Balance*

All Committees have balance requirements. To assure no "single interest" domination, the decisions of the committee voting body are categorized by areas of interest. New members must select the category that most closely aligns with their interests. Currently, members are categorized as follows:

- Users/Managers
- Producer/Service Providers

- General Interest

c. Applying for Committee Membership

A request for membership is addressed to the ASIS Secretariat at standards@asisonline.org or guidelines@asisonline.org, indicating the applicant's direct and material interest in the Committee's work, qualifications and willingness to participate actively, and if the applicant is an organization, company, or government agency, identify a representative (and an alternate, if desired). The organization, company or government agency may change its identified representative (or alternate) by notifying the ASIS Secretariat 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 self declares its own interest category as appropriate and in accordance with the ASIS established interest categories. In recommending membership requests, the ASIS Secretariat considers the following:

- Need for active participation by each interest category;
- Potential for dominance by a single interest category;
- Extent of interest expressed and the willingness to participate actively and;
- The representative identified by the organization, company or government agency.

d. Roles and Responsibilities

Committee members have specific roles and responsibilities. The level of responsibility varies upon the Committee position. Positions include: Committee Chair, Committee Vice-Chair, Committee member, Working Group Chair, and Working Group member.

Committee Chair, Committee Vice-Chair and Working Group Chair typically:

- Provide knowledge and expertise;
- Attend meetings;
- Approve meeting agendas and minutes;
- Lead via the consensus process;
- Exercise neutrality; and
- Oversee development and progression of work.

Committee members and Working Group members:

- Provide knowledge and expertise;
- Attend meetings;
- Participate and offer alternative solutions;
- Submit textual contributions;
- Review comments and provides proposed resolutions;
- Prepare documents for Committee review; and
- Return letter ballots (if Committee voting member)

The ASIS Secretariat also plays an important role in the developmental process by:

- Organizing and coordinating meetings;
- Disseminating all meeting materials and maintenance of all master files;
- Maintains meeting records and attendance information;
- Provides administrative and cross-functional support;
- Is responsible for ANSI accreditation requirements;
- Oversees procedural compliance; and
- Communicates with Commission and Committee Leadership.

4. Meetings

a. Meeting Notices and Agendas

All meetings are announced through e-mail communication and posted to the ASIS International Web Site no less than 30 calendar days prior to the meeting date, where possible, at: http://www.asisonline.org/guidelines/inprogress_published.htm. Special exceptions for extraordinary circumstances may be made on an as-needed basis. A draft agenda is prepared and distributed with the meeting notice.

Meetings of ASIS International Committees are open and attendance by any interested party is welcome, subject to any relevant membership requirement such as registration, meeting fee (if required), etc. Attendance may be limited based on practical considerations such as meeting room size.

Committee voting members are required to attend meetings. It is noted that the most meetings are held via teleconference and/or through virtual means. If a member fails to attend two consecutive meetings, that member will be reclassified as an observer. A member reclassified as an observer may obtain reinstatement as a voting member pursuant to attending two consecutive meetings and upon request.

b. Meeting Minutes

Meeting notes are taken by the ASIS Secretariat for dissemination to the ASIS Standards and Guidelines Committees and Working Groups and include at a minimum:

- Date(s), type of meeting (i.e. virtual, conference call, face-to-face), leadership, person taking the notes;
- Attendance list;
- Approved agenda;
- Identification of matters discussed and their status;
- Identification of corrections/additions made to previous meeting record;
- Points noted/alternates discussed including opposing viewpoints;
- Agreements reached;
- Action items indicating responsible party and due date;
- Copies of presentations made during the meeting or, a reference to where the documentation is available.

c. *Meeting Material*

Meeting materials are disseminated to the Committee and Working Group in advance of the meeting. Participants are encouraged to review the documents that are to be discussed, prior to such meeting.

5. *Developmental Process*

a. *Consensus*

Consensus is the primary decision making tool for ASIS Standards and Guidelines Committee and working group deliberation. Consensus is established when substantial agreement has been reached by those participating in the consideration of the subject at hand. Substantial agreement means more than a simple majority, but not necessarily unanimity. Consensus requires that all views and objections be considered, and that a concerted effort be made toward their resolution. For differing viewpoints, alternative ideas and proposed actual solutions are strongly encouraged. When there are questions or disputes, committee leaders and participants should ask those objecting to state the rationale for the objection and provide an opportunity for full discussion aimed at achieving full understanding and consideration of the objection. A committee participant's silence can often be perceived as agreement. If committee participants do not agree, they should be encouraged to speak up and voice their opinion. Consensus is determined by the appropriate leadership, such as the Chairman or Vice Chairman of a Committee or Working Group. Initial consensus of a draft document is typically established at the Working Group level.

b. *Document Approval Process*

- Working Group reaches consensus on document;
- Working Group requests that document be elevated to Technical Committee for review and approval (and if appropriate a 30-day letter ballot and subsequent 45-day ANSI public review period);
- Committee approves letter ballot issuance of document and ANSI public review submission;
- Letter ballots are distributed to Committee voting members with a copy to observer members;
- ASIS Secretariat reports on results of letter ballot to Commission, Committee and Working Group leaders; and
- The Committee Chairman recommends publication of Guideline or ANSI approval if an American National Standard (when there are no comments and no negative votes, as this is considered a “clean case”).
 - If comments are submitted to the letter ballot, the WG must consider all comments and generate a document - a *comment consideration report* illustrating how all comments were addressed.
 - If as a result of comment consideration, substantive changes are made to the draft document, a recirculation letter ballot must be issued (and subsequent ANSI public review period). (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.) Non-substantive (editorial) changes do not necessitate a recirculation letter ballot.
 - Final letter ballot results are issued by ASIS Secretariat (*and recirculation process is repeated if applicable*).

c. *Letter Ballot Voting*

Only the voting representative or voting alternate are eligible to cast a letter ballot vote. It is a single vote process, as no committee voting member will have more than one vote. However, all comments are considered. The voting period is 30 calendar days. The ASIS Secretariat processes all ASIS

Standards and Guidelines letter ballots. Voting responses are to be returned to standards@asisonline.org or guidelines@asisonline.org. Follow-up notification is sent to members who have not responded, 10 days prior to the letter ballot closing date. Voting is primarily used for the following:

- Approval of a new, revised, reaffirmed, withdrawn or supplemental standard
- Approval of an interpretation of a standard
- Approval of a new, revised or withdrawn guideline

When voting on letter ballots, the following options are available: yes, yes with comments, no with comments, abstain, and abstain with reasons.

d. ANSI Public Review

Proposals for new American National Standards, reaffirmation, revision, or withdrawal of existing American National Standards, are transmitted to ANSI for comment review listing in ANSI's "Standards Action". Views and objections are to be considered and any substantive change made in a proposed American National Standard results in an additional public review and relisting in ANSI "Standards Action". ASIS standards that are draft American National Standards for public review are submitted by the ASIS Secretariat.

e. ANSI Approval

Upon completion of the procedures for voting, comment consideration and appeals, proposed ASIS American National Standards are submitted to ANSI for approval by the ASIS Secretariat in accordance with ANSI requirements. Publication of American National Standards takes place after ANSI approval.

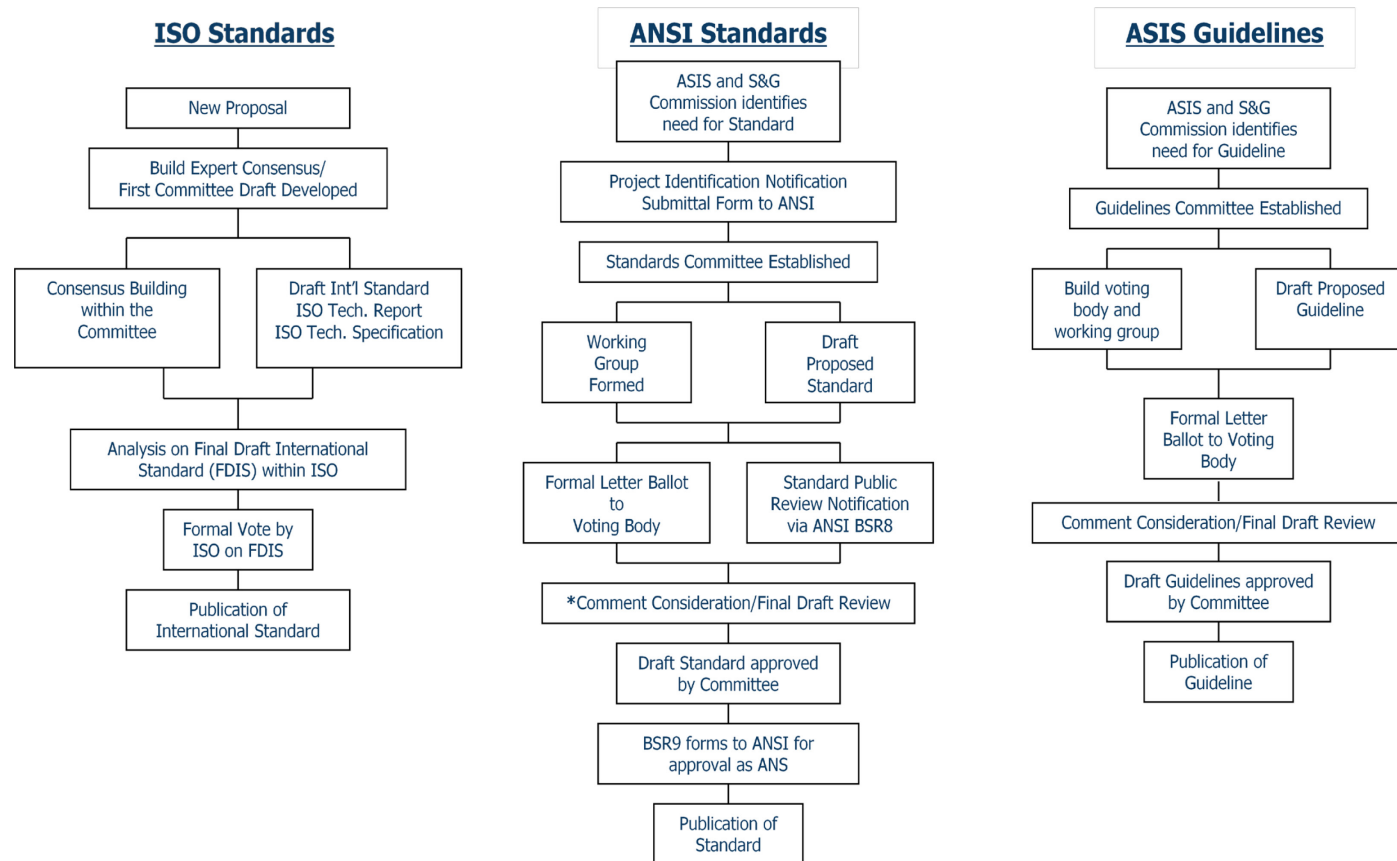
6. Publication Process

Publication of approved ASIS Standards and Guidelines are processed through the ASIS Secretariat. The documents are edited by a professional editor for grammar, stylistic and formatting items, consistent with ANSI and ISO publication practices.

7. **Organization Structure**

a. **Methodology**

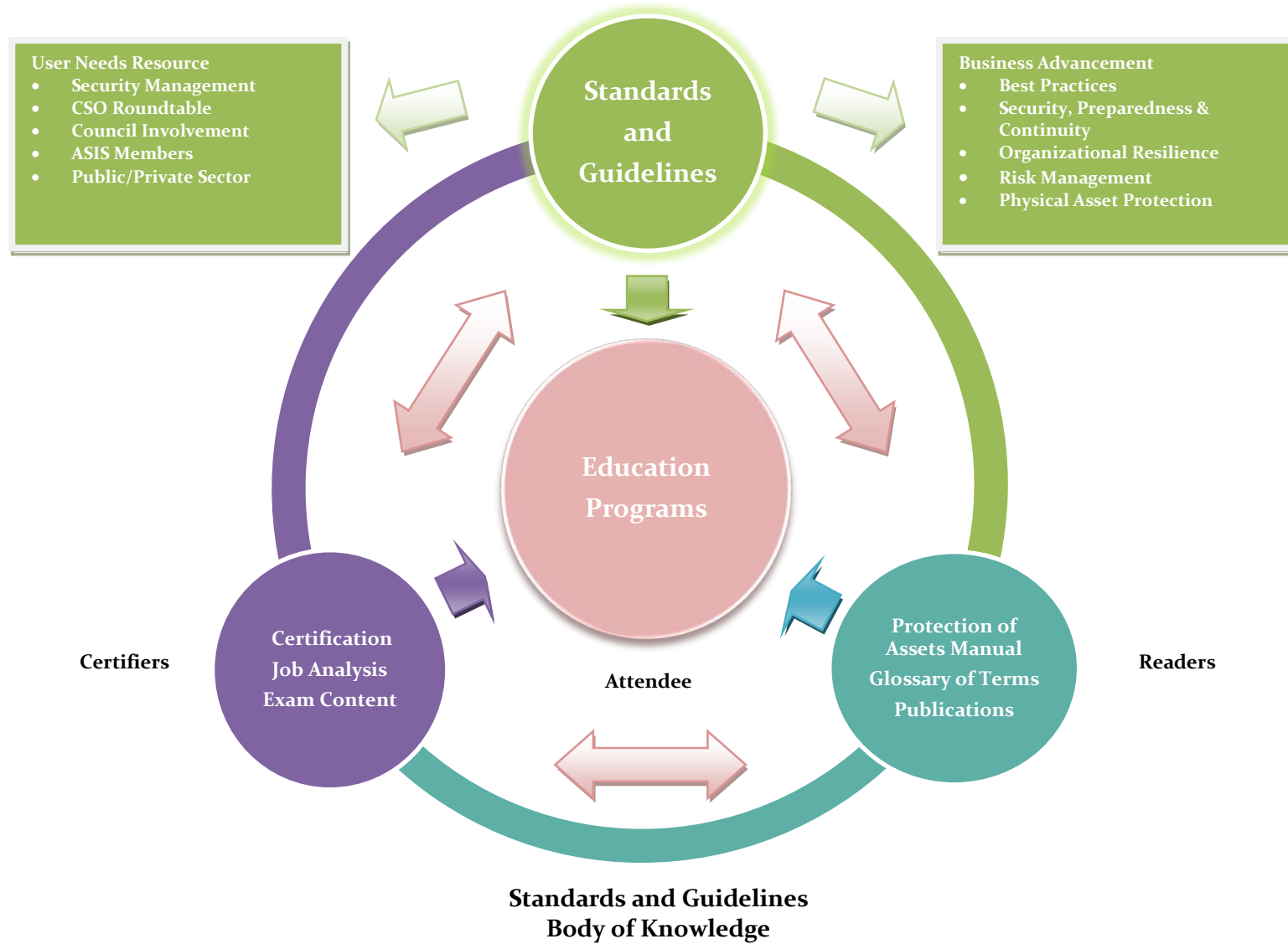
The Methodology flow chart below depicts the standards processes relative to ISO and ANSI as well as covers ASIS Guidelines. ASIS is accredited by the American National Standards Institute (ANSI) as a Standards Developing Organization (SDO) and actively participates in the International Organization for Standardization (ISO).



*Comments resulting in substantive changes require draft recirculation and 2nd public review.

b. *Body of Knowledge*

The Body of Knowledge flow chart below depicts the Standards and Guidelines framework relative to integration in ASIS International.



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For additional information, please visit the ASIS International Standards and Guidelines web site at: <http://www.asisonline.org>. Reference the ASIS Standards Development Procedures for more detailed information at: http://www.asisonline.org/guidelines/ASIS_Standards_Procedures.pdf.

Information may also be obtained by contacting ASIS International at (703) 519-6299 and request for a member of the ASIS Standards and Guidelines staff or send an email to standards@asisonline.org or guidelines@asisonline.org.

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