

# Appendix A

Technical Committee Operating Procedures  
(Pressure Vessels & Piping Division)  
November, 2009 (same as October, 2008)

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## Appendix A -- Technical Committee Operating Procedures

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### A.1 Scope

The principal purpose of the Technical Committee is to provide technical exchange through activities covering the subject matter listed in the Division Bylaws. The scope of each Committee is included only in the Bylaws, and must be maintained and supported by Committee activities. Whenever a modification to the scope of a Committee is needed, it shall be approved by the Executive Committee, and issued as a change to the Division Bylaws.

The major Division activities in terms of papers, panels, seminars, books, etc., take place in the technical committees for the various disciplines covered. Each Technical Committee must include the program and publication capabilities: to locate, attract, and review papers of high quality; develop panels and seminars at meetings; contribute to the development of the publications of the Division and Society. In addition, honors, membership development, professional development and other such activities assigned by the General or Executive Committees are to be carried out by the Technical Committees. Activities may include development of sessions for Division Conferences, IMECE (WAM) and other meetings or conferences, liaison with other Division Committees, other ASME Divisions, other Societies and organizations.

The Technical Committee shall operate under the direction of the PVP Division Executive Committee and the Technical Committee Chair reports to the Chair of the Executive Committee.

### A.2 Organization

A.2.1 Each Technical Committee Organization Structure is provided in a separate appropriate subsection of Section A.6, of this Appendix.

A.2.2 The Technical Committee is to have at least six additional members and the following Officers; a Chair, a Vice-Chair, a Secretary, (or Vice-Chair/Secretary).

A.2.3 The Committee shall appoint Representatives to the following Division Committees.

- a. Technical Conference Programs
- b. Communications
- c. Honors
- d. Professional Development
- e. International Coordination

In the absence of any of these positions or functions, the Chair of the Technical Committee is responsible.

A.2.4 Technical Subcommittees/Task Groups may be established by the Technical Committees. Subcommittee/Task Group Chairs are appointed by the Committee Chair, and approved by the Committee by a majority vote, then submitted to the Executive Committee for approval. Such groups are to be headed by a Chair, to discharge specific technical aspects of the Subcommittee/Task Group. These shall be identified on the Organizational Structure or Supplemental Procedures of the Technical Committee.

A.2.5 The Officers of the Technical Committee consist of Chair, Vice Chair and Secretary (or Vice Chair/Secretary).

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- A.2.6 The Committee Chair is appointed by the PVPD Executive Committee in accordance with Division Procedures (III.D.1). The other Officers and any Subcommittee/Task Group Chairs are appointed by the Technical Committee Chair, to serve one two-year term. An individual may serve a maximum of two consecutive terms in the same position.
- A.2.7 Technical Subcommittee/Task Group members need not be members, voting or otherwise, of the Technical Committee. They may be members, if explicitly identified thus, and they are subject to all membership requirements.
- A.2.8 Voting Members of the Technical Committee include its Officers, Subcommittee/Task Group Chairs, and others approved by vote. The voting membership of the Technical Committee consists of such members "in good standing," and as listed on the Technical Committee Roster.
- A.2.9 A quorum of the voting body, or duly authorized representatives, is required for voted committee actions. A quorum is one-half of the voting members as indicated on the Technical Committee Roster.
- A.2.10 Voting members must demonstrate continued interest through participation on the Technical Committee and in its activities, and regular attendance of Technical Committee meetings. A person may be a voting member of only one Technical Committee of the Division. Technical Committees may appoint "associate members," who are not voting members. Past Chairs of a Technical Committee should remain voting members, subject to the conditions in this paragraph. Membership lists should be kept up-to-date, and members whose participation lapses should be dropped from the roster. Each Technical Committee should develop its own criteria for dropping members who have ceased to attend meetings.
- A.2.11 The Technical Committee shall hold at least one meeting per year, which shall be during the Annual (Summer) PVPD Conference. Additional meetings may be held during the IMECE (WAM) or as voted by the Technical Committee. The General Committee shall be notified of additional meetings, for coordination purposes. Teleconferencing may be used for meetings, if effective.
- A.3 Functions: The following functions are considered the principal responsibility of the Technical Committee:
- A.3.1 Provide support to the PVP Division as described in the Bylaws of the Division, particularly by promoting exchange of technical information appropriate for the Committee, e.g., through development of technical sessions at meetings and conferences.
- A.3.2 Maintain Technical Committee Supplemental Operating Procedures.
- A.3.3 Approve Technical Committee members.
- A.3.4 Recommend Certificates of Recognition and other Awards.
- A.3.5 Help identify and sponsor members to become ASME Fellow members.
- A.4 Responsibilities: The following responsibilities of the Technical Committee Officers, Subcommittee/Task Group Chairs, and Division Committee Representatives:

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### A.4.1 Committee Chair: Responsibilities of the Technical Committee Chair are:

- A.4.1.1 The Technical Committee Chair presides over all meetings of the Technical Committee.
- A.4.1.2 The Technical Committee Chair is responsible for preparing a written article of committee activities for inclusion in the PVPD Newsletter. The article is to be sent to the Newsletter Editor, in accordance with a request from the Newsletter Editor.
- A.4.1.3 The Technical Committee Chair is responsible for a brief yearly report of Committee Activities to be sent to the Executive Committee Chair for use in preparation of the Division's Annual Report. This report must be provided to the Executive Committee Chair by April 15, or as explicitly requested.
- A.4.1.4 The Technical Committee Chair is a member of the General Committee to represent the Technical Committee, and is responsible for reporting on Committee Activities and needs at General Committee meetings (usually one per year). A suitable alternate shall be provided when the Technical Committee Chair cannot attend any of these meetings.
- A.4.1.5 The Technical Committee Chair shall:
  - a. Arrange Technical Committee meetings and instructing the Vice Chair/Secretary to prepare and distribute meeting notices, agenda, and minutes.
  - b. Appoint qualified persons to fill membership, subcommittee or task group positions. Maintain adequate and active membership and promoting members to assume higher levels of responsibility.
  - c. Monitor Technical Committee activities and recommending replacement of any inactive members as necessary.
  - d. Assign special tasks to members as appropriate.
  - e. Recommend the Technical Committee Organization Structure to the PVP Executive Committee for approval.
  - f. Coordinate activities among other Technical Committees.
  - g. Provide direction and leadership to ensure that Subcommittees/Task Groups are active.
  - h. Coordinate with the Technical Conference Chairs to ensure proper participation by the Committee in PVPD Conferences.
  - j. Nominate two potential replacements for the Technical Committee Chair prior to completion of the term of office by February 15 (or when requested) preceding the end of office. The nominations, with concise technical biographies are to be sent to the Executive Committee Chair. The outgoing Technical Committee Chair determines the nominees' willingness to serve. An important consideration is the nominees' ability and

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commitment to organize, attend and conduct Technical Committee meetings. The nominees are to have their affiliation's approval and support for attending the General Committee meetings (usually one, during the Annual Conference) during the year.

- k. Assure that a smooth transition from activities from one year to the next occurs, including transfer of materials and information between out-going and in-coming personnel.

### A.4.2 Vice Chair/Secretary: The Vice Chair/Secretary shall:

A.4.2.1 Act for the Technical Committee Chair when so requested.

A.4.2.2 Assist the Technical Committee Chair to provide direction and leadership to ensure that all committee responsibilities are met.

A.4.2.3 Make nominations to the Technical Committee Chair on vacancies in Subcommittees/Task Groups.

A.4.2.6 Record the minutes of all Technical Committee meetings and mail copies of same to all designees within six weeks of the meeting. Unless otherwise specified, designees include all persons attending the meeting (members and guests), PVPD Executive Committee members, all Technical Committee Chairs.

A.4.2.7 Maintain Technical Committee records, including a Technical Committee Roster which identifies membership category or status, and turning them over to the incoming Vice Chair/Secretary at termination of office.

A.4.2.8 Prepare correspondence as directed by the Technical Committee Chair.

A.4.2.9 Notify all members of Technical Committee meetings by letter, with an agenda at least three weeks in advance of the meeting.

### A.4.3 Subcommittee/Task Group Chairs: A Subcommittee/Task Group Chair shall:

A.4.3.1 Maintain a list of technical session developers and paper reviewers and provide direction to session developers in accordance with Conference Technical Program Chairs.

A.4.3.2 Seek active members for the Subcommittee/Task Group, and nominate new members for Technical Committee approval.

A.4.3.3 Encourage members to be active.

A.4.3.4 Nominate replacements for the position at expiration of the Subcommittee/Task Group Chair's term or on resignation.

A.4.3.5 Maintain effective organization of the Subcommittee/Task Group.

A.4.3.6 Coordinate technical sessions, both within the Technical Committee and with other Technical Committees.

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A.4.4 Technical Program Representative: A Technical Program Representative (TPR) shall be appointed by the Technical Committee Chair for each Conference [PVP Conference, IMECE (WAM), ICPVT, and any other conferences in which the Technical Committee participates], subject to approval by the Technical Program Chair of the corresponding conference. The TPR coordinates all program activities and provides support required by the Technical Program Chair for each conference. TPRs should be appointed at least 30 months prior to each conference.

Technical Program Representatives shall:

- a. Serve as the Technical Committee representative on the Conference Committee and act as Technical Committee liaison for all matters relating to the Conference.
- b. Recruit competent session developers in cooperation with the Technical Committee and its Subcommittee/Task Group Chairs.
- c. Coordinate with the Conference Technical Program Chair and TPRs of other Technical Committees, including co-sponsorship of sessions.
- d. Provide Conference instructions promptly to each Developer, and to the Technical Committee Chair, or Vice Chair/Secretary.

A.4.5 Communications Representative: The Technical Committee Communications Representative is responsible for coordinating publications of the Technical Committee. The Communications Representative is a member of the Division Communications Committee. The Technical Committee Communications Representative provides the support required by the Executive Committee Communications Chair. Duties include:

- a. Review requests for conference publications volumes and other special publications in which the Technical Committee has participation.
- b. Maintain a list of paper reviewers for the Technical Committee.
- c. Maintain a log of current status of papers submitted to the Technical Committee for review.
- d. Recommend papers for honors to the Technical Committee Honors Representative.
- e. Keep the Technical Committee informed of the plans and status of all conference symposium volumes and/or CDs in which the Technical Committee contributes papers.
- f. Recommend publicity material and means for the Technical Committee and for Conferences.
- g. Recommend updates for the Division Brochure, particularly regarding the Technical Committee description in the Brochure.
- h. Maintain contact with the Division Communications Chair for all items related to

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communications, publications, and publicity.

- i. The JPVT Associate Editor from the Technical Committee (appointed by the Editor of JPVT) arranges for the review of JPVT papers submitted by the Journal (JPVT) Technical Editor, in accordance with JPVT Procedures.

A.4.6 Honors Representative: The Honors Representative is a member of the Division Honors Committee. The Technical Committee Honors Representative provides the support required by the Executive Committee Honors Chair. Duties include:

- a. Recommend Certificates of Recognition or Appreciation in accordance with Division Operating Procedures to acknowledge the efforts and service to the Committee. Examples include:
  - Successful completion of Subcommittee/Task Group Chair duties, or other similar activities.
  - Conference papers or sessions
  - Meritorious Committee activities

Recommendations shall be approved by the Technical Committee and forwarded to the Division Honors Committee for approval and processing.

- b. Solicit Nominations for ASME Fellow Grade of Membership, and inform the Division Honors Committee of such activity. The Division Honors Committee may assist.
- c. Recommend PVPD members for Society Awards.

A.4.7 Professional Development Representative: The Professional Development Representative is a member of the Division Professional Development Committee. The Technical Committee Professional Development Representative provides the support required by the Executive Committee Professional Development Chair. Duties include:

- a. Recommend and approve Tutorials sponsored by the Technical Committee for presentation at PVP or other Conferences or meetings.
- b. Approve Tutorial Notes and Presentations prior to scheduling at a Conference or meeting.
- c. Help Tutorial Leaders follow the Division Operating Procedures for Tutorials.

A.4.8 International Coordination Representative: The International Coordination Representative is a member of the Division International Coordination Committee. The Technical Committee International Coordination Representative provides the support required by the Division International Coordinator. Duties include:

- a. Assist the Technical Committee Honors Representative in recommending the Best International Paper and Session.
- b. Assist the Division International Coordinator and the Technical Committee Honors

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Representative in recognizing international participants.

- c. Recommend activities to promote international fellowship to the Technical Committee Chair and/or the Division International Coordinator.

A.5 Liaison with Other Committees: Liaison with other PVPD Technical Committees shall be accomplished by designated persons, or through the interchange of meeting minutes with other Committees. Liaison persons are encouraged to attend other Technical Committee meetings and report appropriate items to the Committee. The Committee Vice-Chair/Secretary forwards the minutes of each Technical Committee meeting to the Chairs of the other PVPD Technical Committees and as specified in Section A.2.

A.6 Supplemental Procedures: The Technical Committee shall provide appropriate supplemental Operating Procedures, approved by the Executive Committee and included in the following appropriate subparagraphs. The supplemental procedures for each Technical Committee shall include an organizational structure (a chart or list) showing the reporting structure of Subcommittees/Task Groups. Names of persons filling positions are NOT included. Additional supplemental procedures identified by the Technical Committee shall be unique and necessary for the operation of the specific committee. When a given supplementary procedure becomes generic to several, or all Technical Committees, it should be considered for incorporation into this Appendix, as appropriate, for all Technical Committees. Supplemental Procedures shall not conflict with any portion of the Division Bylaws or Operating Procedures.

Revisions to supplementary procedures of a Technical Committee shall be approved by a majority vote of the Technical Committee, at a general or special meeting, or by letter ballot, and subject to the approval of the PVPD Executive Committee. Any Technical Committee member may request a revision by submitting a written request to the Technical Committee Vice Chair/Secretary in time to be put on the agenda for discussion at the next meeting. Approved revisions shall be forwarded to the Executive Committee for approval and subsequent issue in the Division Operating Procedures.

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### A.6.1 Codes and Standards Technical Committee Supplemental Operating Procedures

#### Officers

#### Representatives

- Technical Programs
- Honors
- Professional Development
- Communication
- International Coordination

#### Technical Task Groups

1. Boiler and Pressure Vessel Code
2. Piping Codes
3. Pressure Vessel Research Council
4. Board on Pressure Technology Codes and Standards
5. Materials Properties Council
6. Metrication
7. Advisory Panel on PVP International C&S
8. Japan

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### A.6.2 Computer Technology Technical Committee Supplemental Operating Procedures

#### Officers

#### Representatives

- Technical Programs
- Honors
- Professional Development
- Communication
- International Coordination
- Committee Liaison

#### Technical Subcommittees

1. Robotics, CAD/CAM/AI
2. Computer Program Evaluation, QA
3. Computational Methods

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### A.6.3 Design and Analysis Technical Committee Supplemental Operating Procedures

#### Officers

#### Representatives

- Technical Programs
- Honors
- Professional Development
- Communication
- International Coordination
- Committee Liaison

#### Technical Subcommittees

1. Composite Material Structures
2. Elevated Temperature
3. Erosion of Vessels, Piping and Components
4. Expansion Joints
5. Fatigue and Fracture
6. Life Extension and Monitoring
7. Piping Dynamics
8. Piping and Components
9. Stress Classification
10. Structural Dynamics
11. Vessels and Components

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### A.6.4 Fluid Structure Interaction Technical Committee Supplemental Operating Procedures

#### Officers

#### Representatives

- Technical Programs
- Honors
- Professional Development
- Communication
- International Coordination

#### Technical Task Groups

1. Flow-Induced Vibration and Noise
2. Fluid-Solid Interaction
3. Fluid Dynamics
4. Shock and Wave Propagation
5. Dynamical Systems
6. Advanced Topics

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### A.6.5 High Pressure Technology Technical Committee Supplemental Operating Procedures

#### Officers

#### Representatives

- Technical Programs
- Honors
- Professional Development
- Communication
- International Coordination

#### Technical Subcommittees

1. Design and Analysis
2. Operations Maintenance Inservice Inspection
3. Materials, Properties, Testing, NDE
4. Application and Process

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### A.6.6 Materials and Fabrication Technical Committee Supplemental Operating Procedures

#### Officers

#### Representatives

- Technical Programs
- Honors
- Professional Development
- Communication
- International Coordination
- Advisory

#### Technical Subcommittees

1. Liaison to Codes and Standards Committee
2. Liaison to Computer Technology Committee
3. Liaison to Design and Analysis Committee

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### A.6.7 Operations, Applications and Components Technical Committee Supplemental Operating Procedures

#### Officers

#### Representatives

- Technical Programs
- Honors
- Professional Development
- Communication
- International Coordination

#### Technical Subcommittees

1. Safety, Reliability, and Risk Assessment
2. Qualification and Testing
3. Monitoring, Diagnostics, and Inspection
4. Toxic Substances: Storage and Transportation
5. Pumps and Valves
6. Operation and Maintenance of Pressure Vessels, Heat Exchangers and Structures
7. Piping and Supports
8. Plant Life Extension: Aging and Life Management
9. Regulations, Codes and Standards

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## A.6.8 Seismic Engineering Technical Committee Supplemental Operating Procedures

### Officers

### Representatives

- Technical Programs
- Honors
- Professional Development
- Communication
- International Coordination

### Technical Task Groups

1. Damping and Energy Dissipation
2. Seismic Isolation
3. Seismic System Responses and Interactions
4. Structural Reliability and Probabilistic Risk Assessment
5. Seismic Testing & Analysis Verification
6. Component and Structural Responses
7. Seismic Equipment Qualification
8. Seismic Fluid and Solid Interaction
9. Lifeline Engineering
10. Structural Dynamics

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END of PVPD Operating Procedures Appendix A  
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