



Standards Council of Canada  
Conseil canadien des normes

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

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A decorative graphic at the bottom of the page consisting of several overlapping, flowing, curved bands of color. The colors transition from light blue and white at the top to darker blue, green, and orange at the bottom, creating a sense of movement and energy.

Canada

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Aussi offert en français sous le titre *Exigences et lignes directrices – Approbation et désignation des Normes nationales du Canada*.

# Table of Contents

1. Introduction .....	4
2. Normative References .....	4
3. Definitions .....	4
4. General Requirements .....	5
5. NSC Process Requirements .....	5
6. NSC Format Requirements .....	6
7. NSC Designation .....	8
Annex A - SCC Logo Rules.....	9
Annex B – SCC Foreword.....	10
Annex C – Statement of Availability .....	12

# 1. Introduction

This document specifies the requirements and guidance for the approval of the National Standards of Canada (NSC) designation.

## 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.

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

ISO 8601:2004 Data elements and interchange formats - Information interchange - Representation of dates and times

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

Requirements & Guidance – Accreditation of Standards Development Organizations

Canadian Standards Development Program Overview

## 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.

### **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.

# Requirements & Guidance

TABLE 1: REQUIREMENTS & GUIDANCE		
	SCC Requirement	SCC Guidance
<b>4. General Requirements</b>		
<b>4.1</b>	<p><b>Organizational Status</b> An organization seeking the NSC designation for a standard shall be an SCC-accredited Standards Development Organization (SDO) in good standing.</p>	No guidance
<b>4.2</b>	<p><b>Availability in Both Official Languages</b> NSCs shall be published simultaneously in both of Canada’s official languages.</p>	Drafts made available for public review should be available in both of Canada’s official languages in a timely manner when identified as beneficial to Canadian stakeholders by the SDO or upon request.
<b>5. NSC Process Requirements</b>		
<b>5.1</b>	<p><b>Geographical Representation</b> The technical committee shall include Canadian geographical representation appropriate to the subject area covered by the standard.</p>	Geographic representation may consider factors such as industry 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).
<b>5.2</b>	<p><b>Technical Committee Approval</b> The following voting rules shall constitute technical committee approval of a NSC:</p>	No guidance
<b>5.2.1</b>	<p>Voting rules 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.</p>	No guidance

5.2.2	<p>Negative votes</p> <p>The SDO shall address negative votes according to its policies and procedures. Negative votes without justification, abstentions without justification, as well as unreturned and blank ballots, shall be considered not cast.</p>	<p>In addressing a negative, vote the technical committee should review the negative vote for technical merit. 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.</p>
5.3	<p><b>Maintenance of NSCs</b></p> <p>NSCs shall be kept current and relevant by technical committee review of the entire document and action to revise or reaffirm it on a schedule not to exceed 5-years from the date of its approval as a NSC.</p>	No guidance
5.4	<p><b>Withdrawal of NSC Designation by the SDO</b></p> <p>When a standard fails to meet a NSC requirement, the SDO shall request from SCC that the NSC designation be removed.</p>	No guidance
<b>6. NSC Format Requirements</b>		
6.1	<p><b>Normative Content</b></p> <p>The normative section of the NSC shall include the scope, normative references, terms and definitions, technical requirements, and if applicable, normative annexes. If annexes are included they shall be identified “normative” or “informative”.</p>	<p>The informative content may include, but is not limited to, foreword, preface, introduction and informative annexes.</p>
6.2	<p><b>Units of Measurement</b></p> <p>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</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>

	<p>measurement.</p> <p>It is the responsibility of the user of the standard to determine the unit of measurement appropriate for the user's needs.</p>	
<b>6.3</b>	<p><b>Date and Time</b> All-numeric date and time units shall comply with ISO 8601.</p>	No guidance
<b>6.4</b>	<p><b>Front Cover Page</b> The following items shall be included in the language(s) appropriate to the standard on the front cover page of the NSC:</p> <ul style="list-style-type: none"> <li>• “National Standard of Canada”</li> <li>• A NSC shall be designated as follows, CAN/SDO-NNNN:YYYY</li> <li>• Title of the standard</li> <li>• “Prepared by” with the SDO logo; and</li> <li>• “Approved by” with the SCC logo, in both of Canada’s official languages format (see Annex A)</li> <li>• For Joint National Standards, “Approved by” with the ANSI logo</li> </ul>	No guidance
<b>6.5</b>	<p><b>Introductory Pages</b> The NSC shall have introductory pages with the following content in the language(s) appropriate to the standard:</p> <ul style="list-style-type: none"> <li>• The established timeline for review of the standard;</li> <li>• SCC foreword (see Annex B)</li> <li>• SDO contact information;</li> <li>• The names of the technical committee members or the number of technical committee members representing the interest categories described in the Requirements &amp; Guidance – Accreditation of Standards Development Organizations, clause 6.4;</li> <li>• Statement of availability of the NSC, English text in the French version, French text in the English version (see Annex C)</li> </ul>	No guidance

	<ul style="list-style-type: none"> <li>• Statement indicating it is the responsibility of the user of the standard to judge the suitability of the NSC for the user's purpose; and</li> <li>• International Classification for Standards (ICS) number(s).</li> </ul>	
<b>7. NSC Designation</b>		
<b>7.1</b>	<p><b>NSC Evidence</b> To obtain the NSC designation, evidence of standards development activity conducted under the SDO accreditation and NSC requirements shall be submitted for verification by SCC. This includes amendments and reaffirmations.</p>	The required evidence of standards development activity to be submitted to SCC for verification is provided in the Program Overview.



# 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:**

### Clear space

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

A National Standard of Canada is a standard developed by an SCC-accredited Standards Development Organization (SDO), and approved by the Standards Council of Canada (SCC), in accordance with SCC's: *Requirements and Guidance-Accreditation for Standards Development Organizations*, and *Requirements and Guidance-Approval of National Standards of Canada Designation*. More information on National Standard requirements can be found at [www.scc.ca](http://www.scc.ca). An SCC-approved standard 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 Standards 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](http://www.scc.ca).

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

## FRENCH VERSION

### **Norme nationale du Canada**

Une Norme nationale du Canada est une norme qui a été élaborée par un organisme d'élaboration de normes (OEN) titulaire de l'accréditation du CCN et approuvée 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 Normes nationales du Canada*. On trouvera des renseignements supplémentaires sur les exigences relatives aux Normes nationales du Canada à l'adresse : [www.ccn.ca](http://www.ccn.ca). Une norme 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 Normes 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](http://www.ccn.ca).

Comme les Normes 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 Standard of Canada - Separate Documents**

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

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

CETTE NORME 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 NSC:

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

## **National Standard of Canada - Unilingual Document**

When the NSC 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 NSC:

CETTE NORME 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 NSC:

THIS NATIONAL STANDARD OF CANADA IS AVAILABLE ONLY IN FRENCH.