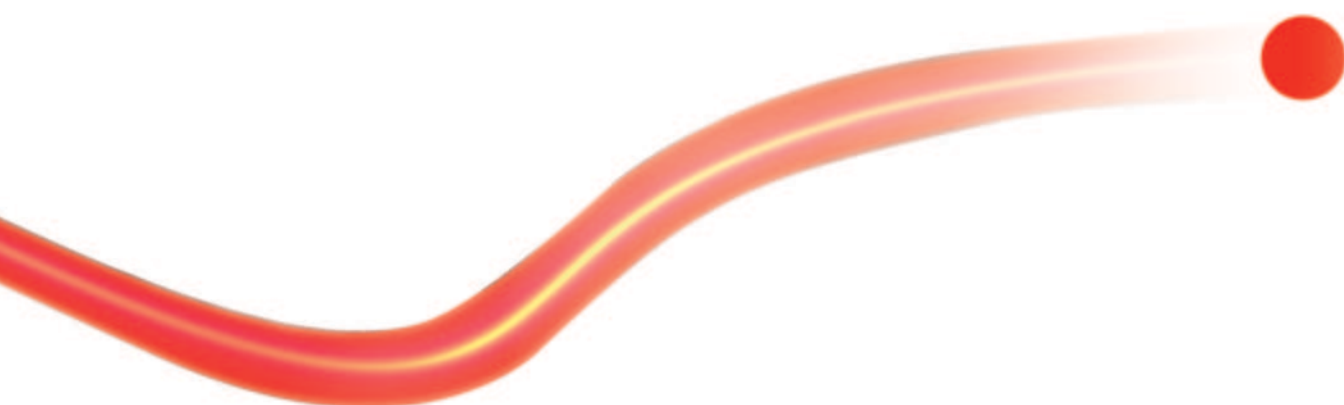


Pocket Guide to Standards Development



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A large print PDF is available on request from your
Committee Secretary or CSC.

bsi.

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Introduction

Welcome to BSI and Standards development. Getting to grips with being a member of a BSI committee and the process involved in making Standards is a lot of work and we're here to give you the support you need.

We've put together this introductory guidance material on the situations and tasks that you're likely to encounter when you first join a committee. This *Pocket Guide* is intended to cover the basics and to get you started.

More support is available via the free training courses offered by BSI and we encourage you to take advantage of these. The course dates are published on the BSI website. You can also get more advice from your Committee Secretary or the Committee Service Centre.

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What is a Standard?

A Standard is an agreed, repeatable way of doing something. It's a published document that contains a technical specification or other precise criteria designed to be used consistently as a rule, guideline, or definition. Standards help to make life simpler and to increase the reliability and the effectiveness of the many goods and services that we use.

Examples of real societal benefits provided by Standards include:

- helping businesses to secure and protect customer data
- ensuring energy bills are clear and easy to understand
- safeguarding children while they're on the internet
- helping hospitals to stay open throughout severe weather conditions
- helping the service industry to identify and respond to vulnerable customers
- enabling businesses to continue operating after a major disaster or weather disruption
- ensuring safety in toys, household electrical appliances, lighting etc.

Credit and debit cards are another great example. Standards facilitate data exchange so that the cash machine of one bank can read the card of another bank.

Global research carried out on organizations that are certified to an environmental management system Standard revealed that of the organizations that took part in the survey:

- 77% believed that being certified to the Standard helped to improve their corporate reputation
- 78% had found it improved their compliance with legislation
- 65% had identified cost savings.

Source: BSI Business Benefits Survey 2011 – global clients certified to ISO 14001 (07/10/11)

The British Standards Institution acts as the NSB (National Standards Body) for the UK and is one of the world's leading developers of Standards. Eight out of ten of the most used and implemented Standards worldwide are Standards of UK origin – such as ISO 9001 *Quality management systems – Requirements*, which was based on the BS 5750 series *Quality systems*, first published in 1979.

We develop Standards in committees that are made up of manufacturers, users, research organizations, government departments and consumers who all work together to address industry challenges. Over 9,000 UK experts volunteer their knowledge and time to participate in BSI committees and contribute to the drafting of Standards. All new or revised Standards are made available for public comment, via BSI's Draft Review System, allowing input from any member of the general public who has an interest in the content of the Standard.

Standards are voluntary and can be verified within organizations either by self-declaration or independent verification. Standards are not regulatory or imposed by government but can be used to help support legislation or regulation.

What is the role of a Committee Member?

Being a BSI Committee Member is a substantial undertaking and for many people it is in addition to full time employment.

Getting started

There are three things you'll need to do right at the beginning to prepare yourself for the role:

1. register for eCommittees to ensure you have access to all the documents and can communicate with the rest of the committee – if you haven't got login details contact ecommittee.support@bsigroup.com
2. read BS 0, the guiding principles for Standards development, which you can find on eCommittees
3. complete the eLearning modules that BSI provides as an induction – details of these will be sent to you when you join.

Getting involved

You are representing your nominating organization and contributing their view to the Standards development process. This is achieved by:

- reading documents circulated to the committee
- circulating new work proposals and drafts to your nominating organization so they can comment
- submitting your nominating organization's comments to the Committee Secretary
- attending meetings and participating in the consensus building process.

It's not unusual for the debates during the Standards development process to involve a robust and frank exchange of views. There are serious matters under discussion and people who volunteer to join BSI committees do so because they believe the work is important.

The debates will be positive and constructive if you bear in mind the following points:

- everyone has the right to courteous and open minded treatment and for their views to be considered and respected
- any conflicts of interest should be declared
- confidentiality should be maintained – BSI has a media contact policy.

If you're a co-opted or individual capacity member you will be contributing your personal expertise rather than representing a stakeholder, but the principles for effective participation remain the same.

Meetings

National committee meetings usually take place at the BSI offices in London where there are dedicated meeting rooms with wi-fi access. There is no set number of meetings per year as this depends on each committee's workload, but it could be between one and four. Meetings are led by a nominated Chairman and a record of the meeting is kept. Minutes are confidential.

Face to face meetings are very effective, but we recognize that they can take up a lot of time. Teleconferencing and webconferencing can be used and much of the work can be accomplished by e-mail.

Intellectual property

BSI retains copyright on all work accepted for inclusion in a Standard. When attending a meeting you will be required to sign an attendance sheet which states that a member operates in accordance with BS 0 (copyright assignment is detailed in the document). Any member wishing to include content that is not their own must ensure they have permission for the copyright to be assigned to BSI beforehand.

Examples of IPR to bring to the attention of your Committee Secretary or raise during a committee meeting are:

- if you are aware of a patent that applies to the Standard under development
- if you supply the committee with a drawing that you have designed yourself you will be releasing the IPR so it can be used in the Standard
- if you supply the committee with a drawing that you have taken from your company internal manual or another source then you have to ensure that your company or the other source are aware you are supplying the drawing and agree to the IPR being released and used in the Standard.

The benefits

Participating in a BSI committee has its benefits. These include:

- influencing the content of Standards that will support economic growth, innovation, consumer protection and safety, both nationally and internationally
- networking with peers in your industry and expanding your circle of contacts
- developing your skills in communication, negotiation and diplomacy as well as your technical expertise – it's great professional development.

Committee membership work is rewarding. Your expertise, sustained effort and judgment will help derive substantial benefits for the UK and for the people you represent. Thank you for participating.

I represent a nominating organization. What does that mean?

A nominating organization is usually a body that represents a group of stakeholders. It could be a trade association, professional institution, user group, or consumer organization.

It's important that close and effective liaison is maintained between Committee Members and the organizations they represent. We expect that comprehensive briefings and reports will be routinely exchanged and that nominating organizations will ensure that, directly or indirectly, those representing their interests are adequately resourced to do so.

You can, and should, circulate documents to your nominating organization and seek their views on the Standards you're working on, so that you can represent those views to the national committee.

Complimentary Standards

Once a Standard is published it will be made available to Committee Members via eCommittees for two months. You can take a complimentary copy for yourself and a single copy for your nominating organization.

What is consensus?

The principle of consensus has its origins in the desire to achieve the general acceptance and application of a Standard within its intended sphere of influence. This entails trying to ensure that the interests of all those likely to be affected by it are taken into account, and that individual concerns are carefully and fairly balanced against the wider public interest.

Achievement of consensus entails recognition of this wider interest and willingness to make reasonable compromises. Trivial or vexatious objections are unlikely to gain support and may be over-ruled. However, where a member consistently maintains a fundamental objection and supports it with sound arguments, these concerns will be taken seriously.

If such objections are not voiced and sustained, normally within the context of a committee meeting where they can be put to the test, it will be assumed that consensus has been achieved.

How do I comment on documents?

Several types of document will be circulated for comment via eCommittees.

- Committee Drafts and Drafts for Comment – CDs and DCs. These documents are early stage drafts and robust commenting at this point will result in a much stronger document.
- Drafts for Public Comment – DPC, ENQ (prEN), DIS, CDV. This is the first formal vote on a document and is usually the point at which documents are made publically available for comment.
- Final Vote – FV (FprEN), FDIS. These documents are in their final version and the national committees vote on whether or not they should be published.

If you represent a nominating organization, such as a trade association or a professional institution you should gather comments from that organization. You can share the document for comment with them.

Nominating organizations manage providing their representatives with comments in various ways. There may be a committee which you report back to or you may be empowered to speak on their behalf. Once you've consulted with your nominating organization you can submit your comments to your BSI committee.

Comments are submitted to BSI via the commenting form. A blank template can be found in eCommittees. It's advisable to download

the template from eCommittees each time you submit comments as this will ensure you always have the latest version. A blank form is shown in Figure 1 on page 13.

National committee (Col 1)

In the first column, enter either your initials or the name of your nominating organization.

Line number, Clause/subclause, Paragraph/Figure/Table (Cols 2–4)

The next three columns help identify the particular part of the Standard you're commenting on.

Type of comment (Col 5)

There are three types of comments:

1. General – general comments on the Standard as a whole or comments that are neither technical nor editorial
2. Technical – comments on the technical content of the Standard
3. Editorial – purely editorial comments such as corrections to spelling or rewording to express the technical point more clearly.

Comments (Col 6)

Make your comments in this column.

Proposed changes (Col 7)

It helps to clarify your comment if you can make a suggestion for improvement. It's also more likely to be accepted if a constructive alternative is provided.

Observations of the secretariat (Col 7)

Don't fill in this column. It's used by the international Committee Secretary to record the working group's response to the submitted comments.

Document header

Put the document number here.

Take care not to alter the column widths or merge cells in the commenting table. Documents are submitted and collated electronically and changes to the column width interfere with this process. It is possible that comments will not be accepted as a result.

What happens once I've submitted comments?

The deadline given by BSI allows time for discussion of all the comments submitted by members of the committee before they are submitted to the European or international committee.

All the comments are collated by the Committee Secretary and are circulated to the committee for discussion. If there are a lot of comments, or there is disagreement between members of the committee, a meeting or teleconference may be called to resolve which comments will go forward.

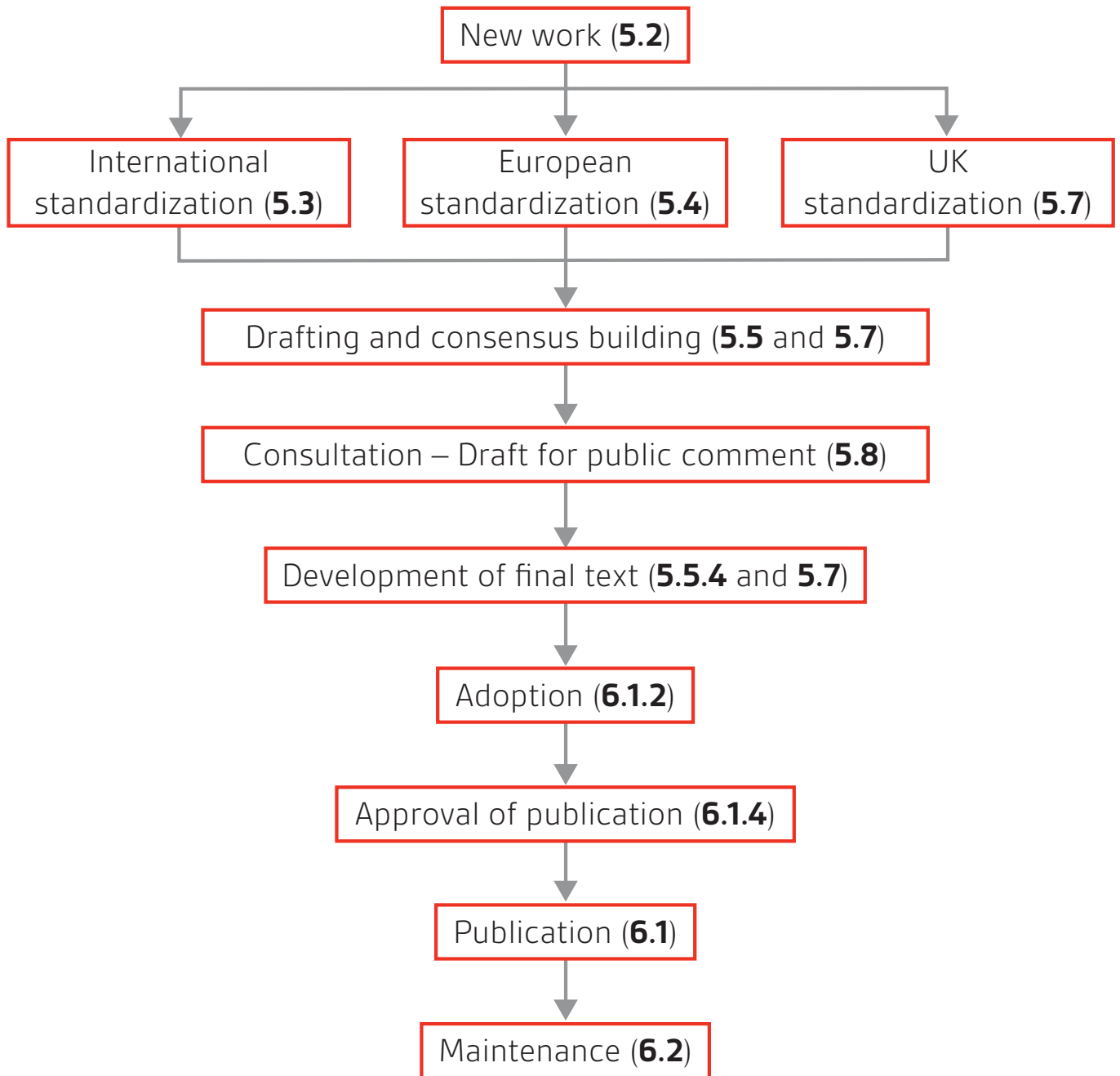
When the comments are minor, or all members are in agreement, the discussion can take place by email.

Once the UK national position has been agreed by the committee, by consensus, it will be submitted to the European or international committee. The comments from each of the national member bodies will be considered and the results will be made available via eCommittees.

| | | |
|------|----------|-------------|
| Date | Document | Project Nr. |
| | | |

| National committee | Line number | Clause/ Subclause | Paragraph Figure/ Table | Type of comment (General/ Technical/ Editorial) | COMMENTS | Proposed change | OBSERVATIONS OF THE SECRETARIAT on each comment submitted |
|--------------------|-------------|-------------------|-------------------------|---|----------|-----------------|---|
| | | | | | | | |

Figure 1 – Comments template



The numbers in the flow chart relate to subclauses in BS 0.

Figure 2 – Stages of Standards development, publication and maintenance

Source – BS 0:2011

What is the development process for European and International Standards?

While the names of stages in the process of development differ across the European and International Standards organizations (ISO, IEC, CEN, CENELEC, see Table 1 on pages 20 and 21), all Standards go through the same development process.

i) New work proposal or revision

Each project to revise or amend an existing document, or to develop a new Standard, has to go through an acceptance process to ensure the work is necessary and that the resources are in place to carry out the work. Each national member body will vote on the proposal. BSI committees agree their vote at a committee meeting or via correspondence.

(i) BSI committee input: Voting and comment, and appointment of experts.

ii) Preparation (drafting)

Once a project has been accepted the core work in developing the Standard begins. This often takes place in a working group, also called a project team or maintenance team, which consists of experts in the subject nominated by national member bodies who work together to develop a draft.

(ii) BSI committee input: Your BSI committee may appoint you as an expert to provide specialist knowledge and experience to the working group.

iii) Committee stage

When the working group is satisfied that the draft is ready for wider review it is circulated to the national members for comment and/or vote. During the committee stage a project may go through several drafts.

(iii) BSI committee input: Comment on the draft.

iv) Public consultation

If the draft is approved at the committee stage, it is then made available for public consultation.

(iv) BSI committee input: In the UK a Draft for Public Comment (DPC) is made available for two to three months. BSI circulates the DPC to the BSI technical committees that have an interest in the work. The DPC is also made freely available to the public via our online Draft Review System. As a Committee Member you will ensure your nominating organization is aware of the DPC and will feed its comments back to the BSI committee.

v) Comment resolution

After public consultation, national member bodies send their comments to the working group. The working group decides whether to accept the comments, editorial, technical or general, and modifies the draft accordingly. Once the comments have been resolved, the updated draft is circulated to countries for vote, together with a document showing the decisions made during the resolution of

comments. If there is significant technical change to the draft it may be sent for a second consultation period. If the draft passes the vote it proceeds to the approval stage.

(v) BSI committee input: At the end of the UK consultation period all the comments are collated and distributed to the BSI committee. You will participate in the process of deciding which of the public comments are forwarded to support the UK response to the consultation.

vi) Approval stage

The draft is submitted to the national member bodies for approval, by vote, to publish the Standard.

(vi) BSI committee input: Voting and editorial comments only.

vii) Publication

Following successful formal approval the Standard may be implemented as a British Standard, at which point any conflicting national Standards are withdrawn. This is a requirement for European Standards and optional for International Standards. Any information that the committee believes will support the use of an adopted Standard in the UK may be published in the National Foreword or as a National Annex.

viii) Review

To ensure a Standard is current and needed it is periodically reviewed. The review considers whether the Standard should be retained, amended, withdrawn, or revised.

Table 1 – European and International Standards – development process

| | ISO | CEN | IEC | CLC | BSI committee input |
|-------------------------------|--|--|---|--|------------------------------|
| New Work Proposal | New work approved by resolution NWIP | New work approved by resolution NWI | New work proposal (NP) Revision Report (RR) | New Work Proposal submitted to Technical Board. (IEC parallel projects established at CDV stage.) | Voting and commenting |
| Preparation (drafting) | Development by working group, project team or maintenance team | | | | Input from UK experts |
| Committee stage | Committee Draft (CD) | Working Draft (WD) | Committee Draft (CD) | Secretariat Enquiry | Commenting |

| | | | | | |
|----------------------------|---|-------------------|---|---|------------------------------|
| Public consultation | Draft International Standard (DIS) | CEN Enquiry (ENQ) | Committee Draft for Vote (CDV) | CLC Enquiry (ENQ) or IEC CDV parallel vote. | Voting and commenting |
| Approval stage | Final Draft International Standard (FDIS) | Formal Vote (FV) | Final Draft International Standard (FDIS) | Formal Vote (FV) or IEC FDIS parallel vote. | Voting |
| Publication | | | | | |
| Review | | | | | |

What should I expect from taking part in international meetings?

One of the most important aspects of being a BSI Committee Member is communication. This means acting as a link between the committee and the organization you represent, putting forward their views to the committee and making sure your colleagues in industry are aware of the activities of the committee.

Communication is also crucial when taking part in international meetings, whether in Europe at CEN and CENELEC or globally at ISO and IEC. You will need to know the UK position, arrived at by consensus in the committee meeting, so that you can represent BSI and then report to the UK committee on the outcomes of the meeting.

Before the meeting

Depending on the type of meeting you are attending, you will be going as either a delegate (part of the UK national delegation) or as a nominated UK expert.

Delegates

When international technical committees or subcommittees meet the national member bodies send a delegation. As a member of a delegation attending a meeting you will represent

BSI and present the agreed UK view. You will be expected to put aside your personal, commercial or nominating organization's views

in order to present the UK position. As a delegate you are elected for one meeting at a time.

The delegation that will attend an international meeting is usually selected at a meeting of the UK committee that is responsible for following the work of the international committee. During this meeting the agenda for the upcoming meeting of the international committee will be discussed and a UK opinion will be agreed. These agreed actions will form the brief to the UK delegation, instructing delegates how to vote where votes are to be taken, and giving guidance as necessary on other agenda items.

As a delegate you need to be confident that you can present the UK view, sometimes in areas where your technical knowledge may be limited.

Experts

When working groups are established to work on specific projects the national members nominate experts. These working groups may also be called project teams or maintenance teams. Experts are nominated for their personal expertise. You are a member of the group and will be expected to provide input based on your own experience and knowledge. You will need to be aware of any established UK view regarding the projects, and while you are under no obligation to represent it, there will be times when it is appropriate to do so.

Working group meetings tend to concentrate on the Standards they are developing. In between meetings, a lot of work can be achieved via email or teleconference. As an expert on the working group you will need to have a clear view on the technical content of papers

circulated before the meeting, noting that it may be necessary to discuss it with your UK committee colleagues.

After the meeting

Whether you attend a meeting as a delegate or as an expert you will be expected to provide timely reports back to the UK committee. These reports should concentrate on the major points of discussions on the agenda items, significant decisions, and anything of particular interest to the UK.

It won't be necessary to provide a verbatim report of discussions, but your report should give an account on how the meeting went for the UK. You should not rely on the international Committee Secretary's official meeting report as this often has a different focus; for example, a document may have half an hour of robust discussion but no decision is made and the international Committee Secretary could report just that. Your report should give more detail on where the items under discussion could impact on the UK, which countries were making particular points, etc.

As soon as possible after the meeting you should provide a report for your colleagues on the UK committee. If more than one UK delegate attends, one of them will be appointed as reporter. While there is no fixed format for this report it is good practice to include at least the following points:

- number and title of the committee meeting that was attended
- date(s) of meeting
- location of meeting (usually the city/town and the country)

- author of the report
- names and affiliations of other UK attendees
- list of the other countries attending and number of delegates/experts
- any additional papers circulated at the meeting
- any items added to the agenda of the meeting
- list of items that were discussed with your view on how they went for the UK with particular emphasis on those items that are of specific interest to the UK
- date and venue for the next meeting.

Your report should enable the UK committee to understand the mood of the meeting together with the strength of support for, or opposition to, UK views.

What is the development process for Standards of UK origin?

Proposal

A proposal for new work is submitted to BSI. Anyone can submit a proposal, whether it is from a member of the committee, a trade association or a member of the public via the Draft Review System.

Project acceptance

A business case is prepared by the committee in conjunction with the Committee Secretary. This is submitted to a BSI acceptance team for consideration. If the project is accepted by BSI a content developer is assigned to the project.

Drafting

Drafting is generally carried out by a small panel of experts, together with the content developer. Several versions of the draft might be produced before it is finalized.

Approval for public comment

The draft is circulated to the panel and its parent committee(s) for approval. Two weeks is generally allowed for this. Then the project proceeds to the next stage which is to seek public comment.

Public consultation

The public comment period of two months enables a broader audience to view the draft. This contributes to making the Standards development process transparent and helps make the resulting Standard acceptable to all stakeholders. Comments on all drafts can be made, by any interested party, through the online Draft Review System.

Comment resolution

The comments received during the public comment period are considered by the panel, with input from the content developer. The draft is amended in line with the decisions taken.

Final approval

A final draft is prepared by the content developer which is circulated to the panel and its parent committee(s) for a two week approval period. Consensus needs to be achieved by the relevant parent committee before the Standard can be signed off for publication.

Endorsement to publish

The Committee Secretary and Chairman of the relevant technical and/or subcommittee endorse the draft for publication. After this, there is generally no further involvement from the panel or committee(s) prior to publication.

Typesetting

The content developer submits the draft-for-publication manuscript to the BSI production team for typesetting.

Publication

The Standard is published and details of the new publication are made available on the BSI Shop and through Update Standards and BSI subscription products (BSI Plus and BSOL). BSI aims to publish new/revised British Standards, Drafts for Development and National Annexes within 12 to 15 months. Published Documents take around 9 months and amendments 6 to 12 months.

Review

Standards are reviewed every five years to ensure their continuing accuracy.

Glossary

Common abbreviations, acronyms and terms

AHG Ad hoc group

AMD Amendment

Ratified supplementary document to a Standard that has already been circulated to national members for national implementation, to be read in conjunction with that Standard and which alters and/or adds to previously agreed technical provisions.

Annex Z

European annex(es), both normative and informative, on normative references to international publications with their corresponding European publications, special national conditions, a-deviations and, in case of candidate harmonized Standards, the relationship with essential requirements of New Approach Directive(s).

BS British Standard

Published UK national Standard, may have either been developed solely for use in the UK or may adopt a European (EN) or International (ISO/IEC) Standard.

BT (CEN/CLC) Bureau Technique (Technical Board)

Technical board established in both CEN and CENELEC to oversee the work programme of each organization.

CD Committee Draft

Drafting stage in the development of ISO and IEC Standards.

CDV Committee Draft for Vote

Stage in the development of IEC Standards, equivalent to ENQ or DIS, in which a draft is made available for an extended comment period, and which attracts a vote from each P-member.

CEN Comité Européen de Normalisation

European Standards body

CENELEC (CLC) Comité Européen de Normalisation Electrotechnique

European body for electrotechnical standardization

CMC CEN Management Centre

Administrative offices of CEN/CENELEC

COR Corrigendum

Supplementary document which corrects one or more errors or ambiguities that were inadvertently introduced in either drafting or printing and which could lead to incorrect or unsafe application of the Standard.

CWA CEN Workshop Agreement

CEN/CENELEC agreement, developed by a workshop, which reflects the limited consensus of identified individuals and organizations responsible for its contents.

DC Draft for Comment

Used in CENELEC and IEC.

DIS Draft International Standard

Stage in the development of an ISO Standard, equivalent to ENQ or CDV, in which a draft is made available for an extended comment period, and which attracts a vote from each P-member.

DPC Draft for Public Comment

Stage in the development of a Standard of UK origin in which a draft is made available to the public for an extended comment period.

ECISS

European Committee for Iron and Steel Standardization

EN Norme Européen (European Standard)

European Standard implemented nationally by all CEN/CLC members as a BS EN/DIN EN/etc.

ENQ Enquiry

Stage in the development of a European Standard, equivalent to DIS or CDV, in which a draft is made available for an extended comment period, and which attracts a vote from each P-member. Also known as prEN.

Essential requirements

Requirements that represent the core of European Union law around which an effective policy has been developed in matters of safety, health and other measures for those areas covered by the New Approach Directives.

FDIS Final Draft International Standard

Final voting stage in the development of ISO/IEC Standards, equivalent to FprEN or FV.

FprEN

Final voting stage in the development of EN Standards, equivalent to FDIS. Also known as FV, Final Vote.

FV Final Vote

Final voting stage in the development of EN Standards, equivalent to FDIS. Also known as FprEN.

Harmonized stage codes

System of numeric codes for stages of the Standards development process to enable unambiguous project data to be interchanged among national, regional and International Standards bodies.

Harmonized Standard

Technical specification adopted by European Standards organizations, developed under a mandate given by the EC and/or EFTA, in support of essential requirements of a New Approach Directive.

IEC International Electrotechnical Commission

Body responsible for international (ie worldwide) electrotechnical standardization.

IPR Intellectual Property Rights

Rights having no tangible form, but representing the product of creative work or invention.

ISO International Organization for Standardization

Body responsible for international (ie worldwide) standardization.

MB Member Body

Organization that acts as the NSB for each national member of ISO, IEC etc.

MT Maintenance Team**NC** National Committee

(IEC and CENELEC term)

NSB National Standards Body

The organization appointed to represent the national member body (e.g. The UK) in ISO and CEN.

NP New work item Proposal**NWIP** New Work Item Proposal**O-member** Observing member

Non-voting (national) member of ISO committee.

P-member Participating member

Voting member of ISO committee.

PAS Publically Available Specification

A sponsored fast-track standard driven by the needs of the client organizations and developed according to guidelines set out by BSI.

PNE Présentation de Normes Européennes

Rules for the structure and drafting of European Standards (PNE-Rules).

PNW Proposed New Work**prEN**

Stage in the development of European Standard, equivalent to DIS or CDV, in which a draft is made available for an extended comment period, and which attracts a vote from each P-member. Also known as ENQ.

PQ Primary Questionnaire

Procedure used for entirely new reference document, in order to find out whether enough interest exists in harmonization of the proposed

subject, the existing degree of national harmonization with the reference document in question and whether that document would be acceptable as EN or TS.

PT Project Team

PWI Preliminary new Work Item

SMB Standardization Management Board
Technical board established by IEC to oversee the work programme.

SC Sub-committee

TC Technical Committee

TMB Technical Management Board
Technical board established in ISO to oversee the work programme.

TR Technical Report
Document containing informative material not suitable to be published as a Standard or a Technical Specification.

TS Technical Specification
Document for which there is the future possibility of agreement on a Standard, but for which at present:

- the required support for approval as a Standard cannot be obtained
- there is doubt on whether consensus has been achieved
- the subject matter is still under technical development, or
- there is another reason precluding immediate publication as a Standard.

UAP Unique Acceptance Procedure

Procedure applied to any type of document, whatever its origin, in order to achieve rapid approval of a European Standard, for which there is an expectation to be acceptable at European level with no, or only minor, change.

WG Working Group**WI** Work Item

Pocket Guide to Standards Development



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