

TECHNICAL ACTIVITIES COMMITTEE

POLICY MANUAL (TACPM)

3rd Edition

Approved by the
AWS Technical Activities Committee (TAC)
January 28, 2010

Technical Activities Committee Policy Manual

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Technical Activities Committee Policy Manual

1. Scope

The purpose of this manual is for the recording of policies of the Technical Activities Committee (TAC). These policies are designed to augment the TAC rules and the rules for standards preparation.

The policies contained in this document shall be followed as written by all technical committee members and AWS staff without exception. Interpretations and application of these policies shall be determined by the Technical Activities Committee consistent with AWS TACRO, *Rules of Operation of the Technical Activities Committee* and AWS TSD 1.1, *Specification for the Preparation of American Welding Society Standards*.

2. Normative References

1. AWS TACRO, *Rules of Operation of the Technical Activities Committee*
2. AWS TSD 1.1, *Specification for the Preparation of American Welding Society Standards*
3. AWS Board Policy Manual

3. Policy Statements

TAC Policy Statement #001

Date: April 1976

Title: **Certificate of Appreciation**

Date TAC Revised: August 11, 2005

Date Proposed Revision:

Date TAC Rescinded:

REVISED POLICY: Aesthetically pleasing certificates should be available for optional use by technical committees. The TAC Secretary shall remind the TAC members on an annual basis that Certificates of Appreciation are available for presentation to retiring members of their technical committees. Certificates are not to be given automatically to all retiring members, but only to those who have made valuable contributions or given meritorious service. Certificates shall be signed by the President of AWS.

TAC Policy Statement # 004

Date: March 1979

Title: **Terms and Definitions**

Date TAC Revised: January 28, 2010

Date Proposed Revision:

Date TAC Rescinded:

REVISED POLICY: Terminology used in AWS documents shall conform to the requirements noted in AWS TSD 1.1, *Specification for the Preparation of AWS Standards* and AWS A3.0, *Standard Welding Terms and Definitions: Including Terms for Adhesive Bonding, Brazing, Soldering, Thermal Cutting, and Thermal Spraying*, except as noted below. When the terminology in an AWS standard deviates from TSD 1.1 or A3.0, the nonconforming term or definition shall be listed in the terms and definitions clause of that standard and identified as a nonstandard term. Revisions to AWS A3.0 shall follow the policies noted below.

1. The content of AWS A3.0 shall be open to suggestions for changes by TAC and technical committees, with suggestions to be sent to the A2 Committee for their consideration.

2. In the future, the A2 committee, when reviewing AWS A3.0, should include in the proposal for approval by TAC a listing of old definitions that have been omitted or changed so that TAC can vote more meaningfully on the document.

TAC Policy Statement # 006

Date: March 1979

Title: **Publicity**

Date TAC Revised: August 11, 2005

Date Proposed Revision:

Date TAC Rescinded:

REVISED POLICY: A short article and a picture of new chairs of technical committees should be published in the Welding Journal. Staff should annually prepare a listing of the officers of all Technical Committees and request that the list be published in the Welding Journal.

TAC Policy Statement #019

Date: February 1994

Title: **TAC Documents Prepared by Computer**

Date TAC Revised: August 11, 2005

Date Proposed Revision:

Date TAC Rescinded:

REVISED POLICY: TAC documents and those prepared by technical committees shall be in electronic format. A master document shall be maintained by AWS Technical staff and posted on the website for the appropriate technical committee in PDF format. For the purpose of document review and comment, committee members may download a copy from the website or request hard copy from AWS Technical staff. Alternately, a revisable electronic copy of the document may be requested from AWS Technical staff. However, revision of the master document shall only be performed by AWS Technical staff.

TAC Policy Statement #028

Date: February 2, 2002

Title: **Email and Internet Access**

Date TAC Revised: August 12, 2005
(Per Motion 25.11 of Exhibit 25.1
from the 8/12/05 TAC meeting
minutes.)

Date Proposed Revision:

Date TAC Rescinded

REVISED POLICY: All new members of TAC, technical committees, and subcommittees are required to have email and internet access. Existing members are strongly encouraged but not required to have email and internet access.

TAC Policy Statement #030

Date: August 16, 2002

Title: **Publishing Addenda to Standards**

Date TAC Revised: August 17, 2006

Date Proposed Revision:

Date TAC Rescinded

REVISED POLICY: The Technical Activities Committee shall designate those standards and which portions thereof that are permitted to be revised by issuing of addenda. TAC shall revise the list of standards and portions thereof as necessary.

The list of these technical committees and standards shall be contained in this policy statement.

Committee	Standards and Sections
B2	B2.1, Specification for Welding Procedure and Performance Qualification, Annex IV, Base Metal Grouping
D1	D1 standards

TAC Policy Statement #033

Date: August 12, 2004

Title: **Technical Committees of TAC Requiring
Balanced Membership**

Date TAC Revised: August 17, 2006

Date Proposed Revision:

Date TAC Rescinded:

REVISED POLICY: The Technical Activities Committee shall designate those Technical Committees which develop AWS Standards that shall have a balanced membership meeting the requirements of TACRO, *TAC Rules of Operation*. TAC shall designate, and revise when necessary, the list of Technical Committees which are to consist of balanced membership.

The list of these technical committees shall be contained in this Policy Statement.

Technical Committees Requiring Balanced Membership	
D1	Committee on Structural Welding
A5	Committee on Filler Metals and Allied Materials

TAC Policy Statement #036

Date: February 2, 2001

Title: **AWS Patent Policy**

Date TAC Revised: August 11, 2005

Date Proposed Revision:

Date TAC Rescinded:

POLICY: See Item 4.12 in the AWS Board Policy Manual.

TAC Policy Statement # 037

Date: August 11, 2005

Title: **Material Tables and Material Classification by "M" and "G" Number**

Date TAC Revised:

Date Proposed Revision:

Date TAC Rescinded:

POLICY: The following policies regarding material classifications with "M" and "G" numbers, revisions to these tables, and publication of the tables shall be followed by all committees under the jurisdiction of TAC that use the "M"/"G" system:

1. The B2 Committee on Procedure and Performance Qualification and its B2C Subcommittee on Materials shall have sole responsibility for the classification of materials (by material (M) number and group (G) designator) and annual revisions to the materials tables.
2. The materials classification tables shall be published as an integral part of B2.1 and/or as a separate, stand-alone entity such as a separate B2 standard, an electronic standard, or both. The separate, stand-alone document shall be made available to all holders of the latest version of AWS B2.1 at no additional expense.
3. The materials tables shall not be copied in their entirety into other AWS standards. If needed, they may be referenced as normative or informative references in other AWS standards. Other AWS standards may limit the materials permitted to be used under those standards.
4. For the inclusions of new materials (not in the current edition of the B2 standard containing the materials tables), the following procedure shall be followed:
 - a. In the initial stages of the draft or revision of a standard or any time a committee sees the need to add new materials, the materials list shall be submitted by the originating committee or subcommittee to B2C for classification. If desired, a representative or representatives from the originating committee may interface with B2C and supply guidance in the classification process for these new materials.
 - b. Once submitted, the material(s) shall become a revision item or items for the next edition of the B2 standard containing the materials tables and shall be classified by M number and group designator. Once classified, these new materials may be included in the originating committee's document(s) unless publication of the revised B2 standard will precede publication of the committee's standard.

5. This policy does not apply to the listing of prequalified materials in standards. Listing of prequalified materials tables is at the discretion of the committee assigned to the standard but shall follow or obtain the proper classification designations (if used) from B2/B2C.
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TAC Policy Statement #038

Date: August 12, 2005
(Per Motion 25.34 of Exhibit 25.1
from the 8/12/05 TAC meeting
minutes.)

Title: **Conferences**

Date TAC Revised:

Date Proposed Revision:

Date TAC Rescinded:

POLICY: Technical committees, with the approval of TAC, may hold conferences such as symposiums and technical programs. Such conferences may serve as a medium for the dissemination of information prepared by that committee, as well as a source for discussion which may provide information for updating publications. All conferences should be organized with the full collaboration of the appropriate AWS committee or Staff department charged with responsibility for the content of the conference.

Annex A
Rescinded Statements Log

Policy No.	Title	Reason for Rescinding	Date Originated	Date Rescinded
002	Balanced Membership of the Technical Committees Producing AWS Standards.	Previous	April 1976	February 2002
003	Technical Accuracy of Documents	Previous	Sept. 1977	Sept. 1987
005	Use of "Shall" & "Should"	Covered in TSD 1.1-E1	Sept. 1979	August 11, 2005
007	Name of Element 41	Covered in Annex B of TSD 1.1-E1	Sept. 1979	August 11, 2005
008	AWS Standards Format Policy for Covers	Previous	Feb. 1994	Aug. 2001
009	Letter on Balance of Interest Requirements	Previous	Sept. 1980	Feb. 1994
010	Certificates of Appreciation Requirements	Previous	Sept. 1980	Feb. 1994
011	Use of AWS B4.0 in Other Documents	Covered in 6.3.4 of TSD 1.1-E1	Oct. 1981	August 11, 2005
012	Reprints of AWS TAC Documents	Previous	March 1983	Feb. 2002
013	Metrication	Covered in 6.2.2 of TSD 1.1-E1.	March 1983	August 11, 2005
014	Covers on Publication	Previous	Oct. 1983	Feb. 1994
015	Committee Roster Reaffirmation Standard	Covered in 5.6.1 and 5.5.2 of TSD 1.1-E1.	Sept. 1985	August 11, 2005
016	Technical Committee Balance of Interest	Previous	March 1986	Feb. 1994
017	Submittal to Standards Council of Standards Approved by TAC	Previous	Sept. 1986	Sept. 1987
018	Review of Page Proofs by Technical Committee Chairs	Covered in 4.8.9 of TACRO-E1 Rules of Operation.	Feb. 1989	August 11, 2005
021	Implementation of TAC Rules on Safety & Health Information in Technical Standards	Content is now addressed in AWS TSD 1.1 which requires the same authority as policy for approval. The existing normative reference to AWS TSD 1.1 in the Policy Manual is sufficient for content requirements without the need to restate them as policies.	Sept. 1989	August 17, 2006
022	Handling of Technical Committee Membership Applications	All pertinent items are now in TACRO-E1 (3.1.2.2) and should not be in two places (conflicts).	Sept. 1996	August 11, 2005
023	Preamble to Referenced Documents	All of this is and more is in 6.3 of TSD	Sept. 1996	August 11, 2005

		1.1-E1.		
024	New TAC Policy on Welding Qualifications	All this and more is covered in 6.3.4 of TSD 1.1	August 22, 1996	August 11, 2005
025	Metric Document Designations	Previous	Sept. 1996	August 1999
026	Metric Document Designations	Previous	Sept. 1996	August 1999
027	Referenced Documents	Previous	Feb. 2, 2001	Sept. 25, 2004
029	Source of Tables and Figures	All this and more is covered in 7.5.6 and 7.6.17 of TSD 1.1	Feb. 2, 2001	August 11, 2005
031	Simultaneous ballots	Covered by standard forms having two checkboxes for such ballots	Aug. 2002	August 11, 2005
032	Adoption of ISO standards	Was put in TACRO-E1 as a new subclause 4.14.	Aug. 2002	August 11, 2005
034	Errata in AWS Standards	Errata instructions now in TACRO.	August 24, 2000	August 17, 2006
035	Identification of Revised Items in Drafts Balloted to TAC	Put in TACRO-E1. See 4.8.3.1 and 4.9.1.1, Item 6.	August 1999	August 11, 2005