



Standards Council of Canada  
Conseil canadien des normes

International Standards Development  
Operational requirements for granting and  
maintaining SCC/SDO harmonization

CAN-P-1005:2011

2011-12-16



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Operational requirements for granting and  
maintaining SCC/SDO harmonization

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## Table of Contents

Foreword.....	5
Introduction .....	6
Context.....	7
1. Scope.....	8
2. Normative References.....	8
3. Definitions .....	8
3.1 deharmonization .....	8
3.2 Designated Representative (DR) .....	8
3.3 harmonization .....	8
3.4 harmonized committee .....	8
3.5 International Electrotechnical Commission (IEC) .....	8
3.6 International Organization for Standardization (ISO).....	9
3.7 ISO/IEC/JTC1 .....	9
3.8 joint request.....	9
3.9 Program Officer .....	9
3.10 SCC mirror committee .....	9
3.11 SDO committee .....	9
3.12 standards development organization (SDO) .....	9
4. Requesting Harmonization .....	9
4.1 General.....	9
4.2 Request Submission.....	10
5. Granting Harmonization.....	10
5.1 General.....	10
5.2 Operation of a Harmonized Committee.....	11
5.3 SCC Roles and Responsibilities .....	11
5.4 SDO Roles and Responsibilities .....	11
6. Maintenance of Harmonization .....	11
6.1 General.....	11
6.2 Non-Compliance of Harmonization .....	11
6.3 Requests following Deharmonization .....	11
6.4 Relinquishment of Harmonization .....	12
6.5 Transfer of Harmonization .....	12

7. Complaints and Appeals.....	12
7.1 General.....	12
Annex A – Areas of Standards Development .....	13
Annex B – Objectives of Harmonization .....	14
Annex C – Harmonization Application Form .....	15
Annex D – Harmonization Agreement .....	18
Annex E – Appeals Process .....	22
BIBLIOGRAPHY .....	24

## Foreword

The Standards Council of Canada (SCC) is a crown corporation established by an Act of Parliament in 1970 to foster and promote efficient and effective voluntary standardization in Canada. Although financed in part by Parliamentary appropriation, SCC policies and operations are managed independently of Government. The SCC is overseen by a Board of Directors whose membership includes government and private sector representation.

With the goal of enhancing Canada's economic competitiveness and social well-being, SCC leads the efforts of Canadians in the development and use of national and international standards and offers a range of standardization-related programs and accreditation services to both standards development bodies and conformity assessment organizations.

SCC accreditation programs are accessible to all applicants from World Trade Organization (WTO) member economies, as defined by an Order in Council to the *Standards Council of Canada Act*. In accepting applications from outside Canada, SCC respects the International Accreditation Forum's (IAF) Cross Frontier Policy. Additionally, under formal agreements, SCC works in cooperation with foreign accreditation bodies to ensure the effective surveillance of accredited client activities.

SCC program policies and procedures are designed to meet the impartiality, non-discriminatory and conflict of interest requirements of ISO/IEC 17011, *Conformity Assessment – General requirements for accreditation bodies accrediting conformity assessment bodies*. Clients who believe the SCC has failed to comply with these requirements should submit an official complaint in accordance with the most recent version of CAN-P-15, available at [www.scc.ca](http://www.scc.ca).

For more information, visit [www.scc.ca](http://www.scc.ca)

## Introduction

This Canadian Procedural (CAN-P) Document is part of a series of publications issued by SCC, that define the policy and operational requirements for core programs established in support of its mandate. Requests for clarification, amendments or additional copies should be addressed to [info@scc.ca](mailto:info@scc.ca).

SCC accreditation or recognition is a formal attestation of an organization's competence to manage and perform activities defined by its specific program scope. Accreditation or recognition does not function as a guarantee that the services provided by the accredited or recognized organization will satisfy the demands of its clients. Business transactions between these organizations and their clients remain legal matters between the two parties.

Please be aware of the following directives used within this document: "shall" is used to express a requirement that the user *must* satisfy in order to be in compliance with the CAN-P; "should" is used to express a recommendation, or that which is advised but not required; and "may" is used to express an optional, permissible action that the user may undertake within the limits of this CAN-P. Be advised that notes do not contain requirements. The purpose of a note is to simply provide additional information.

A list of all SCC programs and accredited bodies, along with their scopes of accreditation, is publicly available at [www.scc.ca](http://www.scc.ca).



## Context

This is the third revision of CAN-P-1005, retitled *Operational requirements for granting and maintaining SCC/SDO harmonization*. This document has been prepared as a revision to CAN-P-1005B, *Harmonization of National and International Development*.

The concept of harmonization was approved by SCC's Council in 1972. One of the primary objectives of this initiative was to encourage standards development organizations (SDOs) in Canada to move toward the adoption of recognized international standards as a basis of national standards whenever Canadian practices and conditions permit. Refer to Annex B "Objectives of harmonization."

Harmonization was also designed to encourage SDOs to become more knowledgeable of the application of international standards and standards of those countries or regions which may influence development and application of National Standards of Canada. Refer to Annex A "Areas of standards development."

For SDOs to obtain SCC accreditation, they must demonstrate a willingness to take part in the international standards work related to the development of international standards in the subject areas for which the SDO is actively participating.

Harmonization has the effect of concentrating expertise within a single group; interested stakeholders can synchronize communication, with the result of achieving a unified Canadian position. This supports more effective and credible Canadian participation at the international level. As well, it extensively increases the chances that a published international standard will likely be more suitable for Canadian adoption.

This document covers the requirements of harmonization, and may reiterate certain aspects of the referenced CAN-Ps. These CAN-Ps are intended for other purposes, as some of the criteria contained in them may affect the ability of an SDO to apply for harmonization status. It is intended that this document be used in conjunction with the CAN-Ps.

## 1. Scope

This document specifies the operational requirements for requesting, granting and maintaining harmonization.

NOTE: Only accredited SDOs may apply for harmonization.

## 2. Normative References

The following referenced document is applicable to this CAN-P. The latest version applies unless otherwise noted:

CAN-P-7                      *Canadian Participation in ISO and IEC*

## 3. Definitions

For the purpose of this document, the following terms and definitions shall apply:

### 3.1 deharmonization

termination of the harmonization agreement.

### 3.2 Designated Representative (DR)

a person designated by the SDOs involved in joint harmonization requests to be the contact point with SCC.

### 3.3 harmonization

the integration of work related to standards development involving the preparation of national and international standards with the object of achieving the greatest practicable degree of commonality in accordance with policies and procedures of the SCC and the applicable SDO.

### 3.4 harmonized committee

committees where there is integration of work between the SCC mirror committee and the SDO committee related to the development of international and national standards.

### 3.5 International Electrotechnical Commission (IEC)

non-governmental organization composed of national committees, is the body responsible for preparing and publishing International standards for the electrical and electronic fields.

### **3.6 International Organization for Standardization (ISO)**

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

### **3.7 ISO/IEC/JTC1**

a joint technical committee of ISO and IEC. The scope of JTC 1 is standardization in the field of information technology.

### **3.8 joint request**

harmonization request that involves more than one SDO.

### **3.9 Program Officer**

the employee of the SCC assigned the administrative duties of a committee.

### **3.10 SCC mirror committee**

a technical committee established by SCC to facilitate Canadian participation in ISO and/or IEC technical activities.

### **3.11 SDO committee**

a national committee established and maintained by an SDO, 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.

### **3.12 standards development organization (SDO)**

an SCC-accredited organization that assumes (or accepts) responsibility for the development, approval, preparation, publication and maintenance of standards.

Note: In Canada, SDOs are accredited according to the requirements of CAN-P-1, Part 1.

## **4. Requesting Harmonization**

### **4.1 General**

#### **4.1.1 Agreements**

Harmonization agreements shall be established and carried out between SCC and the requesting SDO. The requesting SDO shall submit a Harmonization Application Form. (See Annex C.)

#### **4.1.2 Evidence**

When submitting a request for harmonization, an SDO or DR shall provide the evidence specified in Annex C.

## **4.2 Request submission**

### **4.2.1 Request Form**

The SDO may submit a request for harmonization to the SCC's program manager, International Standards Development, by completing the form provided in Annex C. Requests shall be processed by SCC according to its internal quality management system harmonization process.

### **4.2.2 Requests from Different SDOs**

Where different SDOs express separate interest in harmonization, SCC shall evaluate each request and grant harmonization to one applicant. SCC shall evaluate using the criteria as specified in Clause 4.2.4

### **4.2.3 Joint Requests**

For joint harmonization requests, the SDOs involved shall designate a representative (DR) to submit the request and be the primary liaison contact with SCC for all matters related to the harmonized committee, including, but not limited to, deharmonization.

### **4.2.4 SCC Review**

SCC shall review requests and evaluate using the following criteria:

- A. Completion of the Request Form (Annex C);
- B. SCC mirror committee compliance to CAN-P-7, *Canadian Participation in ISO and IEC*
- C. Subject Area Recognition (SAR) concerns/disputes;
- D. SCC mirror committee leadership views; and

Note: SCC's program manager, International Standards Development, is to consult with the program officer, the SCC mirror committee chair, and vice-chair/designated alternate, if applicable.

SCC shall provide a decision within thirty (30) business days.

### **4.2.5 Communication of Decision**

The program manager, International Standards Development, shall record and communicate the decision to all relevant parties.

## **5. Granting Harmonization**

### **5.1 General**

SCC and the SDO shall use the harmonization agreement as specified in Annex D for harmonizing SCC/SDO mirror committees.

## **5.2 Operation of a Harmonized Committee**

SCC and the appropriate SDO(s) shall be responsible for ensuring that the operation of the harmonized committees is effectively conducted in accordance with the requirements of CAN-P 7, *Canadian Participation in ISO and IEC*.

## **5.3 SCC Roles and Responsibilities**

SCC shall operate in accordance with the roles and responsibilities as specified in Annex D.

## **5.4 SDO Roles and Responsibilities**

The SDO shall operate in accordance with the roles and responsibilities as specified in Annex D, in addition to selecting SCC mirror committee chairs and vice-chairs in accordance with its policies and procedures.

Note 1: The chair position in both committees should be held by the same individual. Similarly, when a vice-chair position exists in both committees, this position should be held by the same individual.

Note 2: In cases where the SDO and SCC chairs wish to maintain their leadership positions on their respective committees, the SCC mirror committee chair should become the SDO committee vice-chair, and the SDO chair should become the SCC mirror committee vice-chair.

# **6. Maintenance of Harmonization**

## **6.1 General**

An SDO that has been granted harmonization shall continue to adhere to the requirements specified in this document.

## **6.2 Non-Compliance of Harmonization**

Deharmonization shall occur due to:

- A. non-compliance with the requirements specified in this document;
- B. failure to provide a satisfactory response; or
- C. relinquishment

SCC's program manager, International Standards Development, shall provide written notice to the SDO or DR when it has failed to carry out the responsibilities specified in subsection 5.4. The SDO or DR shall have 30 days to provide a satisfactory written response.

## **6.3 Requests Following Deharmonization**

Following deharmonization, any SDO or DR may resubmit a request for harmonization in accordance with Clause 4.2.1.

#### **6.4 Relinquishment of Harmonization**

To relinquish harmonization, the SDO or DR shall provide written notice to SCC and the affected committee.

#### **6.5 Transfer of Harmonization**

Transfer of harmonization shall not be permitted.

### **7. Complaints and Appeals**

#### **7.1 General**

Complaints from the general public on harmonization decisions shall be forwarded to the applicable SDO for resolution.

Complaints from accredited SDOs on harmonization decisions shall be processed by SCC according to its internal quality management system complaints process. A decision shall be provided by SCC. The SDO may appeal this decision by following the process detailed in Annex E.

Complaints received by SCC after an SDO has provided a decision on a complaint from a person shall also be processed by SCC according to SCC's internal quality management system complaints process. A decision shall be provided by SCC. The complainant may appeal this decision by following the process detailed in Annex E.

## **Annex A – Areas of Standards Development**

(INFORMATIVE)

- A.1 The three main areas of standards development are: national, regional and international.
- A. National standards development is the responsibility of SDOs. To facilitate standards development, the SDOs maintain standards development committees comprised of technical experts from all relevant stakeholder categories.
  - B. Regional standards development is the responsibility of regional standards development organizations. Some regional development activities may be coordinated by regional organizations that do not develop standards but which are supportive in furthering standardization. SCC and the SDOs participate in these regional organizations, as appropriate.
  - C. International standards development is the responsibility of international standards development organizations, such as ISO and IEC. As the Canadian member body to ISO and sponsor of the IEC, SCC participates in the development of these standards through the management of its mirror committees, and the holding of secretariats.

## **Annex B – Objectives of Harmonization**

(INFORMATIVE)

- B.1 It is the objective of SCC that the national and international standards committee work should be integrated to the greatest extent possible.
- B.2 Because the scopes of some SCC committees may not correspond to the scopes or range of interests of some SDO committees, flexibility in the structure and the responsibilities of these committees may be necessary to achieve the desired harmonization of Canadian standards activity. Harmonization of a Technical Committee (TC) or a Subcommittee (SC) may occur independently of each other.
- B.3 The following objectives, without being exclusive, should be considered in the harmonization of national and international standards work:
  - A. Reduce the duplication of effort in the preparation of standards, and make the most effective use of all resources available for standards activity and thereby provide a single comprehensive source of information and expertise.
  - B. Minimize the likelihood of undertaking international commitments which cannot be implemented nationally.
  - C. Maximize the input from Canadian standards activity and Canadian requirements into international standards.
  - D. Maximize the input of international standards activity into National Standards of Canada.
  - E. Enhance the communication among all involved in Canadian national and international standards work.
  - F. Establish committees with organizational structures and methods of operation which will enhance their responsiveness to both national and international demands.
- B.4 Interest in harmonization may originate from any interested stakeholder; the request should be made through an accredited SDO. (See Clause 4.2.)



## Annex C – Harmonization Application Form

(NORMATIVE)

The applicant shall complete this form and, accompanied with any relevant supporting documentation, submit to the program manager, International Standards Development.

### 1. Contact Information

Full name: \_\_\_\_\_ Date \_\_\_\_\_  
*Last First* *YYYY/MM/DD*

Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street address Unit / Suite #*

\_\_\_\_\_ *City Province / State Postal / ZIP code*

Phone: ( ) \_\_\_\_\_ Email address: \_\_\_\_\_

Fax: ( ) \_\_\_\_\_

Additional contact person \_\_\_\_\_

### 2. SCC Committee(s) Details

**Technical Committee Program**

- ISO (Includes JTC 1)

- IEC

Parent SCC mirror committee Title

Subcommittee Title

Subcommittee Title

Subcommittee Title

Subcommittee Title

Subcommittee Title

### 3. SDO Committee(s) Details

Parent committee Title

Subcommittee Title

Subcommittee Title

- Subcommittee      Title
- Subcommittee      Title
- Subcommittee      Title

#### 4. Current Development Activities

Provide details of the technical activity(ies) of each of the proposed committees listed.

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#### 5. Related Development Activities

Provide details of any relevant, related technical activity(ies).

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#### 6. Committee Support

Provide details of the support from the committee(s) involved in the request.

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#### 7. Resources

Describe the resources committed to the proposed harmonization activity.

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#### 8. Cooperation and Liaison

List relevant organizations with which cooperation and liaison exist.

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**9. Joint Harmonization Requests**

If applicable, describe the coordination of the operation details of the request.

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**10. Signature, Date**

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

YYYY/MM/DD

**11. Enclosure**

List of enclosed documents

\_\_\_\_\_

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## Annex D – Harmonization Agreement

(NORMATIVE)



**Standards Council of Canada**  
**Conseil canadien des normes**

### HARMONIZATION AGREEMENT

#### AGREEMENT NO.

This agreement is dated as of \_\_\_\_\_ by and between the Standards Council of Canada (“**SCC**”), located at 270 Albert Street, Suite 200, Ottawa, Ontario, Canada K1P 6N7, and \_\_\_\_\_, located at \_\_\_\_\_

#### Interpretation

1 In this contract:

- (a) “CAN-P-1005” refers to the current edition of the document *Operational requirements for granting and maintaining SCC/SDO harmonization*;
- (b) "Harmonization" refers to the integration of work related to the preparation of national and international standards, with the object of achieving the greatest possible degree of commonality in accordance with approved policies and procedures of the National Standards System;
- (c) "Program Officer" refers to the SCC employee assigned the administrative duties of a committee.

#### Recital

SCC has conducted a review of the harmonization request and has determined that the SDO or designated representative has complied with all the criteria required for harmonization; therefore, SCC and the SDO desire to enter into this harmonization agreement.

#### Agreements

In consideration of the recitals and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

2 SCC undertakes to provide the following activities:

- (a) Committee membership
  - (i) Forward all requests for membership to the SDO or DR.
  - (ii) Provide electronic workspace registration information and assistance to new members.
  - (iii) Maintain up-to-date membership contact Information in electronic workspace, and inform SDO or DR accordingly.

	<ul style="list-style-type: none"><li>(iv) Conduct annual membership review in collaboration with the SDO or DR.</li><li>(v) Notify the SDO or DR of administrator changes.</li><li>(vi) SCC shall reserve the option to appoint and remove SCC mirror committee members, including chairs/vice-chairs/designated alternates, of harmonized committees, in consultation with the SDO, if deemed necessary. The SDO national committee membership may remain unaffected and unchanged.</li></ul>
	(b) International Response Documents <ul style="list-style-type: none"><li>(i) Distribute international documents to SCC mirror committee members.</li><li>(ii) Submit the final Canadian position to the appropriate international contact.</li><li>(iii) Submit correspondence related to international response documents.</li></ul>
	(c) CAC/CSC Meetings <ul style="list-style-type: none"><li>(i) Participate in meetings as required.</li><li>(ii) Provide orientation and electronic workspace training as needed.</li></ul>
	(d) International Meetings <ul style="list-style-type: none"><li>(i) Consider and act on accreditation requests received from the SCC mirror committee chair.</li><li>(ii) Be responsible for applicable international requirements that ensure Canadian participation at international meetings.</li></ul>
3	The SDO undertakes to provide the following activities:
	(a) Committee membership <ul style="list-style-type: none"><li>(i) Approve membership in accordance with the SDO's policies and procedures.</li><li>(ii) Provide the contact information of approved members to the appropriate SCC program officer.</li><li>(iii) Maintain up-to-date membership contact information and inform the appropriate SCC program officer accordingly.</li><li>(iv) Conduct an annual membership review in collaboration with SCC.</li><li>(v) The membership of the SCC mirror committee should be identical to that of the SDO committee. When differences in the SCC mirror committee and SDO committee scopes exist, identical membership may not be possible or practical. For these situations, the harmonized membership should be identical to the extent possible.</li><li>(vi) Notify the SCC program officer of administrator changes</li></ul>
	(b) International Response Documents <ul style="list-style-type: none"><li>(i) Assist the SCC mirror committee chair with compilation of comments/Canadian positions.</li><li>(ii) Ensure the Canadian position is provided to the SCC program officer within the required timelines.</li><li>(iii) Channel correspondence related to the international response documents through the SCC program officer.</li></ul>

- (c) CAC/CSC Meetings
  - (i) Call and coordinate meetings as required and in accordance with the SDO's policies and procedures.
  - (ii) Provide meeting agendas and minutes to SCC mirror committee members and the appropriate SCC program officer.
- (d) International Meetings
  - (i) Assist the SCC mirror committee chair to formulate and provide the Canadian delegation list to the appropriate SCC program officer within the required timelines.

**Notices**

4 Wherein this agreement any notice or communication is required to be given by either party, it shall be in writing and is effective if delivered by electronic mail, addressed to the party for whom it is intended at the contact information mentioned in this agreement. The contact information of either party may be unilaterally changed by notice in the manner set out in this Article. Notice shall be deemed to be received on the date it is given.

**Termination or Relinquishment**

- 5 SCC may, by giving written notice with reasons to the SDO, terminate all parts of the work.
- 6 Additionally, the SDO can relinquish all parts of the work, by giving written notice to SCC, and shall inform the membership via the appropriate electronic workspace.
- 7 The SDO may appeal an SCC decision, by giving written notice to the Standards Operations Director.

**Records Management**

8 The SDO recognizes the absolute confidentiality of records and other documentation or information collected or developed as part of the execution of the work of this agreement. All such documentation and information shall be maintained and protected as confidential, and such records or information shall not be divulged to any other party except following the administrative practices of the SCC.

**Final and General Provisions**

- 9 Neither amendment of this agreement nor waiver of any of the terms shall be deemed valid unless effected by a written amendment that is signed by both parties.
- 10 Should the SDO terminate its standards development activities prior to the completion of the agreement, a termination notice pursuant to Article 5 will be deemed to take effect upon the date of termination.
- 11 This agreement may not be assigned by the SDO. Any assignment is void and of no effect.
- 12 This agreement constitutes the entire agreement between the parties and supersedes all previous agreements for the same work.
- 13 Signatures

<b>SCC committee(s) number and title</b>
<b>SDO committee(s) number and title</b>

<b>Comments</b>		
<b>SDO name</b>		
<b>SDO representative name</b>	<b>Date</b>	
<b>Signature</b>		
<b>Standards Council of Canada</b>		
<b>Program Manager, International Standards Development</b>	<b>Date</b>	
<b>Signature</b>		
<b>Director, Standards Operations</b>	<b>Date</b>	
<b>Signature</b>		

## **Annex E – Appeals Process**

(NORMATIVE)

### **E 1 General**

- E 1.1 The appeal process shall be handled as an independent review and evaluation of a decision made by SCC that affects the harmonization of an SCC mirror committee
- E 1.2 Any individual may appeal a decision which has been provided on an SCC mirror committee harmonization complaint.
- E 1.3 The appellant shall select an assigned action officer (AAO) or a Board to review and evaluate the appeal. When the appellant selects a Board, a hearing may be requested.

### **E 2 Process**

- E 2.1 Appeals shall be submitted in writing to the Chief Executive Officer (CEO) of SCC within 30 days of the decision. All relevant supportive documentation shall be included in the appeal submission. The CEO shall review the request and deem it complete.
- E 2.2 The AAO or Board shall review all pertinent information and submit a report of the findings, with recommendation, to the CEO. The AAO shall provide the report within 10 normal working days, whereas the Board shall provide it within 30 days.
- E 2.3 The CEO shall review the report and recommendation and provide a final decision.
- E 2.4 The CEO shall inform the appellant of the decision.

### **E 3 Selection of AAO or Board members**

- E 3.1 Person(s) appointed to handle an appeal shall be selected on the basis that they possess the knowledge, training and experience to review and evaluate the subject of the appeal and be independent of any issues and activities leading to the appeal. They shall have no conflicts of interest with the parties involved.
- E 3.2 Members of appropriate SCC advisory committees, mirror committees, working groups or task groups who are not directly involved with the committee(s) under review may be considered for selection.

### **E 4 Appointment of AAO or Board**

- E 4.1 When an AAO is selected by the appellant, the CEO shall appoint an AAO within 10 days of receipt of a complete application for appeal.



E 4.2 When a Board is selected by the appellant, the CEO shall appoint a Board within 30 days of receipt of a complete application for appeal. The CEO shall also appoint an SCC staff member to act as recording secretary to the Board and be responsible for arranging hearings, should they be necessary.

E 4.3 The Board shall consist of three to five members. The CEO shall appoint one of these members as chair.

**E 5 Financial Costs for Appeals and Hearings**

E 5.1 There shall be no cost to the appellant to have an appeal reviewed and evaluated by an AAO, provided the AAO is an SCC employee, and provided there are no travel expenses to be incurred. If applicable, an estimate of costs shall be provided at the time of appointment of the AAO.

E 5.2 When a Board has been selected, a cost estimate shall be provided to the appellant at the time of appointment of the Board. The appellant may be requested to submit a deposit in advance.

E 5.3 The Board cost estimate may include applicable costs for time, travel, accommodation and meals of Board members and SCC staff required to attend a hearing. The estimate may also include cost of special meetings of Council.

E 5.4 Upon the communication of the final decision, the appellant shall forfeit any deposit and pay any amount over and above the initial deposit with within 30 days.

**E 6 Indemnifications and Liability**

E 6.1 To the extent permitted by law and subject to and conditional upon any consent or approval required to be obtained from any governmental authority, a complainant or appellant agrees to release and to indemnify and hold harmless SCC and its employees, contractors and subcontractors from any losses, damages, claims, liability, causes of action or demands or all costs and expenses incidental thereto (including costs of defence, settlement and reasonable attorney's fees) arising out of or resulting from or in any way related to a breach, default, performance or non-performance of the obligations of the parties involved in the complaint or appeal.

E 6.2 The appellant shall maintain adequate and appropriate general liability insurance and professional liability insurance which specifically includes these obligations in its scope of coverage, or shall have appropriate self-insurance.

## **BIBLIOGRAPHY**

- [1] CAN-P-1: *Canadian Standards Development System Requirements*
- [2] CAN-P-7: *Canadian Participation in ISO and IEC*





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