

**ANSI-ACCREDITED U.S. TAG to ISO and ISO/IEC: 2020 PROCEDURAL COMPLIANCE
FORM**

and

2019 TAG ANNUAL REPORT - DUE JANUARY 31, 2020 to psa@ansi.org

DATED NOTICE

Greetings and Happy Holidays -

This E-mail contains 2 parts below that constitute the 2020 ANSI Procedural Compliance Form for ANSI-Accredited U.S TAGs to ISO and ISO/IEC (Part 1) and the 2019 TAG Annual Report Form (Part 2), both of which are due to psa@ansi.org by **January 31, 2020**. The forms are embedded below and there are no attachments. Please refer to sections *2.5.5 Maintenance of Accreditation* and *2.5.5.2 Annual Reporting* of the *ANSI International Procedures* (www.ansi.org/internationalprocedures).

Parts 1 and 2 must be submitted by the TAG Administrator of each separately accredited U.S. TAG to ISO or ISO/IEC. A list of the separately accredited U.S. TAGs is available at www.ansi.org/isotags. (Please do not submit a form for a TAG that is not separately accredited.) Please review and complete Parts 1 and 2, then return this E-mail with the current TAG membership roster, as specified in 2.5.5.2, to psa@ansi.org by **January 31, 2020**.

The 2019 edition of the *ANSI International Procedures* is available at www.ansi.org/internationalprocedures. No changes were made to the 2019 edition of the *ANSI International Procedures* and they remain in effect in 2020.

Webinar Registration

We invite and encourage you to register for and join the following webinar, during which we'll review the TAG Annual Compliance Form, TAG Annual Report and provide an overview of the 2019 *ANSI International Procedures*:

- **Wednesday, January 15, 2020 at 2:00 pm Eastern Time (Registration required):**

<https://goansi.webex.com/goansi/onstage/g.php?MTID=e4820fcd38003e10c93715c9680fdd3bf>

Compliance Requirements

All ANSI-Accredited U.S. TAG Administrators to ISO and ISO/IEC TAGs are encouraged to read the 2019 edition of the *ANSI International Procedures* to ensure that you are familiar with ANSI's procedural requirements. Please note that Annex B of the *ANSI International Procedures* applies to all ANSI-Accredited U.S. TAGs.

ANSI-Accredited U.S. TAG Administrators to ISO and ISO/IEC TAGs that are accredited to use Annex A (model TAG procedures) must rely on and operate in compliance with the 2019 edition of the *ANSI International Procedures*, including Annexes A and B contained therein.

ISO and ISO/IEC TAGs that are accredited to use unique procedures, i.e., other than Annex A of the *ANSI International Procedures*, must review, and if necessary, revise their procedures, to ensure that they are compliant with the main text of the 2019 edition of the *ANSI International Procedures* and Annex B.

If a TAG wishes to revise its procedures in any way and at any time, then those revisions must be submitted for review and reaccreditation by the ANSI Executive Standards Council (ExSC). Revised procedures are to be submitted to psa@ansi.org in strike-through-underline format and accompanied by a summary of the changes.

January 31, 2020 Deadline - 2020 Compliance Form/2019 Annual Report due to psa@ansi.org

Failure to return a completed 2020 Compliance Form and a 2019 TAG Annual Report, along with the current TAG membership roster, by **January 31, 2020** may jeopardize the TAG's accreditation status and your organization's status as the related ANSI-Accredited U.S. TAG Administrator. There is no reason for either of these actions to happen; if you have a reason for delay, please just let us know in writing before the deadline of January 31, 2020. Questions may be directed to psa@ansi.org. Thank you.

Part 1 of 2:

ANSI-ACCREDITED U.S. TAG to ISO: 2020 PROCEDURAL COMPLIANCE FORM

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1. Applicability: Please identify the ISO or ISO/IEC TC/SC/WG/PC # and title of the ANSI-Accredited U.S. TAG for which this form is submitted:

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2. Does this TAG use Annex A, the model TAG procedures as contained in the *ANSI International Procedures*?

Please indicate YES or NO (if Yes, skip to question 4). If the TAG utilizes and is accredited under Annex A, the model TAG procedures, then the TAG is bound to use the 2019 edition.

YES

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3. Respond to this question only if this TAG is accredited under procedures other than Annex A Model Procedures – Choose one:

A. The TAG's current ANSI-accredited procedures comply with the 2019 edition of the *ANSI International Procedures* **AND** a copy is attached here for ANSI's records.

OR

B. The TAG's current ANSI-accredited procedures do not comply with the 2019 edition of the *ANSI International Procedures*. The TAG's current procedures will be revised to comply and submitted to psa@ansi.org along with an explanation, by **January 31, 2020**. (Note that since the 2019 edition of the *ANSI International Procedures* is unchanged, any associated revisions should have been identified and submitted in connection with the 2019 Annual Compliance Form.)

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4.* Returned By:

Please enter information for the staff associated with the accredited procedures for which this form is submitted:

Full Name: Allen Krisiloff

E-Mail: allen@oeosc.org

Part 2 of 2:

2019 ANNUAL REPORT FOR THE ANSI-Accredited U.S. Technical Advisory Group (TAG)

1. Please enter the ISO or ISO/IEC TC/SC/WG/PC # and Title for which this report is submitted:

ANSI/OEOSC TAG to ISO TC172

2. TAG Administrator Organization Name:

Optics and Electro-Optics Standards Council (OEOSC)

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3. Scope of the U.S. TAG:

Standardization of terminology, requirements, interfaces and test methods in the field of optics and photonics.

This includes complete systems, devices, instruments, ophthalmic optics, optical and photonic components, auxiliary devices and accessories, as well as materials. Optics and photonics are used in the meaning of generation, handling and detection of optical radiation including signal processing.

The scope does not include the following:

1. Standardization for specific items in the field of cinematography (ISO/TC 36), or
 2. Photography ([ISO/TC 42](#)), or
 3. Eye protectors (ISO/TC 94), or
 4. Micrographics ([ISO/TC 171](#)), or
 5. Fibre optics for telecommunication (IEC/TC 86), or
 6. Electrical safety of optical elements, or
 7. General lighting.
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4. Please attach current TAG membership roster (list), including: Name, affiliation, voting status, interest category of each member and complete contact information for each member, including the Chair and other officers (See requirement in section 2.5.5.2.)

Confirm here that the TAG roster is attached: Yes, or No with explanation:

YES

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5. Please identify and provide the definitions of interest categories applicable to TAG members (e.g. user, producer, general interest, etc.):

Interest category	Definition
Producer	Produces optical components for sale
User	Purchases optical components to integrate into products
General Interest	Has an academic or personal interest in optical components and products

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6. U.S. TAG Meetings:

- **Dates and locations of all meetings of the TAG that took place during the past year:**

February 4, 2019, Photonics West, San Francisco, CA

- **If no meetings were held, please explain:**

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- **Dates and locations of all meetings of the TAG scheduled for the upcoming year:**

February 3, 2020, Photonics West, San Francisco, CA

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7. Please list any problems encountered during the past year in the functioning of the U.S. TAG or U.S. TAG Administration, and any areas in which the U.S. TAG Administrator requires ANSI's assistance.

- *Note: for immediate assistance, please contact ISOT at ISOT@ansi.org or PSA at psa@ansi.org.*
- *Please indicate if the problems/areas listed have been or are being addressed with ANSI staff.*

None.

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8. Complaints/appeals:

No complaints/appeals were filed with the TAG Administrator during 2019

The following complaints/appeals were filed during this reporting period; the status of each is described here:

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9. Self-audits: Were any self-audits conducted?

Yes, the results are attached

No

2019 Annual Report Certification Statement

I, the undersigned, on behalf of the ANSI-Accredited U.S. TAG to ___ISO TC172_____ certify that the TAG has been operating in a manner that complies with all applicable ANSI and ISO Procedures.

Name of TAG Administrator (if the contact person has changed and ANSI's records should be updated, please note this below by marking an X in the box on the right below):

Please mark an "X" in the column to the right if this is a new, primary contact.	
Name	Allen Krisiloff
Title:	Executive Director
Organization:	Optical and Electro-Optical Standards Council
Street Address/P.O. Box:	439 Monroe Avenue
City, State, Zip:	Rochester, NY 14607
Telephone:	585-473-4470
E-mail:	allen@oeosc.org

PLEASE NOTE

If your organization is accredited as the U.S. TAG Administrator for more than one U.S. TAG to ISO or ISO/IEC activity, then an E-mail like this one has been sent to the staff contact on record with ANSI for each of the other separately accredited TAG(s). A list of the staff identified as the contact for each separately accredited TAG is available at www.ansi.org/isotags. **Each separately accredited TAG requires the submittal of a 2020 Compliance Form/2019 Annual Report with current TAG membership roster.**

Participation in training offered by ANSI is required of all ANSI-Accredited U.S. TAG Administrators. Please visit www.standardslearn.org for the 2020 training schedule, which is updated periodically. Please note that some training is available online, for your use any time.

FAQs

Why do I have to return this E-mail that contains the 2020 Procedural Compliance Form (Part 1)/2019 TAG Annual Report (Part 2)?

To maintain compliance with the conditions upon which ANSI accreditation was granted, the organization that serves as TAG Administrator to a separately accredited TAG is required to review the *ANSI International Procedures* and update, if necessary, its ANSI-accredited procedures to ensure that they comply with all requirements reflected in the 2019 edition, including the requirement for all TAGs to submit an Annual Report by January 31 of each year (www.ansi.org/internationalprocedures).

Will I receive a receipt?

Within two weeks of your submission date you will receive an acknowledgement E-mail. Please retain that receipt for your records. If you do not receive an acknowledgement please send an E-mail to psa@ansi.org as a transmission error may have occurred.

If any revisions have been made to the TAG's procedures, what should I do?

Please send the revised procedures in strike-through and underline format and with an explanation of the changes to psa@ansi.org. All revisions must be reviewed by ANSI and may be subject to public comment and a final vote by the ANSI Executive Standards Council (ExSC).

What happens if I do not submit the 2020 Procedural Compliance Form (Part 1) and 2019 TAG Annual Report (Part 2)?

The ANSI Executive Standards Council (ExSC), which is the accrediting body, will be advised and your organization's status as the ANSI-Accredited U.S. TAG Administrator will be reviewed. As a result, the TAG's accreditation may be suspended and could be withdrawn. There is no reason for these actions to take place; if you have a reason for delay, please just let us (psa@ansi.org) know before the deadline of January 31, 2020.