

# **HUMAN FACTORS STANDARDIZATION INTEREST GROUP**

## **OPERATING PROCEDURES**

### **NAME**

The name of this organization is the Human Factors Standardization Interest Group (HFSIG).

### **PURPOSE**

The HFSIG's purpose is to help the HFES Institute by fostering research and exchange information on human factors and ergonomics standardization issues and concerns, and to support the development of standards and best practices. This includes assisting in the development and improvement of human factors standards and best practice documents, their review, and identifying knowledge gaps that require further research before standards guidance can be developed and where emerging needs become apparent. Collecting and documenting lessons learned regarding the application of standards (both successes and failures in terms of human performance impacts) is an important purpose of the group. In addition, the HFSIG also seeks to promote interest in, and funding for, human factors standardization activities in industry, government, and academia. The HFSIG will operate in part by work in close collaboration with the HFES Technical Groups (TGs), and by leveraging HFES systems and processes.

Standards, in the context of this document, is a broad term covering the full range of documents and includes standards, specifications, handbooks, guides, recommended practices, and advisory documents. It includes the technical standards defined in the HFES operating rules as any organized activity that is directed toward the development and/or refinement of documents that prescribe recommendations and requirements. It also includes the best practices activities defined in the HFES operating rules as organized activities directed towards summarizing the state-of-the-art in research and practice in the form of recommendations for the application of human factors and ergonomics principles. Best practices may eventually mature sufficiently to be proposed as standards.

### **AFFILIATION**

The HFSIG operates under the Human Factors and Ergonomics Society (HFES) Institute. The activities of the HFSIG are guided by the advice and direction of the HFES Institute Board of Supervisors (BOS).

### **MEMBERSHIP**

Membership is open to any person interested or active in human factors and ergonomics standardization, including the drafting of standards and best practices, or related fields. Members of the HFSIG do not have to be members of HFES. HFSIG members are entitled to participate in all activities of the HFSIG, except as restricted by the HFES operating rules (e.g., chairs of standards and best practices committees, the HFSIG chair, and inter-organizational representatives must be full members of the Society).

## **ACTIVITIES**

Activities of the HFSIG consist of, but are not limited to, the following:

- Serve as a forum for discussion and exchange of information of human factors standardization and related topics;
- Work with the HFES program committee and the TGs to stimulate relevant technical presentations at the conference, and publicize standards and best practices at conference;
- Communicate the status of standards and best practices activities to the BOS, HFES Technical Groups, and interested parties, and raise awareness of these activities;
- Stimulate activities to increase research for standards and best practices, and to turn that research into standards and best practices;
- Identify gaps and needs for new standards and best practices, as well as identifying research that needs to be conducted, by working with the Technical Groups, and facilitate the identification of volunteers to work on them;
- Help in the identification of subject matter experts who can support Society committees that draft and review standards and best practice documents;
- Make recommendations to the BOS for standards and best practices, including the rationale as well as the pros and cons for the HFES;
- Establish and maintain a data base of human factors-related standards, guidelines, and best practice documents;
- Establish and maintain a list of points of contact for the various standardization bodies;
- Establish and maintain a list of human factors standardization-related projects and activities;
- Coordinate ad hoc reviews of human factors standardization documents prepared by other organizations as requested, and provide recommendations to the BOS for formal response; and
- Establish and maintain a HFSIG web site as a subset of the HFES Standards web site.

## **HFSIG CHAIR**

The HFSIG Chair, which is a volunteer position, will be appointed by the Chair of the BOS. The Chair presides over HFSIG meetings. The HFSIG Chair is responsible for reporting work activities and status to the BOS, and ensuring the fulfillment of these Operating Procedures.

## **WORKING GROUP PROCEDURES**

Working Groups will be established as required to accomplish the work of the HFSIG. All working group decisions and positions will be established through a consensus building procedure. The HFSIG, and hence the working group, will follow the consensus-building

procedure outlined in *ANSI Essential Requirements: Due Process Requirements for American National Standards*. It will be the responsibility of the working group chair to ensure that all working group members understand and adhere to the consensus-building procedure during all deliberations and decisions. The HFSIG Chair is responsible for ensuring that the BOS receives copies of relevant meeting notes and other documents produced.

## **AMENDMENTS**

These Operating Procedures shall be reviewed periodically to ensure accuracy, currency, and relevance. Proposed amendments will be circulated to the HFSIG membership for review and comment. Proposed amendments will then be submitted to the BOS for their consideration.

## **MEETINGS**

There shall be at least one annual meeting of the HFSIG which will be held in conjunction with the HFES Annual Meeting. Announcement of the meeting will be made through coordination with announcements by the HFES of the Annual Meeting as well as direct notification of HFSIG members.