

CANADIAN STANDARDS DEVELOPMENT
Requirements & Guidance –
Accreditation of Standards
Development Organizations

2019-06-13

Standards Council of Canada
55 Metcalfe Street, Suite 600
Ottawa, ON K1P 6L5

Telephone: + 1 613 238 3222

Fax: + 1 613 569 7808

csd@scc.ca

www.scc.ca

Permission to Reproduce

Except as otherwise specifically noted, the information in this publication may be reproduced, in part or in whole and by any means, without charge or further permission from Standards Council of Canada, provided that due diligence is exercised in ensuring the accuracy of the information reproduced; that Standards Council of Canada is identified as the source institution; and that the reproduction is not represented as an official version of the information reproduced, nor as having been made in affiliation with, or with the endorsement of, Standards Council of Canada.

For permission to reproduce the information in this publication for commercial purposes, please contact info@scc.ca.

© 2019, Standards Council of Canada

Aussi offert en français sous le titre *Exigences et lignes directrices – Accréditation des organismes d'élaboration de normes*.

Table of Contents

| | |
|--|----|
| 1. Introduction | 4 |
| 2. Normative References | 5 |
| 3. Definitions | 5 |
| 4. General Requirements | 10 |
| 5. Structural and Resource Requirements..... | 16 |
| 6. Consensus Requirements | 17 |
| 7. Format Requirements | 24 |
| 8. Maintenance of Accreditation | 26 |
| 9. Self-Declaration | 27 |

1. Introduction

This document specifies the requirements and guidance for the accreditation of Standards Development Organizations (SDOs). For the purposes of expediency, the acronym R&G – SDO Accreditation will be used.

The SDO accreditation requirements are in line with accepted international standards best practices derived from the World Trade Organization, Technical Barriers to Trade (WTO/TBT), Annex 3 provisions, ISO/IEC Guide 59 *Code of good practice for standardization*, and the following Canadian principles: consensus; equal access and effective participation by concerned interests; respect for diverse interests and identification of those who should be afforded access to provide the needed balance of interests; mechanism for duplication resolution; openness and transparency; open access by interested parties to the procedures guiding the standards development process; clarity with respect to the processes; safeguarding Canadian interest as the basis for the development of standards by SDOs; and avoiding duplication of standards or overlap with the work of other SDOs or with the work of relevant international or regional SDOs.

SCC accreditation of an SDO grants the responsibility for the development, publication, and maintenance of National Standards of Canada and adoptions in compliance with SCC's Requirements & Guidance for SDOs (R&Gs for SDOs which are described in two documents: the R&G – SDO Accreditation, and the *Requirements & Guidance - National Adoptions of International/Regional Standards and Other Deliverables*). Note that Consensus SDO Standards published by SDOs which are compliant to SCC requirements are expected to be transitioned under the NSC branding utilizing their established maintenance cycles.

A new clause 8 is included outlining the requirements and guidance to maintain SCC accreditation. This section includes direction to ensure SDOs transition to SCC's requirements as they are updated and that they align their procedures to remain compliant. It highlights the assessment process used by SCC to verify compliance. As well, that the accredited SDO process delivers published NSCs.

A new clause 9 is included outlining the requirements and guidance to obtain self-declaration status. This section includes specific criteria for SDOs to meet to successfully achieve and maintain this status. SCC's evaluation of compliance to these criteria may involve specific assessments of affected SDO processes, which may be in addition to the normal accreditation assessments. Non-compliance of the self-declaration criteria may lead to withdrawal of the self-declaration status. Note that self-declaration status is voluntary and an SCC-accredited SDO may remain in good accreditation standing without having achieved self-declaration status or if this status is withdrawn.

This document was prepared for, and approved by, the Governing Council of the Standards Council of Canada (SCC) on 2019-06-13. It replaces the 2017 edition of the *Requirements & Guidance – Accreditation of Standards Development Organizations*.

2. Normative References

In addition to the requirements specified within this document, the following references are essential to 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.

Canadian Standards Development – Program Overview (CSD – POV)

International Classification for Standards, 2015

International harmonized stage codes

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

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 Guide 59:1994, Code of good practice for standardization

World Trade Organization/Technical Barriers to Trade (WTO/TBT), Annex 3 - Code of Good Practice for the Preparation, Adoption and Application of Standards

3. Definitions

Accreditation

The formal recognition of the competence of an organization to carry out specific functions in accordance with established criteria. When such accreditation has been accorded by SCC, the SDO is a component of Canada's standardization network.

Action Plan

Next steps and timelines to be followed as a result of SCC's Duplication Resolution Mechanism (DRM) decision.

Balanced representation

A representation of interest groups in a technical committee such that no single category of interest can dominate the voting procedures. Commonly used interest categories may include, but are not limited to, general interest, producers, regulators and users.

Canada's standardization network

The people and organizations involved in the development, promotion and implementation of standards.

Centralized Notification System (CNS)

Public notice portal on SCC's corporate website of SDO Notices of Intent (NOI) to develop or adopt a new standard or other deliverable; new edition; amendment; revision; reaffirmation or withdrawal of an already published standard; Work Program; and a listing of published standards under SCC's accreditation.

Complaint

Expression of dissatisfaction, other than an appeal, by any person or organization, against SCC, SCC's Service Delivery Partner or an accredited or applicant organization, when a response is expected.

Conflict of interest

Is a situation in which a person or organization is involved in multiple interests (financial or otherwise), one of which could possibly corrupt the motivation of the individual or organization.

Conformity assessment

Demonstration that specified requirements of a particular standard relating to a product, service, process, system, person or body are fulfilled.

Consensus

General agreement characterized by the absence of sustained opposition to substantial issues by a concerned interest, and by a process that takes into account the views of all parties concerned, and reconciles any conflicting arguments.

Duplication Resolution Mechanism (DRM)

SCC's process to manage duplications of standards and effort that have been raised. This involves an SCC-facilitated discussion between affected SDOs to reach a timely outcome that is responsive to Canadian stakeholder needs.

General interest

An interest category of those on a technical committee with a demonstrated interest and relevant expertise not associated with the production, distribution, direct use, or regulation of the product(s), material(s) or service(s).

Harmonization

The integration of work related to standards development involving the preparation of standards, regional standards, and International Standards with the objective of achieving the greatest practicable degree of commonality in accordance with policies and procedures of SCC and the applicable SDO.

International Electrotechnical Commission (IEC)

A non-governmental organization whose membership is composed of National Committees and which is responsible for preparing and publishing International Standards for the electrical, electronic and related technologies.

International Organization for Standardization (ISO)

A non-governmental organization whose membership is composed of national standards bodies and which is responsible for preparing and publishing International Standards in fields other than electrical, electronic and telecommunication.

international standard

An international standard published by any international standardizing/standards organization and made available to the public.

International Standard

An International Standard published by ISO or IEC.

International standardizing/standards development organization

An organization that develops consensus standards through a process that adheres to a set of globally accepted principles for standards development including Transparency, Openness, Impartiality, Effectiveness and Relevance, Consensus, Performance Based, Coherence, Due Process and Technical Assistance.

ISONET

The ISO Information Network is an agreement between standardizing bodies to combine their efforts in order to make information on standards, technical regulations and related matters readily available whenever it is required.

Maintenance

The action by the technical committee of reviewing a National Standard of Canada and adoptions; International Standard, regional standard, or other international/regional deliverable which results in its revision/amendment, reaffirmation, publication as a new edition, or withdrawal.

National Standard of Canada (NSC)

A standard developed by an SDO compliant to SCC's Requirements & Guidance for a) accreditation of SDOs and for b) adoptions.

New edition

A standard that has been revised and is issued with the same designation number as its predecessor, but with a new publication date, and incorporates previous revisions and other changes.

Performance requirements

Requirements that concern the behaviour of a product, process or service in or related to use.

Producer

An interest category of those on a technical committee who are predominantly involved in production (i.e., manufacture), promotion, retailing, or distribution of the subject product(s), material(s) or service(s).

Public review

An opportunity for the public to comment on a draft standard before final approval by the technical committee.

Reaffirmation

The declaration by the SDO that the technical committee confirms that the standard continues to be valid without necessitating any technical change and that it is still in conformance with applicable requirements.

Regional standard

A standard that is developed or adopted by a regional SDO and made available to the public.

Regional standards development organization

An organization whose membership is open to the relevant national standards body from each country within one geographical, political or economic area.

Regulation

A document specifying mandatory rules created by an authority having jurisdiction (AHJ).

Regulator

An interest category of those on a technical committee representing any federal, provincial, municipal, other government body, or body/authority designated by a government responsible for regulating the acceptability, sale or use of the subject product(s), material(s) or service(s), and those bodies that enforce these rules and regulations.

Safety marking

Text or graphical symbol instruction on a product designed to prevent unacceptable risk.

SCC Mirror Committee (SMC)

A national technical committee established by SCC which mirrors an international committee that facilitates Canadian participation within international standardization activities.

Second level review

Verification conducted by the SDO at the end of the technical approval stage to ensure compliance with SCC's Requirements & Guidance for SDOs.

Self-declaration status

The status granted to an SCC-accredited SDO, allowing them the ability to declare compliance with SCC's Requirements & Guidance for SDOs for the publication of their NSCs.

Stakeholder

A party that has an interest in a standard, and can either affect or be affected by the standard. Commonly identified Canadian stakeholders may include, but are not limited to: key company/market leaders, industry associations, regulatory bodies, governments, associations, NGOs, academics, and/or consumers expressing the need for the standard.

Standard

A document, established by consensus and approved by a recognized body that provides for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at achievement of the optimum degree of order in a given context. For the purpose of this

document this includes, National Standards of Canada, adoptions and Consensus SDO Standards.

Standardization

The processes of formulating, issuing, and implementing standards to establish provisions for common and repeated use, aimed at the achievement of the optimum degree of order in a given context to address actual or potential needs.

Standards development

Process based on the requirements of the Canadian standards development system which includes the policies and procedures of an SCC-accredited SDO for the preparation, self-declaration of compliance with SCC's Requirements & Guidance for SDOs, publication and maintenance of standards.

Standards Development Organization (SDO)

An organization, or part thereof, accredited by SCC, that accepts responsibility for the development, self-declaration of compliance with SCC's Requirements & Guidance for SDOs, publication and maintenance of standards.

Technical committee

A committee responsible for developing, approving and maintaining the technical content of a draft or published standard in accordance with the policies and procedures of the SDO.

Technical regulation

A regulation that provides technical requirements, either directly or by referring to or incorporating the content of a standard, technical specification or code of practice. The technical regulation may be supplemented by technical guidance that outlines some means of compliance with the requirements of the regulation (i.e., deemed-to-satisfy provision).

User

An interest category of those on a technical committee who predominantly represent end users of the subject product(s), material(s), or service(s) and who are not involved in any way in production and/or distribution of the subject product(s), material(s) or service(s). Consumers are one type of end user, and may be defined as, individual members of the general public, or consumer organizations, purchasing or using property, products or services for private purposes.

Withdrawn standard

A standard discontinued by an SDO and its responsible technical committee as it is no longer valid, and/or no longer represents the most current, reliable, and/or available information.

Work Program

A document that meets the requirements of the *WTO/TBT Code of Good Practice for the Preparation, Adoption and Application of Standards*. The Work Program is published by the SDO. Requirements for the content and notice of the existence of the Work Program are included in the WTO/TBT Annex 3.

4. Requirements & Guidance

| TABLE 1: REQUIREMENTS & GUIDANCE | | |
|----------------------------------|---|--|
| Clause | SCC Requirement | SCC Guidance |
| 4. General Requirements | | |
| 4.1 | <p>Consensus Process The SDO shall provide a process to achieve consensus in the development of its standards under SCC's accreditation.</p> | <p>Consensus does not imply unanimity.</p> <p>Sustained opposition is not intended to provide a "veto" to any one stakeholder.</p> |
| 4.2 | <p>Identification of Canadian Interest & Need The SDO shall consider the following sub-clauses at the beginning of the development process of a standard, prior to the publication of the Notice of Intent (NOI) for a new standard or new edition.</p> | No guidance |
| 4.2.1 | <p><u>Strategic Need</u> Identify the strategic need of key stakeholders and confirmation expressing the need (e.g. Authority Having Jurisdiction [AHJ], industry, government, consumers).</p> <p>This includes:</p> <ul style="list-style-type: none"> a) strategic need of key stakeholder (e.g. legislator, industry, government, consumers); b) type of standard (international, regional, domestic standards and harmonization need); c) up-to-date vs outdated standard to ensure latest innovative/technology/safety features available for businesses; d) intended to support national/regional/international certification programs; e) stakeholder intention to transition to different standard; f) type of maintenance (periodic, continuous, stabilized, best before date); and g) use of "CAN" descriptor. | No guidance |

| Clause | SCC Requirement | SCC Guidance |
|--------|---|--|
| 4.2.2 | <p><u>Availability in Both Official Languages</u> The SDO shall publish the standard in both of Canada’s official languages. The following criteria shall be applied to determine when a bilingual standard is not required:</p> <ul style="list-style-type: none"> a) no stakeholders’ need; b) no user base need; c) no AHJ need; and d) no health and safety related needs. <p>The SDO shall apply the above criteria (a-d) at any point, when the need is identified.</p> <p>For ISO/IEC adoptions where a Canadian need has been identified for bilingual publications, SDOs shall use the available ISO/IEC translations. Where no French translation is available, SDOs shall conduct a national translation and publish the ISO/IEC adopted NSC, with the French translation as non official, in alignment with ISO/IEC language policy.</p> | <p>When a stakeholder does not require a bilingual standard and no French translation of ISO/IEC is available the English-only adoption is permitted.</p> |
| 4.2.3 | <p><u>Geographical Representation</u> The SDO’s technical committee shall include Canadian representation appropriate to the subject area covered by the standard.</p> | <p>Geographic representation may consider factors such as industry location (e.g. petroleum in petroleum producing provinces), reference in regulation (if a regulation exists in a province), commodity characteristics and social impact (e.g. heating oil for northern climates).</p> |
| 4.3 | <p>Avoiding Duplication SDOs shall make every effort to address the need of the Canadian stakeholder(s) and to not duplicate or overlap with the work of other SCC-accredited SDOs, or relevant international or regional SDOs.</p> | <p>No guidance</p> |
| 4.3.1 | <p><u>Identification of Duplication</u> The SDO shall monitor the Centralized Notification System (CNS) platform. When a duplication complaint is raised, the SDO shall use the Duplication Resolution Mechanism (DRM), as described in the CSD - POV.</p> | <p>No guidance</p> |

| Clause | SCC Requirement | SCC Guidance |
|--------|---|---|
| 4.3.2 | <u>Action Plan - Decision Impact</u> The SDO shall comply with the Action Plan resulting from the DRM process, defined under the CSD-POV. | No guidance |
| 4.4 | Work Program The SDO shall provide the Work Program content to SCC to be published on SCC's CNS platform. | No guidance |
| 4.4.1 | <u>Frequency of Publication</u> The SDO shall publish their Work Program at least once every six months. | No guidance |
| 4.4.2 | <u>Content</u> The Work Program shall include: <ul style="list-style-type: none"> a) the standards the SDO is currently preparing; b) the standards the SDO has published in the preceding period; c) the classification relevant to the subject matter of the standard using the International Classification for Standards, "ICS" code(s); d) the development-stage code and start date, based on the ISO International harmonized stage codes; e) the public review comment period start and end dates; and f) references to any International Standards taken as a basis. The notice shall contain: <ul style="list-style-type: none"> a) the name and address of the SDO; b) the name and issue of the publication in which the Work Program is published; c) the period to which the Work Program applies; d) the price of the publication (if any); and e) how and where the Work Program can be obtained. | The Work Program content may be submitted in either of Canada's official languages. The targeted publication date of standards should be included in the Work Program content. |
| 4.4.3 | <u>Availability</u> The SDO shall make the Work Program publicly available. The SDO shall promptly | No guidance |

| Clause | SCC Requirement | SCC Guidance |
|-------------------|--|--|
| | <p>provide or arrange to provide a copy of its most recent Work Program upon request. Any fees charged for this service shall, apart from the real costs of delivery, be the same for foreign and domestic parties.</p> | |
| <p>4.5</p> | <p>International/Regional/National Harmonization When international/regional standards exist or their completion is imminent, they, or their relevant parts, shall be used as the basis for corresponding standards developed by SDOs. The SDO shall identify and create a list of the standards considered.</p> | <p>Except, if the international/regional standard, or relevant parts, are determined to be ineffective or inappropriate; this may include an insufficient level of protection, fundamental climatic, geographical factors or fundamental technological problems.</p> |
| <p>4.6</p> | <p>Standards Harmonization With International Community – SDO Participation The SDO shall give priority to participate, within the limits of its resources, in the preparation of international and regional standards which it expects to develop or adopt.</p> | <p>Harmonization of ISO/IEC SCC Mirror Committees with the technical committee of an SDO is done in accordance with SCC’s policy on harmonization.</p> |
| <p>4.7</p> | <p>National Adoption of International/Regional Standards and Other Deliverables In addition to the R&G - SDO Accreditation, the SDO shall comply with the <i>Requirements & Guidance - National Adoptions of International/Regional Standards and Other Deliverables</i> when adopting an ISO, IEC, or regional standard as a NSC.</p> | <p>No guidance</p> |
| <p>4.8</p> | <p>Performance Based Standards The requirements of standards shall be expressed in terms of performance rather than design or descriptive characteristics, whenever possible.</p> | <p>When an SDO determines that it is not possible to express the requirements in terms of performance, a rationale should be identified.</p> |
| <p>4.9</p> | <p>Trade The SDO shall ensure that standards developed do not create unnecessary obstacles to international and/or inter-provincial trade.</p> | <p>Standards should be developed to meet the needs of the marketplace and should contribute to advancing trade in the broadest possible geographical and economic contexts.</p> |

| Clause | SCC Requirement | SCC Guidance |
|--------------------|--|---|
| | <p>The SDO shall take action to resolve identified impediments or inhibitions to trade.</p> | <p>Standards should not include requirements for third party certification or requirements from authorities having jurisdiction. This type of content may be provided as informative material.</p> |
| <p>4.10</p> | <p>Place of Origin The SDO shall ensure that standards are not developed to discriminate among products on the basis of the place of origin.</p> <p>The SDO shall take action to resolve identified instances of unjustified discrimination, and remove the potential for future instances.</p> | <p>In drafting the requirements of the standard, the SDO should safeguard that the source of the materials for the product of the standard is not prescriptive as to specify one location where they may be obtained.</p> |
| <p>4.11</p> | <p>Price Fixing The SDO shall ensure that standards are not developed as a means to fix prices, exclude competition, or otherwise inhibit commerce beyond what is necessary to meet requirements of relevant technical regulations, or other legitimate sectoral or local requirements for compatibility, environmental protection, health and safety.</p> | <p>No guidance</p> |
| <p>4.12</p> | <p>Protection Against Misleading Standards The SDO shall ensure that the process to develop standards minimizes the possibility that the standards may be used to mislead consumers and other users of a product, process or service addressed by the standard.</p> <p>The SDO shall take action to resolve identified instances of standards being used to mislead.</p> | <p>In drafting the requirements of the standard, the SDO should safeguard that the end product addresses the intended purpose. For example, that it contains current and accurate technical information.</p> |
| <p>4.13</p> | <p>Patents The SDO shall have a patent policy that restricts the inclusion of patented items in a standard, unless justifiable for technical reasons, and the holder of the rights agrees to negotiate licenses.</p> | <p>For additional guidance refer to the ISO/IEC Directives, Part 1, — <i>Consolidated ISO Supplement — Procedures specific to ISO, 2019</i>, clause 2.14 and Annex I, Reference to patented items.</p> |

| Clause | SCC Requirement | SCC Guidance |
|--------|---|---|
| 4.14 | No requirement | References to Certification or Administrative Requirements Administrative requirements relating to conformity assessment, marks of conformity, or other non-technical issues should be presented separately from technical requirements. |
| 4.15 | Standards for Conformity Assessment Standards intended for conformity assessment shall contain a clear statement to that effect in the introductory pages. Standards requirements shall be based on requirements that are stated, to the extent possible, in measurable terms, and the rationale for such requirements shall be provided. | In this context conformity assessment refers to third party certification. Standards should not include requirements for third party certification or requirements from authorities having jurisdiction. This type of content may be provided as informative material. |
| 4.16 | Safety Markings When the technical committee requires the inclusion of safety markings to address safety issues, the appropriate cautionary text shall be provided in both of Canada's official languages. | A safety marking depicting a graphical symbol without supplementary text is acceptable, such as the symbols provided in the International Standards series ISO 3864. |
| 4.17 | Conflict of Interest The SDO shall ensure that technical committee members and SDO staff involved in standards development have no conflict of interest in carrying out their roles and responsibilities on the technical committee. | No guidance |
| 4.18 | Declaration of Compliance with Accreditation Requirements The SDO shall include a statement in the introductory pages of a standard indicating the standard was developed in compliance with SCC's R&Gs for SDOs. | No guidance |
| 4.19 | Provision of Published Standards Upon publication, the SDO shall submit to SCC electronic copies of new standards, new editions, revisions, reaffirmations and the underlying metadata. | No guidance |

| Clause | SCC Requirement | SCC Guidance |
|--|--|--------------|
| 5. Structural and Resource Requirements | | |
| 5.1 | <p>Canadian Relevance The SDO shall be actively developing and maintaining standards, in a timely manner, and demonstrate a standards interest of relevance to Canada.</p> <p>The SDO shall provide the following evidence to demonstrate Canadian relevance:</p> <ul style="list-style-type: none"> a) appropriate participation of Canadian experts in technical committees; and b) facilities in Canada with sufficient resources to meet requirements relevant to its standards development activities. | No guidance |
| 5.2 | <p>Legal Responsibility The SDO shall be a legal entity, or a defined part of a legal entity, such that it can be held legally responsible for all its standards development activities.</p> | No guidance |
| 5.3 | <p>Separation of Management Activities The SDO, if corporately linked to a certification body, quality system registrar or similar activities, shall demonstrate a clear separation of the management and policy-making functions of such activities from those of standards development.</p> <p>The SDO shall demonstrate compliance by reference to their policy, organizational structure and procedural documents.</p> | No guidance |
| 5.4 | <p>Continuity of Operations The SDO shall:</p> <ul style="list-style-type: none"> a) have a structure and available resources providing assurance on the stability and continuity of its operations; b) have available information on its future plans regarding the development and maintenance of standards; and | No guidance |

| Clause | SCC Requirement | SCC Guidance |
|----------------------------------|--|--------------|
| | c) maintain expertise for the development and the maintenance of standards. | |
| 5.5 | <p>Staff Competence The SDO shall have sufficient and competent staff to manage its standardization program and activities. Staff shall be knowledgeable about standardization, including related matters of principles, policies and techniques.</p> | No guidance |
| 5.6 | <p>Facilities The SDO shall have appropriate facilities in Canada with sufficient resources to meet the requirements relevant to its standards development activities.</p> | No guidance |
| 5.7 | <p>Record Keeping The SDO shall prepare and maintain adequate records of its standards development activities.</p> | No guidance |
| 6. Consensus Requirements | | |
| 6.1 | <p>Documented Processes Based on Consensus The SDO shall have documented policies and procedures for the development, publication, distribution, and maintenance of its standards. Upon request, copies of policies and procedures shall be available to interested parties in a timely manner.</p> <p>The SDO shall inform SCC when their policies and procedures have been changed.</p> | No guidance |
| 6.2 | <p>Proposals for Development of Standards The SDO shall consider proposals for the development of new or revised standards following their established procedures and appropriate timelines.</p> | No guidance |
| 6.3 | <p>Equal Access and Effective Canadian Participation to the Standards</p> | No guidance |

| Clause | SCC Requirement | SCC Guidance |
|--------|--|--|
| | <p>Development Process by Concerned Interests The SDO shall ensure that:</p> <ul style="list-style-type: none"> a) participation in standards development is accessible to affected stakeholders; and b) there is appropriate Canadian participation on technical committees. <p>The SDO shall provide evidence of best efforts to address the challenges of finding resources for participation.</p> | |
| 6.4 | <p>Balance of Interests The SDO shall provide for balanced representation of interest categories in the development of standards. This representation shall reflect the Canadian interest.</p> <p>When consumer or public interest representation would provide the needed balance of interests, the SDO shall identify and make efforts to secure support for equal access and effective participation of such interests.</p> | <p>The commonly used interest categories may include, but are not limited to, general interest, producers, regulators and users.</p> <p>Securing support for consumer or public interest participation does not require the SDO to provide financial support from their operating budgets.</p> |
| 6.5 | <p>Use of ISONET: International harmonized stage codes and International Classification for Standards The SDO shall adhere to the requirements in the latest version of the International harmonized stage codes, and of the ICS codes.</p> | <p>For the stage code deliverables see the CSD – POV Annex C.</p> |
| 6.6 | <p>Notification Requirements The SDO shall notify the Canadian public at specific stages in the development process. These stages shall be completed following their established procedures and appropriate timelines.</p> | <p>No guidance</p> |
| 6.6.1 | <p><u>Notice of Intent (NOI)</u> The SDO shall inform the Canadian public by providing their NOIs to the CNS platform when it has taken the decision to develop or adopt a new standard or other</p> | <p>NOIs may be submitted in either of Canada’s official languages.</p> |

| Clause | SCC Requirement | SCC Guidance |
|--------|---|--|
| | <p>deliverable, new edition, revision, amendment, reaffirmation or withdrawal of an already published standard.</p> <p>The content of the NOI shall include:</p> <ul style="list-style-type: none"> a) designation number b) title c) scope d) project need e) contact information of the SDO f) ICS code(s) <p>The SDO shall issue a new NOI when International harmonized stage code 10, Proposal stage, has not been met within a maximum timeframe of 12 months.</p> <p>The SDO shall update the NOI if there are substantive alterations to the scope and title of the originally proposed NOI.</p> | |
| 6.6.2 | <p><u>Notice of Public Review</u></p> <p>The SDO shall notify the Canadian public of standards available for public review. The public review shall be a minimum period of 60 calendar days when a draft agreed by the technical committee is available, and shall be completed before final approval of the technical committee.</p> <p>The notice shall include the start and end dates of the review period.</p> <p>The notice shall indicate how to obtain a copy of the draft standard. On the request of any interested party the SDO shall promptly provide, or arrange to provide, a copy of the draft standard in question. Any fees charged for this service shall, apart from the real cost of delivery, be the same for foreign and domestic parties.</p> <p>All comments received, regardless of place of origin, shall be considered by the technical committee, and responded to if requested. Such responses shall include reasons for deviations from relevant International Standards, regional</p> | <p>The minimum period of 60 calendar days may be shortened with appropriate rationale and action to proactively inform affected stakeholders. Appropriate rationale may involve where urgent problems of safety, health or environment arise or threaten to arise.</p> <p>As per clause 4.2.2, the SDO has to provide a copy of the draft standard in question in either of Canada's official languages, as requested by the interested party.</p> |

| Clause | SCC Requirement | SCC Guidance |
|------------|---|--------------|
| | standards, and other deliverables if requested. | |
| 6.6.2.1 | <p><u>Public Review – 45 Days</u> The SDO shall determine if a 45-day public review period is appropriate when urgent problems of safety, health or environment arise or threaten to arise.</p> <p>The SDO shall proactively notify affected stakeholders.</p> <p>This notification shall include where the draft standard can be obtained and the public review period start and end dates.</p> <p>The draft standard shall be available in an electronic format, deliverable within one day of a request.</p> | No guidance |
| 6.6.3 | <p><u>Notice of Completion</u> The SDO shall notify the Canadian public that a standard has been completed. Published standards may be commented on at any time, and such comments shall be referred to the responsible technical committee for consideration, as appropriate.</p> | No guidance |
| 6.6.4 | <p><u>Notice of Withdrawal</u> The SDO shall notify the Canadian public and SCC when it has decided to withdraw a standard.</p> | No guidance |
| 6.7 | <p>Technical Committee Approval Process The approval process shall be based on evidence of consensus reached by the technical committee.</p> <p>The approval process shall not be used to block or obstruct the promulgation of standards.</p> | No guidance |
| 6.7.1 | <p><u>Voting Rules</u> a) More than 50 % (simple majority) of the members who are eligible to vote cast affirmative votes; and</p> | No guidance |

| Clause | SCC Requirement | SCC Guidance |
|--------|--|--|
| | b) A minimum of 2/3 of the votes cast are affirmative. | |
| 6.7.2 | <p><u>Negative votes</u> 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> |
| 6.8 | <p>Second Level Review The SDO's procedures shall have at least one level of procedural review and approval beyond the final approval by the technical committee. The SDO shall retain evidence of the approval of the second level review.</p> | No guidance |
| 6.9 | <p>Publication Process Standards shall only be published in compliance with SCC's R&Gs for SDOs. They shall be published promptly, and be made available under reasonable terms and conditions. Any fees charged for this service shall, apart from the real costs of delivery, be the same for foreign and domestic parties.</p> | No guidance |
| 6.10 | <p>Maintenance of Standards The SDO shall be responsive to stakeholder needs by keeping all standards current and technically relevant through periodic, continuous or stabilized maintenance.</p> <p>The SDO shall establish when it is subject to a technical committee review.</p> <p>The SDO shall initiate and complete the technical committee review of each standard within the established timeline.</p> | A review may result in a new edition, revision, reaffirmation or withdrawal of the standard. |
| 6.10.1 | <u>Periodic Maintenance</u> | No guidance |

| Clause | SCC Requirement | SCC Guidance |
|-------------|---|--|
| | Standards shall be kept current and relevant by technical committee review of the entire document and the outcome activity completion (publication or withdrawal) not to exceed five years from the date of publication. | |
| 6.10.2 | <p><u>Continuous Maintenance</u> When technical change is required, the SDO shall:</p> <ul style="list-style-type: none"> a) validate technical changes with the technical committee; b) take appropriate action in order to address the issue(s); and c) notify affected stakeholders/public. <p>In the event that no updates are issued for a period of four years from the date of publication, action to update (new edition or revision), reaffirm, or withdraw the standard shall be initiated in accordance with the SDOs procedures.</p> | Standards developed in areas related to health and safety should be kept current under continuous maintenance. |
| 6.10.3 | <p><u>Stabilized Maintenance</u> A standard under stabilized maintenance shall meet the following:</p> <ul style="list-style-type: none"> a) addresses mature technology/practices; b) is not health or safety related; and c) is a published standard, reaffirmed at least once. | No guidance |
| 6.11 | <p>Maintenance Outcomes The outcome of the SDO maintenance shall be one of the following sub-clauses.</p> | No guidance |
| 6.11.1 | <p><u>New Edition</u> When the SDO develops a new edition of an existing standard, it shall comply with SCC's R&Gs for SDOs.</p> | No guidance |
| 6.11.2 | <p><u>Revision</u> When the SDO conducts technical changes, it shall comply with the following:</p> <ul style="list-style-type: none"> a) Equal Access and Effective Canadian Participation to the Standards Development Process by Concerned Interests, clause 6.3; | Note, the term amendment is equivalent to revision. |

| Clause | SCC Requirement | SCC Guidance |
|--------|--|--|
| | <ul style="list-style-type: none"> b) Balance of Interests, clause 6.4; c) Availability in Both Official Languages, clause 4.2.2; d) Geographical Representation, clause 4.2.3; e) Avoiding Duplication, clause 4.3; f) Notice of Intent, clause 6.6.1; g) Work Program, clause 4.4; h) Technical Committee Approval, clause 6.7; i) Number and Title, clause 7.4; j) Front Cover Page, clause 7.5; and k) Introductory Pages, clause 7.6. | |
| 6.11.3 | <p><u>Reaffirmation</u> A reaffirmation shall comply with the following:</p> <ul style="list-style-type: none"> a) Equal Access and Effective Canadian Participation to the Standards Development Process by Concerned Interests, clause 6.3; b) Balance of Interests, clause 6.4; c) Availability in Both Official Languages, clause 4.2.2; d) Geographical Representation, clause 4.2.3; e) Avoiding Duplication, clause 4.3; f) Notice of Intent, clause 6.6.1; g) Work Program, clause 4.4; h) Technical Committee Approval, clause 6.7; i) Number and Title, clause 7.4; j) Front Cover Page, clause 7.5; and k) Introductory Pages, clause 7.6. | <p>Normative content in a standard may include the sections starting at the scope and ending at the last normative annex.</p> <p>Informative content includes any other sections, such as introductory pages.</p> <p>The SDO may determine how to conduct the update of the document to be reaffirmed.</p> |
| 6.11.4 | <p><u>Withdrawal</u> When considering the withdrawal of a standard, the SDO shall consider the impact on Canadian legislation, in particular where a standard may be referenced.</p> <p>If a withdrawn standard is included in the listings of standards for sale, it shall be clearly identified as withdrawn. If it is sold, the withdrawn status shall be included on the cover of the standard itself.</p> | <p>The SDO should notify the impacted government department(s) in a timely manner when a standard referenced in Canadian Legislation is withdrawn.</p> |

| Clause | SCC Requirement | SCC Guidance |
|-------------------------------|---|--|
| | When a standard fails to meet SCC's R&Gs for SDOs, the SDO shall withdraw the standard. | |
| 6.12 | <p>International Inquiries on Code of Good Practice The SDO shall address, in a timely manner, inquiries and complaints from another SDO that has accepted the WTO/TBT Annex 3 Code of Good Practice for the Preparation, Adoption and Application of Standards.</p> | No guidance |
| 6.13 | <p>Information Requests The SDO shall provide standards development-related information on request, within the limits of applicable privacy legislation.</p> | No guidance |
| 6.14 | <p>Complaints and Appeals Mechanism The SDO shall have documented procedures for dealing with complaints and appeals.</p> <p>These procedures shall:</p> <ul style="list-style-type: none"> a) provide impartial treatment; b) deal with complaints and appeals promptly; c) provide accessibility to the process; and d) identify SCC's role in the appeal process. | <p>Complaints may be either of a technical or procedural nature.</p> <p>An appeal against the final SDO decision may be escalated by registering an official complaint following the process described in SCC's <i>Accreditation Services - Accreditation Program Overview</i> document.</p> |
| 6.15 | <p>Notification of Suits or Claims The SDO shall promptly notify SCC of any suit or claim made against the SDO arising from a standard designated as an NSC, and provide periodic updates to SCC of the status of any such suit or claim.</p> | No guidance |
| 7. Format Requirements | | |
| 7.1 | <p>Normative Content The normative section of the standard shall include the scope, normative references, technical requirements, and if applicable, normative annexes, and terms and definitions. If annexes are included they</p> | The informative content may include, but is not limited to, foreword, preface, introduction and informative annexes. |

| Clause | SCC Requirement | SCC Guidance |
|--------|--|--|
| | shall be identified “normative” or “informative”. | |
| 7.2 | <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>It is the responsibility of the user of the standard to determine the unit of measurement appropriate for the user’s needs.</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> |
| 7.3 | <p>Date and Time All-numeric date and time units shall comply with ISO 8601.</p> | No guidance |
| 7.4 | <p>Number and Title The SDO shall use the “CAN” descriptor preceding the standard designation, based on the identified strategic need in clause 4.2.1.</p> | No guidance |
| 7.5 | <p>Front Cover Page The following items shall be included on the front cover page of the NSC:</p> <ul style="list-style-type: none"> a) The bilingual SCC logo, placed with other organizational logos, if any, or at the bottom of the page; and b) The bilingual National Standard of Canada Symbol (NSC Symbol) placed with other identifying symbols, if any, or near the top of the page. | No guidance |

| Clause | SCC Requirement | SCC Guidance |
|--|---|---|
| 7.6 | <p>Introductory Pages 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"> a) the established timeline for review of the standard; b) SCC foreword (CSD – POV, Annex A); c) statement indicating the standard was developed in compliance with SCC's R&Gs for SDOs; d) the names of the technical committee members or the number of technical committee members representing the interest categories described in the R&G –SDO Accreditation, clause 6.4; e) statement of availability of the NSC, English text in the French version, French text in the English version (CSD – POV, Annex B); f) 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 g) ICS code(s). | No guidance |
| 8. Maintenance of Accreditation | | |
| 8.1 | <p>Maintenance of Accreditation In order to maintain accreditation by SCC, an SDO shall continue to maintain procedures complying with the Requirements & Guidance for SDOs for the publication and withdrawal of standards contained herein.</p> <p>If an SDO does not maintain one or more approved NSCs within the accreditation cycle, the SDO shall submit written justification from the head of the SDO at the reaccreditation as to why they have not submitted any NSCs to SCC for approval and why their accreditation remains relevant.</p> | If written justification is not provided or is otherwise unsatisfactory, the Accreditation Services Branch may suspend or withdraw the accreditation. |
| 8.2 | Assessments | No guidance |

| Clause | SCC Requirement | SCC Guidance |
|----------------------------|---|---|
| | <p>SCC's Accreditation Services Branch shall arrange for assessments of accredited SDOs at selected intervals or due to special circumstances to confirm adherence to the Requirements & Guidance for SDOs and to confirm that the procedures and practices of the accredited SDO continue to be consistent with those which formed the basis for accreditation.</p> | |
| 8.3 | <p>SCC Requirements Updates SDOs shall submit to a regular assessment in accordance with the Accreditation Policy and SDO Accreditation Agreement. When SCC issues revised or additional Requirements & Guidance for SDOs, the accredited SDO shall comply with them within a reasonable time period designated by the SCC's Accreditation Services Branch in order to maintain accreditation.</p> | No guidance |
| 9. Self-Declaration | | |
| 9.1 | <p>Eligibility for Self-Declaration Status Before an SCC-accredited SDO can be considered for self-declaration status, the organization shall:</p> <ul style="list-style-type: none"> a) Complete an application for self-declaration and submit it to SCC with associated fee; b) Have participated in accreditation assessments for a minimum of one accreditation cycle (3 years) before applying; and c) The SDO has been assessed within the last 12 months. | Self-declaration status is voluntary and dependent on an SDO achieving the criteria outlined in clause 9.2. |
| 9.2 | <p>Criteria for Approval of SDO Self-Declaration Status The following shall be satisfied by the SDO:</p> | No guidance |
| 9.2.1 | SCC has approved at least five distinct standards as NSCs. | No guidance |
| 9.2.2 | The NSCs shall be representative of the SDOs scope of work. | The five distinct standards should be representative of the technical work areas where the SDO |

| Clause | SCC Requirement | SCC Guidance |
|------------|--|--|
| | | normally conducts its standards development. |
| 9.2.3 | No standard submitted by the SDO during the three year period was denied the NSC designation by SCC, due to a failure to comply with the Requirements & Guidance for SDOs. | No guidance |
| 9.2.4 | The SDO is not in arrears with respect to any fees invoiced. | No guidance |
| 9.2.5 | The SDO does not have any open non-conformities from the last assessment activity. | No guidance |
| 9.2.6 | The SDO does not have any open complaint (whether expressed as a complaint or appeal) against any NSC. | No guidance |
| 9.3 | Maintenance of Self-Declaration Status | No guidance |
| 9.3.1 | <p><u>Self- Declaration Agreement</u> Upon decision to grant self-declaration status, the SDO shall enter into a written agreement with SCC, which shall include commitments by the SDO to meet the requirements listed in the sub-clause below:</p> <ul style="list-style-type: none"> a) The agreement shall be for a term aligned with the accreditation cycle; and b) Any additional terms included in the agreement may be modified as circumstances require with prior approval of SCC and the SDO (as long as such additional term(s) do not conflict with any of SCC’s existing policies and procedures). | No guidance |
| 9.4 | Suspension of Self-Declaration Status | No guidance |
| 9.4.1 | The SDO shall immediately cease to apply the NSC designation to any standard without obtaining SCC approval after the SDO has been notified by SCC that its self-declaration status has been suspended and/or withdrawn. | No guidance |