



Gouvernement
du Canada

Government
of Canada

Office des normes
générales du Canada

Canadian General
Standards Board

CGSB Policy Manual for the Development and Review of Standards

December 2002

**This document supersedes:
CGSB Policy Manual for the Development and Maintenance of Standards, 1994**

Également disponible en français

The *CGSB Policy Manual for the Development and Review of Standards* was developed by the Standards Division of CGSB and approved by the Manager, Standards Division, Canadian General Standards Board, on December 4, 2002.

Published December 2002 by the
Standards Division
Canadian General Standards Board
Ottawa, Canada
K1A 1G6

©HER MAJESTY THE QUEEN IN RIGHT OF CANADA,
as represented by the Minister of Public Works and Government Services,
the Minister responsible for the Canadian General Standards Board, (2002).

No part of this publication may be reproduced in any form without the prior permission of the publisher.

TABLE OF CONTENTS

1. INTRODUCTION 1

1.1 PURPOSE OF THIS POLICY MANUAL 1

1.2 SCOPE OF THIS POLICY MANUAL 1

1.3 CHANGES IN THIS POLICY MANUAL 1

1.4 CGSB BACKGROUND 1

 1.4.1 CGSB Authority 1

 1.4.2 CGSB Accreditation 1

 1.4.3 International Standardization 1

1.5 CERTIFICATION ACTIVITIES 1

2. CGSB STANDARDS COMMITTEES 2

2.1 COMMITTEE FORMATION 2

 2.1.1 Committee Establishment 2

 2.1.2 Committee Balance 2

 2.1.3 Assignment of Membership 2

 2.1.4 Classification of Membership 2

 2.1.5 Consultants as Members 2

 2.1.6 Coordinating Committees 2

 2.1.7 Canadian Advisory Committee (CAC) 2

 2.1.8 Working and Task Groups 2

 2.1.9 International Secretariats 2

2.2 COMMITTEE CHAIRPERSON 2

 2.2.1 Election of Chairperson 2

 2.2.2 Chairperson Tenure 3

 2.2.3 Chairperson Responsibilities 3

2.3 COMMITTEE MEMBERSHIP 3

 2.3.1 Eligibility for Membership 3

 2.3.2 Application for Membership 3

 2.3.3 Representation of Interest 3

 2.3.4 Organization Holds Membership 3

 2.3.5 Change in Membership 3

 2.3.6 Multiple Voting Members 4

 2.3.7 Foreign Members 4

 2.3.8 Termination of Membership 4

2.4 COMMITTEE MAINTENANCE 4

 2.4.1 Committee Membership 4

 2.4.2 Merging Committees 4

 2.4.3 Inactive Committees 4

 2.4.4 Dissolving Committees 4

2.5 RESPONSIBILITIES OF COMMITTEE MEMBERS 4

 2.5.1 Standards Development Responsibilities 4

 2.5.2 Participation of Members 4

 2.5.3 Ethics and Conflict of Interest 5

2.6 COMMITTEE OPERATION AND MEETINGS 5

 2.6.1 Committee Consensus 5

 2.6.2 Requirement for Meetings 5

 2.6.3 Non-Members May Attend 5

 2.6.4 Meeting Quorum 5

 2.6.5 Meeting Authority 5

 2.6.6 Conduct of Meetings 5

 2.6.7 Secretariat and Minutes of Meetings 5

 2.6.8 International and Regional Cooperation 5

 2.6.9 Committee Communications 5

3.	DEVELOPMENT AND REVIEW OF STANDARDS	5
3.1	CONSENSUS PROCESS	5
3.2	CODE OF GOOD PRACTICE FOR STANDARDS DEVELOPMENT	6
3.3	STANDARDIZATION SUPPORT	6
3.4	ADOPTION OF STANDARDS	6
3.5	ADVANCEMENT OF FREE TRADE	6
3.6	PLACE OF ORIGIN OF PRODUCTS	6
3.7	INTELLECTUAL PROPERTY	6
3.7.1	Trademark	6
3.7.2	Copyright	6
3.7.3	Marks of Conformity	6
3.7.4	Patents	6
3.8	PUBLIC REVIEW	6
3.9	WTO WORK PROGRAM	7
3.9.1	WTO Report	7
3.9.2	ISONet Classification	7
3.10	STANDARDS DEVELOPMENT PROCESS	7
3.11	DOCUMENT PREPARATION	7
3.11.1	Guiding Principles	7
3.11.2	Performance Requirements	7
3.11.3	Clarity of Expression	7
3.11.4	Canadian Regulations	7
3.11.5	Administrative Requirements	7
3.11.6	Conformity Assessment	8
3.12	PUBLICATION OF STANDARDS	8
3.13	REGULAR REVIEW OF STANDARDS	8
3.14	APPEALS	8
4.	DEFINITIONS	8
4.1	ACCREDITATION OF SDOS	8
4.2	ADOPTION OF STANDARDS	8
4.3	ALTERNATE MEMBER	8
4.4	AMENDMENT	8
4.5	APPEAL	8
4.6	CGSB STANDARD	8
4.7	CANADIAN NATIONAL COMMITTEE ON IEC (CNC/IEC)	9
4.8	CANADIAN NATIONAL COMMITTEE ON ISO (CNC/ISO)	9
4.9	COMMITTEE BALANCE	9
4.10	CANADIAN ADVISORY COMMITTEE (CAC)	9
4.11	CATEGORIES OF INTEREST	9
4.11.1	General Interest Category	9
4.11.2	Producer Category	9
4.11.3	Regulator Category	9
4.11.4	User Category	9
4.12	COMMITTEE SCOPE	9
4.13	CONSENSUS	9
4.14	CONSENSUS PROCESS	10
4.15	CORRIGENDUM	10
4.16	DRAFT STANDARD	10
4.17	DUAL-DESIGNATED STANDARD	10
4.18	ENDORSED STANDARD	10
4.19	HARMONIZED STANDARD	10
4.20	INTERNATIONAL ELECTROTECHNICAL COMMISSION (IEC)	10
4.21	INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO)	10
4.22	INFORMATION MEMBER	11
4.23	NATIONAL STANDARD OF CANADA (NSC)	11

4.24	NATIONAL STANDARD SYSTEM (NSS) OF CANADA	11
4.25	NEW EDITION	11
4.26	PUBLIC NOTIFICATION.....	11
4.27	PUBLIC REVIEW	11
4.28	REAFFIRMATION OF STANDARDS.....	11
4.29	REGULAR REVIEW	11
4.30	REVIEW OF STANDARDS	11
4.31	STANDARD	12
4.32	STANDARDS COMMITTEE	12
4.33	STANDARDS COUNCIL OF CANADA (SCC).....	12
4.34	STANDARDS DEVELOPMENT ORGANIZATION (SDO).....	12
4.35	TASK GROUP	12
4.36	VOTING MEMBER	12
4.37	WITHDRAWAL NOTICE	12
4.38	WORKING GROUP.....	12
4.39	WORLD TRADE ORGANIZATION AGREEMENT ON TECHNICAL BARRIERS TO TRADE (WTO/TBT)	12
5.	REFERENCED DOCUMENTS.....	12
5.1	STANDARDS COUNCIL OF CANADA (SCC).....	12
5.2	DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA (PWGSC)	13
5.3	CANADIAN GENERAL STANDARDS BOARD (CGSB)	13
5.4	INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO)	13
5.5	WORLD TRADE ORGANIZATION (WTO).....	13
5.6	ROBERT, HM. ROBERT’S RULES OF ORDER, NEW YORK: WILLIAM MORROW AND COMPANY	13

1. INTRODUCTION

1.1 PURPOSE OF THIS POLICY MANUAL

This document describes the policies of the Canadian General Standards Board (CGSB) with respect to the development and review of consensus standards. It is to be used in conjunction with the *CGSB Procedures Manual for the Development and Review of Standards* (hereafter referred to as "*CGSB Procedures Manual*".)

Note: In this manual the auxiliary verb "*shall*" states a mandatory requirement, the auxiliary verb "*should*" expresses a recommendation, and "*may*" gives permission.

See Section 4. DEFINITIONS for terms and acronyms used in this manual.

1.2 SCOPE OF THIS POLICY MANUAL

This policy document deals with the structure and operation of CGSB voluntary standards committees, and the consensus standards development and review process. Its intended users are CGSB staff and those who voluntarily serve on CGSB standards committees. This document, together with the *CGSB Procedures Manual*, is applicable to all consensus standards developed by CGSB. The *CGSB Policy and Procedure Manuals* shall be available to interested parties in a reasonable and timely manner upon request.

1.3 CHANGES IN THIS POLICY MANUAL

Comments or suggestions about this policy document should be submitted to the Manager, Standards Division, Canadian General Standards Board. Changes in this document will be published and brought to the attention of committee members and the Standards Council of Canada (SCC).

1.4 CGSB BACKGROUND

1.4.1 CGSB Authority

CGSB is a directorate within Public Works and Government Services Canada (PWGSC). It provides standardization services under *The Department of Public Works and Government Services Act, Section 7 (c)*. CGSB performs standards development, registration, certification and related services on a revenue-dependency basis. Standards published by CGSB are voluntary but may be made mandatory by other authorities. CGSB is not a regulatory agency.

1.4.2 CGSB Accreditation

CGSB is accredited by the Standards Council of Canada as a Standards Development Organization (SDO) to develop and review National Standards of Canada and other consensus documents within the National Standard System through voluntary standards committees. The policies presented in this manual reflect the requirements for accreditation as described in SCC documents *CAN-P-1 Accreditation of Standards-Development Organizations* and *CAN-P-1020 Guideline for the Implementation of CAN-P-1*.

1.4.3 International Standardization

CGSB supports world-wide standardization through adherence to the principles of *ISO/IEC Guide 59 Code of Good Practice for Standardization* and the *World Trade Organization Agreement on Technical Barriers to Trade (WTO/TBT), Annex 3 Code of Good Practice for the Preparation, Adoption and Application of Standards*.

1.5 CERTIFICATION ACTIVITIES

CGSB is involved in certification activities. Certification and standardization activities are conducted by separate divisions with their own policy making functions and management reporting to the Director, CGSB as indicated on the CGSB organizational chart.

2. CGSB STANDARDS COMMITTEES

2.1 COMMITTEE FORMATION

2.1.1 Committee Establishment

CGSB shall form standards committees for new work items that do not fall within the scope of existing committees. CGSB and its standards committees jointly establish their scopes and names.

2.1.2 Committee Balance

The voting membership of all CGSB standards committees shall be balanced so that no single category of interest can dominate the voting procedures of any committee. (See Section 4. DEFINITIONS.)

2.1.3 Assignment of Membership

CGSB shall be responsible for assigning members to committees, for classifying members' categories of interest and for ensuring that the interest categories are balanced.

2.1.4 Classification of Membership

CGSB shall classify members as one of four categories of interest, namely: general interest, producer, regulator and user. (See Section 4. DEFINITIONS.)

2.1.5 Consultants as Members

Consultants shall be considered to represent the same category of interest as the organizations supporting them. Those who provide a service in more than one category of interest shall declare a primary interest category. Consultants shall inform CGSB and the committees on which they serve of changes in their work affiliations.

2.1.6 Coordinating Committees

CGSB may form a coordinating committee to give advice, solicit funding and coordinate the activities of standards committees whose scopes lie within the same subject area.

2.1.7 Canadian Advisory Committee (CAC)

It is CGSB policy, as a member of CNC/ISO (Canadian National Committee on ISO), to administer CACs for subject matter areas for which CGSB has primary responsibility and/or in which it has an interest.

2.1.8 Working and Task Groups

Working groups and task groups may be formed and dissolved by a standards committee or its Chairperson, subject to the approval of the committee members, to perform on-going committee work or to do specific tasks, respectively. The committee shall define the objectives and terms of reference for each working and task group.

2.1.9 International Secretariats

CGSB may, on behalf of SCC, administer ISO secretariats for subject matter areas for which it has primary responsibility and/or in which it has an interest.

2.2 COMMITTEE CHAIRPERSON

2.2.1 Election of Chairperson

Each CGSB standards committee shall elect a Chairperson, normally from among its voting membership. If the Chairperson chooses to be an information member, his or her organization may nominate another representative as its voting member. CGSB shall appoint an interim Chairperson if a committee has no elected Chairperson. A CGSB staff member may serve as Chairperson on a temporary basis. Committees may elect a Vice-Chairperson.

2.2.2 Chairperson Tenure

The term for a Chairperson of an active CGSB standards committee shall be three years, renewable by the standards committee with CGSB ratification up to a maximum of three terms. The tenure of a Chairperson may be reviewed at any time by CGSB.

2.2.3 Chairperson Responsibilities

The Chairperson of a CGSB standards committee shall, *inter alia*:

- be neutral and unbiased
- conduct meetings in accordance with CGSB policies and procedures
- keep meeting discussion relevant
- ensure all facets of a question are considered
- ensure the views of all members are heard
- summarize points of view
- judge when a consensus is reached
- assist in the preparation of meeting agendas
- ensure that the minutes correctly record the decisions taken at the meeting
- assist in the review of membership participation
- participate in the disposition of letter-ballots
- assist in ensuring action items are carried out by the committee.

The Chairperson may:

- act as spokesperson for the committee
- create task and working groups with committee approval.

2.3 COMMITTEE MEMBERSHIP

2.3.1 Eligibility for Membership

Membership on a CGSB standards committee shall be open to any individual or organization that has a direct interest in decisions of the committee, an expressed interest in standards development and the demonstrable ability to make an active contribution. CGSB staff shall not be eligible for committee membership. Standards development and certification organizations shall be permitted information status on a CGSB standards committee and may, under special circumstances, be granted voting membership. (See also par. 2.3.3 and par. 2.3.7.)

2.3.2 Application for Membership

CGSB shall encourage interested individuals and organizations to apply for membership on its standards committees. Applicants shall identify their interest and their willingness to support and participate in the standards development process.

2.3.3 Representation of Interest

CGSB shall strive to ensure that the voting membership of its standards committees represents Canadian national interests with respect to such matters as trade, health and safety, and the environment. CGSB shall also strive to ensure that the voting membership represents all regions of Canada and that concerned interests directly or materially affected are afforded the opportunity for equal access and effective participation in the development of National Standards of Canada.

2.3.4 Organization Holds Membership

It is CGSB policy that organizations rather than individuals hold voting memberships on its standards committees.

2.3.5 Change in Membership

Members shall advise CGSB when they leave an organization or when there is a change in the legal status of their organization. An organization may terminate its membership, nominate a new representative, or

request a change in its status. When members leave an organization, they shall re-apply for voting membership and the organizations they formerly represented may nominate a new voting member.

2.3.6 Multiple Voting Members

Normally an organization has only one voting member on a standards committee. However, an organization may be allowed to have more than one voting member, if justifiable, providing all criteria for voting membership are otherwise met.

2.3.7 Foreign Members

CGSB shall ensure that Canadian national interests are adequately represented on a committee before considering applications for voting membership from non-Canadian organizations or individuals.

2.3.8 Termination of Membership

CGSB may terminate membership in its standards committees for non-compliance with CGSB policies and procedures.

2.4 COMMITTEE MAINTENANCE

2.4.1 Committee Membership

CGSB in consultation with Chairpersons shall monitor the participation of standards committee members to ensure continued compliance with CGSB membership policy. Persistent non-return of letter-ballots, abstentions or unexplained absence from standards committee meetings may be cause for reducing a voting member's status to information member. (See *CGSB Procedures Manual*.)

2.4.2 Merging Committees

CGSB may merge committees with common subject matter and stakeholders. In the case of a merger, CGSB shall transfer the membership and all standards to the merged committee and shall review the terms of reference, title, and membership of the merged committee.

2.4.3 Inactive Committees

A CGSB standards committee shall be considered to be inactive if it ceases to initiate standardization activities, to review its standards, or to hold meetings. At the regular review of the standards of an inactive committee, CGSB shall decide whether the standards are to be maintained or withdrawn.

2.4.4 Dissolving Committees

A CGSB standards committee may be dissolved when it is inactive and its standards have been withdrawn.

2.5 RESPONSIBILITIES OF COMMITTEE MEMBERS

2.5.1 Standards Development Responsibilities

Voting members of a CGSB standards committee shall be responsible for the technical content, approval and review of standards within the scope of their committee, in accordance with CGSB policies and procedures.

2.5.2 Participation of Members

Voting members are expected to attend committee meetings and may participate in working or task groups. Organizations may nominate alternate members to represent them when their voting members are unable to attend meetings or vote on letter-ballots. Voting by proxy is not permitted. Information members may attend committee and working group meetings.

2.5.3 Ethics and Conflict of Interest

CGSB standards committee members and CGSB staff shall conduct themselves in an ethical manner and disclose to CGSB management any actual or potential conflicts of interest in the performance of the work assigned to their committees.

2.6 COMMITTEE OPERATION AND MEETINGS

2.6.1 Committee Consensus

CGSB committees shall conduct their meetings by consensus of voting members, giving due consideration to the opinions of information members or other participants.

2.6.2 Requirement for Meetings

Committees should only meet when required to advance the development of standards.

2.6.3 Non-Members May Attend

Guests and observers may attend meetings of CGSB standards committees with the permission of CGSB. CGSB reserves the right to limit attendance at its standards committee meetings.

2.6.4 Meeting Quorum

CGSB standards committee meetings shall not normally be held without quorum. A quorum for CGSB standards committee meeting shall be 50% of the voting membership on record at the time of the meeting.

2.6.5 Meeting Authority

CGSB shall be the authority on the interpretation of its policies and procedures at standards committee meetings. *Robert's Rules of Order*, latest edition, shall apply but shall not supersede CGSB policies and procedures.

2.6.6 Conduct of Meetings

CGSB standards committees meetings are usually informal. Rules of order beyond common courtesy and good sense should rarely be necessary if the guiding principles of orderly conduct and the spirit of fair play are followed.

2.6.7 Secretariat and Minutes of Meetings

CGSB shall provide adequate secretarial support to, and maintain proper records of standards development activities for, its standards committees and be the official recorder of committee proceedings. Committees shall formally approve the minutes of meetings at the next meeting of the committee.

2.6.8 International and Regional Cooperation

It is CGSB policy to cooperate in the harmonization of standards with any organization with which it shares international or regional membership.

2.6.9 Committee Communications

It is CGSB policy to use electronic and other forms of communication (described in the *CGSB Procedures Manual*) as much as possible to conduct committee business.

3. DEVELOPMENT AND REVIEW OF STANDARDS

3.1 CONSENSUS PROCESS

CGSB standards committees shall adhere to the principles of the consensus process in the preparation of standards as set forth in the *CGSB Procedures Manual*. (See Section 4. DEFINITIONS.)

3.2 CODE OF GOOD PRACTICE FOR STANDARDS DEVELOPMENT

It is CGSB policy to comply with *ISO/IEC Guide 59 Code of Good Practice for Standardization* and *WTO/TBT Annex 3 Code of Good Practice for the Preparation, Adoption and Application of Standards* in the preparation of standards.

3.3 STANDARDIZATION SUPPORT

CGSB shall have staff knowledgeable about standardization, including related matters of philosophy, policies and techniques, together with appropriate facilities, in order to provide CGSB standards committees with administration and standardization expertise in the standards development and review process.

3.4 ADOPTION OF STANDARDS

It is CGSB policy to give due consideration to the adoption of relevant international, regional or national standards in accordance with *ISO Guide 21 Adoption of International Standards as Regional or National Standards* and *CAN-P-1004 Guideline for the Adoption of International Standards as National Standards of Canada*.

3.5 ADVANCEMENT OF FREE TRADE

It is CGSB policy to prepare standards that contribute to the advancement of free trade in the broadest possible geographic and economic contexts. Standards shall not be used 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 local requirements for compatibility, environmental protection, or health and safety. If a CGSB standard is found to offer an impediment or inhibition to trade, CGSB shall take action to revise the standard.

3.6 PLACE OF ORIGIN OF PRODUCTS

CGSB standards shall not permit discrimination between products based on their place of origin.

3.7 INTELLECTUAL PROPERTY

3.7.1 Trademark

CGSB standards shall not require a trademarked material, product, process, or apparatus or constituent thereof unless there is only one suitable product.

3.7.2 Copyright

CGSB standards shall not incorporate copyrighted material, in whole or in part, without prior permission from the copyright holder.

3.7.3 Marks of Conformity

CGSB standards shall not incorporate marks of conformity unless the marks of conformity are referenced in federal legislation. (See also par. 3.11.5 Administrative Requirements and 3.11.6 Conformity Assessment.)

3.7.4 Patents

CGSB standards shall not require a patented or patent pending material, product, process, or apparatus or constituent thereof unless a technical justification exists and the patent holder agrees to negotiate licenses with users of such standards on reasonable terms and conditions.

3.8 PUBLIC REVIEW

As part of Canada's commitment to WTO, CGSB shall give public notification of standardization activities to allow interested persons and organizations an opportunity for meaningful contributions to those activities. For the public review of an available draft standard, CGSB shall provide a 60-calendar-day

comment period, commencing on the date of notification. The period for public review and the disposition of any comments received shall take place prior to committee approval of the standard.

3.9 WTO WORK PROGRAM

3.9.1 WTO Report

CGSB shall publish a work program report at least once every six months identifying standards in preparation, their development stage, and standards published since the previous report. CGSB shall make the work program report available to any interested party.

3.9.2 ISONet Classification

It is CGSB policy to comply with ISONET rules for subject classification and work status in the preparation of the WTO work program report by adopting the International Classification for Standards (ICS) for subject classification and *ISO Guide 69 Harmonized Stage Code System*.

3.10 STANDARDS DEVELOPMENT PROCESS

It is CGSB policy to base its standards development process on *ISO Directives Part 1 Procedures for Technical Work* and *ISO Guide 69 Harmonized Stage Code System - Principles and Guidelines for Use* as described in the *CGSB Procedures Manual*.

3.11 DOCUMENT PREPARATION

3.11.1 Guiding Principles

In writing a consensus standard, CGSB standards committees shall:

- ensure that it can be used as widely as possible
- consider the needs of users of the standard
- specify only properties that contribute to the product's fitness for its intended purpose
- ensure that the standard does not inhibit technological development
- consider, *inter alia*, environment, health and safety, economic, legal and technological aspects
- ensure that the standard is not simply a collection of present diverse industry practices
- strive to ensure that the standard benefits Canadians.

3.11.2 Performance Requirements

CGSB standards committees shall, unless justified in extraordinary circumstances, prepare standards in terms of performance requirements rather than design or prescriptive requirements in order to facilitate objective measurement of conformance and to promote freedom of technological development.

3.11.3 Clarity of Expression

Standards shall be written in a clear, concise, logical and unambiguous manner so that users of a product, process or service addressed by the standard are not misled. If a CGSB standard is found to be misleading, CGSB shall take appropriate action to have the misleading standard revised.

3.11.4 Canadian Regulations

CGSB standards shall conform to existing federal statutes and regulations. Consideration should be given to conforming standards to relevant provincial regulations if there are no applicable federal statutes and regulations. (See *CAN P-1010 Guideline for the Preparation of Standards Intended for Incorporation by Reference in Codes and Regulations* and *CAN-P-1014 Incorporation of Standards by Reference in Regulations, Guidelines for Regulatory Authorities*.)

3.11.5 Administrative Requirements

CGSB standards shall not normally include administrative requirements. If required, administrative requirements shall normally be placed in informative appendices.

3.11.6 Conformity Assessment

If certification is required by federal legislation, third-party certification may be made a requirement of a standard to the exclusion of other means of demonstrating conformity. (See *ISO Guide 7 Guidelines for Drafting of Standards Suitable for Use for Conformity Assessment*.)

3.12 PUBLICATION OF STANDARDS

CGSB shall promptly publish its standards after they have received the applicable CGSB and SCC approvals. CGSB shall make published standard available for sale.

3.13 REGULAR REVIEW OF STANDARDS

All standards shall be reviewed on a periodic basis and revised in a timely manner. Proposals for the development of new or revised standards, when submitted according to appropriate procedures by any materially and directly interested person or organization, wherever located, shall be given prompt consideration.

3.14 APPEALS

It is CGSB policy that any interested party has the right to appeal its standards development process in accordance with CGSB's dispute resolution mechanism and *CAN-P-1 Accreditation of Standards-Development Organizations*. Grounds for appeal and procedures for lodging appeals are given in the CGSB Procedures Manual.

4. DEFINITIONS

4.1 ACCREDITATION OF SDOS

The formal recognition of the competence of an organization to carry out specific functions in accordance with established criteria. The Standards Council of Canada, as the administrator of the National Standard System, accredits Standards Development Organizations in Canada.

4.2 ADOPTION OF STANDARDS

The approval by a standards committee to advance an international standard as an NSC or CGSB standard, with or without deviations. The approval shall be by consensus. Adoption of an international standard shall result in either dual-designation or endorsement of the international standard.

Note: ISO Guide 21 Adoption of International Standards as Regional or National Standards and CAN-P-1004 Guideline for the Adoption of International Standards as National Standards of Canada shall be followed.

4.3 ALTERNATE MEMBER

An individual designated by an organization to exercise its voting responsibilities in place of the appointed voting member.

4.4 AMENDMENT

An amendment is a document that modifies a published standard.

4.5 APPEAL

An appeal is a complaint concerning a perceived error in process and/or a standards committee decision in the preparation of a standard.

4.6 CGSB STANDARD

A CGSB standard is a consensus standard prepared, reviewed and published by CGSB.

4.7 CANADIAN NATIONAL COMMITTEE ON IEC (CNC/IEC)

CNC/IEC advises SCC on IEC policies and activities of interest to Canada. It is comprised of representatives from industry, consumer protection groups, SDOs, federal government departments, electrical safety regulators and other SCC advisory committees.

4.8 CANADIAN NATIONAL COMMITTEE ON ISO (CNC/ISO)

CNC/ISO advises SCC on ISO policies and activities of interest to Canada. It is comprised of representatives from industry, consumer protection groups, SDOs, federal government departments and other SCC advisory committees.

4.9 COMMITTEE BALANCE

A balanced committee is one in which no single category of interest comprises a majority of voting members of that committee.

4.10 CANADIAN ADVISORY COMMITTEE (CAC)

A CAC is a committee of experts responsible for representing Canadian national interests through participation in the technical work of ISO.

4.11 CATEGORIES OF INTEREST

In CGSB standards committees, there are four categories of interest. Other categories of interest may be created for standards committee members who cannot otherwise be readily classified.

4.11.1 General Interest Category

Members of standards committees not associated with the production, distribution, direct use, or regulation of the subject product, material, or service.

4.11.2 Producer Category

Members of standards committees predominantly involved in the production, manufacture, promotion or distribution of the subject product, material, or service.

A retailer with a vested interest in a particular product (house brand) is generally classified as a *producer*. A distributor who purchases from more than one supplier and sells directly to the end user may be classified as a *user* or *general* interest member.

4.11.3 Regulator Category

Members of standards committees who represent federal, provincial, municipal or other government bodies responsible for regulating products, materials or services.

4.11.4 User Category

Members of standards committees who predominantly represent the end users of the subject product, material, or service and who are not predominantly involved in the production and/or regulation thereof. Consumers are one type of end user.

4.12 COMMITTEE SCOPE

A CGSB standards committee may only develop and maintain standards within the subject matter area, or *scope*, for which it has been formed.

4.13 CONSENSUS

General agreement, characterized by the absence of sustained opposition, to substantial issues by any important part of the concerned interests, and by a process seeking to take into account the views of all parties concerned to reconcile any conflicting arguments. (*ISO/IEC Guide 2 Standardization and related activities – General vocabulary, Item 1.7*)

Note: Consensus need not imply unanimity.

4.14 CONSENSUS PROCESS

The accreditation of CGSB by SCC is contingent upon CGSB providing a *consensus process*. The principles used in Canada governing the consensus process are:

- equal access and effective participation by concerned interests (this entails sufficient resources, equal access to information, and understanding of the process by all parties). In order to ensure effective participation, resources (money, training, staff expertise, etc.) shall be identified for member participation,
- respect for diverse interests and identification of those who should be provided access (*ISO/IEC Guide 59* Items 6.1, 6.5, and to some extent 6.3) to provide the needed balance of interests,
- mechanism for dispute resolution (*ISO/IEC Guide 59* Item 4.2).

Note 1: Access by all parties poses particular challenges to finding the resources to permit participation by small and medium-sized enterprises, academics, and consumers.

Note 2: CGSB standards committees operate by consensus in the conduct of meetings and letter-ballots. Non-persuasive objections are not allowed to indefinitely block resolution of proposals or promulgation of standards. On the other hand, a document that has received one or more *persuasive* negative ballots may require reconsideration by the whole committee.

4.15 CORRIGENDUM

A formal notification issued by CGSB to correct a non-technical error in a published standard.

4.16 DRAFT STANDARD

A draft standard is a document in preparation. It may be:

- a draft document under review and development by a standards committee prior to the balloting stage, or
- a draft document that has reached a level of consensus where balloting can take place within the standards committee, or
- a draft document that has been approved by a standards committee and is subject to final review and approval by CGSB and, in the case of an NSC, the Standards Council of Canada.

4.17 DUAL-DESIGNATED STANDARD

A standard adopted by a CGSB standards committee and published under CGSB cover bearing the designations of CGSB and the originating organization, with permission of the copyright holder.

4.18 ENDORSED STANDARD

An adopted standard that is approved by a CGSB standards committee as acceptable for use in Canada, but which is not reproduced or reprinted under CGSB cover.

4.19 HARMONIZED STANDARD

Two standards, developed by different SDOs, that meet the same requirements are said to be harmonized.

4.20 INTERNATIONAL ELECTROTECHNICAL COMMISSION (IEC)

The global organization that prepares and publishes international standards for all electrical, electronic and related technologies.

4.21 INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO)

ISO is the world-wide federation of national standards bodies, one of which is SCC.

4.22 INFORMATION MEMBER

An organization or unassociated individual that chooses not to be a voting member or that, for administrative reasons, cannot be granted voting privileges. Information members may otherwise participate fully in the standards development process.

4.23 NATIONAL STANDARD OF CANADA (NSC)

A consensus standard prepared or reviewed by an accredited standards development organization and approved by the SCC.

Note: "National Standard of Canada" is a registered trademark of SCC.

4.24 NATIONAL STANDARD SYSTEM (NSS) OF CANADA

A federation comprising:

- Standards Council of Canada
- accredited standards development organizations
- accredited certification organizations
- accredited testing organizations
- accredited quality and environmental registration organizations
- CNC/ISO and CNC/IEC.

4.25 NEW EDITION

A revised standard that includes changes to the previous edition. A new edition supersedes all previous editions and amendments.

4.26 PUBLIC NOTIFICATION

A public announcement in appropriate media that a standard has reached one of the following stages in the standards development process:

- notification of a new work item
- notification of the availability of a draft standard for public review
- notification of publication of the standard.

4.27 PUBLIC REVIEW

A period in the standards development process during which the public is invited to comment on a draft standard.

4.28 REAFFIRMATION OF STANDARDS

The verification that an existing standard is valid without revision until the next regular review.

4.29 REGULAR REVIEW

A regular review is the cyclical review of a published standard, in its entirety, every five years unless a shorter period is justified. A regular review may result in the standard being:

- reaffirmed
- published as a new edition
- amended, or
- withdrawn.

4.30 REVIEW OF STANDARDS

In conjunction with its regular review, a published CGSB standard may be reviewed at any time and may as a result be:

- reaffirmed
- published as a new edition
- amended

- corrected by a corrigendum or
- withdrawn

4.31 STANDARD

A standard is a document that describes the important features of a product, service or system. It is developed through a consensus process by a standards committee and approved at a level appropriate to the type of document. CGSB develops two types of consensus standard—National Standard of Canada and CGSB standard.

4.32 STANDARDS COMMITTEE

Normally comprised of a balance of stakeholder volunteers and operating under the auspices of an SDO, a standards committee is responsible for developing and maintaining the technical content of standards within its scope.

4.33 STANDARDS COUNCIL OF CANADA (SCC)

A federal Crown corporation established under the Standards Council of Canada Act to promote voluntary standardization in Canada by coordinating and overseeing the activities of the NSS.

4.34 STANDARDS DEVELOPMENT ORGANIZATION (SDO)

An organization accredited by SCC that assumes responsibility for the preparation, publication, review and maintenance of standards.

4.35 TASK GROUP

Task groups may be formed and dissolved by a committee, or by a Chairperson with committee approval. A task group will work on a specific task and be dissolved when it is completed.

4.36 VOTING MEMBER

An organization or unassociated individual with voting privileges on a standards committee. Voting members participate fully in the activities of a standards committee.

4.37 WITHDRAWAL NOTICE

A document that declares when and why a standard is no longer being maintained.

4.38 WORKING GROUP

Working groups may be formed and dissolved by a committee, or by a Chairperson with committee approval. A working group usually prepares committee draft documents on a continuing basis.

4.39 WORLD TRADE ORGANIZATION AGREEMENT ON TECHNICAL BARRIERS TO TRADE (WTO/TBT)

This agreement seeks to ensure that technical negotiations and standards, as well as testing and certification procedures, do not create unnecessary obstacles to trade. However, it recognizes that countries have the right to establish protection, at levels they consider appropriate—for example for human, animal or plant life or health or the environment—and should not be prevented from taking measures necessary to ensure those levels of protection are met. The agreement therefore encourages countries to use international standards where these are appropriate, but it does not require them to change their levels of protection as a result of standardization.

5. REFERENCED DOCUMENTS

The latest versions of the following publications are applicable to this manual.

5.1 STANDARDS COUNCIL OF CANADA (SCC)

CAN-P-1 Accreditation of Standards Development Organizations

- CAN-P-1004* *Guideline for the Adoption of International Standards as National Standards of Canada*
- CAN-P-1010* *Guideline for the Preparation of Standards Intended for Incorporation by Reference in Codes and Regulations*
- CAN-P-1014* *Incorporation of Standards by Reference in Regulations, Guidelines for Regulatory Authorities*
- CAN-P-1020* *Guideline for the Implementation of CAN-P-1*

5.2 DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA (PWGSC)

The Department of Public Works and Government Services Act

5.3 CANADIAN GENERAL STANDARDS BOARD (CGSB)

CGSB Procedures Manual for the Development and Review of Standards

5.4 INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO)

ISO/IEC Directives Part 1 Procedures for technical work

ISO/IEC Guide 2 *Standardization and related activities – General vocabulary*

ISO/IEC Guide 7 *Guidelines for drafting standards suitable for use for conformity assessment*

ISO/IEC Guide 21 *Adoption of International Standards as regional or national standards*

ISO/IEC Guide 59 *Code of good practice for standardization*

ISO/IEC Guide 69 *Harmonized Stage Code System – Principles and guidelines for use*

5.5 WORLD TRADE ORGANIZATION (WTO)

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

5.6 ROBERT, HM. ROBERT’S RULES OF ORDER, NEW YORK: WILLIAM MORROW AND COMPANY