

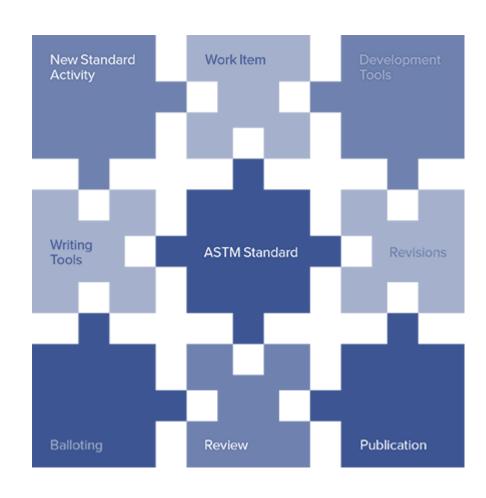
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Editorial Module: Process of Developing and Revising a Standard

www.astm.org



Objectives





New Standard Activity

- Determine if new standard is needed
- Identify key stakeholders
- Identify Committee and Subcommittee
- Register a Work Item

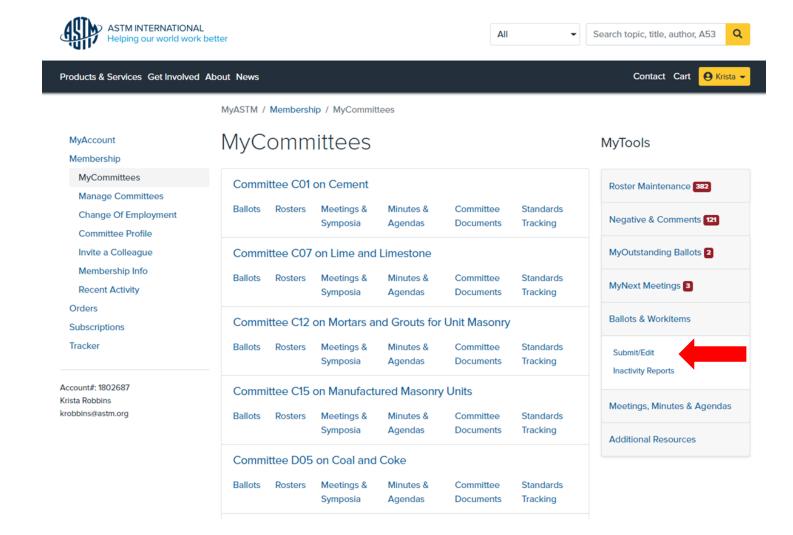
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Work Items

- Register Work Item at <u>www.astm.org</u>
- What is needed?
- > Title
- Scope
- Keywords
- > Target date for first ballot
- Expected target date for approval
- Authorization from Subcommittee Chair or Subcommittee Members at a meeting

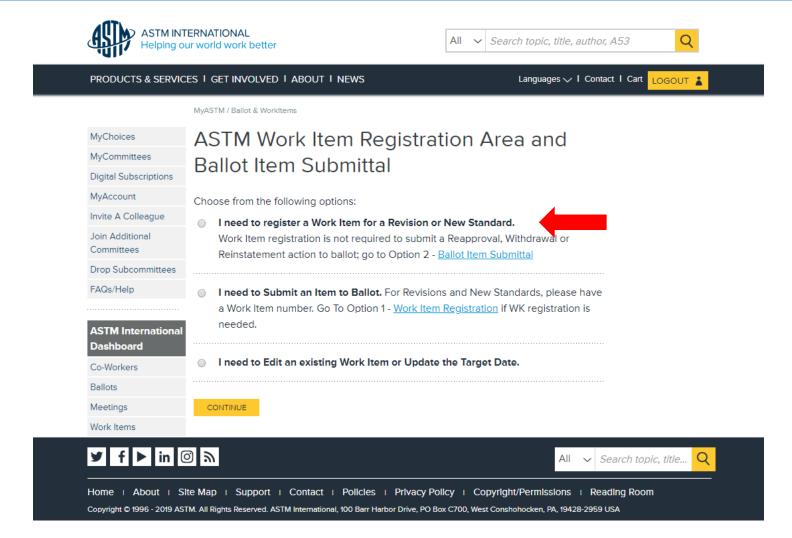


Registering a Work Item





Registering a Work Item







- Provides tracking number WK25321
- Alerts those on the Standards Tracking Service and those searching the ASTM website
- > Stimulates participation from outside of task group

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DEVELOPMENT TOOLS



Standard Development Tools



- Virtual Meetings
- Collaboration Area
- Writing Tools
- Draft Templates
- Developmental Editing

Virtual Meetings



- Online document viewing and editing during the meeting
- Arranged through your Staff Manager or through the MyASTM Section of the website
- Saves time and expenses on meeting face-to-face
- ASTM uses WebEx, an excellent vehicle for these virtual meetings

Collaboration Area

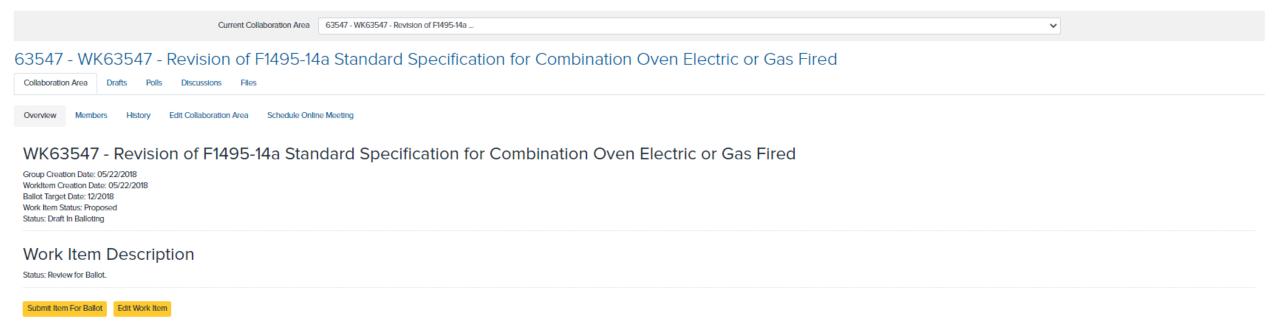






Email Settings

ASTM International Collaboration Area





WRITING TOOLS

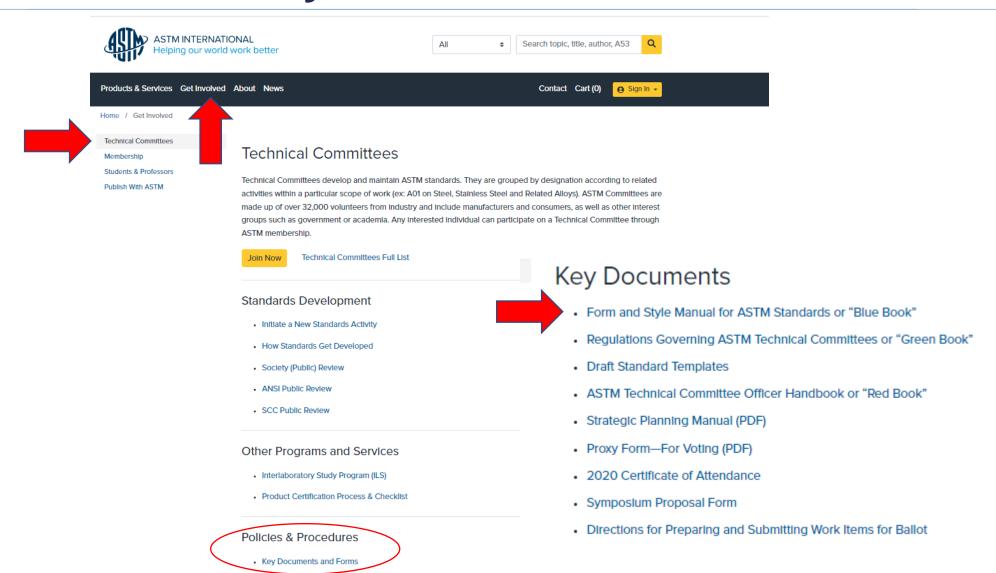




- ASTM requests WORD for balloting purposes.
- TCO takes your WORD file and converts it to PDF for the ASTM website online balloting area.
- Developmental editor works directly with you in WORD to develop your draft.
- Committee editor converts the WORD file into XML (Extensible Markup Language) for composition and electronic publishing purposes.



Form and Style Manual







Preface

Introduction

Definitions

Part A. Form of ASTM Test Methods

Part B. Form of ASTM Specifications

Part C. Form of Other Types of ASTM Standards

Part D. Use of the Modified Decimal Numbering System

Part E. Terminology in ASTM Standards

Part F. Caveats and Other Legal Aspects In Standards—Special Instructions

Part G. Standards Style Manual

Part H. Use of SI Units In ASTM Standards

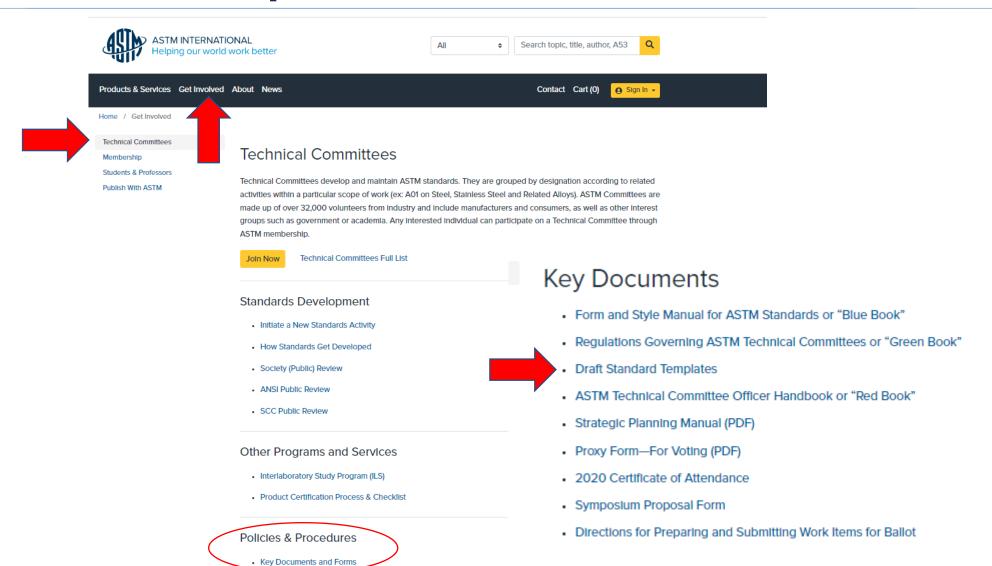
Annex A. SI Quick Reference Guide

Summary of Changes

<u>Index</u>



ASTM Templates







- Templates for: Test Method, Specification, Guide/Practice, Classification, and Terminology
- Detailed instructions are provided with the template

Draft Standard Templates

Important: Please read Download Information and Template Features before using Templates.

- Test Methods
- Specifications
- Guides/Practices
- Classification
- <u>Terminology</u>

Support Documents Template

Research Report

Help

- Template Features
- The Form and Style for ASTM Standards or "Blue Book"



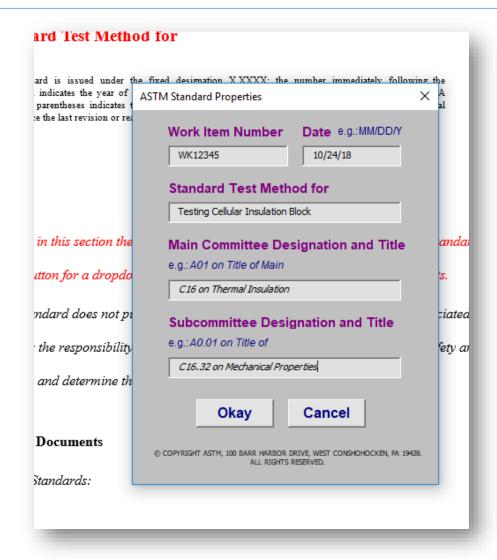
ASTM Template Features

- Suggested and mandatory headings are provided; mandatory headings are in RED
- Dialog box prompts to insert Title and Footnote 1
- Ability to insert tables, figures and equations
- Auto Numbering (this is a limited but helpful feature)
- Layout in one column format for ballot/editing purposes

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Screen Shot of Template







```
Designation: X XXXX-XX
                                                                               Work Item Number: WK12345
                                                                                               Date: 10/24/18
              Include Ballot Rationale Here (Required for all Ballots)
              Standard Test Method for
3
              Testing Cellular Insulation Block1
              This standard is issued under the fixed designation X XXXX; the number immediately following the designation
              indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses
              indicates the year of last reapproval. A superscript epsilon (ε) indicates an editorial change since the last revision or
     1. Scope
         1.1
11
12
          1.2 Include in this section the system of units to be used. Refer to the above ASTM Standards
      Units toolbar button for a dropdown menu of ASTM's Form and Style Manual statements.
          1.3 This standard does not purport to address all of the safety concerns, if any, associated
14
      with its use. It is the responsibility of the user of this standard to establish appropriate safety and
      health practices and determine the applicability of regulatory limitations prior to use.
17
      2. Referenced Documents
          2.1 ASTM Standards:
19
20
     3. Terminology
```





- 1.3 This standard does not purport to address all of the safety concerns, if any, associated
- 15 with its use. It is the responsibility of the user of this standard to establish appropriate safety and
- 16 health practices and determine the applicability of regulatory limitations prior to use.

17

- 18 2. Referenced Documents
- 19 2.1 ASTM Standards:

20

- 21 3. Terminology
- 22 3.1 Definitions:

Current edition approved XXX. XX, XXXX. Published XX XXXX. DOI:10.1520/XXXXX-XX

- 1

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¹ This test method is under the jurisdiction of ASTM Committee C16 on Thermal Insulation and is the direct responsibility of Subcommittee C16.32 on Mechanical Properties.





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25 4. Summary of Test Method
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26 4.1

27 5. Significance and Use

28 5.1

29 6. Interferences

30 6.1

7. Apparatus

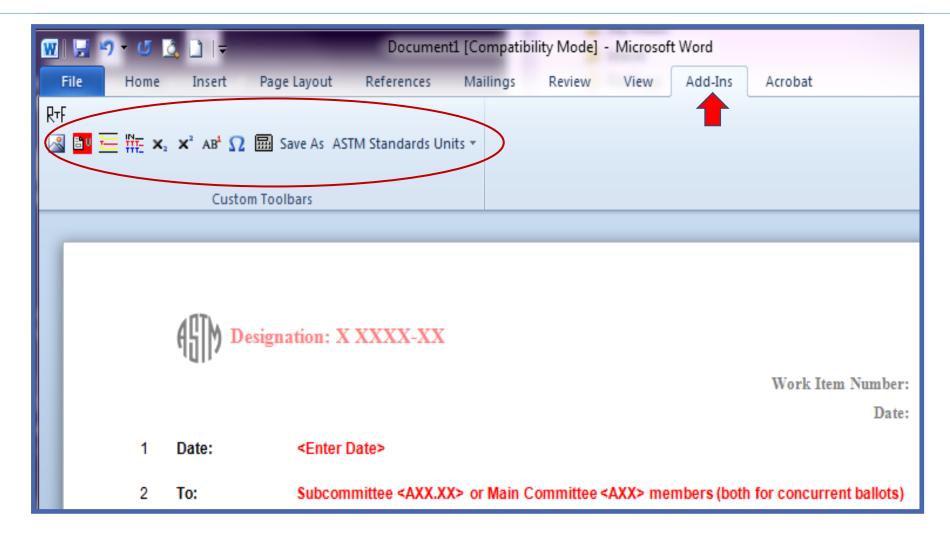
32 7.1

33 8. Reagents and Materials

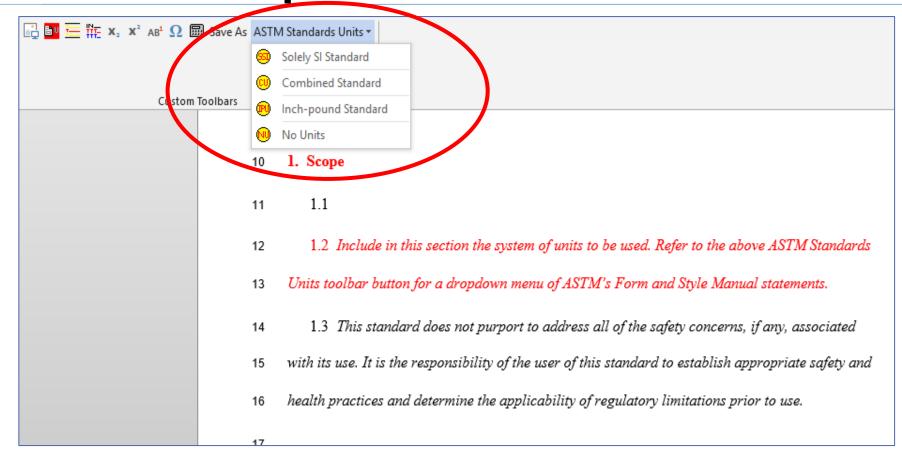
34 8.1

9. Hazards

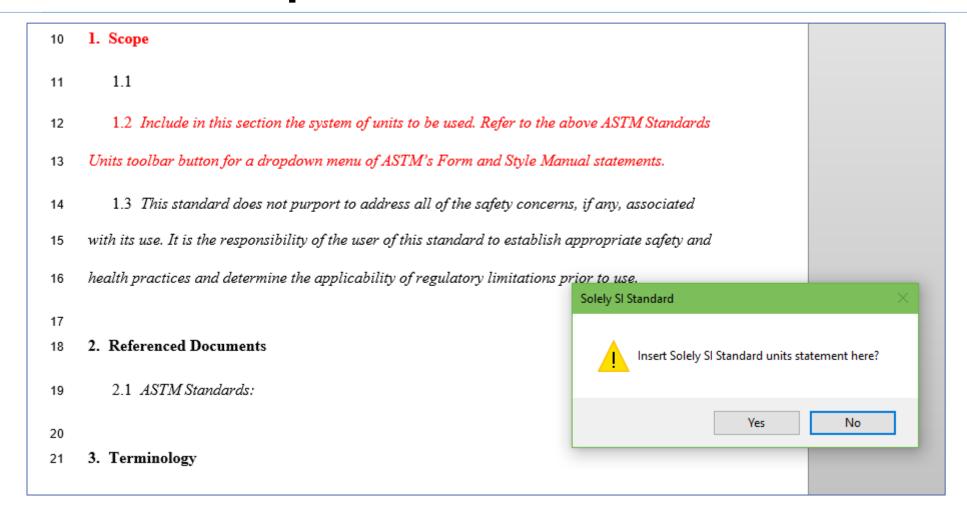














```
1. Scope

1. 1.1

1. 1.2 Units - The values stated in SI units are to be regarded as standard. No other units of

measurement are included in this standard.

1. 3 This standard does not purport to address all of the safety concerns, if any, associated

with its use. It is the responsibility of the user of this standard to establish appropriate safety and

health practices and determine the applicability of regulatory limitations prior to use.
```



Developmental Editing

- If you have questions while drafting a standard, contact the developmental editor.
- Developmental editor can be reached by phone or e-mail. Kathleen Peters <u>kpeters@astm.org</u> or 610-832-9650
- Developmental editor can help you with:
 - Answering questions about the Form and Style for ASTM Standards and how to apply our style to standards
 - Upfront editing of new, revised, reinstated standards
 - Assisting with artwork issues





Submit clean, readable figures

➤ If revising an existing figure for ballot, submit changes to our Developmental Editor

TIF, JPG & AUTOCAD formats are acceptable

➤ Graphics department will work with what you have

Color Figures

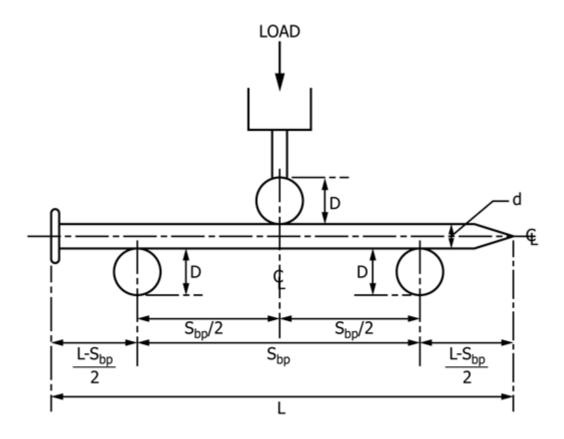
> PDF Downloads

➤Online Volumes



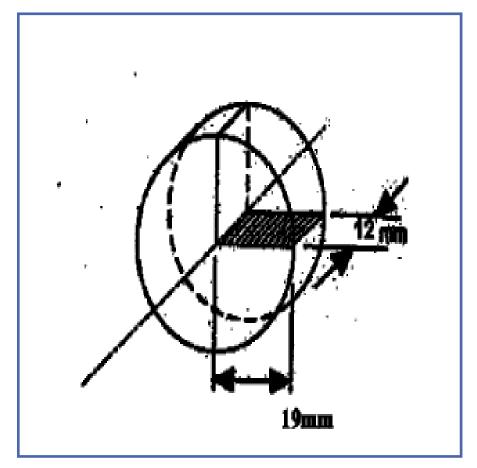
SVG Figures

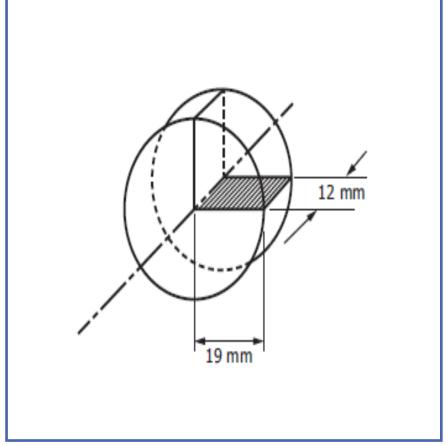
- Scalable Vector Graphics
 - Now being incorporated into online standards
 - Are searchable and do not degrade when expanded
 - ➤ Available in up-to-date browsers





SVG Comparison







REVISIONS

Registering Revisions

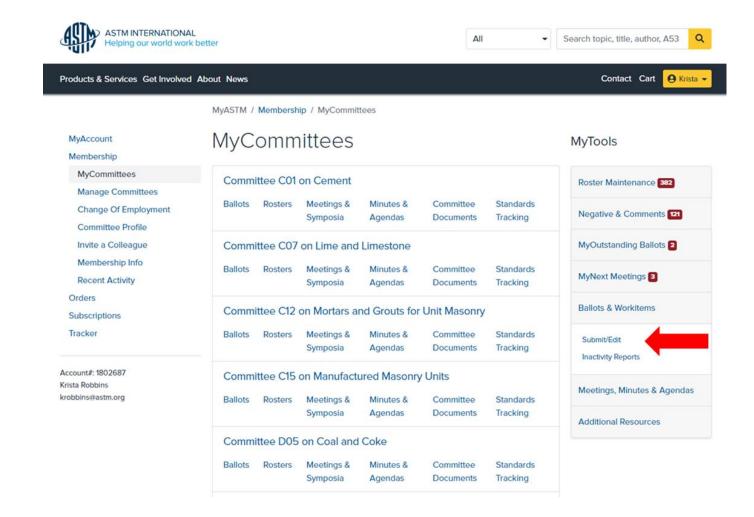


Register new work item for a revision:

- Registering generates a request for WORD file of the latest version of the standard from ASTM International
- An email with a link to the WORD version of the standard will be sent to the technical contact



Registering a Revision Work Item



Registering a Revision Work Item





ΑII Search topic, title, author, A53

Products & Services Get Involved About News



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Account#: 1802687 Krista Robbins krobbins@astm.org

ASTM Work Item Registration Area and Ballot Item Submittal

Choose from the following options:

 I need to register a 	Work Item for	a Revision or	New Standard.
--	---------------	---------------	---------------



Work Item registration is not required to submit a Reapproval, Withdrawal or Reinstatement action to ballot; go to Option 2 -Ballot Item Submittal

I need to Submit an Item to Ballot.

For Revisions and New Standards, please have a Work Item number. Go To Option 1 - Work Item Registration if WK registration Is needed.

I need to Edit an existing Work Item or Update the Target Date.

Continue





Electronic Revision Preparation

- Always keep a clean copy of standard
- Determine if entire document is to be balloted, or just sections
 - Determine which sections need revision
- Determine how much context is needed for a revision to make sense to the voter
- Use Track Changes to make revisions

Example of Revision on Ballot



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NATIONAL Designation: D6521 - 13

ITEM 11

D04 Main Committee Ballot

Tech Contact: mknake@aashtoresource.org

Work Item #: WK61423

Ballot Action: Revision of ASTM D6521 Sections 1-2

Rationale:

This ballot item is only for revision to Sections 1 and 2 of D6521. Only the portion of the standard shown below is considered part of this ballot. A summary of proposed changes are as follows:

- · Clarified that this is a conditioning procedure that simulates aging, not an aging procedure
- Note 1 has been deleted, as this wording is more applicable to the RFTOT standard.
- Units have been clarified in the scope to comply with D04 policy
- Reference to ASTM D3666 added in a new Note 1 to comply with D04 policy.
- Referenced documents updated to include ASTM D3666.

Standard Practice for

Accelerated Aging of Asphalt Binder Using a Pressurized Aging Vessel (PAV)¹

This standard is issued under the fixed designation D6521; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon (£) indicates an editorial change since the last revision or reapproval.

1. Scope

1.1 This practice covers the conditioning of asphalt binders to simulate accelerated aging (oxidation) of asphalt binders by means of pressurized air and elevated temperature. This is intended to simulate the changes in rheology which occur in asphalt binders during in-service oxidative aging but may not accurately simulate the relative rates of aging. It is normally intended for use with residue from Test Method D2872 (RTFOT), which is designed to simulate plant aging.

Note 1—Modified asphalt binders may phase separate or form skins during oven conditioning in Test Method D2872 (RTFOT); the results from subsequent testing of this residue may not be representative of modified asphalts short-term aged under field conditions. Phase-separation, or formation of skins, or both can also occur during PAV conditioning. Therefore, the practice may not be suitable for some-modified asphalts.

NOTE 12—PAV conditioning has not been validated for materials containing particulate materials.

1.2 The aging of asphalt binders during service is affected by ambient temperature and by mixture-associated variables, such as the volumetric proportions of the mix, the permeability of the mix, properties of the aggregates, and possibly other



BALLOTING

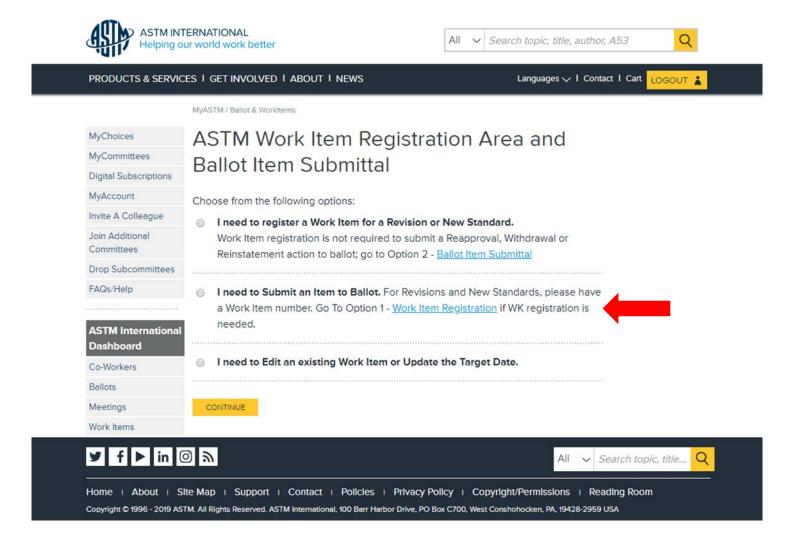




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	MyASTM / Membership / MyCommittees						
MyAccount Membership	MyCommittees					MyTools	
MyCommittees	Committee C01 on Cement					Roster Maintenance 382	
Manage Committees Change Of Employment Committee Profile	Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking	Negative & Comments 21
Invite a Colleague	Committee C07 on Lime and Limestone						MyOutstanding Ballots 2
Membership Info Recent Activity	Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking	MyNext Meetings 3
Orders Subscriptions	Committee C12 on Mortars and Grouts for Unit Masonry						Ballots & Workitems
Tracker	Ballots	Rosters	Meetings & Symposia	Minutes & Agendas	Committee Documents	Standards Tracking	Submit/Edit Inactivity Reports
Account#: 1802687 Krista Robbins	Committee C15 on Manufactured Masonry Units						
krista koboins krobbins∉astm.org	Ballots	Rosters	Meetings &	Minutes &	Committee	Standards	Meetings, Minutes & Agendas
			Symposia	Agendas	Documents	Tracking	Additional Resources
	Committee D05 on Coal and Coke						
	Ballots	Rosters	Meetings &	Minutes &	Committee	Standards	



Submitting an Item for Ballot





Balloting

ASTM has three levels of ballot:

- **>** Subcommittee
- ➤ Main Committee
- **≻**Society

Ballots are open for a minimum of 30 days, all ballots are done online





- Ballot item submittal
- Develop a strategy for considering ballot results
- Task group chair could contact negative voters before ballot closes
- Task group may decide to revise draft and reballot before Subcommittee meets



Main Committee Ballot

- Items that pass subcommittee ballot with no negatives move automatically to main committee ballot
- Drafts that have been through at least one subcommittee ballot can be balloted at main committee





- During the balloting process:
- Editor begins working on item with the start of the balloting process
- Technical contact could contact negative voters while ballot is open in order to resolve any negatives
- Develop strategy for how to resolve negative votes
- Contact your staff manager with your negative ballot resolutions

Negative Resolutions



- Five possible negative resolutions:
- Withdrawal
- Withdrawal with Editorial Changes
- Persuasive
- Not Persuasive
- Not Related

Online Negative Resolutions





Print

Return to List of Ballots | Return to Ballot Negative and Comments

SUB COMMITTEE BALLOT C12.04 (21-01) ITEM 001 - REVISION OF C0144-2018

Submit disposition of Kevin Vaughan negative vote, Click here to view negative.

FAIL - (Item failed percent affirmative requirement)

REMOVED FOR REBALLOT (Item removed from ballot by TC and SC - Attach next ballot file required)

Choose File No file chosen

PERSUASIVE - (Any part of the negative vote was found persuasive; Item removed from ballot)

WITHDRAWN (Entire negative vote was withdrawn without editorial changes)

WITHDRAWN WITH EDITORIAL CHANGES (Entire negative vote was withdrawn with editorial changes)

Clearly distinguish editorial changes from the ballot item using "track changes" or provide in a separate list format (attach below). Please do not provide a clean copy of the document. Submission may be made in separate document.

Choose File No file chosen

NOT PERSUASIVE (Entire negative vote was found not persuasive or there is a combination of not persuasive and not related or withdrawn dispositions)

NOT RELATED (Entire negative vote was found not related or there is a combination of not related and withdrawn dispositions)

Clear Resolution

Accept Resolution

Cancel

While the Standard is Balloting



- The Editor begins the editing process, which includes:
 - Typesetting/converting Word document to XML
 - Ensuring the standard matches balloted draft
 - Scanning and placing artwork
- Ensuring that sections, tables, and figures are cited and numbered correctly:
 - This includes checking that sections and cross-references are correct (for example, See Table 1.)



While the Standard is Balloting

The Editor will also:

- ➤ Verify titles of ASTM standards in the Referenced Documents section and confirm that they are all cited in the text
- Confirm that all mandatory sections are included and in the correct order
- > Review supplier footnotes for compliance with Part F in the Form and Style for ASTM Standards manual

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Typical Corrections



- Grammar
- Typographical errors
- > The editor will ensure that:
 - Certain formats or spellings appear consistently throughout the standard
 - ➤ Trademarked terms are replaced with generic terms (for example: "Pyrex" becomes "borosilicate glass")
 - ➤ Technical terms are spelled in accordance with Form and Style for ASTM Standards. A list of preferred spelling can be found in Part G



Editorial versus Technical Changes

- Editorial changes do NOT change the meaning or intent of a standard and do NOT require balloting.
 - Changes can be made during review process

- Technical changes do CHANGE the meaning or intent of a standard and REQUIRE balloting.
 - Changes must be made on the next ballot

Editorial Change Examples



- ➤ Address changes for referenced organizations, sole sources of supply, etc.
- ➤ Misspelled words
- Minor text edits that improve readability but do not change the content
- ➤ Update titles of standards (ASTM and others)

Technical Change Examples



- ➤ Changing permissive language to mandatory language: For example, may to shall
- > Text edits that change the intent of standard
- ➤ Changing a single units of measurement standard to a dual measurement standard. For example, SI units only to Combined SI/Inch-Pound units
- Changing values in tables and equations (unless supported by existing balloted text)



New Standard Receives Approval

- ➤ A standard will receive official Society approval on the 1st or 15th of the month.
- Once a standard receives Society approval:
 - > The editor is notified
 - ➤ The editor prepares the standard for review by the technical contact listed on the ballot
 - ➤ If editorial changes were provided during the balloting process or as the result of negative vote resolution, the editor includes those changes in the standard sent for review



REVIEW



Review Process

- The editor e-mails a licensed PDF and redlined PDF of the standard for review.
 - This redline is not an ASTM standard and is intended only to provide the user of an ASTM standard an indication of what changes have been made to the previous version. In all cases only the current version of the standard as published by ASTM is to be considered the official document.
- This email:
 - Will provide a link to the online ballot item
 - Will include any questions or comments from your editor

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- The reviewer should ensure that all balloted information appears correctly in the printed standard
- Address any questions the editor may have posed in the review email or on the review PDF
- Typical questions include:
 - Citation of Referenced Documents in the text
 - Addition of Keywords
- The reviewer should respond to the editor by the stated deadline. This ensures the timeliest publication of the new standard. Contact the editor immediately if an extension is needed.

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PUBLICATION

Final Publication



- > Editor sends final approved document to ASTM website team
- > Within a week, the standard is available online
- The ASTM website will always have the most current version of the standard.
- The printed Annual Book of Standards will contain the standards available at the time of its publication



What the Editor Sees

```
astmstd xmlns:m="http://www.w3.org/1998/Math/MathML" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xsi:noNam
fm >
  pubinfo \ pubinfo
  stdcat type="standard"
  astmdesig type="F2291" > <
  yeardate > 214
  measure type="unknown"
  titlegrp
    titleprefix Standard Practice for
     title Design of Amusement Rides and Devices for rid="fn00001"
fn id="fn00001"
 This practice is under the jurisdiction of ASTM Committee commdesig F240 on committee Amusement Rides and
 Devices Commtitle and is the direct responsibility of Subcommittee Subdesig F24.24 (subdesig on Subtitle)
 Design and Manufacture Subtitle . P
 ¶Current edition approved approal approal published published published published June 2021 Originally approved in 2003.
 Last previous edition approved in 2020 as astmref design="F2291" −20. DOI: 10.1520/F2291-21. P (fn ✓
     headnote > \ headnote

    ⟨ titlegrp |

prac )
scope id="s00001" > 1. Scope
  subsectide" s00002" 1.1 This practice establishes criteria for the design of amusement rides, devices
 and major modifications to amusement rides and devices manufactured after the effective date of
 publication except as noted in secr rid="s00003". P

√subsec1

  subsect id="s00003" > 1.2 ¶ This practice shall not apply to: P
  subsec2 id="s00004" > 1.2.1 ¶Patron directed amusement rides or devices (for example, go karts,
```

Final Version



This informational standard was developed in accordance with informationally recognited principles on standardization established in the Decision on Principles for the Development of International Standards, Guides and Recommendations toused by the World Trade Organization Technical Burriers to Trade (TBT) Committee.



Designation: F2291 - 21

Standard Practice for Design of Amusement Rides and Devices¹

This standard is issued under the fixed designation P2291; the remotes remodiately following the designation indicates the year of religinal adoption or, in the case of no trision, the year of last revision. A remoter is purertheses indicates the year of last reapproved a representing equilon (f) indicates an editorial change since of the last revision or reapproved.

1. Scope

- 1.1 This practice establishes criteria for the design of amusement rides, devices and major modifications to amusement rides and devices manufactured after the effective date of publication except as noted in 1.2.
- 1.2 This practice shall not apply to:
- 1.2.1 Patron directed amusement rides or devices (for example, go karts, bumper cars, bumper boats).
- 1.2.2 Artificial climbing walls,
- 1.2.3 Air-supported structures,
- 1.2.4 dry slides,
- 1.2.5 coin operated rides,
- 1.2.6 Amusement rides or devices that involve the purposeful immersion of the patron's body partially or totally in the water and involves more than incidental patron water contact (for example, pools, water slides, lazy rivers, interactive aguatic play devices).
- 1.2.7 Amusement rides and devices whose design criteria are specifically addressed in another ASTM standard,
- 1.2.8 Portions of an amusement ride or device unaffected by a major modification.
- 1.2.9 Upgrades to electrical wiring, electrical motors and electrical components of amusement rides and devices provided the original design and safety criteria are maintained or enhanced, and
- 1.2.10 Pre-existing designs manufactured after the effective date of publication of this practice if the design is service proven or previously compliant and the manufacturer provides: 1.2.10.1 A historical summary of the amusement ride,
- device or major modification, and 1.2.10.2 A statement that the design is service proven or
- 1.2.10.2 A statement that the design is service proven or previously compliant as specified by Section 3.
- 1.2.10.3 Amissement rides and devices, and major modifications to amissement rides and devices may qualify as "previously compliant" for five years following the date of publication of this practice. Thereafter, amissement rides and devices, and major modifications to amissement rides and

devices must qualify as "service proven" or meet the requirements of this practice.

- 1.3 This practice includes an annex (mandatory), which provides additional information (for example, rationale, background, interpretations, drawings, commentary, and so forth) to improve the user's understanding and application of the criteria presented in this practice. The ausex information shall be interpreted as mandatory design criteria.
- 1.4 This practice includes an appendix (non-mandatory), which provides additional information (for example, rationale, background, interpretations, drawings, commentary, and so forth.) to improve the user's understanding and application of the criteria presented in this practice. The appendix information shall not be interpreted as mandatory design criteria.
- 1.5 This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety, health, and environmental practices and determine the applicability of regulatory limitations prior to use.
- 1.6 This international standard was developed in accordance with internationally recognized principles on standardization established in the Decision on Principles for the Development of International Standards, Guides and Recommendations issued by the World Trade Organization Technical Barriers to Trade (TBT) Committee

2. Referenced Documents

2.1 ASTM Standards:2

- F770 Practice for Ownership, Operation, Maintenance, and Inspection of Amusement Rides and Devices
- F1159 Practice for Design of Amusement Rides and Devices that are Outside the Purview of Other F24 Design Standards.
- F1193 Practice for Quality, Manufacture, and Construction of Amusement Rides and Devices
- F2137 Practice for Measuring the Dynamic Characteristics of Amusement Rides and Devices
- F2374 Practice for Design, Manufacture, Operation, and

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1.

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³ This practice is under the jurisdiction of ASTM Committee P24 on Assumented Best and Devices and is the direct responsibility of Subcommittee P24.24 or Design and Manufacture.

Current edition approved May I., 2021. Published June 2021. Originally approved in 2003. Last provious edition approved in 2009 as P2291 - 20. DOI: 10.1520/P2291-21.

² Per referenced ASTM standards, visit the ASTM website, www.astm.org, or cretact ASTM Continues Service at service#astm.org, For Annual Book of ASTM Standards vehicus information, refer to the standard's Document Sciencesty page on the ASTM website.

Redline Version or Version Comparison



This document is not an ASTM etandard and is intended only to provide the outr of an ASTM etandard an indication of what changes have been made to the previous version. Because as may not be includedly possible to adequately depict all changes accurately, ASTM recommends that more consult prior different an appropriate. In all cases only the current version of the standard as published by ASTM is to be official document.

ASIM De

Designation: F2291 - 20 F2291 - 21

Standard Practice for Design of Amusement Rides and Devices¹

This standard is issued under the fixed designation F2291; the number immediately following the designation indicates the year of intigrial adoption or, in the case of oversions, the year of last revisions. A number in parentheses indicates the year of last reapproval. A superscript epision (e) indicates an editoral change since the last revision or enapproval.

1. Scope

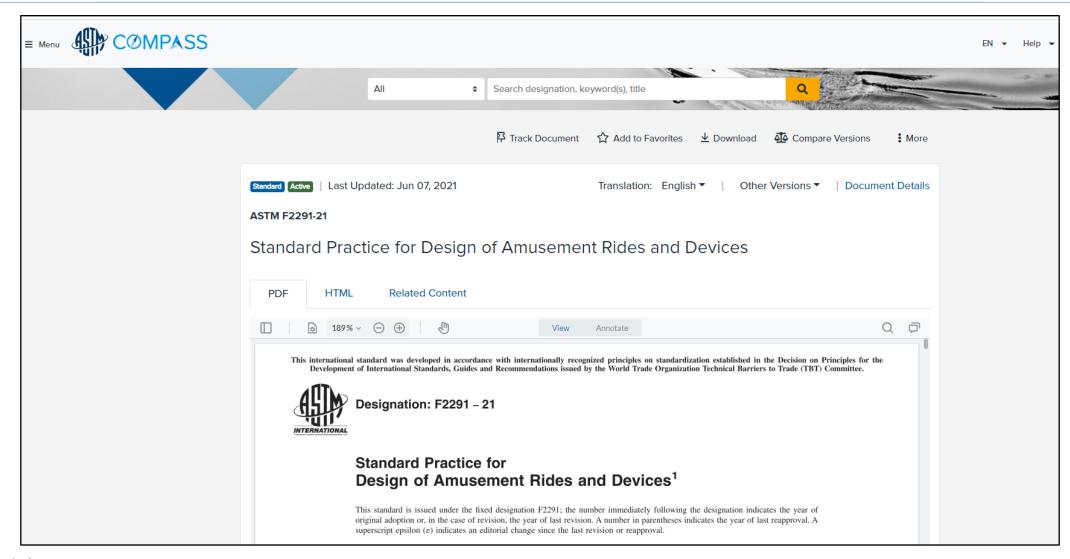
- 1.1 This practice establishes criteria for the design of amusement rides, devices and major modifications to amusement rides and devices manufactured after the effective date of publication except as noted in 1.2.
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- 1.2.3 Air-supported structures,
- 1.2.4 dry slides,
- 1.2.5 coin operated rides,
- 1.2.6 Amusement rides or devices that involve the purposeful immersion of the patron's body partially or totally in the water and involves more than incidental patron water contact (for example, pools, water slides, lazy rivers, interactive aquatic play devices).
- 1.2.7 Amusement rides and devices whose design criteria are specifically addressed in another ASTM standard,
- 1.2.8 Portions of an amusement ride or device unaffected by a major modification,
- 1.2.9 Upgrades to electrical wiring, electrical motors and electrical components of amusement rides and devices provided the original design and safety criteria are maintained or enhanced, and
- 1.2.10 Pre-existing designs manufactured after the effective date of publication of this practice if the design is service proven or previously compliant and the manufacturer provides:
- 1.2.10.1 A historical summary of the amusement ride, device or major modification, and
- 1.2.10.2 A statement that the design is service proven or previously compliant as specified by Section 3.
- 1.2.10.3 Amusement rides and devices, and major modifications to amusement rides and devices may qualify as "previously

This practice is under the jurisdiction of ASTM Committee F24 on Amssement Rides and Devices and is the direct responsibility of Subcommittee F24.24 on Design and Manufacture.

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Review







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