



**Application for Accreditation as a Standards Developer
by the American National Standards Institute**

SECTION I - Organization Seeking Accreditation

Organization: North American Crossbow Federation (NACF)

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SECTION II - Scope and Rationale

A. Scope* : (Please include only the scope of the standards development activities for which you are seeking accreditation by ANSI.)

NACF seeks accreditation from ANSI as a standards developer in order to pursue the development of one or more voluntary standards that provide the crossbow designer and manufacturer with recommendations for test procedures to evaluate the safety and performance of crossbows.

B. Rationale* : (Include justification/assessment of the economic and social advantages which would result from the approval of your proposed standards as American National Standards. This should include demonstrated support by the affected industry area for the standards activity.)

There are no standards currently covering the safe use of crossbows. NACF plans to develop one or more standards that specifically address safety aspects relating to the performance of crossbows.

* Attach separate sheet if necessary

SECTION III - Information Regarding Standards Activities

A. Operating Procedures

The organization agrees to comply with and operate under its own procedures for documenting consensus on proposed American National Standards. These procedures meet the requirements found in the *ANSI Essential Requirements* (attach copy of procedures to application).

B. Requested Enclosures - Administrative Documentation

Please enclose the following items:

- The scopes of committees, subcommittees or technical committees that have standards development or approval responsibilities (i.e. which group is the consensus body?).
_____ See section _1.0_____ of the enclosed operating procedures.
- Policy regarding evidence of compliance (record retention).
_____ See attached.
_____ See section _5.0-g._____ of enclosed operating procedures.
- Policy regarding interpretation of the developer's American National Standards.
_____ See attached.
_____ See section ____4.8_____ of enclosed operating procedures.
- Metric Policy.
_____ See attached.
_____ See section __6.1_____ of enclosed operating procedures.
- Commercial Terms and Conditions.
_____ See attached.
_____ See section ____6.0_____ of enclosed operating procedures.
- Patent Policy.
_____ See attached.
_____ See section ____6.0_____ of enclosed operating procedures.
- Antitrust Policy.
_____ See attached.
_____ See section ____6.0_____ of enclosed operating procedures.
- Appeals Procedures.
_____ See attached.
_____ See section ____4.9_____ of enclosed operating procedures

- **Attach initial list of your consensus body** (i.e. canvass list, committee members, consensus body within the organization). Please identify and discretely define the interest categories applicable to the consensus body(ies).

See Section 4.5 of the attached operating procedures for detail on the interest categories.

C. Coordination Efforts

- Briefly describe your present program of standards activities. Please include, as applicable, a listing of candidate American National Standards (you may provide this information as a separate attachment, if necessary):

This is a new activity for NACF. Therefore, there is no existing program to describe. It is NACF's intention to begin work on a standard addressing the performance of safeties and fore hand protection immediately. This would become the first candidate American National Standard developed by NACF.

- Please describe your efforts to coordinate your standardization efforts with other organizations/groups to date:

A review of ANSI's list of Accredited Standards Developers was undertaken and an informal discussion about ensued with ANSI staff. There were no existing ANSI SDOs whose scope would include the development of voluntary safety standards for crossbows. There are no American National Standards for crossbows of which NACF is aware.

- By signing this application, your organization formally states its agreement to attempt to coordinate its standards activities with other ANSI-accredited standards developers and with ANSI

D. Resources: Staffing

Please provide an explanation of how your organization will provide continuity of administrative oversight and support of its standards activities:

NACF has no direct staff. It plans to retain a third-party familiar with Essential Requirements and standards development to serve as its standards secretariat.

SECTION IV - Certification of Procedural Requirements

A. Certification from Standards Developer Using Its Own Operating Procedures:

We certify that the procedures we are using meet or exceed the due process requirements specified in the *ANSI Essential Requirements*, including:

- Openness (1.1 and 2.1)

- Lack of dominance (1.2 and 2.2)
- Balance (1.3 and 2.3)
- Coordination and harmonization (1.4 and 2.4)
- Written Procedures (1.9)
- Interest Categories (2.3)
- Notification of Standards Development (1.5 and 2.5)
- Consideration of Views and Objections (1.6 and 2.6)
- Evidence of Consensus and Consensus Body Vote (1.7 and 2.7)
- Appeals (1.8 and 2.8)
- ANSI Patent Policy (3.1)
- Commercial Terms and Conditions (3.2)
- ANSI Antitrust Policy (3.3)
- Evidence of compliance (3.44)
- Metrics (3.5)
- Interpretations (3.6)
- Procedures for the National Adoption of ISO or IEC Standards (4.6)
- Maintenance of American National Standards (4.7)

B. General Certification from Standards Developer

1. We agree that the standards we submit for approval as American National Standards or revisions thereof must comply with both the Criteria for Approval of American National Standards specified in 4.2.1.1 of the *ANSI Essential Requirements* and with all administrative requirements relating to the American National Standard submittal process.
 - The standard was developed in accordance with the procedures upon which the developer was granted accreditation with particular attention given to whether due process was followed, consensus was achieved, and an effort was made to resolve any objections to the standard.
 - Any appeal to the standards developer with respect to the standard was completed.
 - Notice of development process for the standard was provided to ANSI in accordance with PINS or its equivalent.
 - Any identified conflict with another American National Standard was addressed in accordance with the developer's procedures.
 - Other known national standards were examined with regard to harmonization and duplication of content and if duplication exists, there is a compelling need for the standard.
 - ANSI's patent policy is met.
 - ANSI's policy on commercial terms and conditions is met.
 - ANSI's antitrust policy is met.
2. We agree that the standards we submit for approval as reaffirmations of American National Standards must comply with the Criteria for Reaffirmation of American National Standards specified in 4.2.1.2 of the *ANSI Essential Requirements*.

- The due process and consensus requirements were met.
 - The reaffirmation does not include any substantive change(s) to the main text of the standard.
 - All non-substantive changes in the main text of the standard were explained or noted in a foreword.
 - The designation of the American National Standard clearly indicates that the approval is a reaffirmation.
3. We agree that the standards submitted for withdrawal as American National Standards shall comply with the Criteria for Withdrawal of American National Standards specified in 4.2.1.3 of the *ANSI Essential Requirements*.
4. With respect to American National Standards or candidates therefore, we agree to (see clause 4.1.1 of the *ANSI Essential Requirements*):
- Provide continuity of administrative oversight and support of our standards activities.
 - Provide for designation, publication and maintenance of the standard(s) produced.
 - Provide for an appeals mechanism
 - Cooperate with ANSI in standards planning and coordination activities of mutual interest.
 - Advise ANSI of the initiation and scope of new standards activities and revisions of existing standards expected to result in candidate American National Standards.
 - Submit to ANSI for public comment the requisite information concerning activities related to new candidate American National Standards and the national adoption of ISO or IEC standards as American National Standards as well as the revision, reaffirmation or withdrawal of American National Standards.
 - Consider using applicable international standards.
 - Comply with the applicable ANSI procedures with respect to the national adoption of ISO and IEC standards as American National Standards.
 - Pay to ANSI all relevant fees, including all costs associated with the procedural audit of our ANSI-related standards activities (including payment of annual ANSI Membership/equivalent Maintenance of Accreditation Dues and a National Activity Assessment based upon the number of American National Standards maintained).
5. With respect to submitting proposed American National Standards to ANSI, we agree to provide the following (clause 4.2.1.1):
- Title and designation of the proposed American National Standard.
 - Indication of the type of action requested (that is, approval of a new American National Standard or reaffirmation, revision, or withdrawal of an existing American National Standard).
 - A declaration that applicable procedures were followed.
 - A declaration that the proposed standard is within the scope of the previously registered standards activity.
 - A declaration that any identified conflicts with another American National Standard have been identified and addressed in accordance with 2.5 of the *ANSI Essential Requirements*.
 - A roster of the consensus body that indicates: the vote of each member including abstentions and unreturned ballots, if applicable; the interest category of each member; and a summary thereof.

- A declaration that all appeal actions related to the approval of the proposed standard have been completed.
 - A declaration that the criteria contained in the ANSI Patent Policy have been met.
 - Identification of all unresolved negative views and objections, with names of the objector(s) and a report of attempts toward resolution.
 - Applicable ANSI fees for maintenance of accreditation.
6. When the ANSI Executive Standards Council issues an interpretation to the *ANSI Essential Requirements* or a policy statement, we agree to make any necessary revisions to our accredited procedures to be in conformance with ANSI requirements. These revisions shall be made in accordance with the implementation schedule supplied by the Executive Standards Council.
 7. In those instances when the *ANSI Essential Requirements* are revised, we agree to make any necessary revisions to our accredited procedures to be in conformance with ANSI requirements. These revisions will be made in accordance with the implementation schedule supplied by the Executive Standards Council.
 8. We agree to notify and provide to ANSI in a timely manner a detailed description of any revision to the organization structure of the developer that affects its accredited procedures and all revisions of the accredited procedures, which includes both substantive and editorial.
 9. We hereby represent and certify that any electronic submittal provided to ANSI in lieu of a hard-copy form (i.e. PINS, BSR-8, or BSR-9 Forms) that requires a signature indicating that certain representations are being made to ANSI, may be treated and relied on by ANSI as if the Accredited Standards Developer (ASD) actually signed and delivered the form in hard-copy to ANSI. The ASD confirms that ANSI can rely on this in receiving and processing the electronic submittal. This certification will remain in effect for all electronic submittals made to ANSI unless and until ANSI receives a written notice from the ASD stating otherwise.

SECTION V – Conflict of Interest

The Conflict of Interest provisions contained in clause 12 of the current version of the *Operating Procedures of the ANSI Executive Standards Council* (excerpted next page) apply to the review of every application for ANSI Accredited Standards Developer accreditation and every set of revised procedures submitted for reaccreditation. Please review the current listing of ANSI Executive Standards Council Members posted at:

http://www.ansi.org/about_ansi/structure_management/committees/exsc/exsc.aspx?menuid=1#Officers

If you wish to identify any ExSC member as posing a potential conflict of interest concern, please advise staff upon submittal of your application (or revised procedures), and the relevant provisions shall apply.

SECTION VI - Application Fee

A nonrefundable payment in the amount of **\$6,000.00** is included with this application. Payments shall be made to the *American National Standards Institute*.

SECTION VII - Signature

We understand that if the conditions upon which accreditation is granted are not maintained, withdrawal of accreditation may result.

Signature: _____

Print or Type Name: _____

Title: _____

Organization: _____

Mailing Address: _____

Telephone: _____

Facsimile: _____

Email: _____

Date: _____

Excerpted from the Operating Procedures of the ANSI Executive Standards Council

12 Conflict of Interest

A member of the ExSC shall act at all times in a manner that promotes confidence in the integrity and impartiality of ANSI's processes and procedures and should avoid a conflict of interest or the appearance of a conflict of interest in connection with all ExSC activities. A conflict of interest can arise from involvement by an ExSC member with the subject matter of a dispute under consideration by the ExSC or from any relationship between the ExSC member and a party to an action before the ExSC, whether past or present, that reasonably raises a question of an ExSC member's impartiality.

Typically a potential conflict of interest arises when a member of the ExSC participated in activities integral to the particular issue under review or that person is employed by, or a member of the governing body of, the relevant standards developer or other entity as applicable. Similarly, a conflict of interest usually does not exist by virtue of the fact that a member of the ANSI committee participated in the development of standards by a particular standards developer or is a member of that standards developer.

If a materially affected party (such as a standards developer or a possible appellant) asserts that it believes that a member of the ExSC has a conflict of interest, that materially affected party is required to state the reason(s) for its belief. That information shall then be forwarded to the member of the ExSC identified as having a possible conflict for that person's response. If that committee member disagrees with the assertion, then the Chairman of the ExSC shall make a final determination as to whether a conflict of interest exists.

Members of the ExSC who are disqualified from a particular discussion shall not participate in the deliberations or decisions.