



TOC-1

Development Procedures for National Aerospace Standards

*For use by AIA committees/councils conducting standards development activities,
including the development of American National Standards*

Aerospace Industries Association

Revision 3 - September 2, 2020



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1. Introduction

The Aerospace Industries Association is a Standards Developing Organization (SDO) responsible for the development and maintenance of the National Aerospace Standards in support of the aerospace industry.

2. Scope

These procedures provide guidance and requirements to AIA committees that are custodians of NAS standards. For the development of AIA/NAS American National Standards, see Appendix A.

3. Definitions

- American National Standard (ANS): NAS standard developed by AIA in accordance with ANSI-accredited procedures and approved by the ANSI Board of Standards Review (see Appendix A).
- NAS standard: A National Aerospace Standard developed by AIA in accordance with TOC-1. The NAS standards include several other document identifiers, including NA, NASM, NAM, and TCS.
- Stakeholder: Those materially and directly impacted by a standard; may include other AIA committees.

4. Stages of development

4.1. Project initiation

NAS projects are initiated in response to standardization needs of the aerospace industry and shall be approved by an AIA council or committee in consultation with AIA's Standards Team and the Standards Governance Board. The project can be for the development of a new standard, or for the revision of a published standard. When considering an NAS project proposal, the council/committee should consider the following:

- **Scope.** The proposed project scope should be within AIA's scope. The committee should have the subject matter expertise to evaluate and approve the proposed standard.
- **Industry need for project.** The proposed project should meet industry needs and not the needs of one company.
- **Stakeholders.** The project proposal should take into account all stakeholders that will be affected by the proposed standard.
- **Custodian Committee.** The project proposal should identify a custodian committee that will have oversight over the development process and will be responsible for maintaining the standard once published.
- **Timeline.** The project proposal should contain a timeline for completion with measurable goals.

- **Project sponsor.** The proposed project sponsor should have the time and resources to support the development/revision of the standard. The project sponsor is a committee member responsible for managing the development of a new standard or revision of an existing standard. If a working group is used, the project sponsor serves as the working group chair.
- **Outline.** The project proposal should contain an outline for a proposed new standard, or a description of proposed changes for a revised standard.
- **Working group.** The project proposal should indicate if the work will be completed by a single project sponsor or by a working group. In some cases, it may be appropriate for the project sponsor to manage the development, decide on comments, and ballot to the committee. In other cases, a working group is needed to bring the relevant expertise necessary to create or revise an industry standard.

The Standards Governance Board should be provided a copy of the project proposal and may provide comments to the custodian committee.

4.2. Draft Development

Upon approval of the project proposal by the custodian committee, a draft standard shall be prepared by the project sponsor and/or working group in accordance with the approved project timeline.

4.3. Draft Standard Review

The draft standard or published standard should be reviewed and comments provided to AIA staff. All stakeholders should be given an opportunity to provide proposed changes/comments for consideration in the development or revision of a standard. The Standards Governance Board shall be advised in writing that the standard has reached the review stage. Proposed changes/comments shall be submitted to AIA using the Comment Template (or Workspace Comment system).

4.4. Comment Adjudication

The project sponsor is ultimately responsible for reviewing and deciding on proposed changes/comments. Comment disposition may be accomplished in a working group with the project sponsor as working group chair. Once comments have been addressed, the project sponsor is responsible to ensure that responses are provided to commenters in writing with time to discuss any objections. If substantive changes are made as a result of objections, the draft and comment responses should be re-circulated to allow stakeholders an opportunity to review the changes.

4.5. Approval

Upon completion of the Comment Adjudication stage, a final draft standard shall be circulated to the custodian committee for approval. A quorum of 1/3 of the voting members of the custodian committee including abstentions is required to conduct a vote in person or by electronic ballot (one vote per company). Approval is by two-thirds majority approval of those voting excluding abstentions.

5. Maintenance

Active standards shall be reviewed by the custodian committee at least every 5 years. A decision shall be made to 1) reaffirm, 2) revise, 3) stabilize, or 4) cancel the standard. When a decision is made on an American National Standard, AIA staff shall notify the American National Standards Institute (ANSI) for publication in Standards Action (see Appendix A).

5.1. Stabilization

Stabilization is a process that extends review periods for standards that are considered to be mature technology, in an effort to reduce workload, to allow members to apply finite resources appropriately, and to avoid unnecessary administrative requirements. The status of stabilized standards shall be reviewed at least every 10 years. See Appendix B.

5.2. Cancellation

Cancellation of standards in the interest of safety shall require a two-thirds majority of the representatives voting. Cancellation of standards for reasons other than the interest of safety requires unanimous approval of the representatives voting.

5.3. Technical Reports

Custodian committees may stabilize technical reports during the approval process or at any time after publication.

6. Appeals Process

After attempting to work with the custodian committee to address concerns of procedural action or inaction within the standards process, individuals and entities not satisfied that their grievance has been properly addressed may file a written complaint with AIA.

6.1. Written Complaint

The written complaint must be filed with AIA's Standards Team within 30 calendar days after the date of notification of the final determination of the custodian committee. The complaint shall state the nature of the objections, including any adverse effects, the section of AIA procedure document that may be at issue, the identity of the party alleged to have caused the grievance ("the respondent"), the action or inaction itself and the specific remedial action(s) that would satisfy the complainant party's concerns. Previous efforts to resolve the objections and the outcome of each should be included.

6.2. Response

Within 30 calendar days after receipt of the complaint, a written response shall be issued to the complainant party by AIA addressing each allegation of fact in the complaint, with a copy to the respondent. AIA staff shall have the option to obtain comments from the respondent and include them in its response to the complainant, facilitate discussion between the complainant and the respondent parties, clarify the AIA procedures, or recommend an appeals panel. If the process is not

proceeding to the satisfaction of the complainant or respondent party, the unsatisfied party retains the right to have a hearing with an appeals panel.

6.3. Hearing

If the written complaint is not resolved informally in a manner consistent with these Procedures, AIA shall schedule a hearing with an appeals panel on a date agreeable to all parties, giving at least 14 calendar days' notice. Appropriate notice of this hearing will be distributed to the custodian committee leadership if not party to the action.

6.4. Panel

AIA staff shall be responsible for recommending candidates for the appeals panel. The appeals panel shall consist of three individuals 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. At least two members shall be acceptable to the appealing party and at least two members shall be acceptable to the responding party.

AIA shall supply each member of the appeals panel with a copy of the complaint filed, a copy of AIA's response to the complainant, a copy of these procedures, and any custodian committee meeting notes directly pertaining to the matter. The appeals panel may serve written questions to the parties before the hearing to assist in focusing the issue. Any answers received will be made available to the other party and that party will be allowed to submit a brief response. No party shall communicate regarding the complaint with any member of the appeals panel once convened and until a decision has been rendered except as provided for in this Section.

6.5. Conduct of Hearing

The appealing party has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action. The responding party has the burden of demonstrating that the custodian committee and AIA, if applicable, took all actions in compliance with these procedures or that the requested remedial action would be ineffective or detrimental. Each party may introduce other pertinent arguments, and members of the appeals panel may address questions to individuals.

The hearing shall be conducted in an informal manner and subject to such reasonable rules as the appeals panel sets forth. The appeals panel and the parties shall not be bound by any formal rules of evidence. Representatives of other interested parties shall be allowed to observe the hearing but will not be permitted to directly participate unless requested to participate by the appeals panel.

6.6. Decision

The appeals panel shall render its decision and provide it in writing within 30 calendar days, stating the findings of fact and conclusions, with reasons therefore, based on a preponderance of the evidence to the appellant. Consideration may be given to the following positions, among others, in formulating the decision: (1) finding for the appealing party, remanding the action to the custodian committee with a specific statement of the issues and facts in regard to which fair and equitable

action was not taken; (2) finding for the responding party with a specific statement of the facts that demonstrate fair and equitable treatment of the appealing party and the party's objections; (3) finding that new, substantive evidence has been introduced, and remanding the entire action to the custodian committee for appropriate consideration and action.

7. Other items for consideration

7.1. Format

NAS format is determined by the National Aerospace Standards Committee and NAS380, *NAS DOCUMENTS, PREPARATION AND MAINTENANCE, IN THE INCH SYSTEM OF UNITS*.

7.2. Publication schedule

NAS standards are published at the end of every month as part of a schedule established by AIA's Standards Team.

7.3. Intellectual Property

All work created or published as part of the NAS standards program is the intellectual property of the Aerospace Industries Association.

7.4. Patent Policy

Participants in the AIA standards development process are encouraged to bring patents with claims believed to be essential to the attention of AIA.

AIA shall not conduct any standardization program with respect to a product for which there is a known unexpired patent, or maintain any such standard, unless the patent holder, and any other party claiming exclusive use of patent rights, agrees to make available to interested suppliers a nonexclusive license on reasonable terms and conditions.

If AIA receives a notice that a proposed, revised, or approved standard may require the use of such a patent claim that is not already covered by an existing assurance, the procedures in this clause shall be followed:

7.4.1. Statement from patent holder

AIA shall receive from the patent holder or a party authorized to make assurances on its behalf, in written or electronic form, either:

- a) assurance in the form of a general disclaimer to the effect that such party does not hold and does not currently intend holding any essential patent claim(s); or
- b) assurance that a license to such essential patent claim(s) will be made available to applicants desiring to utilize the license for the purpose of implementing the standard either:
 - i) under reasonable terms and conditions that are demonstrably free of any unfair discrimination; or

ii) without compensation and under reasonable terms and conditions that are demonstrably free of any unfair discrimination.

Such assurance shall indicate that the patent holder (or third party authorized to make assurances on its behalf) will include in any documents transferring ownership of patents subject to the assurance, provisions sufficient to ensure that the commitments in the assurance are binding on the transferee, and that the transferee will similarly include appropriate provisions in the event of future transfers with the goal of binding each successor-in-interest.

The assurance shall also indicate that it is intended to be binding on successors-in-interest regardless of whether such provisions are included in the relevant transfer documents.

7.4.2. Record of statement

A record of the patent holder's statement shall be retained in AIA's files. For American National Standards (see Appendix A), a copy of the patent holder's statement shall be made publicly available on AIA's website.

7.4.3. Notice

When AIA receives from a patent holder the assurance set forth in 7.4.1 above, the standard shall include a note substantially as follows:

NOTE – The user's attention is called to the possibility that compliance with this standard may require use of an invention covered by patent rights. By publication of this standard, no position is taken with respect to the validity of any such claim(s) or of any patent rights in connection therewith. If a patent holder has filed a statement of willingness to grant a license under these rights on reasonable and nondiscriminatory terms and conditions to applicants desiring to obtain such a license, then details may be obtained from the Aerospace Industries Association.

7.4.4. Responsibility for identifying patents

Neither AIA nor ANSI (for American National Standards) is responsible for identifying patents for which a license may be required by a National Aerospace Standard or for conducting inquiries into the legal validity or scope of those patents that are brought to their attention.

7.5. Interpretations/Clarifications of NAS standards

Except for clarification of technical provisions as provided below, AIA does not provide interpretations of NAS standards.

Clarifications are permissible and may be provided to educate users not familiar with the subject matter of the standard, but in no case shall a response be provided that alters or contradicts the requirements of the standard.

Requests for clarification of technical provisions of NAS standards may be submitted in writing to AIA's Standards Team, who will seek technical input from the custodian committee of the standard in question. The custodian committee will be responsible for coordinating a response with subject

matter experts familiar with the standard in question and providing a response back to AIA's Standards Team.

7.6. AIA Antitrust Policy

Standards development shall be done in accordance with AIA's Antitrust Policy.

7.7. Measurement Policy

AIA allows for the use of imperial (inch based) and metric (SI) units of measurement.

Appendix A – AIA Procedures for the Development of an American National Standard

1. Introduction

This appendix, supplementing TOC-1, identifies procedures that the Aerospace Industries Association (AIA) will follow when developing an American National Standard (ANS). Where TOC-1 is silent on an issue pertaining to the development of an ANS, the ANSI's Essential Requirements shall serve as the precedent document.

2. Organization

2.1. AIA Councils, Committees, Working Groups

Standards development is typically completed at the working group level. Final standards approval is achieved at the committee level. Councils provide oversight to committees and working groups. AIA's Standards Governance Board performs this oversight function for committees within the scope of AIA's Technical Operations Council. For the purpose of these procedures, the consensus body is an AIA American National Standard Working Group (ANSWG) of an AIA committee.

2.2. Membership

Membership on an ANSWG is open to directly and materially affected parties. Employees of full AIA member companies may join any council, committee, or working group. Non-members may apply for membership on an AIA ANSWG, which may include a reasonable participation fee. A waiver of the participation fee may be requested with justification. See Application for Non-Member Participation on AIA Standards Development.

The membership of an ANSWG shall be sufficiently diverse to ensure reasonable balance without dominance by any single interest category. Participants from diverse interest categories shall be sought with the objective of achieving balance. In the case that a ANSWG lacks balance as defined in the ANSI's Essential Requirements, reasonable targeted outreach to endeavor to balance the ANSWG shall be undertaken.

2.3. Voting rights

Voting rights are extended to each member of the ANSWG, one vote per company or other organization.

2.4. Interest Categories

The custodian committee shall approve the interest categories for the ANSWG as part of the project proposal. At least 3 interest categories should be identified and defined in the project proposal.

Interest categories to be considered shall include:

- Producer (creator of a product or service),

- User (consumer of a product or service), and
- General interest (general interest to other stakeholders)

Additional interest categories may be considered.

2.5. Leadership

Leadership positions are reserved for representatives of full AIA members as defined in the AIA by-laws. The ANSWG shall have at least a chair to lead the working group.

2.6. Records

AIA staff members are normally responsible for keeping records of the proceedings of ANSWG meetings and decisions/votes. Material associated with the development of an American National Standard (including reaffirmations and withdrawals) shall be retained for one complete Standards cycle, or until the Standard is revised. Records regarding the withdrawal of a standard shall be retained for at least five years from the date of withdrawal of that standard.

3. Approval of Standards Development Proposal

Standards development activity intended to create or revise an American National Standard shall be approved by the custodian committee, with notification to the Standards Governance Board, who may provide comments. A project proposal form (see section 4.1 of TOC-1) shall be completed by the proposer, and approved by the custodian committee. The project proposal shall discretely define each interest category for the specific project and establish the ANSWG.

4. Notification of Standards Development Activity

Upon approval by an AIA custodian committee, the responsible AIA staff member shall submit to ANSI a Project Initiation Notification System (PINS) form, or its equivalent, for announcement in ANSI's Standards Action in accordance with the ANSI Essential Requirements. The purpose of the PINS is to provide public notice that AIA intends to develop or revise a standard in a particular subject area. Comments received in response to the PINS announcement will be addressed in accordance with section 2.5.1 (and its subsections) of the current version of the *ANSI Essential Requirements*.

4.1. Stabilization

When the custodian committee determines an American National Standard shall be stabilized or reconfirms stabilization status, ANSI shall be notified via an informational announcement to be published in Standards Action.

5. Coordination and harmonization

Good faith efforts shall be made to resolve potential conflicts between and among existing American National Standards and AIA-proposed new or revised American National Standards.

6. Public Review

Notification of public review for final drafts of new or revised American National Standards or action to reaffirm existing American National Standards shall be transmitted to ANSI using their BSR-8 form, or its equivalent, for listing in Standards Action to provide an opportunity for public comment.

7. Discontinuance of a Standards Project

AIA may discontinue the processing of a proposed new or revised American National Standard or portion thereof. Correspondence shall be provided to ANSI upon the discontinuance of a standards project. A written justification for such an action shall be made available upon receipt of any written request received by AIA within 60 calendar days of the date of the final action.

8. Voting Procedures for ANSWG Ballots

8.1. Ballots

Documentation associated with American National Standards will undergo a ballot process for approval. New standards, reaffirmations, withdrawals, and revisions with substantive changes to current standards, shall be approved by 30 calendar day ballot of the ANSWG (with copy sent to custodian committee with opportunity to comment during the ballot).

Editorial changes to Standards may be decided by a majority of the Voting Members present at a regularly scheduled meeting of an ANSWG or by ballot.

8.2. Administrative Revision

An Administrative Revision is a type of ballot that can be used when an ANSWG or custodian committee determines as a part of its review of a Standard that, while the technical content of the document does not require modification, editorial corrections have been identified within the Standard. The scope of an Administrative Revision is focused solely on non-substantive, editorial corrections, which are the only changes to the Standard for which comments are being sought via the ballot. If other comments on the Standard are received, they shall be addressed in accordance with Section 8.9. A decision to include substantive changes in the standard shall warrant a revision of the standard; see Appendix A, Section 3.

8.3. Voting

Each Voting Member shall vote one of the following positions on ballots:

- Affirmative.
- Affirmative with comment.
- Negative, with comment. If possible, the comment should include specific wording or actions that would resolve the objection.
- Abstain.

8.4. Voting Rights

A Voting Member's representative shall ordinarily cast that Member's vote. The Voting Member's alternate representative(s) shall cast that member's vote only if the Voting Member's representative fails to vote.

8.5. Proxies

Proxies are not permitted.

8.6. Voting Period

The closure date for ANSWG ballots shall be at least 30 calendar days from the date of the issuance of the ballots. AIA shall be authorized to grant an extension of the voting period if deemed necessary.

8.7. Approved Actions

ANSWG approvals of new standards, reaffirmations, withdrawals and revisions with substantive changes to current standards shall be considered approved when all of the following conditions have been met:

- At least 50 percent of the Voting Members have returned their ballots.
- At least 75 percent of the votes cast, excluding abstentions and negatives without reasons, are affirmative.
- All negative votes with reasons have been addressed in accordance with Section 8.9, Consideration of Views and Objections.

8.8. Reporting Votes

The result of each ANSWG vote on a Standard shall be recorded and reported as follows:

- Number of Voting Members.
- Number of Voting Members voting affirmatively.
- Number of Voting Members voting negatively with comment.
- Number of Voting Members voting negatively without comment. A negative ballot not supported by a reason is not required to be recirculated but is recorded as a negative without comment on the BSR-9 during submittal to ANSI.
- Number of Voting Members abstaining.
- Number of Voting Members not returning ballots.

8.9. Consideration of Views and Objections

ANSWGs shall use the following procedures in attempting to resolve negative votes:

All negative ballots and comments, including ANSI Public Review comments and custodian committee comments, shall be forwarded to the ANSWG that drafted the proposed Standard for response and resolution. The WG leadership (with other WG members as necessary) shall draft the response on behalf of the ANSWG. Negative ballots may be judged as valid, invalid, or nongermane. All comments shall be reviewed and the disposition of this review and reasons therefore shall be made available in writing. If comments submitted with a negative vote are not within the scope of the standard, the comments shall be documented and considered in the same manner as a candidate for a new proposed standard.

A subsequent ballot shall contain any original negative ballot, comments received, disposition of unresolved negative ballots (including reasons therefore), and shall be circulated to the ANSWG. Additionally, any substantive changes to the standard shall be circulated to the ANSWG. This subsequent ballot gives all members of the ANSWG the opportunity to respond, reaffirm, or change their vote.

In the case of public review comments, which are not votes, unresolved substantive comments with the accompanying responses shall be circulated for new ballot as well to provide the members of the ANSWG the opportunity to respond, reaffirm, or change their votes. Public Review comments that are editorial are not required to be circulated for a new ballot. All Public Review commenters shall receive a written disposition of their comments and reasons therefore, and be given the opportunity to indicate whether or not their comment has been resolved.

All substantive changes shall be submitted to ANSI via the BSR-8 for further public review. Voting Members/Public Review commenters who have unresolved negative votes/comments shall be notified in writing of their right to appeal and of the appeals process.

9. Designation of ANS

A standard that is approved as an American National Standard shall have its cover or title page marked with an approval logo furnished by ANSI or the words “an American National Standard.” In addition, American National Standards shall be marked in such a way as to identify the version of the standard or shall be identified by a unique alphanumeric designation in accordance with the guidelines contained herein.

The ANSI approval logo and the words “an American National Standard” shall not be used to identify any standard that has not received approval as an ANS by the ANSI Board of Standards Review or been approved by an accredited standards developer who has been granted authority to designate its standards as American National Standards.

Portions of a published document that were not approved through the ANS consensus process shall not contain requirements necessary for conformance with the approved American National Standard (ANS)

and shall be (1) clearly identified at the beginning and end of each such portion of the document, or (2) such information shall be overprinted on the cover page. These portions of the document shall be marked with the following, or similar, explanatory language:

“The information contained in this (portion of a document) is not part of this American National Standard (ANS) and has not been processed in accordance with ANSI’s requirements for an ANS. As such, this (portion of a document) may contain material that has not been subjected to public review or a consensus process. In addition, it does not contain requirements necessary for conformance to the standard.”

American National Standards shall be identified by a unique alphanumeric designation (e.g., ANSI/SDO 123-2004). Multiple designations should be avoided. If a standard has multiple designations, an attempt shall be made by those concerned to arrive at a single designation.

10. Commercial Terms and Conditions Policy

AIA has adopted the ANSI Commercial Terms and Conditions Policy. This policy is described in section 3.2 of the ANSI Essential Requirements.

11. National Adoption of ISO or IEC Standards as American National Standards

To adopt an ISO or IEC standard as an American National Standard, AIA shall comply with the requirements set forth in the ANSI Procedures for the National Adoption of ISO or IEC Standards as American National Standards.

Appendix B – Stabilization Process

AIA has three statuses for standards:

- Active
- Stabilized
- Cancelled

(Inactive for New Design or any other application should only be used as a recommendation on usage, not a document status.)

This appendix provides the process for the Stabilized status for the AIA standards system for standards that are considered mature technology or practice.

A standard that is maintained under the stabilized status shall satisfy the following eligibility criteria:

- a) the standard addresses mature technology or practices, and as a result, is not likely to require revision; and
- b) the standard is other than safety or health related; and
- c) the standard has been reaffirmed at least once; and
- d) at least ten years have passed since the approval or last technical revision of the standard; and
- e) the standard is required for use in connection with existing implementations or for reference purposes.

The due process and consensus requirements defined by TOC-1 (Approvals section) apply to the decision to maintain an AIA standard under the stabilized option.

An AIA standard maintained under the Stabilized status is not required to be revised or reaffirmed on a routine 5-year cycle; however, it shall be subject to review of such status by its AIA Custodian Committee on a 10-year cycle.

If a recommendation is made at any time by a materially affected and interested party that an AIA standard maintained under the stabilized status requires revision or should be withdrawn, then that recommendation shall be considered by the AIA Custodian Committee in the same manner as a new proposal but within a maximum of 60 calendar days from receipt. A recommendation should include rationale to begin a revision, and shall not be dismissed due to the fact that it does not necessarily suggest a specific revision. The submitter of such a recommendation shall be responded to in writing by AIA staff in conjunction with the AIA custodian committee within 60 calendar days of the receipt of the recommendation and advised of the decision relative to the maintenance status of the standard.

All AIA standards maintained under the Stabilized status shall include a clear statement of the intent to consider requests for change and information on the submittal of such requests. The following statement shall be included in the stabilized standard:

“This standard has been approved as a stabilized document. The Aerospace Industries Association (AIA) will consider requests for revision or cancellation by materially affected parties and requires a written request sent to AIA’s Standards Team for consideration. Stabilized standards are considered mature technology or practices and therefore are reviewed every 10 years.”

The decision to maintain an AIA standard under the stabilized status and the process by which it is maintained shall be subject to appeal to AIA’s Standards Governance Board. For American National Standards, please see additional requirements in Appendix A.

[adapted with permission from ANSI Essential Requirements 2016, section 4.7.3 for stabilized maintenance]

Summary of changes

Revision 1: Introduced changes to reflect change in standards program direct oversight responsibility from AIA Technical Operations Council to AIA Standards Governance Board. Added Appendix A - Stabilization Process. (published March 2017)

Revision 2: Changed quorum requirement; added more robust appeals process; added new Appendix A – AIA Procedures for the Development of an American National Standard; added new document type, Technical Report. (published March 2019)

Revision 3: To be in compliance with ANSI's *Essential Requirements*, modified 7.4.2 to require (for ANSs) a copy of a patent holder's statement to be made available on AIA's website. In Appendix A, 2.5, removed requirement for a vice chair on an ANS working group. Replaced all references to AIA's "Director, Standardization" with AIA's "Standards Team." (published September 2020)