



Standards Council of Canada
Conseil canadien des normes

Canadian Standards Development
Requirements & Guidance –
Approval of National Adoptions of
Canada Designation

2015-10-01

Canada

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1. Introduction

This document specifies the Canadian requirements and guidance to adopt International Standards, regional standards, and other regional/international deliverables. For the purposes of expediency, the acronym R&G – NAC may be used.

This document aligns with ISO/IEC Guide 21-1:2005, *Regional or national adoption of International Standards and other International Deliverables – Part 1: Adoption of International Standards*; and ISO/IEC Guide 21-2:2005, *Regional or national adoption of International Standards and other International Deliverables – Part 2: Adoption of International Deliverable other than International Standards*.

This document was prepared for, and approved by, SCC's Governing Council on April 8, 2015.

2. Normative References

In addition to the requirements specific within this document, the following references are essential for the application of this document and shall be followed when applicable. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

IEC Sales Policy

ISO 8601 Data elements and interchange formats — Information interchange — Representation of dates and times

ISO 80000-1:2009 Quantities and Units - Part 1: General

ISO POCOSA 2012 Policy for the Distribution of ISO Publications and the Protection of ISO's Copyright

ISO/IEC Guide 21-1:2005 - Regional or national adoption of International Standards and other International Deliverables – Part 1: Adoption of International Standards

ISO/IEC Guide 21-2:2005 - Regional or national adoption of International Standards and other International Deliverables – Part 2: Adoption of International Deliverables other than International Standards

ISO/IEC TR 10000-1:1998 - Information technology – Framework and taxonomy of International Standardized Profiles – Part 1: General principles and documentation framework

3. Definitions

In addition to the terms and definitions provided in this document, the terms and definitions provided in the Requirements and Guidance for Accreditation of Standards Development Organizations also apply.

International Standardized Profile (ISP)

An internationally agreed-to, harmonized document that describes one or more profiles.

Joint Canada-U.S. National Standard

A standard that is published as a single document for both countries that indicates compliance to Standards Council of Canada (SCC) and American National Standards Institute (ANSI) national standards requirements.

Other regional/international deliverable

A Technical Specification, Technical Report, Publicly Available Specification or International Standardized Profile developed by a regional standards body or ISO or IEC. ISO/IEC Guide 21-2 defines each of these deliverable types in detail in an international context, except International Standardized Profiles, which is defined in ISO/IEC TR 10000-1.

Profile

A set of one or more base standards and/or ISPs. This may include, when applicable, the identification of chosen classes, conforming subsets, options and the parameters of those base standards, or ISPs necessary to accomplish a particular function.

Publicly Available Specification (PAS)

Document published by ISO or IEC to respond to an urgent market need, representing either a consensus in an organization external to ISO or IEC, or consensus of the experts within a working group.

Redrafting

A regional standard, International Standard, or other regional/international deliverable published as a national adoption when the regional or international deliverable is not a reprint or identical translation of the source deliverable.

Reprinting

A regional standard, International Standard, or other regional/international deliverable published and printed as a national adoption by direct reproduction of the published regional/international deliverable (e.g. by photography, scanning or from an electronic file).

Technical deviation

Any difference between the technical content of the International/regional standard or other deliverable and that of the national standard or other deliverable.

Technical Report (TR)

A document published by ISO or IEC containing collected data of a different kind from that which is normally published as an International Standard or Technical Specification.

Technical specification (TS)

A document published by ISO or IEC for which there is the future possibility of agreement on an International Standard, but for which at present; the required support for approval as an International Standard cannot be obtained; there is doubt on whether consensus has been achieved; the subject matter is still under technical development; or there is another reason precluding immediate publication as an International Standard.

Translation

When a regional standard, International Standard, or other regional/international deliverable is translated and the translation is the sole deliverable adopted. It may be published in a bilingual or monolingual form.

Requirements & Guidance

TABLE 1: REQUIREMENTS & GUIDANCE		
	SCC Requirement	SCC Guidance
4. General Requirements		
4.1	Organizational Status An organization seeking the National Adoption of Canada (NAC) designation for a standard shall be an SCC-accredited Standards Development Organization (SDO) in good standing.	No guidance
4.2	Eligibility A standard, or other deliverable, submitted for NAC approval shall fall into one of the following categories: a) International Standard b) Regional Standard c) Other international/regional deliverable; i) Technical Specification ii) Technical Report iii) Publicly Available Specification iv) International Standardized Profile	No guidance

<p>4.3</p>	<p>Adopted International/Regional Standards and Other Deliverables Any suspected unauthorized reproduction, distribution or sale of an International Standard, regional standard, or other deliverable shall be reported to SCC.</p>	<p>Before undertaking the adoption activity, the relevant SCC-accredited SDO technical committee should be harmonized with the SCC mirror committee within the applicable scope, in accordance with SCC's harmonization requirements.</p> <p>National adoptions should parallel the development of the relevant International Standards or other deliverables.</p> <p>National adoptions should be published at the same time as the International Standard and/or other deliverable.</p> <p>National adoptions should parallel the development of the relevant regional standards, if possible, and agreed to, with the regional standards body.</p> <p>For transparency and traceability, it is strongly recommended that a national standard adopt only one single International Standard, regional standard or other deliverable.</p> <p>New editions, amendments and technical corrigenda published after the adoption should be reviewed by the technical committee and adopted as soon as possible.</p> <p>National Standards of Canada (NSC) or SCC-accredited SDO standards that conflict with adopted international or regional standards should be withdrawn.</p>
<p>4.4</p>	<p>Methods of Adoption International and regional standards shall be adopted as national standards of the same deliverable type and shall be identified as follows:</p> <p>a) International Standard = CAN/</p>	<p>International/regional standards or other deliverables may be adopted as a NSC by following the requirements and guidance for the NSCs and NACs.</p> <p>The current version of an</p>

	<p>b) Regional standard = CAN/</p> <p>Other deliverables shall be adopted as either the same national deliverable type or as national deliverables of another type and shall be identified as follows:</p> <ul style="list-style-type: none"> a) International technical specification = CAN/TS b) International technical report = CAN/TR c) International publically available specification = CAN/PAS d) International standardized profile = CAN/ISP e) Regional technical specification = CAN/TS f) Regional technical report = CAN/TR <p>If the adoption is a change in the deliverable type it shall be indicated in the introductory pages of the national adoption.</p> <p>Existing amendments and technical corrigenda shall be included in the national adoption.</p>	<p>International Standard, regional standard, and/or other deliverable should be used as the basis for the corresponding national adoption.</p> <p>The method of republication (e.g. reprinting, translating, or redrafting) should be indicated in the introductory pages of the national adoption.</p>
<p>4.5</p>	<p>Degrees of Correspondence</p> <p>The level of correspondence of the adoption as an identical or modified adoption shall be identified as follows:</p> <ul style="list-style-type: none"> a) example 1 – [identical national adoption of International Standard] <p>CAN/SDO-ISO 6051:1998 - Photography — Processed reflection prints — Storage practices (ISO 6051:1997, IDT)</p> <ul style="list-style-type: none"> b) example 2 – [modified national adoption of International Standard] <p>CAN/SDO-NNNN:YYYY, Current transformers (IEC 60185:1987, MOD)</p> <ul style="list-style-type: none"> c) example 3 – [identical national adoption of international technical report] <p>CAN/TR/SDO-ISO/TR 14971:2013 - Medical devices – Guidance on the</p>	<p>It is recommended that to indicate the degree of correspondence in national lists, catalogues, work programs and other media, a system of identification be applied that establishes, as clearly as possible for the user, the correspondence between, and relevant dates of, the International Standard, regional standard, other deliverable, and the national equivalent.</p>

	<p>application of ISO 14971 (ISO/TR 14971:2013, IDT)</p> <p>d) example 4 – [dual numbering – identical national adoption]</p> <p>CAN/SDO-NNNN:YYYY, Title</p> <p>ISO 13616:1996, Banking and related financial services — International bank account number (IBAN)</p> <p>The “not equivalent” (NEQ) adoption option is not permitted.</p>	
4.6	<p>Technical Deviations Required technical deviations shall be identified and explained.</p>	<p>Technical deviations should be kept to a minimum. When technical deviations (and reasons for them) or editorial changes are few, they may be placed in the introductory pages. Alternatively, they may be included in the text or in a special national annex.</p> <p>National deviations should include how technical deviations are identified in the text, and national deviations or advice (with suitable cross-reference).</p> <p>If an error in an International Standard, regional standard, or other deliverable has been detected, a national footnote should provide correct reference information, and the relevant international organization should be informed.</p>
4.7	<p>Availability in Both Official Languages NACs shall be published simultaneously in both of Canada’s official languages.</p>	<p>Drafts made available for public review should be available simultaneously in both of Canada’s official languages.</p>
5. NAC Process Requirements		
5.1	<p>Geographical Representation The technical committee shall include</p>	<p>Geographic representation may consider factors such as industry</p>

	Canadian geographical representation appropriate to the subject area covered by the standard.	location (i.e. petroleum in petroleum producing provinces), reference in regulation (if a regulation exists in a province), commodity characteristics and social impact (heating oil for northern climates).
5.2	Public Review A public review shall be conducted for International/regional standards.	A public review may be conducted for other deliverables. When an International/regional standard or other deliverable is adopted as a NSC the NSC public review requirement must be followed.
5.3	Technical Committee Approval The following voting rules shall constitute technical committee approval of a NAC.	No guidance
5.3.1	Voting rules: a) International/Regional Standard: More than 50 % (simple majority) of the members who are eligible to vote cast affirmative votes. A minimum of 2/3 of the votes cast are affirmative. b) International/Regional Technical Specification: A 2/3 majority of the votes cast by the technical committee members are affirmative c) International/Regional Technical Report: 50% + 1 (simple majority of the members who are eligible to vote) cast affirmative votes; d) Publicly Available Specification: 50% + 1 (simple majority of the members who are eligible to vote) cast affirmative votes; or e) International Standardized Profile: In accordance with the voting rules of the international deliverable. When an International/regional standard or other deliverable is adopted as a NSC the NSC voting rules requirement shall be followed.	For International Standardized Profile at least 75% of the members who are eligible to vote cast affirmative votes. See ISO/IEC TR 10000-1 for additional details on the development of ISPs internationally.
5.3.2	Negative votes The SDO shall address negative votes according to its policies and procedures.	In addressing a negative vote, the technical committee should review the negative vote for technical merit.

	Negative votes without justification, abstentions without justification, as well as unreturned and blank ballots, shall be considered not cast.	If accepted, the required adjustment(s) should be made to the applicable requirement(s). If not accepted, rationale should be provided. In either case, the comment provider should be informed of resolution and decision.
5.4	<p>Maintenance of NACs The international/regional maintenance review cycles for adoptions shall be followed.</p> <p>The maintenance review cycle shall be identified for published NACs. The review of each NAC shall be initiated by the SDO and conducted by the technical committee within the established maintenance review cycle.</p> <p>When an International/regional standard or other deliverable is adopted as a NSC the nationally established maintenance review cycle requirement shall be followed.</p>	No guidance
5.5	<p>Withdrawal of NAC Designation by the SDO When a standard or other deliverable fails to meet a NAC requirement, the SDO shall request from SCC that the NAC designation be removed.</p>	No guidance
6. NAC Format Requirements		
6.1	<p>Units of Measurement The SDO shall include in the standard the international system of units (SI) and if applicable, equivalent Imperial/U.S. units, or other units of measurement.</p> <p>ISO 80000 series of standards shall be used to ensure clear and concise application of SI units, including conversions to and from other systems of measurement.</p>	<p>Conversions expressed in the standard should be approved by the technical committee.</p> <p>When no SI unit equivalent exists, such as trade sizes used in Canada, the trade size unit may be used.</p>
6.2	<p>Date and Time All numeric date and time units shall comply with ISO 8601.</p>	No guidance

<p>6.3</p>	<p>Content and structure clarity Changes to the structure of the International Standard, regional standard, or other deliverable shall be permitted if an easy comparison of the content and structure with the national adoption continues to be possible.</p>	<p>Bilingual editions that contain the text of the standard in another language and in an official language of the international organization by which it was issued may contain a statement concerning the validity of the original or of the translation. When no statement is made, both versions are equally valid.</p> <p>If the title of the national adoption is different from the International Standard, regional standard, or other deliverable, the title of the International Standard, regional standard, or other deliverable, should be indicated on the front cover page and an explanation included in the introductory pages of the national adoption.</p> <p>Included international or regional amendments and/or technical corrigenda in a national adoption may either be incorporated into the text, and identifiable by a suitable means such as a marginal bar (single or double), or bound together at the end of the national adoption, excluding the back cover page.</p> <p>The committee preparing the national adoption should review cited documents to ensure they are equivalent and valid for the purposes of the national adoption and the following should be included in the national introductory pages:</p> <p>a) indicate whether the referenced standards or deliverables are to be considered valid in their referenced state;</p>
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		<p>b) identify any differences contained in added standards referenced in the adoption;</p> <p>c) identify and explain any substituted references; and</p> <p>d) identify referenced International Standards, regional standards, or other deliverables that have been adopted as national standards, reference numbers should be given. When there are no valid national documents, this should be indicated.</p> <p>Normative references should be left unchanged within the International Standard, regional standard or other deliverable text, regardless of the validity or status of those standards.</p>
<p>6.4</p>	<p>Front Cover Page The following items shall be included in the language(s) appropriate to the standard on the front cover page of the NAC:</p> <ul style="list-style-type: none"> • “National Adoption of Canada”; • NAC Designation; • Title of the standard; • The logo of the originating organization(s); • The SDO logo; • The SCC logo, in both of Canada’s official languages format (see Annex A); and • Copyright notice, short format (see Annex D). 	<p>No guidance</p>

6.5	<p>Introductory Pages</p> <p>The NAC shall have introductory pages with the following content in the language(s) appropriate to the standard:</p> <ul style="list-style-type: none"> • The established timeline for review of the standard; • SCC foreword (see Annex B); • Explanation of technical deviations, if applicable; • SDO contact information; • The names of the technical committee members or the number of technical committee members representing the interest categories described in Requirements & Guidance – Accreditation of Standards Development Organizations clause 6.4; • Statement of availability of the NAC, English text in the French version, French text in the English version (see Annex C); • Statement indicating it is the responsibility of the user of the standard to judge the suitability of the NAC for the user’s purpose; • International Classification for Standards (ICS) number(s). • Reference to the originating organization(s); and • Right to publish statement from the originating organization. 	When an International/regional standard or other deliverable is adopted as a NSC the NAC Introductory Pages requirement must be followed.
6.6	<p>Back Cover Page</p> <p>The Copyright notice, long format shall be included on the back cover page (see Annex D).</p>	No guidance
7. NAC Designation		
7.1	<p>NAC Evidence</p> <p>To obtain the NAC designation, evidence of standards development activity conducted under the SDO accreditation and NAC requirements shall be submitted for verification by SCC. This includes</p>	The required evidence of standards development activity to be submitted to SCC for verification is provided in the Program Overview.

	amendments/technical corrigenda and reaffirmations.	
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Annex A - SCC Logo Rules

The Standards Council of Canada's identity exists as a two colour logo in English first and French first bilingual versions. Although the horizontal format should be used at all times, the bilingual logos are also available in a vertical format, to accommodate exceptional design. In addition to the colour logos, both the horizontal and vertical logos are available in black and reversed-out white.

How to use the logo:

Clearspace

Each logo version has a clearspace. This is the minimum area around the logo which must be kept free of any other graphics or text. The clearspace is defined by "S" i.e. the height of the capital letter 'S' in Standards. Note: this is a minimum recommendation, and more clearspace is preferable.

Minimum size

The minimum size of the logo is based on height of the Standards Council of Canada icon. For conventional printing, use the measurement in centimetres (0.64cm). For digital purposes, such as web or PowerPoint, use the pixel measurement (30px). The logo cannot be any smaller than these values, as this would greatly hinder readability.

Rules

- 1) Do not alter the size relationship between the icon and the wordmark
- 2) Do not change the colours of the logo
- 3) Do not distort the logo
- 4) Do not alter the positions of the icon and watermark
- 5) Do not alter the watermark font
- 6) Do not rotate the logo
- 7) Do not place the logo on a busy background
- 8) Do not place the log on a tint background
- 9) Do not replace the language of the logo
- 10) Do not use the full colour logo on a coloured background

Annex B – SCC Foreword

The following statement shall be included in the introductory pages of the standard in the language appropriate to that standard:

ENGLISH VERSION

National Adoption of Canada

A National Adoption of Canada is an International Standard, regional standard, or other international/regional deliverable approved by SCC in accordance with SCC's: *Requirements and Guidance-Accreditation for Standards Development Organizations*, and *Requirements and Guidance-Approval of National Adoptions of Canada Designation*. More information on National Adoption requirements can be found at www.scc.ca.

An SCC-approved adoption reflects the consensus of a number of experts whose collective interests provide, to the greatest practicable extent, a balance of representation of affected stakeholders. National Adoptions of Canada are intended to make a significant and timely contribution to the Canadian interest.

SCC is a Crown corporation within the portfolio of Industry Canada. With the goal of enhancing Canada's economic competitiveness and social well-being, SCC leads and facilitates the development and use of national and international standards. SCC also coordinates Canadian participation in standards development, and identifies strategies to advance Canadian standardization efforts. Accreditation services are provided by SCC to various customers, including product certifiers, testing laboratories, and standards development organizations. A list of SCC programs and accredited bodies is publicly available at www.scc.ca.

Users should always obtain the latest edition of a National Adoption of Canada from the standards development organization responsible for its publication, as these documents are subject to periodic review.

FRENCH VERSION

Adoption nationale du Canada

Une Adoption nationale du Canada est une Norme internationale, une norme régionale ou autre document international ou régional à caractère normatif qui a été approuvé par le Conseil canadien des normes (CCN) conformément aux documents du CCN intitulés *Exigences et lignes directrices – Accréditation des organismes d'élaboration de normes* et *Exigences et lignes directrices – Approbation et désignation des Adoptions nationales du Canada*. On trouvera des renseignements supplémentaires sur les exigences relatives aux Adoptions nationales du Canada à l'adresse : www.ccn.ca.

Une adoption approuvée par le CCN est l'expression du consensus de différents experts dont les intérêts collectifs forment, autant que faire se peut, une représentation équilibrée des intéressés concernés. Les Adoptions nationales du Canada visent à apporter une contribution appréciable et opportune au bien du pays.

Le CCN est une société d'État qui fait partie du portefeuille d'Industrie Canada. Dans le but d'améliorer la compétitivité économique du Canada et le bien-être collectif de la population canadienne, l'organisme dirige et facilite l'élaboration et l'utilisation des normes nationales et internationales. Le CCN coordonne aussi la participation du Canada à l'élaboration des normes et définit des stratégies pour promouvoir les efforts de normalisation canadiens. De plus, il fournit des services d'accréditation à différents clients, parmi lesquels des organismes de certification de produits, des laboratoires d'essais et des organismes d'élaboration de normes. On trouvera la liste des programmes du CCN et des organismes titulaires de son accréditation à l'adresse : www.ccn.ca.

Comme les Adoptions nationales du Canada sont revues périodiquement, il est conseillé aux utilisateurs de toujours se procurer l'édition la plus récente de ces documents auprès de l'organisme d'élaboration de normes responsable de leur publication.

Annex C – Statement of Availability

National Adoption of Canada - Separate Documents

When the English and French versions of NACs are published as two separate documents:

- The following statement in French shall be shown in the introductory pages of the English versions of the NAC:

CETTE ADOPTION NATIONALE DU CANADA EST DISPONIBLE EN VERSIONS FRANÇAISE ET ANGLAISE.

- The following statement in English shall be shown in the introductory pages of the French versions of the NAC:

THIS NATIONAL ADOPTION OF CANADA IS AVAILABLE IN BOTH FRENCH AND ENGLISH.

National Adoption of Canada - Unilingual Document

When the NAC is available in only one official language and the SDO has been granted an exception to the bilingual requirement:

- The following statement in French shall be shown in the introductory pages of an English-only NAC:

CETTE ADOPTION NATIONALE DU CANADA N'EST DISPONIBLE QU'EN ANGLAIS.

- The following statement in English shall be shown in the introductory pages of a French-only NAC:

THIS NATIONAL ADOPTION OF CANADA IS AVAILABLE ONLY IN FRENCH.

Annex D – Protection of Intellectual Property – Copyright

International copyright guidance is contained in ISO POCOSA 2012.

As works involving a creative or intellectual effort, ISO, IEC and JTC standards are subject to copyright protection. Their copyrighted nature has been acknowledged in a number of jurisdictions through legislative or judicial actions.

The importance of asserting copyright over ISO, IEC and JTC standards is twofold: it guarantees their integrity, and their commercial exploitation secures the necessary revenues for pursuing the standardization activity.

The SDO shall inform SCC of any suspected unauthorized reproduction, distribution or sale of ISO, IEC or JTC standards.

- The following notice shall appear in legible form on the front cover of the NAC in the language appropriate to the standard:

ENGLISH VERSION

© ISO (or IEC, or ISO/IEC, as appropriate) + year of publication of that International Standard.
© name of the SDO + year of publication of that national adoption. All rights reserved.
Unauthorized reproduction is strictly prohibited.

FRENCH VERSION

© ISO (ou IEC ou ISO/IEC, selon le cas) + année de publication de la Norme internationale. © nom de l'OEN + année de publication de l'adoption nationale. Tous droits réservés. Toute reproduction sans autorisation est strictement interdite.

- The following notice shall appear in legible form on the back cover of the NAC in the language appropriate to the standard:

ENGLISH VERSION

Copyright Notice

The Canadian adoption of this International Standard as a National Adoption of Canada contains information copyright protected by **(name of SDO)**. All rights reserved. No part of this National Adoption of Canada may be reproduced in any form without the prior permission of **(name of SDO)**. **ISO (or IEC, or ISO/IEC, as appropriate)** material is reprinted with permission.

Requests for permission to reproduce this National Adoption of Canada or parts thereof should be addressed to:

SDO Contact

SDO Address

Copyright violators will be prosecuted to the full extent of the law.

FRENCH VERSION

Avis de droit d'auteur

La présente Norme Adoptions du Canada, qui est issue de l'adoption canadienne d'une Norme internationale, contient de l'information protégée par le droit d'auteur de **(nom de l'OEN)**. Tous droits réservés. Aucune partie de la présente Norme Adoptions du Canada ne peut être reproduite sous quelque forme que ce soit sans le consentement préalable de **(nom de l'OEN)**. Le matériel **ISO (ou IEC, ou ISO/IEC, selon le cas)** est réimprimé avec permission.

Les demandes d'autorisation de reproduction de la présente Norme Adoptions du Canada ou de parties de celle-ci devraient être adressées à :

Personne-ressource de l'OEN

Adresse de l'OEN

Les contrevenants au droit d'auteur seront poursuivis avec toute la rigueur de la loi.