









## **ANNEX A: RESPONSIBILITIES OF THE TRACEABILITY STANDARDS TECHNICAL COMMITTEE**

The Installation STC is SEIA's consensus body responsible for the development, approval, revision, reaffirmation, maintenance, withdrawal, and official interpretations of standards that fall within the scope of SEIA's Standards Development Policy and Procedures. Additionally, the STC is responsible for addressing public comments. Participants from diverse interest categories shall be sought with the objective of achieving balance.

STC members are appointed to serve a five-year term subject to the requirements of *SEIA's Standards Development Policy and Procedures*, Sections 2.2.12, 2.2.13, and 2.2.14.

The STC is responsible for:

- Supporting SEIA's scope and mission
- Acting in a purely technical capacity
- Considering all proposals or requests for revisions or amendments to existing standards
- Actively contributing to developing and reviewing drafts of proposed standards
- Providing formal comments and voting on the proposed standards that have been circulated for voting
- Responding to public comments in a timely manner
- Establishing Subcommittees, as required
- Providing interpretations of published standards
- Voting approval of modifications to the standards
- Periodically reviewing the standard(s) to ensure that they are kept current

## **ANNEX B: RESPONSIBILITIES OF AN STC CHAIR**

The Chair and Vice Chair of the Installation STC are responsible for the advance of the development of standards. The Chair and Vice Chair of an STC are responsible for the conduct of committees' activities in accordance with the procedures outlined in SEIA's Standards Development Policy and Procedures and consistent with the scope of the standard.

The Chair of the Installation STC shall:

- Act in a purely technical capacity, divesting themselves of an affiliation position.
- Obtain representation of affected interest categories and shall avoid dominance by anyone group. For information on interest categories, see SEIA's Standards Development Policy and Procedures, Section 2.2.4.
- Conduct meetings with a view to reaching consensus on draft standards.
- Ensure at meetings that all points of view expressed are adequately summed up so that they are understood by all present.

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- Ensure at meetings that all decisions are clearly expressed and made available in written form by the Secretariat for confirmation during the meeting.
- Advise the SEIA Installation STC Coordinator of Standards on important matters relating to the Installation STC.
- Ensure that the policy and strategic decisions of the SEIA Board of Directors are implemented in the committee.
- Direct the activities of the Installation STC regarding the resolution of public comments.
- Assist in the case of an appeal against a decision by the Installation STC.

Candidates for appointment to STC Chair will be selected from current members. Candidates should demonstrate a high level of activity consistent with the scope of the STC. Each appointment as Chair is subject to annual reaffirmation by SEIA's Executive Standards Committee. If the Chair is unable to continue to perform this role, the Vice Chair shall assume responsibilities until a new Chair is appointed. If the Vice Chair is appointed as Chair, a new Vice Chair should be appointed.