

Standards Council of Canada

Application to Become an Administering Organization

1. General information

SCC is responsible for approving administering organizations that accept responsibility for the management of one or more mirror committees on behalf of SCC. Approval as an administering organization demonstrates that the organization is competent, credible and reliable to administer mirror committees.

Once an organization has been approved as an administering organization, the administering organization can submit applications to administer mirror committees on behalf of SCC.

2. Process

- Complete this form and send it, along with supporting documentation to the Standards Council of Canada (isd-eni@scc.ca).
- Applicants should be prepared to provide additional information if required.

3. Organization

Organization name	
Parent organization	
Organization address	
Main contact name	
Main contact email	
Main contact telephone	

4. Legal status

Government	<input type="checkbox"/>	
Incorporated entity	<input type="checkbox"/>	
Limited entity	<input type="checkbox"/>	
Registered partnership	<input type="checkbox"/>	
Not for profit	<input type="checkbox"/>	
Other	<input type="checkbox"/>	

5. Documentation

Evidence of incorporation <i>Evidence that the organization is established as a legal entity under the laws of Canada.</i>	<input type="checkbox"/>
Standardization <i>A brief overview of standardization activities within the organization.</i>	<input type="checkbox"/>
Structure <i>Evidence of general overall structure, all standards development personnel and their workplace, reporting lines, as well as, functions and responsibilities.</i>	<input type="checkbox"/>
Recruitment <i>Policies and procedures for recruitment</i>	<input type="checkbox"/>
Consensus <i>Policies and procedures for promoting and determining consensus</i>	<input type="checkbox"/>
Complaints and appeals <i>Policies and procedures for handling of complaints and appeals</i>	<input type="checkbox"/>
Record keeping <i>Policies and procedures for record keeping</i>	<input type="checkbox"/>
Organizational support <i>Evidence from the management of the organization that the organization is able and willing to provide financial and human resources to support involvement in standards development.</i>	<input type="checkbox"/>

6. Staff responsible for standardization

Staff responsible for standardization <i>List persons who will be leading standardization activities within the organization.</i>		
Name and title	Location	Contact information <i>(telephone and email)</i>

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7. Signature

Signature	
Name and position	
Date	

