

AN AMERICAN NATIONAL STANDARD



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## SAE TECHNICAL STANDARDS BOARD RULES AND REGULATIONS

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SAE Technical Standards Board Rules provide that: "This report is published by SAE to advance the state of technical and engineering sciences. The use of this report is entirely voluntary, and its applicability and suitability for any particular use, including any patent infringement arising therefrom, is the sole responsibility of the user."

SAE reviews each technical report at least every five years at which time it may be reaffirmed, revised, or cancelled. SAE invites your written comments and suggestions.

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1. **Scope**—These Rules and Regulations (the "Rules") govern the operations of the Technical Standards Board, Councils/Divisions and Technical Committees.

2. **Technical Standards Board**—The Technical Standards Board (the "Board") is responsible to the SAE Board of Directors.

2.1 **Scope**—It is the duty of the Board to promote and supervise technical committee activities of SAE, including participation in technical committees of other organizations and to approve and issue technical reports including standards, recommended practices, and information reports (hereinafter collectively referred to as "Technical Reports") resulting from its activities.

3. **Responsibilities and Qualifications of Members of the Technical Standards Board, Councils/Divisions and Committees**—In discharging their responsibilities, members of the Technical Standards Board, Councils/Divisions and Committees function as individuals and not as agents or representatives of any organization with which they may be associated except that governmental employees participate in accordance with government regulations. Members are appointed to SAE Technical Committees on the basis of their individual qualifications which enable them to contribute to the work of the Committees. Members of the Technical Standards Board shall be voting members of SAE. SAE membership is not a prerequisite for membership on Councils/Divisions or Technical Committees of the Technical Standards Board.

R) 4. **Organization of Technical Standards Board**—The Technical Standards Board shall comprise twenty-four (24) voting members of SAE. The Councils/Divisions and Technical Committees shall be responsible to the Technical Standards Board. Those Councils/Divisions existing at the time of adoption of these rules shall comprise the initial Councils/Divisions. The Chairpersons of the Councils/Divisions serve as Ex-Officio members of the Technical Standards Board.

R) 4.1 **Chairperson of the Board**—The Chairperson is appointed in accordance with the SAE Bylaws. The Chairperson of the Technical Standards Board will serve in the following capacities: The Chairperson will preside at all Technical Standards Board meetings. The immediate Past Chairperson will remain on the Technical Standards Board for one year.

Ex-Officio members of the Technical Standards Board cannot become the Chairperson or serve on the Executive Committee.

4.2 **Secretary**—The Secretary of the Board and any assistants thereto shall be designated by the Executive Vice-President of SAE.

4.2.1 The Secretary shall be responsible for recording and distributing minutes of meetings of the Board and such other functions as may be directed by the Board or its Executive Committee from time to time.

4.2.2 The Secretary shall have sole authority to release information and publicity with respect to the work of the Board and its committees, unless the Board specifically directs otherwise.

4.3 **Executive and Administrative Committees of the Technical Standards Board**

R) 4.3.1 **EXECUTIVE COMMITTEE**—At the Board's first meeting in each administrative year, the Chairperson, with the approval of the Board, shall appoint an Executive Committee from the membership of the Board and the immediate Past Chairperson to serve for one year. The Chairperson of the Board shall be the Chairperson of the Executive Committee.

**4.3.2 DUTIES AND RESPONSIBILITIES**—The Executive Committee shall be responsible for the executive and administrative functions of the Board, and, on matters requiring prompt disposition which arise between meetings of the Board, shall exercise all powers of the Board, except for approval of Technical reports. The Executive Committee shall notify the Board of all such action taken. All actions of the Executive Committee shall be subject to review and confirmation by the Board. The Executive Committee may meet by means of telephone conference when it is impractical to meet in person. As needed, the Executive Committee will form an Appeals Panel in accordance with Section 9.

**4.3.3 APPOINTMENT OF ADMINISTRATIVE COMMITTEES**—The Board may appoint such administrative committees as are necessary to carry on its work.

#### **4.4 Technical Standards Board Meetings**

**4.4.1** Only members of the Board may attend and vote at Board meetings. Other persons may attend at the invitation of the Board Chairperson.

**4.4.2** The Chairperson of the Board shall preside at meetings of the Board and, if not present, a member of the Executive Committee designated by the Chairperson or by that Committee shall preside.

**4.4.3** No meeting shall be conducted where an agenda has not been sent to the Board members at least five days before its scheduled date. No action by the Board shall take place at such meeting on items not on the meeting agenda. Minutes shall be taken of each meeting.

**4.4.4** One-half of the members of the Board shall constitute a quorum. If there is not a quorum, the business of the meeting can be conducted, but the actions taken shall not become Board action until approved by letter ballot of the Board members.

**4.4.5** Action by the Board shall be by majority vote of those present at which there is a quorum, except as to Technical Reports submitted to it for approval which approval is governed by 8.5.

**4.4.6** Matters referred by the Board for letter ballot shall require approval by a majority of the ballots sent, except as to Technical Reports.

**4.4.7** Questions of parliamentary procedure shall be determined by Roberts Rules of Order, latest edition.

**4.5 Election to the Annual Nominating Committee**—At the Board's first meeting of the administrative year, the Executive Committee will submit for the election by the Board, recommendations for one delegate and two alternates to serve on the SAE's Annual Nominating Committee. All delegates and alternates shall be voting members of SAE, but need not be members of the Board. These names must be submitted to the secretary of the SAE no later than September 30.

**4.6 Election of Technical Standards Board Nominating Committee**—At the Board's first meeting of the administrative year, the Board shall elect from its membership seven members to serve as a Nominating Committee to nominate a voting member of the SAE to serve as a Director on SAE's Board of Directors. The first member elected to the Nominating Committee shall serve as Temporary Chairperson and shall assume the responsibility of calling the first meeting of the Committee. A quorum shall consist of five members and a nomination made by the Committee shall be approved by at least four of these members. It shall be the duty of this Nominating Committee to submit to the SAE's Secretary, no later than June 15, each year, the name of a consenting nominee to serve as a Director for a term of three years. This nominee shall be listed on the ballot for election of Officers submitted to the voting members.

**4.7 Authority to Organize Councils/Divisions**—The Board may organize additional Councils/Divisions or discontinue any existing Councils/Divisions.

## **5. Councils/Divisions**

**5.1 Responsibilities**—Each Council/Division shall have the authority to initiate, develop, revise, or repeal SAE Technical Reports within its defined scope of activity. Each Council/Division shall comply with these Rules and shall assure conformance of each SAE Technical Report to the requirements of these Rules.

**5.2 Membership and Chairpersons**—The Board shall appoint the membership and chairperson of each Council/Division. Thereafter, before the end of each year, each Council/Division shall nominate a chairperson for approval by the Board. Members shall meet the qualifications in Section 3.

**5.2.1** Each Council/Division shall have membership of not less than seven members nor more than twenty-five members. Members of any administrative committee appointed by a Council/Division shall not be included in such number.

**5.2.2** Members of a Council/Division shall be appointed for three-year terms by the Board, except for the initial appointments where one-third of the members shall be appointed for one, two, and three-year terms, respectively.

**5.2.3** If a member is unable to complete a term on a Council/Division, the chairperson may appoint a replacement to complete the unexpired term.

**5.3 Vice-Chairperson**—A Council/Division may annually elect a vice-chairperson to preside at any Council/Division meeting in the absence of the chairperson.

**5.4 Secretary**—The secretary of the Council/Division shall be designated by the Manager of the Technical Division of SAE. The secretary shall be responsible for the performance of such staff functions as the Council/Division may direct, and shall provide for recording and distribution of the agenda for and minutes of all Council/Division and Technical Committee meetings.

**5.5 Council Meetings**—There shall be at least one meeting of each Council/Division each year. All meetings will be at the call of the chairperson who shall preside, and shall be conducted in the manner set forth by the Board.

**5.6 Authority to Organize Technical Committees**—Each Council/Division shall organize Technical Committees to develop, review, revise, or repeal Technical Reports within its defined scope of activity. The Council/Division shall define the scope of each committee. A Technical Committee should be established to initiate the development of a new Technical Report when no existing committee has the required expertise and balance and there is evidence of the need for such a committee.

## **6. Technical Committees**

**6.1 Responsibility**—The Technical Committees are to develop, review, maintain, and repeal Technical Reports within their defined areas of activity.

**6.2 Committee Membership**—A person is nominated for membership in an SAE Technical Committee by the Technical Committee chairperson. The responsible Council/Division, subject to disapproval by the Board, shall appoint members to the Technical Committee from those nominated as well as any other persons who have submitted their names to the Council/Division. Appointments shall be based on the individual's ability to contribute to the work of the committee. SAE membership is not a prerequisite to membership on a Technical Committee. Only members of the committee may vote on a matter coming before the committee.

**6.3 Committee Composition**—Overall Technical Committee membership shall attempt to attain an equitable balance of representation by knowledgeable persons at interest so as to provide a competent and authoritative committee. In considering the equitable balance of a committee, the individual's point of view as a producer, user, consumer, or regulator shall be considered.

**6.4 Participation**—A person not a member of committee may participate in Technical Committee activities and deliberations. Any person who is or may be directly and materially affected by any proposed committee activity may request to participate by writing to the responsible Council/Division and by identifying in such request the interest which may be affected and the individual's qualifications. In selecting those who wish to participate, an attempt shall be made to attain equitable balance and no single interest shall dominate. Observer status may be granted to persons who do not wish to participate or who are not directly or materially affected by the activity.

**6.5 Officers**—Each Technical Committee shall have a chairperson and may have a vice-chairperson and a secretary. The chairperson and vice-chairperson shall be appointed by the Council/Division chairperson with consent of the Council/Division members. Each Council/Division will establish a term of office for chairpersons. Reappointment of chairpersons must be justified by the Council/Division and reported to the Technical Standards Board.

**6.5.1 OFFICIAL REPORTER**—Prior to the development of or a revision to a Technical Report, the Committee or working group shall appoint at least one Reporter to write or revise such Report. Such Reporter shall be responsible for preparing all drafts of the Report including the final Technical Report and shall be charged with making all changes to the draft necessary to accommodate the views of the Committee or group or to achieve a consensus. Before commencing the writing of the Report, each person acting as the Reporter shall sign a Copyright Agreement acknowledging that the Report is a work made for hire pursuant to the Copyright Act or, if not so defined, transferring the copyright in the Report to SAE.

**6.5.1.1** The Technical Report may identify by name the Official Reporter if such person so desires.

**6.5.1.2** No Technical Report shall be accepted for publication unless a Copyright Agreement has been signed by each person acting as an Official Reporter.

**6.6 SAE Staff Representative**—An SAE staff representative shall be assigned to each Technical Committee and working group to advise and assist such Committee on procedures, organization, and operation. The SAE staff representative shall have authority to suspend any committee or group activity which is undertaken in or carried out in contravention of these Rules or any laws or order. The suspended activity may only be commenced upon affirmative vote of the responsible Council/Division.

**6.7 Subordinate Committee Structure**—Working groups such as subcommittee, task forces, ad hoc committees, panels or other groups may be organized under a Technical Committee with membership having specific specialized expertise for the purpose of drafting proposed Technical Reports. Such groups should be balanced in accordance with the requirements specified in 6.3; however, the fact that such group does not achieve balance shall not affect the status of the proposal. Such groups may be specifically organized to develop recommendations for standards for military use or for use by other governmental agencies. The work of all such subordinate committee groups shall be subject to review and approval by the parent committee.

**6.8 Committee Meetings**—Meetings of Technical Committees or Groups shall be conducted in the manner set forth for the Board, except that actions as to Technical Reports shall be governed by Section 8. Participants or observers shall not be included in the number necessary for a quorum, but views of each such participants shall be considered and all objections shall be sought to be resolved as set forth in Section 7. All meetings shall be open, but the chairperson shall have discretion as to the number of persons not members, participants, or observers who may be permitted to attend or speak.



**6.9 Initiation of Projects**—Subject to Council/Division approval and 7.2, a Technical Committee may initiate a project within its defined scope and which lends itself to a technical solution.

**6.10 Termination of Committees**—A Technical Committee or group may be discharged by its Council/Division when the assigned work is completed and responsibility for reviewing its published Technical Reports is delegated to another Technical Committee.

## **7. Technical Reports**

R) **7.1 General Considerations**—Technical reports are to be limited to technical and engineering considerations. They are to be written in accordance with the SAE TECHNICAL REPORT GUIDELINES. To promote international harmonization with existing standards, each committee, when developing a new document, shall review other nationally or internationally recognized standards on the subject topic and, whenever possible, adopt or harmonize with these existing standards. If a committee chooses to reject adoption or harmonization with an existing standard, the committee must submit an explanation for the non-harmonization to the appropriate technical Council/Division.

**7.2 Public Notice**—Whenever a Council/Division authorizes a Technical Committee to initiate, revise, or consider repeal of Technical Report(s), notice of such authorization shall be published in Automotive Engineering and/or Aerospace Engineering. Such notice shall identify the subject matter of the Technical Report(s) and the proposed date of the first committee meeting which shall not be sooner than thirty (30) days following publication of the notice. The Council/Division may also provide notice to any others it believes may be directly and materially affected by the proposed activity.

## **7.3 Classification of Technical Reports**

**7.3.1 SAE STANDARDS**—These technical reports are a documentation of broadly accepted engineering practices or specifications for a material, product, process, procedure, or test method.

**7.3.2 SAE RECOMMENDED PRACTICES**—These reports are documentations of practice, procedures, and technology that are intended as guides to standard engineering practice. Their content may be of a more general nature, or they may propound data that have not yet gained broad acceptance.

**7.3.2.1** The recommended practice should emphasize the capabilities and limitations of the information contained therein.

**7.3.2.2** A technical committee preparing such a report may add an introductory note stating, "This SAE Recommended Practice is intended as a guide toward standard practice and is subject to change to keep pace with experience and technical advances."

**7.3.3 SAE INFORMATION REPORTS**—These reports are compilations of engineering reference data or educational material useful to the technical community.

**7.3.4 AEROSPACE MATERIAL SPECIFICATIONS**—These identify material and process specifications conforming to sound, established engineering and metallurgical practices in aerospace sciences and practices.

**7.4 Test Procedures**—Technical committees are encouraged to develop test procedures where appropriate and necessary to a meaningful Technical Report.

## **7.5 Performance Levels**

7.5.1 The Board and Councils/Divisions are responsible for developing specific policies concerning the advisability of the committees developing performance levels for specific procedures or subject areas. Such policies will direct development of performance levels for Technical Reports involving dimensional requirements or grade, class, or type identification and differentiation. When Technical Reports concern major systems or complete machines or vehicles, the necessity and desirability of developing performance levels are to be directed and accepted by the appropriate Council/Division before development work is commenced by a Technical Committee.

7.5.2 If a Council/Division concludes that performance levels are appropriate, the rationale used by the committee or group in selecting the applicability and limits must be clearly defined for consideration by and submitted for approval by its Council/Division. The Technical Committee's rationale shall include information giving reasons for identified differences between the submitted Technical Report and other existing standards or regulations. Levels which exceed the state-of-the-art are to be avoided.

7.6 **Patents and Copyrights**—In developing a Technical Report, Technical Committees are not to consider whether the subject matter set forth is patented. However, if the committee is aware of any copyrights applicable to published material then such material shall not be used in the Technical Report. In the event it is known by the committee that following the practice of a Technical Report will probably result in the infringement of a patent, the committee shall set forth criteria which will permit the user to conform to the technical report without infringing such patent. No proprietary names or trademarks shall be used in Technical Reports without written permission of the owner together with a generic description of the product sufficient to enable a user to conform to the Technical Report without resort to such proprietary product.

7.7 **Notice on All Technical Reports**—Every approved Technical Report shall carry the following statements: "This report is published by SAE to advance the state of technical and engineering sciences. The use of this report is entirely voluntary, and its applicability and suitability for any particular use, including any patent infringement arising therefrom, is the sole responsibility of the user."

7.8 **Review**—Each Technical Report shall be reviewed at least every five years. During such reviews, initiated by the SAE staff representative, the Technical Report may be reaffirmed, revised, or cancelled. If reaffirmed, no formal ballot of the responsible Council/Divisions is needed, but the Council/Division should be informed of the action. Regular balloting by the Council/Divisions is required for a revision or cancellation.

7.9 **Product Reference to Technical Reports**—Use of "SAE" together with a Technical Report number or report identifier or marking on or in reference to a product shall constitute a certification by the person so using the SAE number, identifier, or marking that the product to which it is applied or referred conforms in all respects to the specifications or criteria of the report or use of marking.

## **8. Approval of Technical Reports**

8.1 **Ballot Approval by Technical Standards Board, Its Councils/Divisions, and Their Technical Committees**—Where full agreement cannot be achieved, Technical Reports shall have the approval of at least three-fourths of the responding committee members who have voted approval or disapproval, provided that such approvals and disapprovals constitute at least one-half of all members receiving a ballot.

### **8.2 Definitions**

8.2.1 Substantial agreement means much more than simple majority, but not necessarily unanimity.

8.2.2 Consensus means existence of a substantial agreement, but not less than three-fourths of responding ballots in accordance with Section 8.1, and that an objective effort has been made to obtain a mutually satisfactory resolution of all dissenting viewpoints.

8.2.3 Full agreement means that all dissenting or objecting viewpoints have been considered and resolved to the mutual satisfaction of the members and participants.

### 8.3 Policy

8.3.1 BASIS FOR APPROVAL—The Councils/Divisions are authorized to approve Technical Reports, except when an appeal is filed as provided in Section 10. For each Technical Report, Technical Committees and Councils/Divisions shall strive for full agreement among its members and in no case shall a Technical Report be approved which does not have a consensus. All letter ballots shall be considered responsive if received by the responsible SAE staff representative within four weeks of their having been sent to the member or participant.

8.3.2 APPEALS—Any person (whether or not a member, participant, or observer) having a procedural complaint or substantive disapproval or whose dissenting view on a Technical Report remains unresolved shall have the right to appeal to the Technical Committee from a subcommittee or to the Council/Division from a Technical Committee. An appeal from the action or refusal to act of the Council/Division shall be in accordance with Section 10.

8.3.3 CHANGES TO TECHNICAL CONTENT—Neither the Councils/Divisions nor the Board shall alter the technical content of a Technical Report.

8.4 Approval by the Technical Committee(s)—Approval by the involved Technical Committee(s) constitutes a recommendation to the Council(s)/Division(s) to approve the Technical Report.

8.4.1 VOTING PROCEDURE, TALLY, AND REPORTING—Technical committees voting on technical reports shall be conducted by letter ballot sent to the members and participants not less than two or more than four weeks prior to the vote. Comments and/or approval from participants and others substantially affected should be obtained. Ballots shall be distributed to Technical Committee members and participants and returned ballots of members tallied by the SAE staff representative who shall report the outcome of the voting to the chairperson and other committee members and participants and any other substantially affected persons having submitted a ballot or comments.

8.4.2 REVIEW OF THE BALLOT—A summary of the ballot, including all negative ballots and comments, shall be reviewed by the Technical Committee chairperson and SAE staff. They shall review the summary and advise the committee members and participants of any negative votes or dissenting views and any proposals to resolve the negative vote or dissenting views. The Technical Committee chairperson shall decide whether or not the proposed changes shall be reballoted by the Technical Committee(s) or a meeting called.

8.4.3 RECOMMENDATION TO THE COUNCIL(S)/DIVISION(S)—The committee chairperson shall prepare the information for transmittal to the Council(s)/Division(s). The rationale for any performance requirements shall accompany the ballot as required by 7.5.2. All unresolved dissenting views shall accompany the Technical Report when submitted to the Council(s)/Division(s). The committee's reasons for not accepting the dissenting views shall be included.

### 8.5 Approval by Council/Division

8.5.1 COUNCIL/DIVISION REVIEW—Council/Division members will review Technical Reports for SAE policy implications and for impact of the Technical Reports on users, the public, and other interested parties. Council/Division will also consider the Technical Committee's record of voting and the consensus obtained from all participants.



**8.5.2 NEGATIVE BALLOTS**—Receipt of a written negative ballot with supporting rationale within four weeks after the circulation of a Technical Report requires the proposal to be reconsidered by Council/Division before final action. Prior to reconsideration, negative ballots and comments shall be referred to the Technical Committee for resolutions. If there is mutually satisfactory resolution, the draft Technical Report together with the reasons for the negative ballot and the committee's reply to the negative ballot shall be resubmitted to the Council/Division by letter ballot.

**8.5.3 COUNCIL/DIVISION ACTION**—A Council/Division will approve the Technical Report, disapprove the Technical Report, or refer the Technical Report with any dissenting views to the Board for action. A summary of the Council/Division ballots and actions taken by the Technical Committee shall be organized by the SAE staff representative and forwarded to the Council/Division chairperson.

**8.6 Approval by Technical Standards Board**—Technical Reports referred to the Board by a Council/Division or those with unresolved dissenting views shall be approved or disapproved by letter ballot. The chairperson of the board shall declare the Technical Report approved only when no appeal has been taken, and a consensus exists in the committee and Council/Division.

## **9. Other Technical Standards Board Reports**

### **9.1 Draft Technical Report**

**Scope**—A Draft Technical Report is similar to other SAE Technical Reports except that consensus approval was not reached by the sponsoring Council/Division or Technical Standards Board. It is as its name implies, a working draft of a document containing the current thinking of the Technical Committee. The Draft Technical Report shall have a maximum life of no more than 3 years from approval which may not be renewed. The Draft Technical Report may be superseded at any time by a Technical Report which has consensus approval or a revised Draft Technical Report.

Draft Technical Reports may be developed by a Technical Committee or may be an existing company, government, or international standard which is adopted by a Technical Committee. All Draft Technical Reports will be published in the appropriate SAE format.

They are designated as follows:

Land and Sea - JXXXX COMMITTEE DRAFT  
Aerospace - ASXXX COMMITTEE DRAFT

**9.1.1 APPROVAL METHOD**—The Draft Technical Report will be letter balloted to the sponsoring Technical Committee membership as defined in 8.4.1 and 8.4.2. Approval for publication by SAE as a Draft Technical Report shall be achieved when at least three-fourths of the sponsoring Technical Committee approves the letter ballot as defined in Section 8.1. The Document Sponsor shall contact any dissenters in writing and advise them that their views will be considered during revision of the Draft Technical Report.

**9.1.2 NOTICE ON ALL DRAFT TECHNICAL REPORTS**—Each report will carry the following notes:

**9.1.2.1** The purpose of this Draft Technical Report is to give the technical community the opportunity to review, comment on, and use the Draft Technical Report prior to its final approval by SAE.

**9.1.2.2** This Draft Technical Report represents the current thinking of the sponsoring Technical Committee. The use of this report is entirely voluntary, and its applicability and suitability for any particular use, including any patent infringements arising therefrom, is the sole responsibility of the user.