

AGENDA



Technical Publications Committee Meeting

Wednesday, February 23, 2022 • 1:30pm – 3:00pm CST

MS TEAMS • Virtual Meeting

An electronic recording of this committee meeting by AEM staff for the exclusive use in drafting meeting minutes. Access to these recordings will be limited to AEM personnel only and will be deleted after the meeting minutes are drafted. Your attendance to this committee meeting constitutes your consent to this recording.

Chair Jill Wiggins, CNH Industrial America, presiding.

Vice Chair Andy Current, Vactor Manufacturing

I. Call to Order and Roll Call

Chair Wiggins called the meeting to order at <Time am/pm>.

II. Antitrust Statement

The exchange of many types of information between AEM members that concerns common problems is legal, proper and essential to fulfilling the legitimate purposes of AEM. However, some subjects are not proper for discussion, either directly or indirectly. Antitrust laws preserve and promote free competition, the basis of a free market economy. AEM unequivocally supports the policy of competition and reaffirms its uncompromising intent to comply strictly in all respects with those laws. **Contact your Committee Administrator for full statement.*

III. Adoption of Agenda

IV. Approval of Meeting Minutes

A. Review and approve draft minutes of February 19, 2021 meeting.

<https://www.aem.org/AEM/media/Secure/Groups/Technical/TPC-Minutes-2021-02-19.pdf>

V. AEM Staff Updates

B. 2021 Retirements

VI. Updates /Old Business

A. ANSI Z535 Safety Alerting Standards Series Revision Update:

- a. Z535.1 Safety Colors – ballot passed with non-technical comments. Will be starting an ANSI public review
- b. Z535.2 Environmental Facility and Safety Signs – ballot passed
- c. Z535.3 Criteria for Safety Symbols – ballot passed with some editorial comments submitted. Draft will be updated to resolve the comments.
- d. Z535.4 Product Safety Signs and Labels – ballot passed
 - i. Revision discussion included a Wordless Format Proposal that was not approved for this cycle's ballot draft. Could be considered in the future.

- e. Z535.5 Safety Tags & Barricade Tapes – ballot passed
- f. Z535.6 Product Safety Information in Product Manuals, Instructions and Other Collateral Materials – ballot passed
- g. Future addition - Committee is planning to add a .7 to this standard. Focus will be Safety information in electronic media

VII. New Business and Future Projects

- A. AEM 2022 Product Safety & Compliance Seminar and Product Liability
 - a. Dates: April 25 – 28, 2022
 - b. Location: Lincolnshire Marriott - Lincolnshire, IL
 - c. Registration website: [Product Safety & Compliance - AEM | Association of Equipment Manufacturers](#)
 - d. Early bird pricing ends on March 21, 2022. Offers a \$76 discount.
 - e. Review Session schedule: [2022 Product Safety Compliance and Product Liability Seminars.pdf \(goeshow.com\)](#)
- B. Technical Publications Chair and Vice-Chair Election Nominees
 - a. Nominations needed for April meeting election
- C. Review AEM Technical Publication Subcommittees
 - a. Writer Training
 - b. Translations
 - c. Best Practices
 - d. Standards & Regulations
- D. Focus for the annual in-person meeting
 - a. Meeting will be prior to the Product Safety & Compliance Seminar.
 - i. Note: Does not require PSCS registration or attendance to attend the committee meeting.
 - b. Suggested ideas: standards updates, deep dive on a specific subject, recent activities from the AEM Ag & CE sectors

VIII. Future Meetings

- A. In-Person Meeting – Monday, April 25, 2022

IX. Task Item

- A. Task:

X. Adjournment

Motion to adjourn was unanimously approved at <Time am/pm>.

*Jill Wiggins
Digital Service Tools & Product Support Development
CNH Industrial America*

*Andy Current
Technical Information
Vactor Manufacturing*

Valerie Lynch
Technical Manager
AEM

The following attachments refer to reports that were included in the set of meeting handouts. Additional copies are available upon request.

Attachment A: Technical Publications Committee Roster

A: PRESENT: Committee Members
(Meeting Attendees to be added in Minutes)