

Standards Program Policies and Procedures

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Appeal and Protest of Standards Activities

Adopted by the SIA Standards Committee on Feb. 1, 1994.

Amended on Aug. 31, 1999; May 9, 2001; and March 27, 2002.

1. Appeals and Protests of SIA Standards Committee, Subcommittee or Working Group activities can be made by any party at any time. The submitted document shall include the language that is in dispute and a suggested alternative. (The submittal cannot be a vague question or challenge without specific recommendations.)
2. Appeals and Protests are to be submitted to the Staff Liaison at SIA Headquarters.
3. Appeals and Protests must be submitted in writing.
4. Appeals and Protests should, wherever possible, cite a failure to observe SIA policy.
5. Appeals and Protests will be brought before the Committee, Subcommittee or Working Group at the earliest possible opportunity, not to exceed one month from the receipt of the Appeal or Protest.
6. The Appeal or Protest, along with its initial disposition, will be distributed to the Committee, Subcommittee or Working Group.
7. Initial disposition of the Appeal or Protest is at the discretion of the Committee, Subcommittee or Working Group Chair and the SIA Staff Liaison.
8. The initial disposition of the Appeal or Protest will require a written ballot vote by the Committee, Subcommittee or Working Group.
9. The disposition and voting results (approval or disapproval) will be forwarded to the submitter in a timely manner, not to exceed one month from the completion of the vote.
10. If the submitter is satisfied with the disposition, it will be considered the final disposition.
11. If the submitter is not satisfied with the disposition, the Appeal or Protest, along with the initial and Committee, Subcommittee or Working Group disposition, will be distributed to the SIA Standards Committee for a final disposition and written ballot vote. If the submitter is not satisfied with the SIA Standards Committee disposition, the comment will be considered unresolved, but work on the standard will continue unaffected.
12. Processing of the Appeal or Protest will have no bearing on the activities of the Committee, Subcommittee or Working Group until and unless the final disposition requires a corrective response.

Clarifications and Interpretations to Standards Documents

Adopted by the SIA Standards Committee on May 9, 2001.

Amended on March 27, 2002.

1. Requests for clarifications or interpretations of SIA Standards shall be submitted in writing to the SIA Staff Liaison. It shall be in the form that a “yes” or “no” answer is the logical response.
2. If, in the judgment of the SIA Staff Liaison, the answer to the posed question is clear and obvious, based on the records of development for the standard, the SIA Staff Liaison shall provide the answer in writing to the party making the request, with a copy to the Subcommittee or Working Group Chair and the Chair of the SIA Standards Program.
3. If, in the judgment of the SIA Staff Liaison, the answer to the posed question is NOT clear and obvious, based on the records of development for the standard, the SIA Staff Liaison shall consult with the Subcommittee or Working Group Chair. If the consultation provides an answer that both the Liaison and Chair believe is clear, the SIA Staff Liaison shall provide the answer in writing to the party making the request, with a copy to the Subcommittee or Working Group Chair and the Chair of the SIA Standards Program.
4. If the consultation between the SIA Staff Liaison and Chair does NOT provide an answer that both the Liaison and Chair believe is clear, a meeting of the cognizant SIA Standards Subcommittee or Working Group shall be called to discuss the request for clarification or interpretation. The resulting determination and vote of the cognizant group shall be recorded by the SIA Staff Liaison. The determination shall be provided to the requesting party, as well as to the participants of the meeting.
5. All Clarifications and Interpretations to SIA standards shall be included in a nonbinding appendix of the applicable standard.
6. All Clarifications and Interpretations to SIA standards shall be posted on SIA’s website for public viewing.
7. Accumulated Clarifications and Interpretations listed in a SIA standard shall be considered for changes to the body of the standard in its next revision.

Designation of Standards Documents

Adopted by the SIA Standards Committee on March 26, 1998.
Amended on Aug. 31, 1999; May 9, 2001; and March 27, 2002.

1. A SIA standard shall be identified with a full designation of the structure:

SIA SSSS-##-XXXX.mm (RYYYY.mm) where:

SSSS are 2-4 alpha characters representing the SIA Standards Program, Subcommittee or Working Group that developed the standard;

are 2 digits representing the sequence number of the standard;

XXXX.mm is a date representing the year (XXXX) and month (mm) the standard was baselined; and

(RYYYY.mm) is a date representing the year (YYYY) and month (mm) the standard was last revised (R), if applicable.

2. When a standard is hosted by SIA for another organization, or when SIA has lead responsibility for a standard developed as a joint activity with one or more other organizations, the standard shall be identified with a full designation of the structure:

SIA/AAAAA SSSS-##-XXXX.mm where:

AAAAA are 3-5 alpha characters representing the other organization and is concatenated with characters for each of the organizations.

3. During draft stages of a standard or during a revision of a standard, the designation shall be followed by:

DRAFT-ZZZZ.mm where:

ZZZZ.mm is a date representing the year (ZZZZ) and month (mm) of the current draft.

4. After acceptance by ANSI as an American National Standard, the designation shall be prefixed with **ANSI** as follows:

ANSI/SIA SSSS-##- XXXX.mm (RYYYY.mm)

ANSI/SIA/AAAAA SSSS-##- XXXX.mm (RYYYY.mm)

5. SIA Standards may be referenced using an abbreviated designation of the structure:

SIA SSSS-## or **SIA/AAAAA SSSS-##**

ANSI/SIA SSSS-## or **ANSI/SIA/AAAAA SSSS-##**

where the absence of date indicators implies the latest released revision.

Distribution of Standards Documents

Adopted by the SIA Standards Committee on Feb. 1, 1994.

Amended on Aug. 31, 1999; May 9, 2001; and March 27, 2002.

1. SIA will provide copies of draft standards to all Committee, Subcommittee or Working Group members and registered interested parties during the development stages of the standard, prior to its being approved as a SIA Standard.
2. A SIA Standard is considered approved upon final approval from the developing Committee or Subcommittee.
3. When a standard is approved, SIA will copyright the document; distribute courtesy copies to all representatives of Voting Members of the developing Committee, Subcommittee or Working Group; and offer it for sale to the general public.
4. SIA will provide copies of approved SIA Standards for purchase from the SIA office to all parties upon submittal of a completed order form and remittance of payment.
5. SIA will provide purchase of SIA Standards at a discounted price to SIA members.
6. SIA will maintain a record of all purchases of SIA Standards and will notify, whenever possible, all previous purchasers when the standard(s) they ordered has been revised.

Initiation of New Standards Projects

Adopted by the SIA Standards Committee on May 9, 2001.

Amended on March 27, 2002, and Nov. 26, 2003.

1. Requests for new standards projects shall be submitted in writing to the SIA Staff Liaison.
2. Requests shall be made utilizing the Project Proposal template provided by SIA staff and available electronically on SIA's website.
3. The SIA Staff Liaison shall forward requests to the SIA Standards Program and the applicable SIA Industry Group(s) for assessment of interest and need.
4. Approval of new standards projects shall be made by the SIA Standards Program based on assessment of both the comments from the Industry Group(s) and the priority of the project relative to existing SIA resources and other standards activities. Any proposed project found to be consistent with the SIA Standards Roadmap may be initiated without an approval from SIA's Board of Directors. Approval to initiate work requires a majority vote of the SIA Standards Committee.
5. Work on approved new standards projects shall begin with a due diligence search for related and existing standards and a review to determine if any of them might suitably serve or conflict with the provisions of the requested new standard.
6. Denial of a request shall be made in writing to the requesting party and/or Industry Group(s) by the SIA Standards Committee Chair, on behalf of the SIA Standards Committee, and shall include the rationale for the decision not to undertake the project.
7. Approval of a SIA standards project shall be brought to the Security Industry Standards Council (SISC) for coordination.

Nomenclature (Titles) of Standards Documents

Adopted by the SIA Standards Committee on March 12, 1997.
Amended on March 26, 1998; May 9, 2001; March 27, 2002; and Nov. 26, 2003.

1. A SIA standard shall be titled with a nomenclature of the structure:

Product Type Weight of Document – Application Area for Intended Use where:

Product Type The primary group of products or services addressed by the standard.

Weight of Document One of the following:

Standard – is a document with precise requirements.

Guideline – is a document with recommendations, or requirements that are less precise.

Technical Report – is a document that provides advisory or overview information only.

Application Area The nature of the requirements and is one of the following:

- features** **practices** **protocol**
- terms** **symbols**

Intended Use The primary purpose or goal for using the standard.

2. Only a standards document with precise requirements (a **Standard**) merits a claim of “compliance” by implementers. A standards document with recommendations, less precise requirements or advisory information (**Guideline** or **Technical Report**) may merit a claim that the document has been “followed.”
3. Documents that are still under development or revision and have not yet been approved by a Committee, Subcommittee or Working Group, shall be clearly marked **Draft**. The marking of **Draft** on the document may contain additional information as appropriate regarding the stage of the draft, such as “preliminary,” “advanced,” “for discussion” or “for vote.”

4. When standards documents are related by any of the structural elements in their titles, they may be combined into a single document called a Compendium, which sites the relational aspect of the individual documents.
5. SIA will attempt to follow the *ISO/IEC Directives – Part 2, Rules for the structure and drafting of International Standards*, wherever possible and feasible to help create consistency of standard publication.

Records Retention

Adopted by the SIA Standards Committee on Oct. 2, 2001.

1. Records shall be prepared and maintained to provide evidence of compliance with SIA and ANSI procedures.
2. Records concerning new, revised or reaffirmed SIA and American National Standards maintained under the periodic maintenance option (see 4.7.1 of the *ANSI Essential Requirements*) shall be retained for one complete standards cycle or until the standard is revised.
3. Records concerning actions on SIA and American National Standards, or a part(s) of a SIA and/or American National Standard, maintained under the continuous maintenance option (see 4.7.2 of the *ANSI Essential Requirements*) shall be retained for a minimum of five (5) years or until approval of the subsequent revision or reaffirmation of the complete standard.
4. Records concerning withdrawals of all SIA and American National Standards shall be retained for at least five years from the date of withdrawal.

Resolution of Comments to Standards Documents

Adopted by the SIA Standards Committee on Feb. 1, 1994.

Amended on Aug. 31, 1999; May 9, 2001; and March 27, 2002.

1. Comments are to be submitted to the SIA Staff Liaison. Comments should, wherever possible, address the material within the standard. The submitted document shall include the language that is in dispute and a suggested alternative. (The submittal cannot be a vague question or challenge without specific recommendations.)
2. Comments can be submitted either verbally at committee meetings or otherwise in writing during draft stages of the standard document.
3. Comments must be submitted in writing once the document is approved as a SIA standard. The submitted document shall include the language that is in dispute and a suggested alternative. (The submittal cannot be a vague question or challenge without specific recommendations.)
4. Initial disposition is at the discretion of the Committee, Subcommittee or Working Group Chair and the SIA Staff Liaison and shall be provided to the appropriate Committee, Subcommittee or Working Group at the earliest possible opportunity, not to exceed one month from the receipt of the comments.
5. If an initial disposition cannot be made because additional information or research is required in order to appropriately address the comment submitter's concerns, the comments will be placed in a pending status and the submitter will be so notified, not to exceed one month from the receipt of the comments. Upon receipt of the additional information or research, the Chair and the SIA Staff Liaison shall determine the initial disposition.
6. Review of the initial disposition by the members of the appropriate Committee, Subcommittee or Working Group is required, with a vote for approval or modification of the disposition.
7. The disposition and voting results (approval or disapproval) will be forwarded to the submitter of the comments in a timely manner, not to exceed one month from the completion of the vote. The disposition will be considered resolved unless the submitter contests the disposition within one month of receipt.
8. All dispositions can be contested in writing by the original submitter of the comment in accordance with SIA's Appeal and Protest Policy.
9. Where appropriate, comments shall be considered for changes to the body of the standard in its next revision.

Standards Officers (Chairs & Vice Chairs)

Adopted by the SIA Standards Committee on Feb. 1, 1994.

Amended on Aug. 30, 1994; Aug. 31, 1999; May 9, 2001; and March 27, 2002.

1. The SIA Standards Committee Chair and Vice Chair is an elected position from the principal or alternate representatives of voting members of the SIA Standards Program. They may not serve for more than two consecutive terms, and a term is two years.
2. The SIA Standards Subcommittee Chairs are appointed by the voting members of SIA Standards Committee. The Subcommittee may also have a Vice Chair appointed by the Subcommittee Chair. They may not serve for more than two consecutive terms, and a term is two years.
3. At the time an elected officer position becomes vacant or within two months prior to an incumbent officer's term expiring, a 30-day call for volunteers for candidates to fill the officer position shall be issued to the committee. In order to be considered, candidates must apply within the time frame specified in the call for volunteers. The incumbent may also apply unless this would cause a violation of the term limitations for the office. The candidate must be a voting member of the committee.
4. Each volunteer candidate, whether for appointment or reappointment, must submit to SIA Staff the following documentation in support of the candidacy: a statement of experience, indicating the volunteer's experience in the group's program of work, voluntary standards efforts, committee experience and leadership abilities; a statement of management support acknowledging the additional workload, financial resources and duties required of an officer over and above that of a technical participant. Staff shall review the documentation to determine if it satisfies all the procedural requirements and review the membership records of the committee to determine if the candidate(s) is a principal or alternate in good standing.
5. SIA Staff shall provide the slate of candidates for the SIA Standards Committee Chair to the SIA Board of Directors for review and approval. SIA Staff shall furnish the SIA Board of Directors with the documentation provided by the candidates. Upon SIA Board approval of the slate of candidates, SIA Staff will issue a 30-day letter ballot and/or conduct a meeting voting with the SIA Standards Program voting membership, including the documentation provided by the candidates. This letter ballot and/or meeting vote shall contain the names of all qualified candidates with a request to indicate the candidate the member prefers fill the vacant position. Letter ballots received by SIA Staff after the close of the ballot period may not be processed. If the vote is conducted via meeting vote, it will be conducted in executive session. If the vote is conducted via letter ballot, the results of the letter ballot are confidential and maintained by SIA staff. The appointment results will only be disclosed.
6. The same election policies above will apply to the appointment of the SIA Standards Committee Vice Chair and Subcommittee Chairs with the exception that SIA Board approval of the slate is not required.

7. A Subcommittee Chair may create Working Group(s). Policies governing the structure and operations of the Working Groups shall, to the maximum extent possible, reflect SIA Standards Policies.
8. In the event that a Subcommittee Chair resigns or becomes ineligible to serve, the Vice Chair shall assume the Chair's responsibilities until a replacement Chair shall be found. In the event that a Vice Chair is unable to assume the Chair's responsibilities, the SIA Standards Committee Chair, or a party designated by the SIA Standards Committee Chair, will serve as Acting Chair until a replacement Chair shall be found.
9. In the event that a Subcommittee Chair or Vice Chair changes organization affiliation, the Chair or Vice Chair must still be eligible under all other provisions of this Policy.
10. An individual may only serve as Chair on one subcommittee at a time, with the exception of the SIA Standards Committee Chair in the role of Acting Chair for various Subcommittees and/or Working Groups.
11. When circumstances require, it is the responsibility of the SIA Standards Committee to recall the elected officers of committees. Recall is a very serious responsibility discharged with the utmost regard to confidentiality and due process. For all matters considered by SIA Standards Committee, the following procedures apply:
 - a. Formal consideration of corrective action or recall begins with a written communication between the concerned party requesting action of an officer and the staff of SIA. The matter is presented for discussion in executive session at the next SIA Standards Program meeting at that time the SIA Standards Program decides whether sufficient grounds exist to investigate it.
 - b. If it is decided to investigate the matter, SIA Staff shall notify in writing the officer involved. A SIA Standards Program member is designated to follow up on the original communication to the SIA staff, discuss the matter with the officer involved, gather other information and opinions as appropriate and make a report in executive session at the next SIA Standards Program meeting. At that time, the SIA Standards Program decides whether to take no further action, to continue its investigation or to recall the officer involved. In any case, the officer involved is notified in writing.
12. If the Chair of a Subcommittee fails to perform the duties of the officer may result in officer recall by the SIA Standards Program. Duties include attendance at meetings and the meeting of deadlines.
13. The Chair and the Vice Chair of the SIA Standards Committee must execute a copy of SIA's new "Code of Conduct" as a provision of assuming the duties of Chair.

Use of Metric Units in Standards Documents

Adopted by the SIA Standards Committee on March 12, 1997.

1. The preferred units of measure in SIA standards shall be the System International d'Unites (SI), commonly known as metric units.
2. Inclusion of English unit equivalents in parentheses after the metric units in the text of SIA standards shall be encouraged as a recommended practice.
3. If equivalent units are specified, they may be an exact or approximate equivalent, depending on the application of the requirement in the standard. A note shall be placed in the standard stating whether the equivalent units are exact or approximate.
4. English units shall be used in SIA standards only where the application of the requirement is specific to the United States or U.S. conventions.

Voting of SIA Standards Program, Subcommittees and Working Groups

Adopted by the SIA Standards Committee on Aug. 31, 1993.

Amended on Aug. 30, 1994; March 12, 1997; Aug. 31, 1999; May 9, 2001; and March 27, 2002.

1. For all votes, a single vote is accepted for each organization eligible to vote, where an organization (for the purposes of membership and voting) is considered to be a corporation, federal or military department or agencies, partnerships or associations, self-employed or self-financed individuals or any other legal or commercial entity.
2. Voting membership in any SIA Standards committees is open to any organizations directly interested and/or materially affected, that are willing to participate regularly and that have paid the designated service fee*. Eligibility to vote is established by participation in two (2) of the last four (4) events held by the Committee, Subcommittee or Working Group. Events shall be considered meetings of the Committee, Subcommittee or Working Group, in person or on teleconference.

**The Service Fee is only for participation at the SIA Standards Program. There is no service fee for participation at the Subcommittee or Working Group levels.*

3. Voting is conducted in one (1) of three (3) ways:

a. OPEN VOTE

During a meeting of the Committee, Subcommittee or Working Group, by individual voice vote (roll call vote), and recorded in the meeting minutes. Members of the Committee, Subcommittee or Working Group who were not present for a written vote, but who would have been eligible to vote, shall be given the opportunity to vote by letter ballot, except in instances where the item voted upon was carried by the majority of the eligible voters.

b. WRITTEN VOTE

During an in-person meeting of the Committee, Subcommittee or Working Group by written company name and vote. Members of the Committee, Subcommittee or Working Group who were not present for a written vote, but who would have been eligible to vote, shall be given the opportunity to vote by letter ballot, except in instances where the item voted upon was carried by the majority of the eligible voters.

c. LETTER BALLOT

By mail, facsimile or email.

4. Written votes and letter ballots shall be conducted by the SIA Staff Liaison.
5. A valid vote requires a quorum of at least half of the eligible voters, either at a meeting of the Committee, Subcommittee or Working Group, or in response to a letter ballot.
6. A valid approval requires at least half of all eligible votes received be for approval. Any objections received by eligible voters shall be resolved, in accordance with SIA's Policy for Resolution of Comments.

7. During a Letter Ballot, should an eligible voter fail to respond to the Letter Ballot after a follow-up notice, the voter's name shall be removed from that ballot's eligible voter list, and the quorum shall be readjusted accordingly. Notification of such action shall be provided to the voter.
8. Votes of Working Groups that result in a recommended SIA Standards Document (Standard, Technical Report or Guideline) shall be submitted to the Subcommittee to which the Working Group reports.

SIA Standards Program

Adopted by the SIA Standards Program on Month, Day and Year.

1. Membership on the SIA Standards Program is by organization and the organization may designate up to two (2) representatives.
2. The SIA Standards Program shall perform the following functions in accordance with the SIA Standards Program Policies:
 - a. Serve as the consensus body for SIA Standards positions.
 - b. Maintain ANSI accreditation.
 - c. Serve as the highest authority for the resolution of appeals.
 - d. Retain ultimate responsibility for all standards developed and approved by the SIA Standards Program.
 - e. Create and disband its subordinate Subcommittees, Working Groups and Ad Hocs.
 - f. Elect the Officers (Chair, Vice Chair) of the SIA Standards Program and any Subcommittees thereof.
 - g. Recall officers.
 - h. Approve public statements of SIA Standards Program policy or position and promotional materials.
 - i. Maintain and approve the SIA Standards Program Policies and submit any revisions for final approval by SIA's Board of Directors.
 - j. Develop, Review and Approve new work (project proposals) and final drafts of standards in accordance with the SIA Standards Road Map. In the case of American National Standards, also approve their submission to the SISC.
 - k. Establish appropriate liaison and coordination mechanisms among the SIA standards subgroups and with other standards bodies having common interests and consistent with the SIA Standards Road Map.
 - l. Perform the work of any SIA Standards subgroup when no appropriate subgroup exists to perform the function or an existing subgroup is not responsive.
 - m. At least annually review and update the SIA Standards Roadmap for approval by the SIA Board of Directors.

Approval Flow of SIA Standards Documents

Adopted by the SIA Standards Committee on March 27, 2002.

1. Any SIA Standards Document (Standard, Technical Report or Guideline) shall be considered a draft document until it is approved by the SIA Standards Program.
2. Any SIA Standards Document produced and approved by a Working Group must be submitted to the Standards Subcommittee to which the Working Group reports.
3. The SIA Standards Subcommittee must approve the SIA Standards Document produced by one of its Working Groups before it may be submitted to the SIA Standards Program.
4. A SIA Standard Document approved by a SIA Standard Subcommittee shall be submitted to SIA Standards Program for approval.

Patent Policy

Adopted by the SIA Standards Committee on July 1, 2022.

1. SIA has no objection in principle to drafting an SIA standard in terms that include the use of an essential patent claim (one whose use would be required for compliance with that standard) if it is considered that technical reasons justify this approach. Participants in the SIA's standards development process are strongly encouraged to bring to the attention of SIA patents with claims believed to be essential. If SIA receives a notice that a proposed, revised or approved SIA standard may require the use of such a patent claim that is not already covered by an existing assurance, the procedures in this Section shall be followed.
2. SIA shall receive from the patent holder, or a party authorized to make assurances on its behalf, in written or electronic form a statement with the following:
 - a. identifying the patent registration or application number(s) of the patent(s) or published patent applications that is believed to contain essential patent claim(s);
 - b. identifying the SIA standard or proposed SIA standard and the part or section of the SIA standard or proposed SIA standard that would include the use of an essential patent claim; and
 - c. containing an assurance that a reasonable license to such essential patent claim(s) will be made available on standard terms to all applicants desiring to utilize the license for the purpose of implementing the standard either:
 - i. an assurance in the form of a general disclaimer to the effect that such party does not hold and does not currently intend holding any essential patent claim(s); or
 - ii. an assurance that a license to such essential patent claim(s) will be made available to applicants desiring to utilize the license for the purpose of implementing the standard either:
 1. under reasonable terms and conditions that are demonstrably free of any unfair discrimination; or
 2. without compensation and under reasonable terms and conditions that are demonstrably free of any unfair discrimination; or
 3. containing an assurance that the participant or identified party will not enforce any present and/or future essential patent claims against any person or entity making using, selling, offering to sell, importing distributing or implementing such a compliant implementation.

Such assurance shall indicate that the patent holder (or third party authorized to make assurances on its behalf) shall include in any documents transferring ownership of patents subject to the assurance, provisions sufficient to ensure that the commitments in the assurance are binding on the transferee, and that the transferee shall similarly include appropriate provisions in the event of future transfers with the goal of binding each successor-in-interest.

The assurance shall also indicate that it is intended to be binding on successors-in-interest regardless of whether such provisions are included in the relevant transfer documents.

3. A record of the patent holder's statement shall be retained in the files of SIA and shall be published on the SIA website.
4. When SIA receives from a patent holder the assurance set forth in 2 b) above, the standard shall include a note substantially as follows:

NOTE – The user's attention is called to the possibility that compliance with this standard may require use of an invention covered by patent rights.

By publication of this standard, no position is taken with respect to the validity of any such claim(s) or of any patent rights in connection therewith. If a patent holder has filed a statement of willingness to grant a license under these rights on reasonable and nondiscriminatory terms and conditions to applicants desiring to obtain such a license, then details may be obtained from the standards developer.

5. SIA is not responsible for conducting inquiries into the legal validity or scope of patents for which a license may be required by an SIA standard or for negotiating any license for such patent(s) on behalf of another person or entity.
6. Committee, Subcommittee or Working Group meetings shall not discuss the following:
 - a. the construction, validity or essentiality of patents or patent claims;
 - b. specific license rates, licensing costs, terms or conditions or the relative costs of different technical approaches to the standard; or
 - c. the status or substance of ongoing or threatened patent litigation.