

2025 Standards Development Procedures

AVIXA Standards Program

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Abstract

This document provides a standards development procedure that contains all the essential requirements of due process that define the standards development activities of AVIXA.



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Foreword

In 2006, The InfoComm International Board of Governors (now AVIXA Board of Directors) approved the creation of a standard development committee. The stated mission statement: *To develop consensus-formulated industry standards that inform the providers and purchasers on the performance they should build for, and expect from, AV communications systems. This industry-building effort is to both help the members of the industry grow their businesses and to help their clients realize a better return on their investment through the standardization of performance practices and enhancement of quality.*

Oversight of the Standards Steering Committee is by the AVIXA Board of Directors (BOD), as the controlling body:

- a) Submission materials for ANSI standards developer accreditation to be approved by BOD
- b) All standards are approved by the consensus body (Standards Steering Committee) prior to being submitted to ANSI
- c) BOD oversight of AVIXA Standards Steering Committee

As AVIXA is a broad-reaching organization of professionals engaged in creating audiovisual systems for the built and temporary environments, the emphasis of this effort is towards *systems* performance, documentation, and management issues. This emphasis distinguishes AVIXA from other professional trade associations that create standards concerning manufactured equipment or related products.

This manual is to be used in conjunction with the AVIXA Standards Designation and Organization Manual.

Compliance

The procedures in this document conform to the ANSI *Essential Requirements* and principles of:

- World Trade Organization Agreement on Technical Barriers to Trade (TBT) Annex 3 Code of Good Practice for the preparation, adoption and application of standards
- ISO/IEC Guide 59 Code of Good Practice for Standardization

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1. Scope, Purpose, and Application

1.1. Scope

This procedure addresses all essential due process requirements for the development, revision, reaffirmation, and withdrawal of standards by the Standards Developing Organization (SDO) AVIXA, formerly InfoComm International. It addresses the following procedure elements:

- Openness
- Balance
- Dominance
- Views and Objections
- Voting
- Appeals
- Maintenance

1.2. Purpose

This procedure defines the processes, documentation, and communication of the standards development program of AVIXA.

1.3. Application

This procedure allows for the formulation of consensus-based standards development that may be applied on a voluntary basis by audiovisual industry professionals and companies. The procedure also allows for the designation of such standards to the international standards-management bodies of ANSI, ISO, ITU, and IEC.

2. Referenced Publications

The following document is referenced in this standard. Users are encouraged to apply the most recent edition of the reference indicated below:

AVIXA Standards Program: *Standards Designation and Organization Manual*. This is available from AVIXA.

3. Definitions

For the purposes of these procedures, the following definitions apply:

3.1. Balance

Extent of evenness of numbers of individuals among the various interest categories on the consensus body, so that no single interest category can have a majority of the voting members.

3.2. Consensus

Substantial agreement among directly and materially affected interests. This means the agreement of more than a simple majority, but not necessarily unanimity. Consensus requires that all views and objections be considered, and that an effort be made by the consensus body toward their resolution.

3.3. Consensus Body

Group that approves the content of a standard and whose vote gives evidence of consensus.

3.4. Consultants / Programmers

Interest category representing audiovisual professionals engaged in the practice of providing consultation for system design or system programming.

3.5. Direct and Material Interest

The interest in a standard by an individual who uses the subject product, process, or service of the standard, or is directly affected by it.

3.6. Dominance

Position of authority, resulting from the number of individuals, office of the individuals, or superior technical knowledge of the individuals, to the exclusion of fair and equitable consideration of other viewpoints.

3.7. Due Process

Mechanism that allows for fair, equitable, and open participation by those directly and materially affected. This includes the ability to express a position and its basis, to have that position considered, and to appeal any resulting decision.

3.8. Interest Category

Classification grouping of similar points of view.

The conventional basic interest categories are those of producer (those who produce products, processes, or services covered by the standard), user (those who use products, processes, or services covered by the standard), and general interest (those who neither produce nor use products, processes, or services covered by the standard but are in some way affected by it). The classification groupings can be further subdivided but cannot be combined.

Interest categories in this procedure for AVIXA are:

- Consultant/Programmer
- Manufacturer/Independent Manufacturer's Reps/Distributor
- Technology Manager/Presentations Professional/Student/End-User
- Systems Integrator/ Live Events Professional

3.9. Maintenance

A review process used by a consensus body to ensure that an approved standard remains adequate to address the intended need, with the outcome of the review process resulting in either a revision, reaffirmation, or withdrawal of the standard.

3.10. Manufacturers/Independent Manufacturer's Reps/Distributors

Interest category representing industry professionals who sell or distribute audiovisual equipment or represent those who sell or distribute audiovisual equipment.

3.11. Openness

Extent to which individuals are permitted to participate in the standards development process.

3.12. Participation

Specific role that individuals play in the standards development process. It can range from an active voting member of the consensus body to a passive observer from the public.

3.13. Standard

A term used generically that applies collectively to codes, specifications, standards, recommended practices, procedures, classifications, test methods, and guides, which provide interchangeability and compatibility; enhance quality, safety, and economy; have been and are published by a standards developing organization or group; and published in accordance with established procedures.

3.14. Standards Committee

A group of individuals authorized to develop and maintain standards within a scope specified by the organization sponsoring standards development.

3.15. Substantive Change

A change that directly and materially affects the use of the standard.

3.16. Systems Integrator/ Live Events Professional

Interest category representing industry professionals who either bring components and subsystems together to create a functional system, or who work in the temporary audiovisual system industry by renting equipment or staging productions.

3.17. Technology Manager/Presentations Professional/Student/End-User

Interest category representing individuals who are users and managers of the audiovisual systems, or are students.

4. Procedures

4.1. General

These procedures provide rules and requirements for the standards development activity of AVIXA. It is available to any interested person. Additional requirements for accreditation by national standards bodies such as the American National Standards Institute, or the Standards Council of Canada may be necessary. It is also recommended that the *AVIXA Standards Designation and Organization Manual* be adopted for all standards developed.

4.2. Participation

All persons who are directly and materially affected by the standards of AVIXA are invited to participate in the development of those standards.

4.3. Committee Membership

The AVIXA Standards Steering Committee is the ANSI consensus body for the SDO. Membership on the AVIXA Standards Steering Committee and its associated task groups is open to all directly and materially affected persons that demonstrate an expertise in the defined interest categories. Members shall be designated as voting or non-voting. Voting membership shall be subject to the provisions of balance, committee size, and technical qualifications. Membership in AVIXA is not required to be a voting member of the AVIXA Standards Steering Committee or task groups.

4.4. Participation Fees

There are currently no fees to participate in the standards activities of AVIXA. However, AVIXA reserves the right to review this policy at any time in the future.

4.5. Technical Qualifications

Because of the nature of the standards under the responsibility of the AVIXA Standards Program, a technical understanding and knowledge of the subject matter is required to be a voting member of the Committee and associated task groups. The Steering Committee, with the help of AVIXA staff, should determine if this criterion is met.

4.6. Committee Size

As AVIXA provides voting members of the Steering Committee and standard development task groups reimbursement for all committee related expenses, the size of the AVIXA Standards Steering Committee and associated task groups' voting slots may be restricted to a reasonable number of persons. This size shall be determined by the members of the Steering Committee of the AVIXA Standards Program in order for the work to be carried out in an efficient and effective manner, and with the objective of including individuals representing all points of view. Although not mandatory, the membership of the task groups should reflect, as closely as possible, a balance of interests that mirrors the balance of the consensus body. Voting members of the Steering Committee should have experience working in a standard development task group. The committee is open to observation at any time to materially interested persons.

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4.7. Notification

When appropriate, standards activity (real or virtual) of AVIXA shall be announced in the normal media (print, website, email, etc.) used by AVIXA to provide the opportunity for the widest possible participation by directly and materially affected persons. In addition, these procedures shall be made available to interested parties upon request.

4.8. PINS

The Steering Committee will consult with AVIXA staff to prioritize standards in development, based on available resources. Once a task group meets and the project's scope has been fully agreed upon by the Standards Steering Committee and the task group, a notification to develop or revise an American National Standard shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for announcement in Standards Action. This may be many months after the project has been approved for development. For instance, a standard is approved for development by the Steering Committee, but the task group must determine whether to combine it with another standard already developed by AVIXA. A statement shall be submitted and published as part of the PINS announcement that shall include:

- (a) an explanation of the need for the project; and
- (b) identification of the stakeholders (e.g., telecom, consumer, medical, environmental, etc.) likely to be directly impacted by the standard.

4.9. Notification of revisions, reaffirmation, withdrawal, or creation

In accordance with clause 4.7 of the *ANSI Essential Requirements*, will initiate action leading to the revision, reaffirmation, or withdrawal of an existing American National Standard on a time schedule permitting the submission of a PINS form or BSR-8/108 form prior to the fifth anniversary of the underlying standard's approval (month and day) as an ANS. Timely and adequate notification of any action to create, revise, reaffirm, or withdraw a standard shall be made once the decision by the task group and the terms of reference have been finalized and approved by the Steering Committee. AVIXA staff will file an extension request to ANSI should the PINS submission be delayed. The PINS notification shall include a clear description of the purpose of the proposed standards activity and who the proposed stakeholders are that might be affected. It shall also identify the contact individual for AVIXA for further information. If requested, the name, affiliation, and interest category of each member of the AVIXA Standards Steering Committee and relevant task group shall be made available to interested parties upon request. "Affiliation" refers to the entity that the consensus body member represents (which need not be that person's employer.) If the consensus body member is serving in an individual capacity, then the name of the individual, that person's employer, sponsor, and interest category should be available. Contact information is not required.

Any comments received within 30 days from the publication date of a PINS announcement in Standards Action resulting from the filing of PINS with ANSI shall be addressed in accordance with clause 2.5.1 (and its subsections) of the most current version of the *ANSI Essential Requirements*.

4.10. Publicity

It is recommended that the Standards Program staff make available in the normal media used by AVIXA, at least once a year, its work program of standards that it is currently preparing, amending, or revising and standards it has adopted or published in the preceding period. This may be accomplished as a plenary session, via publication, or on AVIXA's website.

4.11. Member (Participant) Termination

Members may terminate their memberships in the Steering Committee or a task group with written notice to the Director of Standards and to the Standards Steering Committee Chair.

Membership in the Steering Committee and any or all task groups may be terminated by the Director of Standards if the Director verifies that a member's contact information is not current, and the member has been non-responsive for 4 weeks by email or post.

Membership in the Steering Committee and any or all task groups may also be terminated by the Director of Standards for violation of any stipulation within this *Procedures Manual*, the *AVIXA Committee Volunteer Code of Conduct*, *Non-Disclosure and Conflict of Interest Agreement*, and the *AVIXA Anti-Trust and Meeting Guidelines*.

The following process shall pertain:

1. First, the Director of Standards must provide evidence of the violation(s) to his/her supervisor.
2. Second, a written notice of violation (which may be delivered by email) must have been sent to the member by the Director of Standards.
3. Third, the member must reply and submit evidence that the substance of the violation is inaccurate or has been corrected. Based on the evidence submitted, the Director of Standards may issue a written warning or terminate the member's participation.
4. Fourth, if the member does not submit such evidence within one month of notification, the member may be terminated or given a written warning.
5. Fifth, if there is insistence of innocence from the member concerning the violation, the Director of Standards will present the evidence to and consult with the Chair of the Steering Committee, who will determine whether the member receives a written warning or is terminated. At his/her discretion, the Chair of the Steering Committee may convene a group of no more than four additional Steering Committee members to vote on removal of the member. This vote and notification to the member in question will take place within 90 days of the identification of the violation.
6. Sixth, if the member violates the above *Procedures, Agreements, or Guidelines* intentions again, at any time, the Director of Standards may terminate the member by written notification (which may be delivered by e-mail), and inform the Standards Steering Committee of the action.
7. Seventh, the terminated member may appeal to the Standards Steering Committee after a period of one year from the termination notification date to request for reinstatement.

The termination procedures specified in this section will govern and supersede any other appeals actions as specified in this *Procedures* document. Refer to section 4.7 for appeals of all other Standards-related actions and inactions.

5. Balance

5.1. Interest Categories

In order to produce the best standard that will be broadly accepted and widely used, individuals representing all points of view are solicited. The Steering Committee of the AVIXA Standards Program is to be populated with a balanced cross section of industry and manufacturing professional experience. This is to include, at a minimum, the following:

- a) System Integrator/Rental and Staging
- b) Independent Consultant/ Programmer
- c) Manufacturer/Independent Manufacturers' Representative/Distributor
- d) Technology Manager/Presentations Professional/Student

For definitions for these interest categories please see section 3. Definitions.

5.2. Membership

The number of members (participants) from each category shall be such that no single interest category predominates. The Standards Steering Committee should seek to have the number of participants in each interest category proportionate to the number of categories, e.g., whereas there are four categories defined above, at a minimum, a participant from each of the categories should hold committee membership, with no greater than 50% of the membership from any one category.

If the consensus body formation described above lacks balance in accordance with the historical criteria for balance, and no specific alternative formulation of balance was approved by the ANSI Executive Standards Council, outreach to achieve balance shall be undertaken by the AVIXA standards staff and the Standards Steering Committee.

6. Dominance

In order to consider all viewpoints on the standards being developed, dominance shall not be permitted. However, unless it is claimed in writing (including electronic communications) by a directly and materially affected party that a single interest category, individual, or organization dominated the standards development process, no test for dominance is required. All claims of dominance shall be reported to the Chair of the Standards Steering Committee who shall take appropriate action. Claimants of dominance shall have the right to appeal to AVIXA any action taken by the Standards Steering Committee chair.

7. Views and Objections

7.1. Public review comments

Prompt consideration shall be given to the written comments and objections of all participants, including those commenting from various public announcements. These comments and objections (submitted with a negative ballot) will be received by AVIXA ONLY through either an online electronic form or other designated form (such as Excel), with no pdf or word documents attached other than references supporting the comment. The link to the comment form shall be provided by AVIXA and made readily available. Only one comment per form shall be accepted, and multiple comments may be submitted individually or through the bulk comments feature.

An effort to reconcile all comments shall be made by the designated task group for that standard, and each commenter shall be advised in writing by the director of standards (including electronic communications) of the disposition of the comments by the task group along with reasons for the disposition. At that time, commenters will also be notified in writing of their rights to appeal the comment response provided by the task group, in writing, within two weeks of receipt of the task group's comment response. If a commenter objects to the task group's response within the allotted two-week period, the task group is charged with providing an additional response addressing the commenter's objection. The commenter will be asked to provide, in writing, a statement saying either that the comment has been satisfactorily resolved, or that the comment remains unresolved. The commenting transaction will be reported to the Steering Committee, and the committee will re-ballot the standard for approval if there are any unresolved comments.

7.2. Reporting unresolved comments

Each unresolved objection and attempt at resolution, and any substantive change made in a proposed Standard shall be reported to the AVIXA Standards Steering Committee to afford all members of this consensus body an opportunity to respond, reaffirm, or change their vote. If the members of the AVIXA Standards Steering Committee do not respond to this recirculation ballot, their original vote shall stand.

7.3. Re-listing for substantive changes

Any substantive changes to a proposed American National Standard are required to be re-listed for public review, in accordance with the last paragraph of section 2.5 of the *ANSI Essential Requirements*.

8. Voting

Evidence of consensus in accordance with the following requirements shall be documented.

8.1. Voting Options

The voting options of the Standards Steering Committee on all standards activity ballots for official procedures shall be:

- a) Affirmative
- b) Negative with reasons
- c) Abstain

All votes shall be submitted in writing/electronically by the voter and shall not be changed by anyone other than the voter, and then only in writing/electronically.

8.2. Approval Requirements

A majority of the members of the Standards Steering Committee shall vote affirmatively on the standard. Of those voting (affirmative, negative with reasons, or abstain), there shall be at least twice as many affirmative votes as negative votes.

9. Public Review

Concurrent with seeking approval within the Standards Steering Committee, broader affirmation of the draft standard's content, relevance, and effectiveness shall be accomplished by making it available to a wide audience of interested parties. Depending on the scope and objectives of the standard, this review could take place at various levels such as general membership of the AVIXA Standards Program Subject Matter Experts Pool, general membership of AVIXA, a specific industry sector, the public, geographic region, etc. Consideration and resolution of views and objections (submitted with a negative vote) resulting from this broad review shall be accomplished in accordance with Section 6 above. Generally, at least 60 days should be allowed for review and submission of comments, or 45 days if the public review is held electronically.

10. Procedural Appeals

Refer to section 4.10 for member (participant) termination appeals process issues.

10.1. Address of Appeals

All directly and materially affected persons concerned with the standards of AVIXA shall have the right to appeal any procedural action or inaction of the AVIXA Standards Steering Committee. It is the intent of the following requirements to provide for the impartial handling of any standards related complaints, except termination of participation. Participation by all parties concerned shall be provided without imposing any undue burdens.

All appeals shall be addressed promptly and a decision made expeditiously. Consideration of appeals shall be fair and unbiased and shall fully address the concerns expressed.

10.2. Timing

Appeals regarding any action by the AVIXA Standards Steering Committee shall be filed in writing / electronically to the Standards Steering Committee within 30 days of the action. Appeals regarding any inaction by the Standards Steering Committee shall be filed in writing to AVIXA at any time.

10.3. Appeals Panel

Upon receipt of a written appeal (complaint) from a directly and materially affected person, the AVIXA Standards Steering Committee shall work to resolve the issue informally first. If no resolution is apparent, the Standards Steering Committee shall establish an Appeals Panel comprised of an odd number of individuals, at least a majority of who are acceptable to both sides of the issue. The Appeals Panel members shall not be members of the AVIXA Standards Steering Committee.

10.4. Hearing

The Appeals Panel shall hold a hearing (either in-person or via electronic means) at a time, place, and mechanism that is suitable to both parties in the appeal. The burden of proof to show action or inaction shall be on the appellant. This hearing shall be held within 30 days of the filing of the appeal, and the results of the hearing posted and provided to the complainant within two weeks thereafter.

10.5. Verdict

Based on the preponderance of the evidence presented, the appeals panel shall render a verdict. The appellant will receive a written decision.

10.6. Further Appeal

Any verdict rendered by the Appeals Panel may be appealed again to the AVIXA Standards Steering Committee following a similar procedure to that in 9.3 through 9.5 except that the individuals named to the second appeals panel shall be different than the individuals named for the initial appeals panel. Any verdict rendered by the Second Appeals Panel shall be the final level of appeal at AVIXA.

11. Maintenance and Withdrawal

11.1. Publication of Standards

All approved standards shall be published no later than six months after the final ballot approval, or any appeals, whichever is later.

11.2. Discontinuance of Standards

AVIXA shall notify ANSI in writing of any projects or standards that have been discontinued.

11.3. Maintenance

Standards developed by AVIXA shall be maintained via the “periodic maintenance” mode as outlined in the *ANSI Essential Requirements*. Standards under the responsibility of AVIXA shall be revised, reaffirmed, or withdrawn after five years from the last approval date. A BSR-8 or BSR-11 shall be submitted prior to the expiration date for reaffirmation, or a PINS shall be submitted to indicate the opening of renewed development of the standard. If no ballot for revision, reaffirmation, or withdrawal has been issued after five years from the last approval date, a reaffirmation ballot shall be issued. If the reaffirmation ballot fails, the standard shall be withdrawn.

AVIXA may abandon the processing of a proposed new or reviewed American National Standard or portion thereof if it has followed its accredited procedures. A written justification for such an action shall be made available upon receipt of any written request received by AVIXA within 60 days of the date of the final action. Appeals of such actions shall be made to the ANSI Executive Standards Council based on procedural noncompliance.

11.4. Withdrawal of Standards

Standards that are to be withdrawn by AVIXA for any other reasons shall follow the procedures under “Criteria for Withdrawal” as specified in the *ANSI Essential Requirements* under the following criteria:

- a) Administrative withdrawal
- b) Withdrawal by AVIXA International
- c) Discontinuance of a standards project
- d) Withdrawal for a cause

The Standards Steering Committee will vote on whether to withdraw a standard based on the recommendation of a task group or the review of outstanding projects for which a PINS has been submitted. The vote will follow the rules outlined below:

11.5. Voting Options

The voting options of the Standards Steering Committee on all withdrawal activity ballots for official procedures shall be:

- a) Affirmative
- b) Negative with reasons
- c) Abstain

All votes shall be submitted in writing/electronically by the voter and shall not be changed by anyone other than the voter, and then only in writing/electronically.

11.6. Withdrawal Approval Requirements

A majority of the members of the Standards Steering Committee shall vote affirmatively on the withdrawal of a standard. Of those voting (affirmative, negative with reasons, or abstain), there shall be at least twice as many affirmative votes as negative votes.

12. Records

The AVIXA Standards Department staff shall keep records on actions taken by the Standards Steering Committee and its associated task groups, which shall include but are not limited to draft standards sent for review, review comments and resolutions, and notes from all committee meetings. These records shall be retained for five years or one complete standards cycle, (whichever is longer) or until the standard is revised. This is in accordance with Option 1 of the periodic maintenance mode as outlined in the *ANSI Essential Requirements Evidence of Compliance*. Records relating to the withdrawal of (American National) Standards shall be maintained for 5 years from the date of withdrawal.

13. Policies and Administrative Procedures

13.1. Patent Policy

If a patented item can be technically justified as necessary for inclusion in a standard, it may only be included under the following conditions.

Prior to balloting by the Standards Steering Committee, all known patents or patents pending on inventions that may be required to comply with the provisions of the standard shall be disclosed by the patent holder or a party authorized to make assurances on its behalf, in written or electronic form.

It shall be documented that the patent holder will make available without compensation, or under reasonable terms and conditions without discrimination, a license to any applicants for the purpose of implementing the standard.

A note shall be added to the foreword of the standard alerting the user that conformance to the standard may involve the use of an invention that is covered by patent rights.

Any AVIXA Standards submitted for approval to ANSI must comply with the current version of the ANSI Patent Policy as defined in *ANSI Essential Requirements*.

13.2. Antitrust Policy

Any AVIXA standard submitted for approval to ANSI will comply with ANSI's current anti-trust policy.

13.3. Commercial Terms and Conditions

Except as otherwise permitted by these Essential Requirements, ANS shall not include terms or conditions that are primarily contractual or commercial in nature, as opposed to technical, engineering or scientific in nature. Thus, for example, an ANS shall not include contractual requirements (3.2.1); endorse or require the use of proprietary products or services (3.2.2); or endorse or require the use of conformity-assessment bodies, testing facilities or training organizations (3.2.3).

13.3.1 Contractual Requirements

Except as provided below, ANS shall not include contractual requirements such as those relating to products or services, guarantees, warranties, reworks, indemnities, buybacks, price-related terms and other conditions of sale or use.

13.3.2 Endorsements of Proprietary Products or Services

ANS shall not endorse or require the purchase or use of proprietary products or service providers as a condition of implementing the standard. Proprietary in this context means products or services that are the property of an owner and cannot be obtained or recreated without the consent of the owner. For example, an ANS may not endorse or require the purchase or use of brand-name tools or components, licenses, manufacturer lists, service provider lists or copyrighted materials.¹

However, for informational purposes, where known sources exist for products or services necessary to comply with the ANS, it is permissible, but not obligatory, to identify the sources (which may include a source's name and address) in a footnote, an appendix, or reference to a website. The referenced products or services shall be reasonably available from the referenced sources, the words "or the equivalent" shall be added to the reference, and the reference shall also expressly state that identification of products or services is not an endorsement of those products or services or their suppliers.

13.3.3 Conformity Assessment, Testing and Training

In connection with ANS that relate to the determination of whether products or services conform to one or more standards, the process or criteria for determining conformity may be standardized as long as the description of the process or criteria is limited to technical, engineering or scientific concerns and does not include what would otherwise be contractual or commercial terms.

It is permissible for health, safety or environmental protection reasons to include a generic requirement for third-party, i.e., independent, conformity assessment, testing or training. ANS shall not dictate the use or non-use of a particular conformity-assessment body, testing facility or training organization.

¹ The term "copyrighted materials" is not intended to include: (a) manufacturers' instruction/safety manuals; or (b) third-party standards, when such documents are incorporated by reference into the text of an ANSI for non-commercial technical, or safety-related purposes, as long as such references do not otherwise violate other provisions of the Commercial Terms and Conditions Policy (e.g., they cannot also include warranties, guarantees and like commercial clauses).

However, for informational purposes, where known sources exist for products or services necessary to determine compliance with the ANS, it is permissible, but not obligatory, to identify the sources (which may include a source's name and address) in a footnote, an appendix, or reference to a website. The referenced products or services shall be reasonably available from the referenced sources, the words "or the equivalent" shall be added to the reference, and the reference shall also expressly state that identification of sources is not an endorsement of those sources.

13.4. Metric Policy

All standards developed by the AVIXA Standards Program shall use units from the International System of Units (SI) wherever units are specified. The use of units from the equivalent imperial (US customary) inch/pound system may be provided in parentheses following the SI units. Standards documents will follow the "BICSI Policy for Numeric Representation of Units of Measure," as follows:

In general, SI units of measure are converted to a US Customary unit of measure and placed in parentheses. Exception: When the reference material from which the value is pulled is provided in imperial units only, the imperial unit is the benchmark.

In general, soft (approximate) conversions are used. Soft conversions are considered reasonable and practicable: they are not precise equivalents. In some instances, precise equivalents (hard conversions) may be used when it is a:

- Manufacturer requirement for a product
- Standard or code requirement
- Safety factor

For metric conversion practices, refer to IEEE SI 10-200x., American National Standard for Use of the International System of Units (SI): The Modern Metric System (revision of ANSI / IEEE/ ASTM SI 10-1997, Standard for Use of the International System of Units (SI): The Modern Metric System).

When Celsius temperatures are used, an equivalent Fahrenheit temperature is placed in parentheses.

13.5. Interpretations Policy

The AVIXA Standards Steering Committee does not provide interpretations of its standards. All requests for interpretations shall be collected and reviewed at the next revision.

13.6. Acknowledgements

At the discretion of AVIXA International, the Standards Steering Committee may include prior to the text of the standard developed, an acknowledgement of the principal contributors to the preparation of the standard.