

# **SECURITY INDUSTRY STANDARDS COUNCIL**

## **PROCEDURES FOR DEVELOPMENT AND MAINTENANCE OF STANDARDS**

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## 1. Consensus

These procedures for development and maintenance of standards provide for due process and development of consensus standards proposed for approval by the Security Industry Standards Council (hereinafter designated as "SISC"). The current SISC Accredited Standards Developers (ASDs) are:

- Central Station Alarm Association (CSAA)
- National Burglar and Fire Alarm Association (NBFAA)
- Security Industry Association (SIA)

## 2. Organization of the Security Industry Standards Council (SISC)

The Security Industry Standards Council (SISC) shall consist of its members and Secretariat. It shall have a title, scope and an interest classification system for its members (see Appendix A). The SISC membership shall be sufficiently diverse to ensure reasonable balance without dominance by a single interest category.

## 3. Responsibilities

### 3.1 SISC Members

For standards submitted to it, the SISC shall be responsible for:

- (1) Approving consensus standards developed by the SISC Accredited Standards Developers (ASDs).
- (2) Notifying all members of any standards activities received from ASDs on a timely basis including proposals for new work or proposals to modify existing standards developed by SISC ASDs.
- (3) Notify all members of maintenance activities for any standards developed by SISC ASDs. The SISC ASD must review each standard within its scope at least every five (5) years and determine the appropriate recommendation for (a) reaffirmation, (b) revision, or (c) withdrawal.

- (4) Forwarding all requests for interpretations of the standards developed by the SISC ASDs to the developing ASD on a timely basis and forwarding such requests to the Secretariat (see 11.2).
- (5) Adopting SISC procedures and revisions thereof.
- (6) Considering and acting on proposals for termination of the SISC.
- (7) Other matters requiring SISC action as provided in these procedures.

### 3.2 Secretariat

The Security Industry Association (SIA) shall act as Secretariat to the SISC and be responsible for:

- (1) Organizing the SISC (see Section 2).
- (2) Overseeing the SISC's compliance with these procedures.
- (3) Maintaining a roster of the SISC and a list of standards for which the SISC is responsible.
- (4) Preparing and distributing meeting agendas, minutes, ballots, and maintaining adequate records pertaining to the functions of the SISC.
- (5) Performing other administrative functions as required by these procedures.

### 3.3 Administrative Functions of each ASD

Each ASD shall act as its own administrator for the standards it shall submit to the SISC. Acting as the administrator for the standards it shall submit to the SISC, each ASD shall be responsible for:

- (1) Distributing draft standards at meetings of the SISC.
- (2) Submitting proposed standards developed by each ASD for approval by the SISC.
- (3) Submitting candidate standards approved by the SISC, with supporting documentation, for ANSI review and approval as American National Standards.
- (4) Publishing approved standards, revisions, and addenda.
- (5) Preparing and maintaining records to provide evidence of compliance with these procedures. Records concerning new, revised, or reaffirmed American National Standards maintained under the periodic maintenance option shall be retained for one complete standards cycle, or until the standard is revised. Records concerning actions on American National Standards, or a part(s) of an American National Standard maintained under the continuous maintenance option shall be retained for a minimum of five (5) years or until approval of the subsequent revision or reaffirmation of the complete standard. Records concerning withdrawals of all American National Standards shall be retained for at least five years from the date of withdrawal.
- (6) Performing other administrative functions as required by these procedures.

- (7) Any standard approved by the SISC where each ASD serves as the developer and performs administrative functions as described in 3.3, shall be the sole property of each ASD and any proceeds from the sale of said standard shall belong to each ASD. Any and all copyrights associated with said standard shall belong to the ASD.
- (8) It is each ASD's intent to comply with the ANSI Patent Policy as described in clause 3.1 of the *ANSI Essential Requirements*.
- (9) Units of the International System of Units (SI), the modernized metric system, are the preferred units of measurement for SISC standards.
- (10) It is each ASD's intent to comply with the Commercial terms and conditions as described in Appendix C.

#### 4. Officers

There shall be a Chair and Vice-Chair nominated from the individual members or representatives of the SISC, subject to confirmation by majority vote of the SISC. Each Chair and Vice-Chair will serve a two-year term in each position. The Vice-Chair shall serve one year before his/her term as Chair begins and one year after his/her term as Chair ends. This practice is intended to provide continuity. The Vice-Chair shall carry out the Chair's duties if the Chair is temporarily unable to do so.

#### 5. Membership

Members of the SISC shall represent Interest Segments as defined in Appendix A and have an interest in the activities of the SISC. Membership on the SISC is open to all directly and materially affected persons. Members shall be designated as voting or non-voting. Voting membership shall be subject to the provisions in Appendix A.

##### 5.1 Review of Membership

The SISC Secretariat shall review the membership list annually with respect to the criteria of Appendix A. Members are expected to fulfill attendance, voting, correspondence, and other obligations. When a member fails to return two consecutive ballots or changes affiliation, SISC membership will automatically be terminated unless a written letter requesting a waiver for cause is received within 30 days of notification. Terminated members must reapply in accordance with the provisions of Appendix A.

##### 5.2 Observers and Individual Experts

Individuals and organizations having an interest in the SISC's work may request status as observers, for approval by the SISC Secretariat. The SISC may also select individual experts to assist it. Observers and individual experts shall be

advised of the SISC activities, may attend meetings, and may submit comments for consideration, but shall have no vote.

### 5.3 Categories of Interests

All appropriate interests that might be affected by the standards activities of the SISC shall have the opportunity for fair and equitable participation without dominance by any single interest. Each member shall propose its own interest category as appropriate and in accordance with the SISC's established categories listed in Appendix A.

#### 5.3.1 Changes to Categories of Interest

The categories of interests shall be established or revised by a vote of the SISC upon recommendation by the SISC Secretariat to insure balance. The rationale for the selection of categories shall be included in the SISC ballot.

### 5.5 Membership Roster

The SISC Secretariat shall maintain a current and accurate SISC roster and shall distribute it to the members and their SISC representatives at least annually, and otherwise on request. The roster shall include the following:

- (1) SISC title;
- (2) SISC scope;
- (3) SISC Secretariat;
- (4) Officers - Chair and Vice-Chair;
- (5) Members - name of organization or agency, its representative and alternate(s) (as applicable), addresses, and business affiliations; or name, address, and business affiliation of individual member(s);
- (6) Classification of each member;
- (7) Tally of classifications - total of voting members and subtotals for each interest category;

The SISC ASDs shall maintain a current and accurate ASD roster. The roster shall include the following:

- (1) ASD title;
- (2) ASD scope;
- (3) ASD Secretariat;
- (4) Officers - Chair and Vice-Chair;
- (5) Members - name of organization or agency, its representative and alternate(s) (as applicable), addresses, and business affiliations; or name, address, and business affiliation of individual member(s);
- (8) For each Subcommittee – its title, Chair, and names and addresses of all members.

6. SISC ASD Subcommittees, Working Groups, and Subgroups

The Chair of the SISC ASD may determine a need to create one or more Subcommittees or Working Groups to expedite the work of the SISC ASD. Their formation (and later disbandment) shall be at the discretion of the Chair.

At times, the Chair of the SISC ASD may determine a need to establish a Subgroup or Steering Committee on an ad hoc basis to assist the SISC ASD or a Subcommittee or Working Group. Its formation (and later disbandment) shall be at the discretion of the Chair.

6.1 Chair and Members of the ASD Subcommittees

The Chair of the SISC ASD shall appoint the Subcommittee or Working Group Chair and members. The scope, duties, and membership of all Subcommittees or Working Groups shall be reviewed by the SISC ASD annually. The officers and members of a Subcommittee or Working Group need not be a member of the SISC.

6.2 Approval of Standards

Draft standards and any substantive change in the content of a standard proposed by a Subcommittee or Working Group shall be referred to the SISC for approval.

7. Meetings

SISC meetings shall be held as decided upon by either the SISC, the Chair, the SISC Secretariat, or by petition of at least one third of the SISC members, to conduct business, receive reports of work, consider draft standards, resolve differences among SISC ASDs and consider views and objections from any source. There will be a minimum of two face-to-face meetings per year to be held concurrently with the International Security Conference and Exposition. Business may also be conducted via conference calls. Meetings of ASD Subcommittees, Working Groups, or Subgroups may be held as decided upon by the Chair of the Subcommittee, Working Group, or Subgroup, its members,.

7.1 Open Meetings

Meetings of the SISC shall be open to all members and others approved to participate (see 5.2). At least four weeks' notice of regularly scheduled meetings shall be given by the SISC Secretariat via e-mail and direct mail to members and previous attendees. The SISC Secretariat shall also request the members of the SISC to place a notice on the open areas of their websites (not restricted to members only) at least four weeks prior to the meeting and to keep it on their websites until such time as the meeting has concluded. For all meetings of the SISC and the ASDs the notice shall describe the purpose of the meeting and shall identify a readily available source for further information. An agenda shall

be available and distributed in advance of the meeting to members, previous attendees, and to others expressing interest.

## 7.2 Quorum

A majority of the members of the SISC shall constitute a quorum for conducting business at a meeting. An alternate representing an absent member shall be deemed a member. If a quorum is not present, actions may be taken at a meeting but are not official until approved by letter ballot or at a subsequent meeting.

## 8. Voting

### 8.1 Vote

Each member of the SISC shall vote one of the following positions:

- (1) Affirmative;
- (2) Affirmative, with comment;
- (3) Negative, with reasons (The reasons for a negative vote shall be given and should include specific wording or actions that would resolve the objection, if possible.); or
- (4) Abstain.

#### 8.1.1 Vote of Alternate

An alternate's vote is counted only if the principal representative fails to vote or directs that the alternate may vote in his or her place.

#### 8.1.2 Single Vote

Generally, no representative shall have more than one vote. However, if two or more organizations appoint the same individual to represent each of them, that individual may cast a separate vote for each organization represented. The organizations shall confirm in writing to the SISC Secretariat that they are aware of and will accept the results. Additionally, representation of more than one organization by the same individual shall require approval by a majority of the SISC, excluding the vote of that individual.

#### 8.1.3 Voting Period

The voting period for letter ballots shall end not less than 30 days from the date of issue or as soon as all ballots are returned, whichever comes earlier. An extension may be granted at the Chair's option, when warranted. A follow-up letter requesting immediate return of the ballot shall be sent, as appropriate, to members and alternate members whose votes have not been received within ten working days before the ballot closes.

For consensus body recirculation votes the period may be shortened to ten days.

8.2 Actions Requiring Approval by a Majority

The following actions require approval by a majority of the membership of the SISC whether at a meeting or by letter ballot:

- (1) Approval of withdrawal of an existing standard.

Other actions requiring a SISC vote may be approved by a majority of the members present at a meeting, including:

- (1) Approval of minutes;
- (2) Authorization of a letter ballot.

8.3 Actions Requiring Approval by Two-Thirds of Those Voting

The following actions require a letter ballot or an equivalent formal recorded vote where a majority of the membership returns ballots and at least two-thirds of those voting, excluding abstentions, approves the action:

- (1) Adoption of SISC procedures, categories of interests, or revisions thereof;
- (2) Approval of a new standard or reaffirmation of an existing standard;
- (3) Approval of revision or addendum to part or all of a standard.

For votes taken in accordance with clause 8.3, the voting member unable to attend a meeting may submit their formal recorded vote after the meeting.

8.4 Authorization of Letter Ballots

A letter ballot may be authorized by any of the following:

- (1) Majority vote of those present at a SISC meeting;
- (2) The Chair;
- (3) The SISC Secretariat;
- (4) Petition of at least one third of the SISC members.

8.5 Other Review

Proposals for new SISC approved ASD standards or reaffirmation, revision, or withdrawal of existing standards which are intended as American National Standards shall be transmitted to ANSI for listing in *ANSI Standards Action* in order to provide an opportunity for public comment. The proposals shall be posted on the ASD websites in accordance with the following:

- A minimum of thirty days if the full text of the revision(s) can be published in *Standards Action*;
- A minimum of forty-five 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

- A minimum of sixty days, if neither of the aforementioned options is applicable.

#### 8.5.1 Notification of Standard

The SISC and SISC ASDs shall determine whether listing of proposed standard actions shall be concurrent with the final SISC letter ballot and whether announcement in other suitable media is appropriate.

#### 8.5.2 Changes to Standard

Views and objections resulting from the above shall be addressed in accordance with Section 8.6. Any substantive change made in the proposed standard shall be posted in accordance with Section 8.5.

### 8.6 Disposition of Views and Objections

When the balloting has been closed, the SISC Secretariat shall forward the ballot tally to the SISC Chair or, if appropriate, to the SISC ASD. The Chair or SISC Secretariat shall determine whether the written views and objections shall be considered by correspondence or at a meeting.

#### 8.6.1 Consideration of Comments

Prompt consideration shall be given to the written views and objections of all participants including those responding to the public review in the *ANSI Standards Action*. A concerted effort to resolve all written objections shall be made, and each objector shall be advised in writing of the disposition of the objection and the reasons therefore. 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 submitter of the comments shall be so notified. In addition, each objector shall be informed in writing, that an appeals process exists within procedures used by the SISC ASD to develop and maintain standards.

#### 8.6.2 Response to Changes

Substantive changes required to resolve comments, objections, and unresolved objections, shall be reported to the SISC members in order to afford all members an opportunity to respond to them or to reaffirm or change their votes within thirty days.

If the SISC approval results in a negative vote with comments, the ASD will be given an opportunity to respond to them and the SISC members will be provided the response to reaffirm or change their votes within ten days.

Substantive changes (see Annex A, *ANSI Essential Requirements*) required to resolve comments or negatives shall be balloted to the SISC

under the procedures in 8.1. Unresolved negatives can be ruled as non persuasive, if a majority of the membership returns ballots and at least two-thirds of those voting, excluding abstentions, concur with the position within the balloting time required, but not less than 30 days. Editorial changes and changes requiring no action need not be balloted.

8.6.3 Disposition of Late Comments

When the above process is completed, any comments received subsequent to the closing of the review and comment period shall be considered at the next review.

8.7 Report of Final Result

The final result of the voting shall be reported, by interest categories, by the SISC Secretariat to the SISC.

9. Submittal of Standard

Upon completion of the procedures for voting, disposition of views and objections, and appeals, the proposed Standard shall be submitted to ANSI by the SISC ASD.

9.1 Information Submitted

The information supplied to ANSI by SIA shall include all relevant material required by ANSI as outlined in clause 4.2 of the *ANSI Essential Requirements*.

10. General Procedures on Standards

10.1 Notification of Standards Development

At the initiation of a project to develop or revise an SISC ASD standard intended as an American National Standard, notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for listing in *ANSI Standards Action*.

10.2 Revisions to Standards

Revisions can be proposed at any time by those directly and materially affected by the standard and shall be considered by the SISC as part of its review process.

10.2.1 Proposing Changes

The appropriate SISC ASD shall review a proposed revision to a standard and shall submit its recommendation regarding the revision to the SISC.

10.2.2 Editorial Revisions

Revisions that are editorial may be made at any time by the SISC ASD or the SISC Secretariat.

### 10.2.3 Required Forms

The SISC Secretariat may issue forms for proposing revisions to standards in the interest of expediency. If the SISC Secretariat issues such forms, they shall be made available to all parties expressing an interest in making proposals. No proposal shall be rejected for failure to use the form.

### 10.2.4 SISC Action on Proposals

The SISC ASD shall compile all proposed changes and transmit them to the SISC in a timely fashion for action.

10.3 Withdrawal and Discontinuance of a Standard. When an ASD determines that a project should be terminated or an American National Standard withdrawn, the ASD shall prepare a proposal to the ASD's Standards Committee to close the project and/or withdraw the American National Standard stating in writing the reasons for their request. If the SISC approves the request, the project is closed and the American National Standard will undergo the letter ballot process for withdrawal, including subsequent submittal to ANSI via a BSR9. A written justification for such an action shall be made available upon receipt of any written received request within 60 days of the date of the final action.

10.4 Frequency of Review. Standards shall be reviewed by the SISC and the ASD on a schedule that will allow an entire standard to have been completely reviewed no less than every five years.

## 11. Communications

### 11.1 External Communication

Inquiries relating to the SISC should be directed to the SISC Secretariat, and members should so inform individuals who raise such questions. All replies to inquiries shall be made through the SISC Secretariat.

### 11.2 Requests for Interpretation of Standards

Written inquiries requesting interpretation of the SISC's approved ASD standard(s) shall be responded to in accordance with the Policies and Procedures for Interpretation of Standards listed in Appendix B.

## 12. Appeals

Directly and materially affected interests who believe they have been or will be adversely affected by a standard, or by the lack thereof, within the SISC's jurisdiction

shall have the right to appeal substantive or procedural actions or inactions of the SISC, the SISC Secretariat, or the ASD.

#### 12.1 Complaint

The appellant shall file a written complaint with the SISC, the SISC Secretariat, or the ASD within thirty days after the date of notification of action or at any time with respect to inaction. The complaint shall state the nature of the objection(s) including any adverse effects, the section(s) of these procedures or the standard that is at issue, actions or inactions that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted.

#### 12.2 Determination of Validity

Within ten days of receipt, the ASD shall examine the complaint and determine the validity of the appeal.

##### 12.2.1 Response

Within thirty days after receipt of the complaint, the ASD shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the ASD's knowledge.

#### 12.3 Hearing

If the appellant and the ASD are unable to resolve the written complaint informally in a manner consistent with these procedures, the SISC Secretariat shall schedule a hearing with an appeals panel on a date agreeable to all participants, giving at least ten working days notice. Efforts shall be made to resolve the appeal within a reasonable time limit. In the event the appellant refuses to cooperate with the SISC Secretariat to establish a mutually agreeable hearing date and if the SISC believes that the appellant is using this process as a means of delaying the standard development process, the appeal can be dismissed without the hearing by a two-thirds vote of the SISC membership.

#### 12.4 Appeals Panel

The appeals panel shall consist of three individuals who have not been directly involved in the matter in dispute, and who will not be materially or directly affected by any decision made, or to be made in the dispute. At least two members shall be acceptable to the appellant and at least two shall be acceptable to the SISC. If the parties to the appeal cannot agree on an appeals panel within six weeks, the matter shall be referred to the SISC Chair, which shall appoint the members of the appeals panel.

#### 12.5 Conduct of the Hearing

The appellant has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action. The SISC

Secretariat has the burden of demonstrating that the SISC and the SISC Secretariat took all actions in compliance with these procedures and that the requested remedial action would be ineffective or detrimental. Each party may adduce other pertinent arguments, and members of the appeals panel may address questions to individuals. *Robert's Rules of Order* (latest edition) shall apply to questions of parliamentary procedure for the hearing not covered herein.

12.6 Decision

The appeals panel shall render its decision in writing within thirty days, stating findings of fact and conclusions, with reasons thereof, based on a preponderance of the evidence. Consideration may be given to the following positions, among others, in formulating the decision:

- (1) Finding for the appellant, remanding the action to the SISC, the SISC Secretariat, or the ASD with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;
- (2) Finding for the SISC, the SISC Secretariat, or the ASD with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections;
- (3) Finding that new, substantive evidence has been introduced; and remanding the entire action to the SISC, the SISC Secretariat, or the ASD for appropriate reconsideration.

12.7 Further Appeal

If the appellant gives notice that further appeal is intended, the SISC Secretariat shall submit a full record of the complaint, response, hearing, and decision to ANSI.

13. Parliamentary Procedures

On questions of parliamentary procedure not covered in these procedures, *Robert's Rules of Order* (latest edition) may be used to expedite due process.

## **Appendix A.**

### TITLE:

Security Industry Standards Council (SISC)

### SCOPE:

To oversee electronic security industry standards activities, including those activities related to all products and services associated with the design, production, distribution, installation, monitoring, maintenance, and other treatments or aspects of electronic security equipment, including alarm and non-alarm equipment such as law enforcement response and telecommunications signaling. To task the most qualified Accredited Standards Developer (ASD) with the development of said standards.

### INTEREST SEGMENT CLASSIFICATIONS:

For a given organization\*, it will have one voting representative and one alternate voting representative on the SISC. Upon receipt of an application for voting membership on the SISC, the applicant shall declare their interest segment classification from the following classifications and shall identify one voting representative and one alternate voting representative:

1. DISTRIBUTOR- An organization that provides manufacturer's products to dealer/installers.
  2. INTEGRATOR – An organization that specializes in providing security systems by putting together components from different manufacturers/vendors enabling a company to use off-the-shelf hardware and original code or software packages to meet the company's security needs.
  3. SPECIFIER – An organization that provides a detailed, precise presentation, plan or proposal for a complete integrated system incorporating multiple security and life safety systems/components.
  4. END USER/CONSUMER – An organization that uses security and life safety systems.
  5. DEALER/INSTALLER - An organization that sells, installs, repairs and maintains security and life safety systems and can have a central station for monitoring.
  6. INSURANCE – An organization in the business of insuring persons or property by contract to indemnify or guarantee another against loss by a specified contingency or peril.
  7. MANUFACTURING – An organization that makes from raw materials and components security and life safety equipment and/or devices.
  8. MONITORING - An organization that monitors the status of life safety and security systems via electronic means with the capability of notifying the owner/agent and/or the proper authorities when a system indicates a state other than normal.
  9. PUBLIC SAFETY – A general classification for public agencies involved in the protection of individuals and property, examples include police and fire departments.
  10. SDO – A Standards Developing Organization
- \*Membership is by organization and organization is defined as corporations, Federal or military departments or agencies, partnerships or associations, self-employed or self-financed individuals, or any other legal or commercial entities.
11. SME (SUBJECT MATTER EXPERT) - An organization/person with the specialized education, skill, knowledge, training and experience in the topic(s) covered under the standard.

A representative of a prospective voting member shall initially attend a meeting without voting privileges and reaffirm interest in the work of the SISC. Voting privileges become effective immediately after attendance at one of the next two successive meetings. Failure to attend one of those two successive meetings constitutes withdrawal of the application for voting membership.

Voting membership shall be terminated after the principal and all alternate representative(s) failure to:

1. attend two out of three successive meetings, in that case the membership shall be terminated if not represented at the next meeting; or
2. return two out of three successive letter ballots.

An organization fails to perform an above action when none of the organization's representatives performs the action after having been warned in writing by the Secretariat. "

## ***Appendix B.***

### POLICY AND PROCEDURES FOR INTERPRETATION OF STANDARDS

1. Requests for clarifications or interpretations of SISC ASD Standards shall be submitted in writing to the ASD or the SISC Secretariat.
2. If, in the judgment of the ASD and the SISC Secretariat, the answer to the posed question is clear and obvious (based on the records of development for the standard), the ASD or the SISC Secretariat shall provide the answer in writing to the party making the request, with a copy to the SISC and the ASD responsible for the standard.
3. If, in the judgment of the ASD and the SISC Secretariat, the answer to the posed question is not clear and obvious (based on the records of development for the standard), a consultation with the ASD shall occur. If the consultation provides an answer that the ASD, the SISC Secretariat, and the Chair believe is clear, the ASD or the SISC Secretariat shall provide the answer in writing to the party making the request, with a copy to the SISC and the ASD for the standard.
4. If the consultation does not provide an answer that the ASD, the SISC Secretariat, and the Chair believe is clear, a meeting of the ASD responsible for the standard shall be called to discuss the request for clarification or interpretation. The ASD or the SISC Secretariat shall provide the answer and voting results (approval or disapproval) in writing to the party making the request, with a copy to the SISC and the ASD responsible for the standard.
5. All Clarifications and Interpretations to SISC ASD standards shall be included in a non-binding appendix of the applicable standard.
6. All Clarifications and Interpretations to SISC ASS standards shall be posted on the ASD's website for public viewing.
7. Accumulated Clarifications and Interpretations listed in a SISC ASD standard shall be considered for changes to the body of the standard in its next revision.

## ***Appendix C.***

### **POLICY FOR COMMERCIAL TERMS AND CONDITIONS**

Provisions involving business relations between buyer and seller such as guarantees, warranties, and other commercial terms and conditions shall not be included in an American National Standard. The appearance that a standard endorses any particular products, services or companies must be avoided. Therefore, it generally is not acceptable to include manufacturer lists, service provider lists, or similar material in the text of a standard or in an annex (or the equivalent). Where a sole source exists for essential equipment, materials or services necessary to comply with or to determine compliance with the standard, it is permissible to supply the name and address of the source in a footnote or informative annex as long as the words "or the equivalent" are added to the reference. In connection with standards that relate to the determination of whether products or services conform to one or more standards, the process or criteria for determining conformity can be standardized as long as the description of the process or criteria is limited to technical and engineering concerns and does not include what would otherwise be a commercial term.