

# ASTM Technical Guidance Committee Meeting Minutes

August 11, 1993

Marriott Courtyard - Pittsburgh Airport

The ASTM Technical Guidance Committee meeting was called to order by Chairman Farnsworth at 8:30 A.M. on August 11, 1993 at the Courtyard Marriott, Pittsburgh Airport. A copy of the meeting agenda is Attachment 1. There were eight voting members (and Mr. Cooper holding the proxy of Mr. Callis) and 12 invited guests in attendance. A copy of the attendance roster is Attachment 2.

## 1. AGENDA

Chairman Farnsworth added three items to the meeting agenda:

1. A "stamp" to identify action taken on attachments to meeting minutes.
2. A brainstorm session on information letters, and a motion by Mr. Guinther.
3. Guidelines for Surveillance Panels in handling proprietary data information.

## 2. MEMBERSHIP

It was noted that a number of new test areas were not represented on the TGC membership list. Chairman Farnsworth asked Mr. Romano to put together a list of all surveillance panel chairmen, test developers, and section leaders, including new test areas, to update the TGC membership list. A copy of the updated list is Attachment 3.

## 3. APPROVAL OF MINUTES

Chairman Farnsworth stated that there were two corrections to the minutes of the September 17, 1993 meeting. On page 3, paragraph 6, the minutes were changed to read: "If a laboratory stops a test without the client requesting it because of some problem, Chairman Farnsworth stated it was his impression that CMA would consider these tests operationally invalid...."; and the second correction in that same paragraph was changed to read, "Mr. Oliver stated that CMA is training independent auditors from seven companies who will audit sponsored companies yearly to see if they comply with the code". Mr. Oliver approved the wording change to the minutes. Mr. Romano made a motion that the minutes be accepted with the two changes. The motion was seconded by Mr. Johnson, and the minutes were approved unanimously.

#### **4. CMA REPORT**

Mr. Oliver, CMA Representative, discussed the procedure for requesting Industry information from the CMA database. A copy of his report is Attachment 4. He stated that a request should be made in writing to the CMA Monitoring Agency (RSI) instead of the Manager of the CMA Petroleum Additives Panel as reported in the attachment. He added that a request would normally take approximately 30 days, however, if there was a deadline or a need for a report sooner, they would try to comply with those requests. If CMA could not process a request, they would inform the requestor within a week explaining why, otherwise the request would be processed. Mr. Oliver stated that when requesting information, it would be helpful to give a date when the information was needed. If CMA is unable to meet the timeframe requested, they will inform the person requesting the information. It was also noted that letters need to be explicit and tell exactly what information was needed.

#### **5. TEST DEVELOPER FLOW PLAN**

Chairman Farnsworth reviewed the changes and additions from the Subcommittee B ballot to the Test Development Flow Plan. After discussing the document, several additions/corrections were made, and it will now be distributed to Industry with a cover letter written by: Chairman Farnsworth and Messrs. Franklin, Ballard and Romano. A copy of the revised Flow Plan is Attachment 5.

#### **6. SEQUENCE IID AND III E TEST HARDWARE PARTS CONTROL**

Messrs. Bowden and Ballard presented their report on the development of a Sequence IID/III E Test Hardware Parts Control system. A copy of a section of their report is Attachment 6. This is a procedure developed by the Sequence IID and III E Surveillance Panels to control and improve the use of their hardware and to assure that all hardware used in the tests was the same in all laboratories. After hearing the report, it was the consensus of the TGC members that this type of program should be expanded to all test areas. Mr. Ballard volunteered to chair a Task Group of representatives from all test areas to develop a similar guide which they could recommend to the Industry for use in all monitored test areas. Members of this Task Group are: Messrs. Dwight Bowden, Brent Shoffner, Gordon Farnsworth, Ron Romano, John Knight, and other representatives would be selected from the test areas not represented at the meeting.

- 6.1 Mr. Shoffner spoke on the subject of parts redistribution. A copy of his remarks are in Attachment 7.
- 6.2 Mr. Johnson suggested that guidelines be established regarding surveillance panel's handling of confidential or proprietary information. It was noted that surveillance panel chairmen were at times in a position to receive information which could be confidential

6.2 (Continued)

and proprietary and there was concern about how the information was handled. Some members felt that the subject of confidentiality and proprietary information should be addressed and included in the Test Hardware Parts Control Task Force's document. Other surveillance panel chairmen stated that any data they received they would also like their panel to see. This subject will be referred to the Test Hardware Parts Control Task Force to discuss and incorporate into their report.

7. Mr. Franklin stated that a Subcommittee B Task Force was formed to study the need for revisions in the Information Letter System, and he was interested in comments from the TGC on ways to improve the system. This study was brought about because of disapproval votes on information letters when they were balloted in Subcommittee B. He added that all surveillance panels should have competent representatives from all companies and that information letters with negative votes at the surveillance panel level should not be sent for ballot. He suggested another category for voting: "Approved in principle. Must be editorially revised and balloted before submission to Committee D02 ballot". Mr. Guinther made a motion which was discussed by the group and it was forwarded in the form of a recommendation to the Information Letter Task Force. A copy of the motion is Attachment 8. The motion was seconded by Mr. Bergin and was approved with a unanimous vote.
- 7.1 Mr. Johnson made a motion, seconded by Mr. Bergin, to recommend to the Information Letter Task Force that the subject of "retroactivity" be incorporated into its recommendation to Subcommittee B. It was the general agreement of the membership that this be done. A copy of Mr. Johnson's motion is Attachment 9.
8. Mr. Bergin suggested that attachments to meeting minutes be stamped to indicate the action that was taken, and also that each section of the minutes reference the attachment. Mr. Franklin also suggested that sections of the minutes be numbered and that secretaries get a stamp which would include:

"Attachment \_\_\_\_\_,  
Page \_\_\_\_\_,  
Reference \_\_\_\_\_"

to place in the minutes to record the attachment, page and reference of the action that was taken. It was the concensus of the group that this be a recommendation to all surveillance panel secretaries for recording their minutes to avoid confusion on action that was taken.

9. Chairman Farnsworth stated that in some test areas there were possible inconsistencies in the way tests were being counted at the labs. Mr. Guinther stated that the Sequence

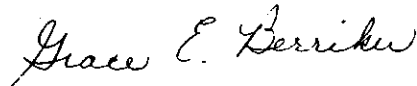
Page 4

9. (Continued)

II and III Surveillance Panels were working on this problem. Chairman Farnsworth asked that the TMC disseminate the results of the surveillance panel's work to the other surveillance panels.

10. The meeting was adjourned at 4:03 P.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "Grace E. Berrick".

Grace E. Berrick  
Acting Secretary  
ASTM Technical Guidance Committee

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Attachments

**AGENDA**

**ASTM TECHNICAL GUIDANCE COMMITTEE  
AUGUST 11, 1993  
PITTSBURGH, PA.**


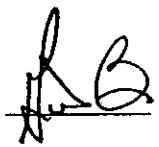


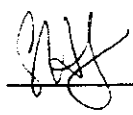
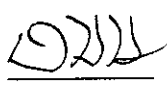
1. CHAIRMAN'S COMMENTS.
2. MEMBERSHIP CHANGES.
3. APPROVAL OF MINUTES FOR MEETING OF SEPTEMBER 17, 1992.
4. CMA LIAISON REPORT BY RICK OLIVER.
5. FINALIZE A DRAFT OF THE "TEST DEVELOPMENT FLOW PLAN" FOR ISSUANCE TO INDUSTRY VIA LETTER.
6. ASSIGN ANY FUTURE WORK TASKS TO ENHANCE FUTURE DRAFTS OF THE "TEST DEVELOPMENT FLOW PLAN".
7. DEVELOP A PROCESS FOR MAINTAINING CONSISTENT TEST HARDWARE AMONG LABORATORIES AND A PLAN FOR PARTS REDISTRIBUTION WHEN NEEDED.
8. HOW IS THE CANDIDATE TEST COUNT BETWEEN REFERENCES DEFINED ??? TOTAL STARTS, COMPLETE VALID TESTS, COMPLETE TESTS, OTHER.
9. IS THERE STILL A NEED FOR LABORATORY AS WELL AS STAND REFERENCE FREQUENCY REQUIREMENTS FOR TESTS WITH EWMA CHARTING.
10. OLD BUSINESS.
11. NEW BUSINESS.
12. ADJOURN.

TECHNICAL GUIDANCE COMMITTEE MEETING

August 11, 1993

Courtyard Marriott/Pittsburgh Airport  
Pittsburgh, PA

Attendance Roster

<u>Name</u>	<u>Company and Address</u>	<u>Phone No.</u>	<u>Present</u>
<u>Members:</u>			
Stephen P. Bergin	General Motors Research Fuels & Lubricants Dept. 12 Mile and Mound Roads Warren, MI 48090-9057	(313) 986-1923	
G. E. Callis	Chevron Res. & Tech. Co. 100 Chevron Way Richmond, CA 94802-0627	(415) 620-4625	<u>MWC representative</u>
Carmen Cusano	Cummins Engine Company Box 3005, Mail Code 50160 1900 McKinley Avenue Columbus, IN 47202-3005	(812) 377-7127	_____
Gordon Ballard	Lubrizol Corporation 29400 Lakeland Blvd. Wickliffe, OH 44092	(216) 943-4200	
Gordon R. Farnsworth Chairman	Exxon Chemical Company P.O. Box 536 Linden, NJ 07036	(908) 474-3351	
Walter P. Groff	Southwest Research Institute 6200 Culebra Road San Antonio, TX 78284	(210) 684-5111	
Greg H. Guinther	Ethyl Petroleum Additives 1531 Kosciusko St. Louis, MO 63104	(314) 259-5368	
Allen C. Hahn	Caterpillar, Inc. TC-L Engr. G.O., Test & Eval. 100 N.E. Adams St. Peoria, IL 61629	(309) 578-3617	_____
Daniel H. Heath	Lubrizol Corporation 29400 Lakeland Blvd. Wickliffe, OH 44092	(216) 943-4200	

<u>Name</u>	<u>Company and Address</u>	<u>Phone No.</u>	<u>Present</u>
<u>Members:</u>			
Danny E. Larkin	Detroit Diesel Allison 13400 W. Outer Drive K-15 Detroit, MI 48239-4001	(313) 592-5730	_____
Lawrence T. Murphy	Mack Trucks, Inc. 1999 Pennsylvania Avenue Hagerstown, MD 21740	(301) 790-5815	_____
Jim E. Larsen	Ethyl Petroleum Additives Div. 125 Lafayette St. St. Louis, MO 63104	(314) 259-5280	_____
Ron Romano	Ford Motor Company EEE Bldg., D-145 (Box 44) 21500 Oakwood Blvd. Dearborn, MI 48121-2053	(313) 322-6522	<u>RR</u>
John Stimson, Jr.	Labeco 156 E. Harrison St. Mooresville, IN 46158	(317) 831-2990	_____
Mark Sutherland <i>ET-1</i>	Chevron Res. & Tech. Co. 4502 Centerview Dr., Suite 210 San Antonio, TX 78228	(210) 734-4381	_____
John L. Zalar	ASTM Test Monitoring Center 4400 Fifth Avenue Pittsburgh, PA 15213	(412) 268-3316	<u>JZ</u>
<u>Guests:</u>			
Grace E. Berrick	ASTM Test Monitoring Center 4400 Fifth Avenue Pittsburgh, PA 15213	(412) 268-3315	<u>geb</u>
Dwight H. Bowden	Bowden Manufacturing Corp. 4950 Beidler Rd. Willoughby, OH 44092		_____
Tom Franklin	Royal Lubricants Co., Inc. City View 1099 IH-10 West, Suite 305 San Antonio, TX 78230	(210) 561-9074	<u>TF</u>
<i>Brought Sharpener for</i> John W. Glaser	EG&G Automotive Research, Inc. 5404 Bandera Road San Antonio, TX 78238-1993	(210) 647-9459	<u>JKS</u>

<u>Name</u>	<u>Company and Address</u>	<u>Phone No.</u>	<u>Present</u>
<u>Guests:</u>			
Rick L. Johnson	The Lubrizol Corporation 29400 Lakeland Blvd. Wickliffe, OH 449092	(216) 943-4200	<u>MLJ</u>
Tony Lonardo	Paramin/Exxon Chemical 1900 Linden Avenue Linden, NJ 07036	(908) 474-2846	_____
Norbert Nann	Texaco, Inc. P.O. Box 509 Beacon, NJ 12508	(914) 838-7625	<u>Nann</u>
Rick Oliver	Texaco, Inc. 14855 Blanco Rd. Suite 414 San Antonio, TX 78216	(210) 493-2112	<u>RO</u>
Jim Rutherford	Chevron Res. & Tech. Co. 100 Chevron Way P.O. Box 2617 Richmond, CA 94801-0627	(415) 620-3410	_____
<del>Charles Seymour</del> Norm Jacobson	Castrol, Inc. 240 Centennial Ave. Piscataway, NJ 08854-3947	908-980-3608	<u>h</u>
Greg Shank	Mack Trucks, Inc. 1999 Pennsylvania Avenue Hagerstown, MD 21740	(310) 790-5815	_____
Philip R. Sinto	Lubrizol Corporation 29400 Lakeland Blvd. Wickliffe, OH 44092	(216) 943-4200	_____
Virginia Wiszniewski	Mobil Res. & Dev. Corp. Billingsport Road Paulsboro, NJ 08066	(609) 224-2907	_____



Guests:

<u>Name</u>	<u>Company and Address</u>	<u>Phone No.</u>
<u>JOHN W. KNIGHT</u>	<u>TEST ENGINEERING, INC.</u> <u>10907 LISBON DR.</u> <u>SAN ANTONIO, TX. 78213</u>	<u>210-349-4300</u> FAX <u>210-349-4344</u>

<u>Mark Cooper</u> Representing Ed Callis	<u>Chevron Chemical Co</u> <u>4502 Centerview Dr Suite 210</u> <u>San Antonio TX 78228</u>	<u>(210) 734-4381</u>
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<u>DWIGHT BOWDEN</u>	<u>BOWDEN MANUFACTURING CORP.</u> <u>4590 BEIDLER RD.</u> <u>WILLOUGHBY, OH 44094</u>	<u>(216) 946-1770</u> FAX <u>(216) 946-1789</u>
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<u>Carl R. Stephens</u>	<u>Ashtland Oil Inc.</u> <u>22nd &amp; Front Streets</u> <u>Ashtland, Ky 41101</u>	<u>(606) 329-5198</u> FAX <u>(606) 329-3009</u>
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<u>JOHN A. GARCIA</u>	<u>Lubrizol Corp.</u> <u>4801 NW Loop 410 S-430</u> <u>SAN ANTONIO, TX 78229</u>	<u>(210) 520-8011</u> FAX <u>ex-4300</u>
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# ASTM TECHNICAL GUIDANCE COMMITTEE MEMBERSHIP

## Surveillance Panel Chairmen

Sequence IID	Gordon Ballard	Steve Bergin
Sequence IIIE	Greg Guinther	Steve Bergin
Sequence VE	Gordon Farnsworth	Ron Romano
Sequence VI	Dan Heath	John Stimson, Jr.
L-38	Walter Groff	Al Hahn
1K	Mark Sutherland	Greg Shank
T6/T7/T8		Danny Larkin
Two-Stroke Cycle (6V53T)		
6V93TA		
NTC-400	Carmen Cusano	
Two-Cycle	Beth Morgan	
L-42	John Beck	
L-33	Jim Frampton	
L-37	Edward S. Akucewich	
L-60	John Huron	
D-471	Fred Antoon	

## Section Chairmen:

Section 1	Tom Franklin
Section 2	Mike Quinn
Section 3	Lee Schiemann
Section 5	Johnny Kitchens
Section 6	G. E. Callis

## Development (New Test Areas)

6.2L	Bob Olree
Mack Cyclic Transmission Test	Don Powell

ASTM Test Monitoring Center

John L. Zalar

## ASTM TECHNICAL GUIDANCE COMMITTEE MEMBERSHIP

Mr. Gordon Ballard, Chairman  
Sequence IID Surveillance Panel  
Lubrizol Corporation  
29400 Lakeland Blvd.  
Wickliffe, OH 44092

Mr. Greg Guinther, Chairman  
Sequence III E Surveillance Panel  
Ethyl Petroleum Additives, Inc.  
1531 Kosciusko  
St. Louis, MO 63104

Mr. Gordon Farnsworth, Chairman  
Sequence VE Surveillance Panel  
Exxon Chemical Company  
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Linden, NJ 07036

Mr. Dan Heath, Chairman  
Sequence VI Surveillance Panel  
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29400 Lakeland Blvd.  
Wickliffe, OH 44092

Mr. Walter Groff, Chairman  
L-38 Surveillance Panel  
Southwest Research Institute  
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San Antonio, TX 78284

Mr. Mark Sutherland, Chairman  
1K Surveillance Panel  
Ethyl Petroleum Additives, Inc.  
9901 IH 10W, Suite 800  
San Antonio, TX 78230

Mr. Carmen Cusano, Chairman  
NTC-400 Surveillance Panel  
Cummins Engine Company, Inc.  
Box 3005, Mail Code 50160  
1900 McKinley Avenue  
Columbus, IN 47202-3005

Ms. Beth Morgan, Chairman  
Two-Cycle Surveillance Panel  
Exxon Chemical Company  
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Linden, NJ 07036

Mr. John Beck, Chairman  
L-42 Surveillance Panel  
Ethyl Petroleum Additives, Inc.  
125 Lafayette St.  
St. Louis, MO 63104

Mr. Edward S. Akucewich, Chairman  
L-37 Surveillance Panel  
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Wickliffe, OH 44092

Mr. Jim Frampton, Chairman  
L-33 Surveillance Panel  
Mobil Research & Dev. Corp.  
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Paulsboro, NJ 08066

Mr. John Huron, Chairman  
L-60 Surveillance Panel  
Southwest Research Institute  
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Mr. Fred Antoon, Chairman  
D-471 Surveillance Panel  
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29400 Lakeland Blvd  
Wickliffe, OH 44092

Mr. Tom Franklin, Chairman  
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San Antonio, TX 78230

Mr. Mike Quinn, Chairman  
ASTM Section B.2  
Caterpillar, Inc.  
Engine Division A-2  
P.O. Box 610  
Mossville, IL 61552-0610

Mr. Lee Schiemann, Chairman  
ASTM Section B.3  
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Wickliffe, OH 44092-2298

Mr. Johnny Kitchens, Chairman  
ASTM Section B.5  
Southwest Research Institute  
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San Antonio, TX 78284

Mr. G. E. Callis, Chairman  
ASTM Section B.6  
Chevron Research & Tech. Co.  
100 Chevron Way  
P.O. Box 1627  
Richmond, CA 94802-0627

Mr. Bob Olree, Chairman  
6.2L  
General Motors Research  
CPC Headquarters  
30001 Van Dyke Avenue  
Room 209-37  
Warren, MI 48090-9020

Mr. Don Powell, Chairman  
Mack Cyclic Transmission Test  
AutoResearch Laboratories, Inc.  
6735 S. Old Harlem Avenue  
Chicago, IL 60638

Mr. John L. Zalar, Administrator  
ASTM Test Monitoring Center  
4400 Fifth Avenue  
Pittsburgh, PA 15213

Mr. Steve Bergin  
General Motors Research  
Fuels and Research Dept.  
12 Mile and Mound Roads  
Warren, MI 48090

Mr. Ron Romano  
Ford Motor Company  
21500 Oakwood Blvd.  
EEE Bldg., D-145  
Mail Drop 44  
Dearborn, MI 48121-2053

Mr. John Stimson, Jr.  
Labeco  
156 E. Harrison St.  
Mooresville, IN 46158

Mr. Al Hahn  
Caterpillar, Inc.  
Technical Center - Bldg. L  
P.O. Box 1875  
Peoria, IL 61656-1875

Mr. Greg Shank  
Mack Trucks, Inc.  
1999 Pennsylvania Avenue  
Hagerstown, MD 21740

Mr. Danny Larkin  
Detroit Diesel Allison  
13400 W. Outer Drive K-15, Dept. 446  
Detroit, MI 48239-4001

**ASTM TECHNICAL GUIDANCE COMMITTEE MEETING**

**AUGUST 11, 1993**

**CMA LIAISON REPORT**

**RICK OLIVER 8/11/93**

REQUESTS FOR INDUSTRY INFORMATION  
FROM CMA DATABASE

- o ANY LEGITIMATE PARTY MAY REQUEST ANALYSES
  - \* MUST BE IN WRITING
  - \* MADE TO ~~MONITORING AGENCY~~ <sup>CMA MONITORING AGENCY</sup>
  - \* MUST DEAL WITH INDUSTRY-WIDE ISSUES
  - \* INDIVIDUAL TEST ISSUES HANDLED AS TEST RESULT VALIDITY OPINIONS
  - \* MUST CLEARLY STATE REASON FOR REQUESTED ANALYSES
  - \* INCLUSION OF PROPRIETARY INFORMATION IN REQUEST SHOULD BE AVOIDED
  - \* SHOULD STATE TIMING REQUIRED FOR ANALYSES

- o SCREENING OF REQUESTS
  - \* CMA MONITORING AGENCY WILL FORWARD REQUESTS TO:
    - MANAGER CMA PAP
    - MAAG
  - \* MANAGER CMA PAP WILL SCREEN FOR CONFIDENTIALITY CONCERNS
  - \* MAAG WILL SCREEN TO ENSURE:
    - RELATES TO INDUSTRY-WIDE ISSUE
    - MONITORING AGENCY HAS RESOURCES TO RESPOND
    - REQUEST USES RESOURCES COST-EFFECTIVELY

NOTE: ALL REQUESTS SHOULD RECOGNIZE THAT DATA CAN ONLY BE RELEASED IN A FASHION THAT PRESERVES ITS PROPRIETARY NATURE AND THAT, IN GENERAL, ONLY DATA ANALYSES WILL BE RELEASED RATHER THAN INDIVIDUAL TEST RESULTS.

o DATA ANALYSES AUTHORIZATION

\* IF BOTH THE MANAGER OF THE CMA PAP AND THE MAAG AGREE TO THE ANALYSES, THEY WILL EACH:

- NOTIFY THE MONITORING AGENCY IN WRITING TO PROCEED

- STATE ANY CONDITIONS OR CLARIFICATIONS OF THE ANALYSES TO BE CONDUCTED

\* IF EITHER THE MANAGER OF THE CMA PAP OR MAAG DO NOT AGREE TO THE ANALYSES, THEY MUST ADVISE THE REQUESTOR OF THE REASONS WHY THE ANALYSES CANNOT BE CONDUCTED

o CONDUCT OF ANALYSES

\* THE MONITORING AGENCY WILL FORWARD THE COMPLETED ANALYSES OR AN INTERIM REPORT TO THE MANAGER OF THE CMA PAP WITHIN 30 DAYS



- o THE MANAGER OF THE CMA PAP WILL
  - \* REVIEW THE RESPONSE
  - \* ENSURE THAT IT PRESERVES CONFIDENTIALITY OF THE DATA
  - \* THE RESPONSE IS FORWARDED TO MAAG IF NO CONFIDENTIALITY PROBLEMS EXIST
- o THE MAAG REVIEWS THE RESPONSE
  - \* ENSURES THAT IT IS RESPONSIVE TO THE ORIGINAL REQUEST
  - \* MAAG MAY ONLY REQUEST ADDITIONAL ANALYSES--ALL ANALYSES REVIEWED BY MAAG WILL BE IN THE FINAL DOCUMENT
- o THE MONITORING AGENCY ISSUES THE FINAL REPORT
  - \* IN A LETTER TO THE ORIGINAL REQUESTOR
  - \* INDUSTRY-WIDE COPIES ARE ISSUED
- o THE MONITORING AGENCY RETAINS FILES ON ALL REQUESTS

**ASTM D.02  
SUBCOMMITTEE B  
TEST DEVELOPMENT FLOW PLAN  
WHEN SURVEILLANCE PANEL IS TEST DEVELOPER**

ATTACHMENT 5  
Page 1 of 8

The following document was proposed at the September 17, 1992 Technical Guidance Committee meeting as a checklist to be used by Section Chairmen in Subcommittee B of ASTM Committee D.02 when bringing new test procedures on-line as ASTM Test Methods and ASTM Monitored Tests. It breaks the test development process down into tasks to be completed by the Surveillance Panel or Task Force, Subcommittee B and Oil Classification Panel.

This Flow Plan was designed to be used by the Surveillance Panel or Task Force where there is no OEM acting as Test Developer, or where an OEM limits their participation.

**ITEMS TO BE CHECKED DURING TEST DEVELOPMENT**

**Need for Test**

- Identify need for new test in conjunction with SAE, AVMA, EMA, etc.. This need may be as simple as replacing a test with obsolete hardware, or as involved as attempting to simulate a known field problem(s) or avoid a potential field problem.
- Collect field test data or run field tests, as necessary, to document current or potential problem.
- Assure that no existing test or oil category will satisfy the performance need.

**Hardware**

- Identify test hardware platform. This should be a platform in which the OEM intends to support all major components for a minimum of five years after the test is included in a performance category.
- Identify critical parts (Parts known to affect test severity and/or precision).
- Establish specifications and processes for assuring consistent hardware quality.
- Obtain commitments for long-term (5-year) supply of hardware and critical test components (fuel, solvents, cleansing agents).
- Release hardware to Industry for matrix testing.

ITEMS TO BE CHECKED DURING TEST DEVELOPMENT, continued

Procedure

- Establish test procedure.
- Establish rating/parts evaluation methods.
- Establish pass/fail parameters.
- Establish success criteria (precision, discrimination).
- Establish data acquisition requirements.
- Assure that number of pass/fail parameters is not excessive.
- Establish test stand design requirements.

ITEMS TO BE CHECKED BY SURVEILLANCE PANEL

Procedural Development

- Establish test development time goals and create Gantt Chart.
- Establish source and specification for fuel.
- Develop rating/parts evaluation methods.
- Establish consistent assembly practices among test facilities.
- Select reference oils of different performance levels which primarily use current chemistry, and can be blended in five-year supplies.
- Select at least one reference oil which yields passing results in all tests for the category which the proposed test is destined to be a part.
- Develop test procedure to meet ASTM standard Blue Book requirements.
- Perform laboratory visitation to assure equivalency of test stands and that Surveillance Panel has resolved any variations found in test stand configurations.
- Assure that pass/fail parameters are related to field experience or potential field problems.
- Document correlation of pass/fail parameters with field experience.

ASTM SUBCOMMITTEE B -- TEST DEVELOPMENT FLOW PLAN  
SURVEILLANCE PANEL AS TEST DEVELOPER

ATTACHMENT 5  
Page 3 of 8

ITEMS TO BE CHECKED BY SURVEILLANCE PANEL, continued

Reference Requirements

- Maintain on-going quality improvement program to identify and handle new critical parts
- Establish calibration requirements (frequency, control charting, etc).
- Develop operational validity requirements.
- Conduct statistically designed matrices on reference oils to quantify precision, discrimination and field correlation.
- Obtain commitment and participation of ASTM Test Monitoring Center.

Data Handling

- Develop severity adjustment system.
- Establish logical Test Result Acceptance Requirements based on distribution of data.
- Complete writing the first draft of the test method in ASTM format.
- Presentation of Test Development report and all data to Oil Classification panel.

ITEMS TO BE CHECKED BY SUBCOMMITTEE B / OIL CLASSIFICATION PANEL

Test Acceptance

- Establish proposed performance limits
- Ballot in affected Subcommittee.
- Resolution of negative ballots.

ITEMS TO BE CHECKED BY TEST SPONSOR / SURVEILLANCE PANEL /  
OIL CLASSIFICATION PANEL

*Test Maint.*

- Monitor Test Severity and Precision
- Provide a process for the continual improvement of the test.
- Develop a process for the tracking (use or reject), identification and improvement of critical test parts.
- Maintain test lab equivalency

ASTM SUBCOMMITTEE B -- TEST DEVELOPMENT FLOW PLAN  
SURVEILLANCE PANEL AS TEST DEVELOPER

ATTACHMENT 5  
Page 5 of 8

ASTM D.02  
SUBCOMMITTEE B  
TEST DEVELOPMENT FLOW PLAN  
WHEN OEM IS TEST DEVELOPER

The following document was proposed at the September 17, 1992 Technical Guidance Committee meeting as a checklist to be used by Section Chairmen in Subcommittee B of ASTM Committee D.02 when bringing new test procedures on-line as ASTM Test Methods and ASTM Monitored Tests. It breaks the test development process down into tasks to be completed by the Test Developer, Surveillance Panel or Task Force.

This flow plan was written from the perspective that the Test Developer is an OEM who desires to have a lubricant test developed around their hardware. It should be noted that the Test Developer's input is not necessarily limited or confined to any specific area on this flow plan. Their input is integral throughout the test development process.

ITEMS TO BE CHECKED BY TEST DEVELOPER

Need for Test

- Identify need for new test in conjunction with SAE, AAMA, EMA, etc.. This need may be as simple as replacing a test with obsolete hardware, or as involved as attempting to simulate a known field problem(s), or avoid a potential field problem.
- Collect field test data or run field tests, as necessary to document current or potential problem.
- Assure that no existing test or oil category will satisfy the performance need.

Hardware

- Identify test hardware platform. This should be a platform in which the OEM intends to support all major components for a minimum of five years after the test is included in a performance category.
- Identify critical parts (Parts known to affect test severity and/or precision).
- Establish specifications and processes for assuring consistent hardware quality.
- Obtain commitments for long-term (5-year) supply of hardware and critical test components (fuel, solvents, cleansing agents).
- Establish test procedure.
- Release hardware to Industry for matrix testing.

ITEMS TO BE CHECKED BY TEST DEVELOPER, continued

Procedure

- Establish specification and source for test fuel.
- Develop rating/parts evaluation methods.
- Establish pass/fail parameters.
- Establish success criteria (precision, discrimination).
- Establish data acquisition requirements.
- Establish test stand design requirements.
- Develop consistent assembly practices among facilities.
- Establish correlation or relationship to field generated data or field performance requirements.

ITEMS TO BE CHECKED BY SURVEILLANCE PANEL (or Task Group) IN  
COOPERATION WITH THE TEST DEVELOPER AND ASTM TMC

Procedural Development

- Establish test development goals and create Gantt Chart.
- Establish rating/parts evaluation methods.
- Select reference oils of different performance levels which primarily use current chemistry, and can be blended in five-year supplies.
- Select at least one reference oil which yields passing results in all tests for the category which the proposed test is destined to be a part.
- Develop test procedure to meet ASTM standard Blue Book Requirements.
- Perform laboratory visitation to assure equivalency of test stands and that Surveillance Panel has resolved any variations found in test stand configurations.
- Assure that pass/fail parameters are related to field experience or potential field problem.
- Assure the test procedure can discriminate between failing and acceptable oils in the field

ASTM SUBCOMMITTEE B -- TEST DEVELOPMENT FLOW PLAN  
OEM AS TEST DEVELOPER

ATTACHMENT 5

Page 7 of 8

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ITEMS TO BE CHECKED BY SURVEILLANCE PANEL (or Task Group) IN  
COOPERATION WITH THE TEST DEVELOPER AND ASTM TMC, continued

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*Reference Requirements*

- Maintain on-going quality improvement program to identify and handle new critical parts
- Establish calibration requirements (frequency, control charting, etc).
- Develop operational validity requirements.
- Conduct statistically designed matrices on reference oils to quantify precision, discrimination and field correlation.
- Obtain commitment and participation of ASTM Test Monitoring Center.

*Data Handling*

- Develop severity adjustment system.
- Establish logical test result acceptance requirements based on distribution of data.
- Complete writing of first draft of the test method in ASTM format.
- Presentation of Test Development report and all data to Oil Classification panel.

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ITEMS TO BE CHECKED BY SUBCOMMITTEE B / OIL CLASSIFICATION PANEL

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*Test Acceptance*

- Establish proposed performance limits
- Ballot in affected Subcommittee.
- Resolution of negative ballots.



ITEMS TO BE CHECKED BY TEST DEVELOPER / SURVEILLANCE PANEL (or  
Task Group)/ OIL CLASSIFICATION PANEL/ASTM TMC

*Test Maint.*

- Monitor Test Severity and Precision
- Provide a process for the continual improvement of the test.
- Develop a process for the tracking (use or reject), identification and improvement of critical test parts.
- Maintain test lab equivalency

# **SEQUENCE IID AND IIIE TEST HARDWARE PARTS CONTROL**

**PRESENTATION TO**

**ASTM TECHNICAL GUIDANCE COMMITTEE**

**CORAOPOLIS, PENNSYLVANIA**

**AUGUST 11, 1993**

**PRESENTERS:**

**GORDON BALLARD  
THE LUBRIZOL CORPORATION**

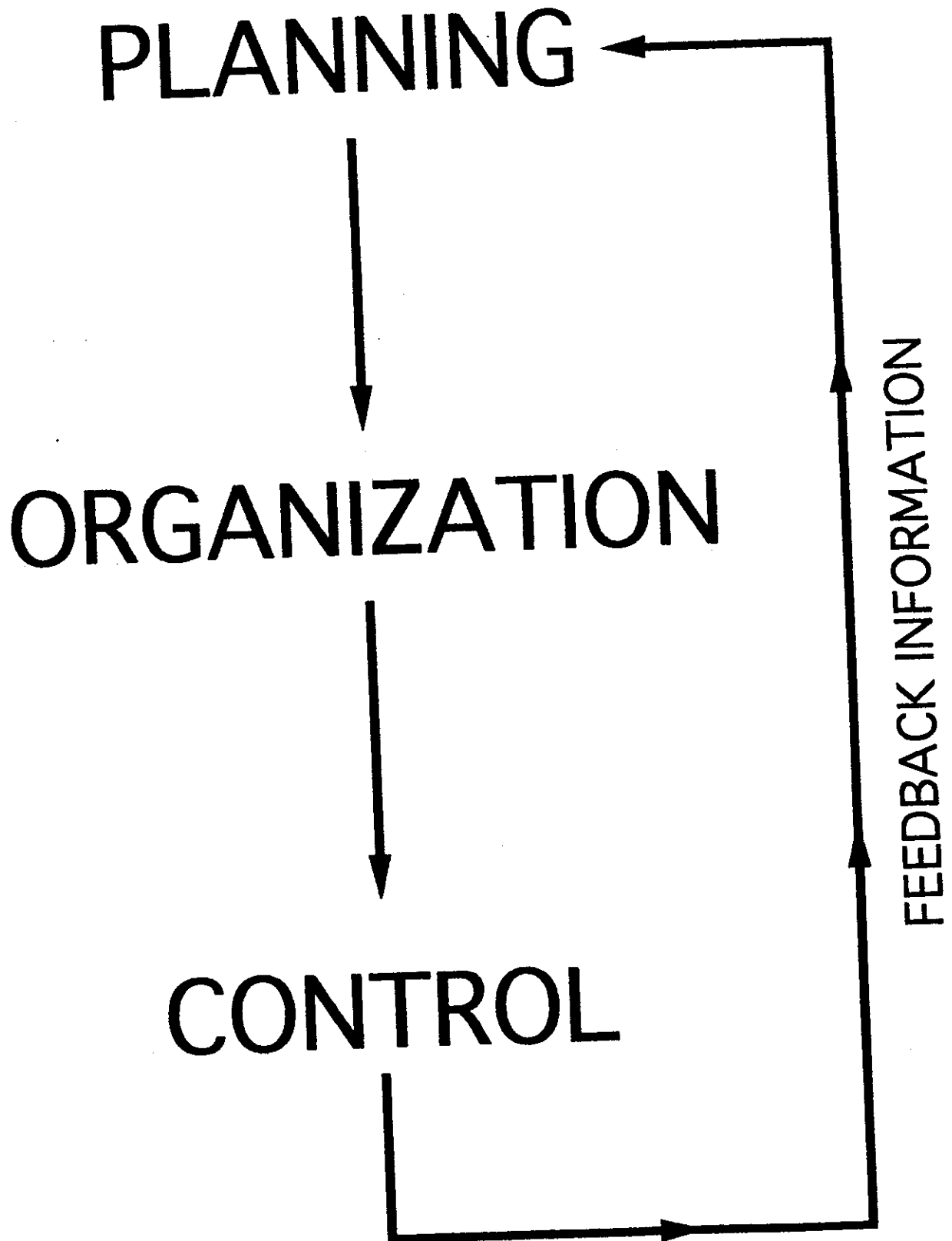
**DWIGHT BOWDEN  
BOWDEN MANUFACTURING  
CORPORATION**

## **PURPOSE OF PRESENTATION**

**PRESENT TO THE TECHNICAL GUIDANCE COMMITTEE THE PROCEDURE EMPLOYED BY THE SEQUENCE IID/III E SURVEILLANCE PANELS TO CONTROL TEST HARDWARE.**

## **PURPOSE OF HARDWARE CONTROL**

- MAINTAIN AND IMPROVE QUALITY OF HARDWARE
- CONSISTENT QUALITY OF HARDWARE BETWEEN LABORATORIES AND BATCHES
- AVAILABILITY
- ACCOUNTABILITY / TRACEABILITY
- CONCURRENT PARTS TURNOVER WITHIN INDUSTRY
- CONCURRENT PARTS PHASE OUT
- ABILITY TO TRACK AND QUANTIFY INDUSTRY SEVERITY AND/OR PRECISION SHIFTS AS THEY RELATE TO HARDWARE.



# PLANNING

(PERFORMED BY BATCH CONCEPT/QUALITY CONTROL TASK  
FORCE. RECOMMENDATIONS SUBJECT TO SURVEILLANCE  
PANEL REVIEW AND APPROVAL)

• DEFINE PARTS BY CATEGORY ( ATTACHMENTS 1 AND 2 )

CRITICAL PARTS

SPECIAL PARTS

NON-PRODUCTION PARTS

GM PRINT PARTS

SERVICE PARTS

• DEFINE RESPONSIBLE PARTIES FOR MATERIAL

CENTRAL PARTS DISTRIBUTOR

CRITICAL PARTS, NON-PRODUCTION AND SPECIAL PARTS

TEST DEVELOPER

SERVICE PARTS

TEST FUEL

GENERAL MOTORS PRINT PARTS

• PARTS PROCUREMENT AND USAGE GUIDELINES

INFORMATION LETTER 60 (ATTACHMENT 3)

# **ORGANIZATION**

## **BATCH CONCEPT/QUALITY CONTROL TASK FORCE MEMBERSHIP**

TEST DEVELOPER

SURVEILLANCE PANEL CHAIRMEN

TEST MONITORING CENTER

OPERATIONS AND HARDWARE SUBPANEL CHAIRMAN

INDEPENDENT/DEPENDENT - LARGE /SMALL LABORATORIES

CENTRAL PARTS DISTRIBUTOR

MEMBERSHIP CAN BE CHANGED AT THE DIRECTION OF THE TEST DEVELOPER  
AND SURVEILLANCE PANEL CHAIRMEN

# CONTROL

- TEST DEVELOPER

SELECTED CENTRAL PARTS DISTRIBUTOR BASED ON QUALIFICATION CRITERIA (ATTACHMENT 4)

SERVICE PARTS	MONITORS AVAILABILITY OF MATERIAL AND PART NUMBER CHANGES
TEST FUEL	MONITORS AVAILABILITY AND ULTIMATE PHASE OUT
GM PRINT PARTS	REVISES AS REQUIRED

- SURVEILLANCE PANEL

RECEIVES REPORTS FROM CENTRAL PARTS DISTRIBUTOR

COMMENTS ON CENTRAL PARTS DISTRIBUTOR PERFORMANCE VIA SURVEY ANNUALLY

CONFIRMS CENTRAL PARTS DISTRIBUTOR ANNUALLY

ALTERS INFORMATION LETTER 60 AND/OR PARTS CLASSIFICATION AS REQUIRED

- TEST MONITORING CENTER

RECEIVES HARDWARE INFORMATION PAGE (ATTACHMENT 5) WITH SERIAL NUMBER OR BATCH CODE

ANALYZES AND REPORTS ISSUES THAT CORRELATE TO SPECIFIC HARDWARE

AUDITS LABORATORIES FOR CONFORMANCE TO INFORMATION LETTER 60 AND/OR MODIFICATIONS



## **CONTROL (CONT.)**

### **• TESTING LABORATORIES**

PURCHASE AND CONSUME PARTS AS DEFINED BY INFORMATION LETTER  
60

COMPLETE REQUIRED HARDWARE SPREADSHEETS

PROVIDE TEST DEVELOPER, TEST MONITORING CENTER AND CENTRAL  
PARTS DISTRIBUTOR WITH REJECTION REPORT ON A MONTHLY BASIS.

### **• CENTRAL PARTS DISTRIBUTOR**

PURCHASE, INSPECT, DOCUMENT AND DISTRIBUTE MATERIAL PER  
INFORMATION LETTER 60 ( W/ MODIFICATIONS AND/OR SPECIFIC  
INSTRUCTIONS )

CONFIRMS RECEIPT OF REJECTION FORMS ON MONTHLY BASIS

CONDUCTS ANNUAL SURVEY OF VENDORS CONFIRMING AVAILABILITY  
OF MATERIAL

UPDATES SERVICE PARTS SPREADSHEET -IIIE ONLY (ATTACHMENT 6)

MAINTAINS CRITICAL PARTS DATABASE, INCLUDING SERIAL NUMBERS  
OR BATCH CODES, BOWDEN PURCHASE ORDER, RECEIVE DATE,  
LABORATORY PURCHASE ORDER, PACKING LIST NUMBER AND  
INSPECTION DATA AS REQUIRED

TRANSFER OF INFORMATION AS DEFINED BY ACCEPTED GUIDELINES  
( TECHNICAL AND NON-TECHNICAL - ATTACHMENT 7)

## **FEEDBACK INFORMATION**

- **TEST DEVELOPER**

UPDATED SERVICE PARTS LIST FURNISHED

FUEL SUPPLIER STATUS REPORTED

- **TEST MONITORING CENTER**

REPORTS ON TEST PERFORMANCE VS HARDWARE

CONDUCTS AND REPORTS RESULTS OF ANNUAL CENTRAL PARTS  
DISTRIBUTOR SURVEY

- **CENTRAL PARTS DISTRIBUTOR**

REJECTION REPORTS SUMMARIZED AND REPORTED (ATTACHMENT 8)

UPDATED SERVICE PARTS SPREADSHEETS FURNISHED

NOTIFICATION TO LABORATORIES OF NEW BATCH MATERIAL INTRODUCTION  
ON RINGS AND CAM CASTINGS

TIMELINE REPRESENTING THE INTRODUCTION OF BATCH MATERIAL  
FURNISHED (ATTACHMENT 9)

CONDUCTS AND REPORTS RESULTS OF ANNUAL VENDOR SURVEY

**WARNING: NOT ALL TEST SEVERITY AND/OR  
PRECISION VARIABILITY IS TEST HARDWARE  
RELATED**

- TEST PROCEDURE - MUST BE EXPLICIT
- ENGINE BUILD TECHNIQUES AND MATERIALS - MUST BE UNIFORM
- STAND CONFIGURATION - STANDARDIZED
- RATING - EQUIVALENT
- AUDIT MECHANISM - MUST BE USED TO CONFIRM COMPLIANCE AND  
GENERATE FEEDBACK INFORMATION
- REFERENCE OILS - ACCEPTABLE PERFORMANCE RANGE / ADEQUATE  
QUANTITY
- LIMITS - MAY REQUIRE MODIFICATION IF A QUANTIFIABLE AND PERMANENT  
SHIFT OCCURS

**TEST PERFORMANCE IS A RESULT OF A PROCESS (SYSTEM). ALL  
ELEMENTS OF THE PROCESS INFLUENCE PERFORMANCE, AND  
THEREFORE MUST BE IN CONTROL.**

## **LABORATORY MATERIAL REDISTRIBUTION PLAN**

THE REDISTRIBUTION OF PARTS MUST BE INITIATED BY THE SURVEILLANCE PANEL.

LABORATORY REPORTS VIA SURVEY TO CPD:

- 1.) INVENTORY
- 2.) USAGE RATE (WEEKLY)
- 3.) WILLINGNESS TO PARTICIPATE IN PROGRAM (I.E. YES OR NO)

CPD DETERMINES, BASED ON SURVEY RESULTS, WHEN MATERIAL WILL BE EXHAUSTED (ROUNDING TO NEAREST WEEK). CPD ALSO DETERMINES START DATE OF REDISTRIBUTION AND TARGET STOP DATE (TARGET STOP DATE SUBJECT TO SURVEILLANCE PANEL REVIEW).

CPD INFORMS LABORATORIES OF REQUIRED TRANSFER OF MATERIAL. LABORATORIES MUST CONFIRM TO CPD QUANTITY AND DATE OF TRANSFER IN ORDER TO MAINTAIN CRITICAL PARTS DATABASE.

COMMERCIAL MATTERS REGARDING TRANSFER OF MATERIAL ARE THE RESPONSIBILITY OF PARTICIPATING LABORATORIES.



EG&G AUTOMOTIVE RESEARCH, INC.

5404 BANDERA ROAD, SAN ANTONIO, TEXAS 78238-1993 • TEL (210) 684-2310

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Date: August 9, 1993

To: Technical Guidance Committee  
Sequence VE Surveillance Panel

Subject: Sequence Test Parts Re-Distribution

EG&G-AR believes that the need for hardware/fuel re-distribution arises in two basic situations:

**1. Re-distribution for Technical Reasons**

As a benefit to the lubricant test industry, it is advantageous to have laboratories, which are conducting a given sequence test, to be using the same "batch" of "critical" parts (those that are thought to affect the test severity). Thus, the industry can more effectively track any changes in severity caused by different part batches. In most of these cases the next batch of parts is manufactured, so it is a matter of swapping "batch A" for "batch B". EG&G-AR will continue in most of these occurrences to support this type of re-distribution.

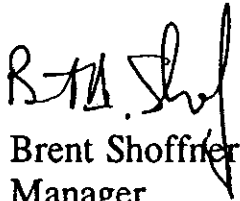
**2. Re-distribution, which may Affect Commercial Interests**

In these cases one or more laboratories may be out of parts. As an example, a laboratory may not have ordered enough parts, because of concerns about inventory cost or risk of obsolescence. The next batch of parts is not available or the next generation of the test has not been approved. Thus, laboratories without parts can not run a calibrated test.

Laboratories that have purchased adequate inventory and taken the associated risks, should not be forced to send a portion of their parts to a competitor. However, laboratories with parts may chose to sell or trade hardware at their discretion. In a Case 2 situation, where EG&G-AR had parts and other independent laboratories did not, EG&G-AR may elect to sell parts, under certain conditions. Our primary responsibility is to our

customers. If our customers desire to run a test at another independent laboratory, which does not have parts, those customers would need to request to purchase the parts from EG&G-AR. After receipt of a customer's purchase order and after evaluation of the inventory on hand, EG&G-AR would send the parts for the test to another independent laboratory.

As long as there are adequate parts to support the required capacity to service an oil category, known good parts should not be declared unusable. As I understand it, ASTM D02.B0, in conjunction with API, could decide that a test was not available in adequate capacity due to a shortage of parts, and temporarily waive that test requirement.



Brent Shoffner  
Manager,

EG&G-AR Gasoline Laboratory

Grace,

Here's the text of my motion:

The following is a recommendation to Tom Franklin's Information Letter Task Force

1. All Information letter issues must be decided in the Surveillance Panel using a "vote of record". *Amended to say: 7 days after the meeting.*
2. All Information letters must be written and submitted to Jim Dable's office within 30 days for immediate Subcommittee B balloting. *Amended to say: pass/fail issues must go through the respective oil classification panel first.*
3. Any company that reverses their position (affirmative to disapprove) must provide written justification for this reversal along with the reason for voting negative.
4. Surveillance panels must ~~letter ballot address~~ "persuasiveness" of disapprove ballots within 7 days of receipt by ~~Dable's office~~. *Amended to say: ballot closure.*
5. Information letters become effective if at least 2/3 of surveillance panel membership determines that disapproves are not persuasive, relevant or germane. *Amended to say: Panel will determine the effective date at this time.*
6. Subcommittee B to be notified of disposition of all information letters including Surveillance Panel actions on B ballots.
7. As an "appeals mechanism", should the company voting negative not accept the surveillance panel opinion, they must demand a timely meeting of Subcommittee B. This will put a hold on the effective date.
8. Inaction on the part of a negative voter implied acceptance of the surveillance panel decision.

MOTION

~~RECOMMEND TO INFO LETTER TASK  
FORCE THAT SUBSEQUENTLY ISSUED  
INFORMATION LETTERS DO NOT  
RETROACTIVELY OVER-RIDE A  
PREVIOUSLY SCB APPROVED  
INFORMATION LETTER.~~

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Recommend to INFO Letter T.F.  
that subject of "retroactivity"  
be incorporated in it's  
recommendation to SCB



ASTM Minutes  
page 2

Page 4; Piston Skirt Varnish Ballot; change last sentence of first paragraph to read "...at or near the same severity level of the BC2 pistons."

Page 5; Zero Twist Rings (3rd item); change last sentence to read "Bowden needs panel direction on whether *or* not to get some..."

Page 5; Pistons (3rd item from bottom); change second sentence to read "Also, the *initial shipments* of BC3 pistons have wrist pins installed."

Page 6; Discussions Following the CPD Report; Precision Balancer; change second sentence to read "...better than the SPO supplied balancer *based on a single comparison.*"

It was recommended that the action item list from the Deerfield Beach meeting distributed by Gordon Ballard on March 17, 1993, be included as part of the minutes. This list is included as attachment 3 to these minutes.

Page 15; Old Business; change *effected* to *affected* in the first sentence.

Page 17; change last sentence of first paragraph to read "GM does not know of a link between IID crankcase pressure and field problems."

It should also be noted in the minutes that Brent Shoffner showed a Sequence III BC3 piston that had an extremely thin skirt. As a result, the CPD was assigned an action item of alerting all calibrated labs of potentially thin piston skirts.

Steve Bergin proposed that attachments to future minutes include a note indicating what the panel's action was with respect to the information or recommendation included in the attachment. This would prevent confusion to the reader who may automatically assume the recommendations in the attachments were approved by the Panel.

Gordon Farnsworth recommended that all panel votes and action items be summarized at the front of the minutes.

Tom Franklin then recommended that a stamp be included on each attachment that refers the reader to the appropriate text section of the minutes.

Steve Bergin will send a proposed stamp to Gordon Farnsworth as chairman of the Technical Guidance Committee. In the interim, the attachments to these minutes indicate action taken, if any, and a reference to the text of the minutes where appropriate.