



# **Steel Framing Industry Association Procedures for ANSI-Approved Standards for Cold-Formed Steel Framing**

**July 2, 2024**

*(approved by the SFIA Board)*

**STEEL FRAMING INDUSTRY ASSOCIATION**

513 W. Broad Street, Suite 210 • Falls Church, VA 22046-3257  
P: 1.703.538.1613 F: 1.703.538.1733 • [www.steelframingassociation.org](http://www.steelframingassociation.org)

**PREFACE**

These procedures dated July 2, 2024 were reviewed and approved by the Steel Framing Industry Association Board of Directors on January 8, 2024. These procedures became effective upon ANSI approval on July 2, 2024.

**STEEL FRAMING INDUSTRY ASSOCIATION  
PROCEDURES FOR ANSI-APPROVED  
STANDARDS FOR COLD-FORMED STEEL FRAMING**

**1. GENERAL**

**1.1 Scope**

1.1.1 These Procedures shall govern the activities of the Steel Framing Industry Association (SFIA) related to the development, reaffirmation, revision, and withdrawal of American National Standards for the design and construction of Cold-Formed Steel Framing and accessories.

1.1.2 When submitting standards for American National Standards Institute (ANSI) approval, SFIA will submit all required ANSI forms [or their equivalent] and comply with all required ANSI administrative practices in accordance with the ANSI Essential Requirements: Due process requirements for American National Standards.

1.1.3 The scope is to develop and maintain consensus standards for cold-formed steel framing and related accessories.

1.1.4 Standards developed or maintained by the SFIA shall be developed and maintained using the Canvass Process.

1.1.5 Within these Procedures, any reference to written communication also includes email or fax communication.

1.1.6 Within these Procedures, any reference to days means calendar days unless specifically noted otherwise.

1.1.7 Votes by the SFIA Board of Directors or Standards Committee may be cast at an in-person meeting, teleconference meeting, or electronic meeting of the Board or Committee, or by letter ballot.

**1.2 Revisions To Procedures**

1.2.1 Proposed revisions to these Procedures shall be submitted to the SFIA Executive Director in writing with an explanation or the reason for the proposed revision. The SFIA Executive Director shall submit the proposed revision to the SFIA Board of Directors for consideration, comment and action.

**2. PROJECT INITIATION**

**2.1 Authorization** - The SFIA Standards Committee shall have the authority to initiate a project to develop, reaffirm, revise, or withdraw a standard, with the approval of the SFIA Board of Directors.

## **2.2 Notification**

2.2.1 *New or Revised Standards* - At the initiation 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 announcement in Standards Action.

2.2.2 *Reaffirmed or Withdrawn Standards* - A PINS form shall not be required at the initiation of a project to reaffirm or withdraw a standard.

## **2.3 Comments Indicating Possible Duplication or Conflicts**

2.3.1 If the SFIA Executive Director receives written comments within 30 days from the publication date of a PINS announcement 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, the requirements of the ANSI Essential Requirements, Section 2.5.1.2 and 2.5.1.3 shall be followed.

## **2.4 Discontinuance of a Project**

2.4.1 Discontinuance of a project after the PINS announcement shall be handled in accordance with these Procedures.

2.4.2 The SFIA Standards Committee shall be permitted to abandon the processing of a proposed new or revised standard or portion thereof if the SFIA Board of Directors approves such an action.

2.4.3 The SFIA Executive Director shall notify ANSI within 15 days of such actions, which will be announced in Standards Action.

## **3. STANDARDS ACTIVITIES ORGANIZATION**

### **3.1 SFIA Board of Directors**

3.1.1 *General* – The SFIA Board of Directors shall be the issuer of standards for the Steel Framing Industry Association.

3.1.2 *Votes* – The vote of the SFIA Board of Directors regarding any action on the issuance or withdrawal of standards or discontinuance of projects shall be considered approved when all of the following conditions have been met:

1. At least 75 percent of the members of the SFIA Board of Directors have voted.
2. At least 75 percent of the votes cast, excluding abstentions, are affirmative.

### **3.2 SFIA Standards Committee**

3.2.1 *General* – The SFIA Standards Committee shall provide for the administration of the SFIA standards development process.

3.2.2 *Authority* –The SFIA Standards Committee shall be responsible for applying these Procedures to the establishment and administration of standards activities of the SFIA. The SFIA Standards Committee shall perform those duties assigned by these Procedures and other duties as may be assigned to it by the SFIA Board of Directors. The SFIA Standards Committee shall be permitted to establish task groups to implement these procedures.

3.2.3 *Meetings* - The SFIA Standards Committee may call meetings as necessary and convenient for the transaction of business. Meetings may be held in-person, by teleconference, or by other electronic means.

### **3.3 SFIA Executive Director**

3.3.1 *Authority* –The SFIA Executive Director shall be responsible for performing the functions outlined within these Procedures and other duties as may be assigned by the SFIA Standards Committee or the SFIA Board of Directors. The SFIA Executive Director shall be permitted to delegate responsibility for implementation of these procedures to the SFIA Technical Director or other SFIA personnel or consultants.

### **3.4 SFIA Standards Canvass Groups**

3.4.1 *General* – SFIA Standards Canvass Groups shall be established by the SFIA Standards Committee as needed, and shall be responsible for reviewing standards which fall within the scope of these Procedures. Canvass Groups shall serve on an ad-hoc basis when required to review a standard, and shall have no continuing existence beyond the completion of the subject canvass.

3.4.2 *Participation Requirements* – SFIA Standards Canvass Groups shall be sufficiently diverse to ensure reasonable balance without dominance by any single interest category, individual, or organization. Voting membership on SFIA Standards Canvass Groups shall be open to any person directly or indirectly affected by the standards, subject to the selection procedure hereinafter set forth, the balance requirements established in Section 3.4.2.4, and the size limitations as contemplated in Section 3.4.2.5. Voting membership on an SFIA Standards Canvass Group shall not be conditional upon membership in any organization.

3.4.2.1 *Selection* – Canvasees shall be selected using the following procedures:

- (1) The SFIA Standards Committee shall develop a list of potential canvasees consisting of those organizations, companies, government agencies, standards developers, individuals, etc., known to be, or who have indicated that they are, directly and materially affected by the standard. In order to determine canvass participation, SFIA shall conduct a pre-canvass interest survey, informing potential canvasees in writing about the use of SFIA's canvass process for developing evidence of consensus, and, requesting that potential canvasees indicate both their interest in participation and self-selected interest category. SFIA's pre-interest survey shall contain the title, designation, scope, description and intended application of the standard, and an explanation of the ANSI function. The time for response shall be at least 30 days from the date of SFIA's letter and shall be so noted in the letter. Once an interest survey has been completed for a standard, it need not be repeated for subsequent balloting of the document. In addition, SFIA may conduct a single interest survey for a group or category of standards.

- (2) Additionally, the SFIA Standards Committee shall be permitted to request that ANSI announce the initiation of the canvass in Standards Action to elicit additional canvasees. This announcement shall include a statement that the canvass list is available upon request from the SFIA Executive Director, or alternatively, a URL address where an electronic version of the canvass list is posted. The review period shall be thirty days from the date of publication. The potential canvasee shall submit an interest survey for consideration. Any resulting proposals for addition to the canvass list shall be referred directly to the SFIA Standards Committee.

3.4.2.2 *Process* - Submitted interest surveys shall be considered by the SFIA Standards Committee, which shall have authority to accept or reject any potential canvasee. In accepting or rejecting potential canvasees, the SFIA Standards Committee shall consider the following:

- (1) Need for active participation by canvasees of each interest category, individual, or organization.
- (2) Balance and potential for dominance by canvasees of a single interest category, individual, or organization.
- (3) Qualifications and interest expressed by the applicant and willingness to participate.

3.4.2.3 *Interest Categories* - All canvasees shall be classified as Producers, Users or General Interest representatives in accordance with the following definitions. Canvasees shall self-designate their interest category:

- (1) *Producer* - An individual employed by or otherwise representing an organization that produces or supplies Cold-Formed Steel Framing or Cold-Formed Steel Framing accessories shall be classified as a Producer.
- (2) *User* - An individual employed by or otherwise representing an organization that purchases, uses, or specifies Cold-Formed Steel Framing or Cold-Formed Steel Framing accessories shall be classified as a User. This category includes, but is not limited to, design engineers, architects, representatives of government agencies that purchase or specify Cold-Formed Steel Framing, owners, builders, fabricators, installers, or distributors.
- (3) *General Interest* - General Interest members are neither Producers nor Users. This category includes, but is not limited to, educators, researchers, representatives of regulatory agencies, software developers, technical or professional societies, and manufacturers of related products.

3.4.2.4 *Balance* - No single interest category shall constitute a majority of the canvasees within an SFIA Standards Canvass Group. There shall be a limit of one canvasee from any company or organization. The SFIA does not anticipate developing safety standards, however, if a safety standard is developed, balance requirements for safety standards will be followed as required by the ANSI Essential Requirements.

3.4.2.5 *Canvass Group Size* – An SFIA Standards Canvass shall consist of not less than 9, nor more than 18 canvasees, depending upon interest expressed by parties who are affected by the standard and the scope of the standard. In cases of exceptional expressions of interest by affected parties, the SFIA Standards Committee shall be permitted to exceed the upper limit of 18 canvasees, while maintaining the balance requirements of 3.4.2.4.

3.4.2.6 *Changes in Status* -- Canvasees shall notify the SFIA Executive Director of any changes that would change their declared interest category.

3.4.2.7 *Termination of Participation* - The SFIA Standards Committee shall be authorized to terminate the participation of a canvasee for inactivity. A canvasee shall be considered inactive for failure to return two consecutive ballots issued on a standard.

## **4. OPERATIONS**

### **4.1 Administration**

4.1.1 *SFIA Executive Director* –The SFIA Executive Director shall perform the following functions:

- (1) Oversee compliance with these Procedures, including legal review as necessary.
- (2) Process all canvasee interest surveys in accordance with Section 4.1.2.
- (3) Maintain rosters of the SFIA Canvass Groups in accordance with Section 4.1.3.
- (4) Maintain all records pertaining to the SFIA Standards Committee in accordance with Section 4.1.4.
- (5) Provide administrative support for the SFIA Standards Committee.
- (6) Publish approved standards and revisions thereto.
- (7) Perform other administrative functions as required.

4.1.2 *Canvass Group Applications* – The SFIA Executive Director shall process all interest surveys for SFIA Canvass Groups, and shall notify the applicants of the actions taken.

4.1.3 *Canvass Group Membership Rosters* - The SFIA Executive Director shall prepare and maintain a roster documenting the classification of each canvasee and the results of SFIA’s attempts to achieve balance.

4.1.4 *Records* - Records shall be accessible to directly and materially interested parties, subject to reasonable conditions of time, location, cost and convenience. Records concerning new, reaffirmed, or revised standards shall be retained for at least one complete standards cycle (until the standard is reaffirmed, revised, or withdrawn). Records concerning withdrawn standards shall be retained for at least five years from the date of withdrawal.

#### *4.1.5 Correspondence*

4.1.5.1 All official SFIA Standards Committee correspondence, including reports and letter ballots, shall be distributed by the SFIA Executive Director.

4.1.5.2 External inquiries related to the SFIA Standards Committee, SFIA Canvass Groups and SFIA standards shall be directed to the SFIA Executive Director. SFIA Standards Committee members should advise individuals who contact them that responses to all inquiries are handled by the SFIA Executive Director.

### **4.2 Standards Development**

4.2.1 *Duplication and Conflicts with Other Standards* – The SFIA Standards Committee shall make every effort to avoid conflicts with other standards of ANSI-accredited standards developing organizations. The SFIA Standards Committee shall adjudicate all unresolved conflicts in accordance with Section 2.3.

4.2.2 *Metric Policy* – Where applicable, all standards not written using the International System of Units (SI) shall include appropriate conversions correlating non-SI units to the corresponding SI equivalent.

4.2.3 *Patents and Commercial Terms and Conditions* - For the purpose of development, approval and maintenance of American National Standards, the SFIA shall comply with applicable American National Standards Institute (ANSI) policies related to patents and commercial terms and conditions.

4.2.4 *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.

## **5. RULES FOR PROCESSING SFIA STANDARDS BY CANVASS**

5.1 **Standards Balloting** - All standards shall be reviewed by letter ballot of the canvasees.

5.2 **Voting** - Each canvasee shall vote one of the following positions on letter ballots:

- (1) Affirmative.
- (2) Affirmative with comment.
- (3) Negative, with reasons. The negative ballot shall include specific actions that will resolve the negative.
- (4) Abstain.

5.3 **Voting Period** – Except as otherwise permitted under Section 5.3.1, the closure date for letter ballots shall be at least 30 days from the date of the transmittal of the ballots. The SFIA Executive Director shall be authorized to grant an extension of the voting period for up to an additional 30 days upon request of a canvasee, if, in the Executive Director’s opinion, adequate substantiating reasons for the request are provided. Any canvasee subsequently added shall have the same remaining amount of time to respond as the other canvasees.

5.3.1 **Limited Voting Periods** – A limited voting period of not less than 14 days shall be permitted when in the opinion of the SFIA Executive Director, the subject matter of the ballot is limited in scope and a shorter voting period is reasonable. This reduced voting period may be used for, but not limited to, reconsideration ballots of limited scope.

5.4 **Vote Changes** - The SFIA Executive Director shall confirm with the voter in writing any vote changes.

5.5 **Approved Actions** - Standards shall be considered approved when all of the following conditions have been met:

- (1) At least 75 percent of the canvasees have returned their letter ballot.
- (2) At least 2/3<sup>rds</sup> of the votes cast, excluding abstentions and negatives without reasons, are affirmative.
- (3) All negative votes with reasons have been addressed in accordance with 5.7.



**5.6 Reporting Votes** - The results of each vote on all standards shall be reported to the SFIA Standards Committee and the Canvass Group as follows:

- (1) Number of canvasees.
- (2) Number of canvasees voting affirmatively.
- (3) Number of canvasees voting negatively with reasons.
- (4) Number of canvasees voting negatively without reasons.
- (5) Number of canvasees abstaining.
- (6) Number of canvasees not returning ballots.

**5.7 Negative Votes** - Negative votes on a letter ballot shall be addressed in accordance with this section. All negative voters shall be provided with a written disposition of their comments and the reasons therefore, and shall be informed of their right to appeal in writing under Section 6.

**5.7.1 Negative Votes With Reasons** - Negative votes with reasons shall be forwarded by the SFIA Executive Director to the SFIA Standards Committee. The SFIA Standards Committee shall review the negative vote with the voter and efforts shall be made to resolve the negative. All negative votes shall be addressed by the SFIA Standards Committee, as follows:

- (1) *Substantive Persuasive Negative Votes* - If the SFIA Standards Committee determines that the negative vote is persuasive and substantive changes are required, the revised provision shall be subject to a recirculation ballot by the canvasees. Substantive changes shall be considered those that directly and materially affect the use of the standard. If the negative voter does not withdraw or change their vote, the unresolved objection along with attempts at resolution shall be recirculated in order to afford all canvasees the opportunity to respond, reaffirm, or change their vote.
- (2) *Editorial Persuasive Negative Votes* - If the SFIA Standards Committee determines that the negative vote is persuasive and editorial changes are required, the revised provision need not be re-balloted. Editorial changes shall be considered those that do not directly and materially affect the use of the standard. If the negative voter does not withdraw or change their vote, the unresolved objection along with attempts at resolution shall be recirculated in order to afford all canvasees the opportunity to respond, reaffirm, or change their vote.
- (3) *Previously Considered Negative Votes* - If the reasons for a negative vote have been previously considered by the SFIA Standards Committee, it shall not be necessary to reconsider the vote unless new information has been submitted. If no new information is submitted, the previous decision of the SFIA Standards Committee shall stand. The negative voter shall be provided with a written disposition and reasons therefore and that if the negative voter does not withdraw or change their vote, the unresolved objection along with attempts at resolution shall be recirculated in order to afford all canvasees the opportunity to respond, reaffirm, or change their vote.
- (4) *Not Related Negative Votes* - If the negative vote is not directly related to the item being balloted, the negative vote shall be considered as new business for the next review cycle of the standard in question. The consensus body member shall be advised that the negative vote was deemed not related to the proposal under consideration and shall be considered as new business for the next review cycle.

- (5) *Not Persuasive Negative Votes* - If the SFIA Standards Committee determines that the negative vote is not persuasive, the unresolved objection(s) along with attempts at resolution shall be considered by the canvasees by recirculation letter ballot, as follows:
- i. A reconsideration ballot shall be issued that allows the canvasees to respond, reaffirm, or change their vote. Canvasees will be informed that if a reconsideration ballot is not returned, their previous vote will stand.
  - ii. Recirculation ballots shall be considered using the criteria of Section 5.5.
  - iii. Each negative voter with an unresolved comment shall be informed in writing that decisions may be appealed in writing in accordance with Section 6.

5.7.2 *Negative Votes Without Reasons* - Negative votes which are not accompanied by reasons shall be recorded by the SFIA Executive Director as “negative without reasons” and no further action shall be required.

5.8 ***SFIA Standards Committee Approval of Final Committee Draft Standards*** – After consensus has been achieved by the canvasees, the SFIA Executive Director shall send the proposed draft standard and final report regarding procedural matters to the SFIA Standards Committee for review and approval.

### **5.9 Public Review and Comment**

#### **5.9.1 Notification**

5.9.1.1 Upon SFIA Standards Committee approval, the SFIA Executive Director shall transmit proposals for new standards or reaffirmation, revision, or withdrawal of existing standards to ANSI for listing in Standards Action in order to provide an opportunity for public comment. The comment period shall be one of the following:

- (1) A minimum of thirty (30) days if the full text of the revision(s) can be published in Standards Action;
- (2) A minimum of forty-five (45) 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
- (3) A minimum of sixty (60) days, if neither of the aforementioned options is applicable.

5.9.1.2 The SFIA Executive Director, with the concurrence of the SFIA Standards Committee, shall determine whether public review shall be concurrent with the final canvass.

#### **5.9.2 Handling of Comments**

5.9.2.1 All comments that are received during the public review and comment period shall be considered by the SFIA Standards Committee and the commenter shall be notified, in writing of the SFIA Standards Committee’s decision/response and the reasons therefore.

5.9.2.2 Comments received subsequent to the closing of the public review and comment period shall be handled or considered as new business for the next edition of the standard in question.

5.9.2.3 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 commenter shall be notified that their comment is deemed unrelated to the proposal under consideration and shall be documented by the SFIA and considered in the same manner as the submittal of a new proposal.

5.9.2.4 Response letters to public review commenters shall clearly indicate that unless a continuing objection is received by the specified date, the comment will be considered resolved.

### *5.9.3 Continuing Objections*

5.9.3.1 If resolution is not achieved, each such objector shall be informed in writing that an appeals process exists within these procedures.

5.9.3.2 Each objection resulting from public review or submitted by a canvasee which is not resolved shall be reported to the ANSI Board of Standards Review.

### *5.9.4 Substantive Changes and Unresolved Objections*

5.9.4.1 Any substantive change to a proposed standard shall be subject to a recirculation letter ballot by the canvasees, in accordance with Section 5, and listed in Standards Action for public review and comment, in accordance with Section 5.9.

5.9.4.2 Any unresolved objection resulting from the public comments to a proposed standard shall be subject to a recirculation letter ballot by the canvasees, in accordance with Section 5.

5.9.5 *Editorial Comments* - Any editorial change resulting from the resolution of the public comments to a proposed standard need not be re-balloted. Editorial changes shall be considered those that do not directly and materially affect the use of the standard.

**5.10 Unresolved Comments** – All canvasees or public commenters with unresolved comments related to a negative with reason” vote shall be informed of their right to appeal in writing in accordance with Section 6.

**5.11 Approving Standards** – The SFIA Standards Committee shall issue a final report on the public comment period certifying compliance with these Procedures and shall approve the standard after confirmation that it was developed in compliance with these Procedures.

**5.12 Revision or Reaffirmation** – The SFIA Board of Directors, with input from the SFIA Standards Committee, shall establish a schedule providing for the review and needed revision or reaffirmation of SFIA standards at intervals not to exceed five (5) years. This review shall evaluate if the standard requires revision or if the standard should be reaffirmed without revision.

## 6. APPEALS

### 6.1 *Complaint*

6.1.1 Persons who have been or may be affected by an SFIA Standards Committee action or inaction shall have the right to appeal such action or inaction. Appeals are permitted on grounds of procedural noncompliance with these Procedures or the ANSI Essential Requirements. Appeals regarding content of the standard(s) are not permitted.

6.1.2 The appellant shall file a written complaint with the SFIA Executive Director within 30 days after the date of notification of any action or, at any time, with respect to any action to which the appellant was not given notice or with respect to inaction. The SFIA Executive Director shall notify and circulate the written complaint to the SFIA Standards Committee for their review and consideration.

6.1.3 The complaint shall state the nature of the objection, the procedures that are at issue, the actions or inaction at issue, and the specific remedial action(s) that would satisfy the appellant's concerns.

6.2 **Response** - Within 45 days after the receipt of the complaint, the SFIA Executive Director, on behalf of the SFIA Standards Committee, shall respond in writing to the appellant, specifically addressing each allegation in the complaint to the extent possible. The SFIA Executive Director's response shall attempt to resolve, informally, the complaint of the appellant.

### 6.3 *Appeals Panel and Hearing*

6.3.1 If the appellant does not accept the finding in the response noted in Section 6.2, the appellant may request that the complaint be heard by an appeals panel. This request must be received in writing by the SFIA within 30 days of when the response was provided to the appellant. In this case, the SFIA Executive Director shall appoint an appeals panel to hold a hearing on a date agreeable to all participants, with at least 30 days but not more than 60 days working notice.

6.3.2 The appeals panel shall consist of three individuals who have not been directly involved in the dispute. At least two members of the panel shall be acceptable to the appellant and at least two shall be acceptable to the SFIA Executive Director. If the appellant and the SFIA Executive Director are not able to mutually agree to the individuals within 15 days of beginning the selection process, the members of the panel shall be selected by the SFIA Executive Director.

6.3.3 The hearing shall be permitted to be held as a face-to-face meeting or by teleconference or other electronic means, as determined by the SFIA Executive Director.

6.3.4 A fee of \$750.00 (USD) shall be paid by the appellant to the SFIA as part of the appeals panel and hearing process. This fee may be reduced or waived upon presentation of sufficient evidence of hardship on the part of the appellant or other compelling reason. Any request for waiver or reduction in fee must be submitted with the request for hearing. The SFIA Executive Director, upon consideration of the evidence submitted, will make the decision if a reduction or waiver of the fee is to be granted.

#### 6.4 **Conduct of the Hearing**

6.4.1 The appellant has the responsibility of demonstrating improper actions or inaction, the adverse effects there from and the efficacy of the requested remedial action.

6.4.2 The SFIA Executive Director has the responsibility to demonstrate that the SFIA Standards Committee took all actions in question in compliance with these Procedures and that the requested remedial action would be ineffective or detrimental.

#### 6.5 **Decision**

6.5.1 The appeals panel shall render its decision in writing within 30 days, stating its findings of fact and conclusions, with reasons therefore and citing the evidence. If there is not a unanimous decision by the appeals panel, a 2/3<sup>rd</sup>s majority opinion shall be sufficient.

6.5.2 The SFIA Executive Director shall notify in writing the appellant, the SFIA Standards Committee and the SFIA Board of Directors of the decision of the appeals panel.

### 7. **INTERPRETATIONS**

7.1 **General** - Formal interpretations are for the purpose of providing formal explanations of the meaning or intent of any specific provision or provisions of any document.

7.1.1 *Limitations* - A statement, written or oral, that is not processed in accordance with these procedures shall not be considered the official position of SFIA and shall not be considered to be, nor be relied upon as, a formal interpretation.

NOTE: This formal interpretation procedure does not prevent any Member, Associate Member, or Consultant of the SFIA, SFIA Technical Director, or the SFIA Executive Director from expressing a personal opinion on the meaning or intent of any provision of any such document, provided that: (a) the person rendering the opinion orally or in writing clearly states that the opinion is personal and does not necessarily represent the position of the SFIA and may not be considered to be or relied upon as such; and (b) written opinions are rendered only in response to written requests and a copy of the request and the response is sent to the SFIA Executive Director.

7.1.2 *Nature of Formal Interpretations* - Requests for formal interpretations shall be clearly worded so as to solicit a Yes or No answer from the SFIA Standards Committee.

7.1.3 *Editions to be Interpreted* - Formal interpretations shall be rendered only on the text of the current or immediate prior edition of the document, or a prior edition that is referenced by code and enforced by a governing jurisdiction.

7.1.4 *Reasons for Not Processing* - A request for a formal interpretation shall not be processed if it:

- (a) Involves a determination of compliance of a design, installation, or product or equivalency of protection
- (b) Involves a review of plans or specifications, or requires judgment or knowledge that can only be acquired as a result of on-site inspection

- (c) Involves text that clearly and decisively provides the requested information
- (d) Involves subjects that are not addressed in the document.

**7.2 Method of Requesting Formal Interpretations** - A request for a formal interpretation shall be made in writing to the SFIA Executive Director. The request for interpretation must address a specific provision of the standard. The request shall include a statement referencing a single problem and identifying the portion (article, section, paragraph, etc.) and edition of the document on which a formal interpretation is requested. Such a request shall be in writing and shall indicate the business interest of the requester. A request involving an actual field situation shall so state, and all parties involved shall be named and notified.

### **7.3 Processing Formal Interpretations**

**7.3.1 Determination of Qualification** - The SFIA Executive Director shall determine if the request for formal interpretation shall be processed in accordance with 7.1.

**7.3.2 Editing of Formal Interpretation Request** - A request for a formal interpretation may be rephrased. The rephrased version and any pertinent background information shall be sent to the requester and all parties named in the request for agreement. A deadline for receipt of agreement shall be established.

**7.3.3 Development of Proposed Interpretation** – The SFIA Standards Committee, with appropriate input, shall develop the proposed interpretation.

**7.3.4 Balloting of Interpretations** – The proposed interpretation shall be voted upon by the SFIA Board of Directors.

**7.3.5 Voting on Formal Interpretations** -An interpretation shall be considered approved when all of the following conditions have been met:

- (1) At least 75 percent of the members of the SFIA Board of Directors have voted.
- (2) At least 75 percent of the votes cast, excluding abstentions, are affirmative.

**7.4 Issuance of a Formal Interpretation** - If the required agreement is secured and documentation is approved by the SFIA Board of Directors, the requester, the SFIA Standards Committee, and all named parties shall be notified by the SFIA Executive Director. The formal interpretation shall be issued and shall become effective 20 days after the notification unless an Appeal is filed with the SFIA Executive Director.

**7.5 Notification of Interpretations** - Notification of approved interpretations shall be sent in writing to the requester. Notification shall also be permitted to be given to other users of the standard through technical journals or other appropriate means, as approved by the SFIA Standards Committee.

**7.6 Action Following Issuance of Formal Interpretation** – The SFIA Standards Committee shall review both the request and the interpretation, and evaluate whether clarification of the text of the document is required. If required, the SFIA Standards Committee shall incorporate such a modification in the next edition of the standard in question. After issuance of the next edition of the standard, the formal interpretation shall be retired.

7.7 **Disclaimer** - No interpretation is binding on the SFIA unless it is established in accordance with these Procedures.