



Standards Council of Canada
Conseil canadien des normes

Canadian Standards Development System Requirements

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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.

For more information, visit www.scc.ca.

Introduction

This Canadian Procedural (CAN-P) Document is part of series of publications issued by the Standards Council of Canada (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.

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.

Context

This document supercedes CAN-P-1F – *Accreditation of Standards Development Organizations* (June 2008) and CAN-P-2F – *Requirements and Procedures for the Request for, Development, Approval, Preparation, and Maintenance of National Standards of Canada* (May 2006).

As part of the coordination of the national standardization network, the Standards Council of Canada (SCC) is responsible for providing requirements for the accreditation of Standards Development Organizations (SDOs) and for the approval of National Standards of Canada (NSCs).

The SDO accreditation requirements are contained in the first section of this document. To ensure that standards development in Canada is in line with accepted international standards best practices these requirements are derived from World Trade Organization Technical Barriers to Trade (WTO/TBT), Annex 3 provisions, and ISO/IEC Guide 59 requirements. Traditional Canadian consensus principles of equal access and effective participation by concerned interests, balance of interests, and a mechanism for dispute resolution are also included as requirements of accreditation.

The requirements for the approval of NSCs are provided in the second section of this document. These additional requirements ensure the standard that has been developed under the accreditation requirements is further refined to meet specific Canadian needs.

The accredited SDOs are responsible for the development, publication and maintenance of SDO standards and NSCs. At the international level, the International Organization for Standardization (ISO), the International Electrotechnical Commission (IEC), and the International Telecommunications Union (ITU) are responsible for the development of voluntary standards.

Standards play an important role in facilitating trade and commerce within and between all countries of the world. In addition, Canadian standards advance the national economy, benefit the health, safety and welfare of the public and the environment, and assist and protect consumers.

SCC promotes the use of ISO/IEC Guides and International Standards which provide requirements for consideration in the drafting of standards. These documents deal in aspects such as participation, safety, social and environmental issues. To obtain access to these guides contact the Program Manager, Canadian Standards Development.

Principles

An important facet of the Canadian standards development system is the use of the following principles:

1. Consensus Process;
2. Equal access and effective participation by concerned interests;
3. Respect for diverse interests and identification of those who should be afforded access to provide the needed balance of interests;
4. Mechanism for dispute resolution;
5. Openness and Transparency;
6. Open access by interested parties to the procedures guiding the standards development process;
7. Clarity with respect to the processes; and
8. National interest consideration as the initial basis for the development of standards in Canada.

Part 1

Requirements for Accreditation as a Standards Development Organization

1. Scope

This part specifies the requirements for an SDO seeking accreditation in Canada by the SCC. Accreditation covers the consensus building process and its products, including activities leading to the publication of NSCs and other products.

In this document, the use of the word “standard” also refers to other “consensus-based products”.

2. Normative References

ISO/IEC Guide 59:1994, Code of good practice for standardization

ISO Guide 69: Harmonized stage code system (Edition 2) – Principles and guidelines for use

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

3. Definitions

For the purpose of this part, the following terms and definitions shall apply.

3.1 accreditation

The formal recognition of the competence of an organization to carry out specific functions in accordance with established criteria.

Note: Where such accreditation has been accorded by the SCC, the organization accredited is a component of the national standardization network.

3.2 adoption

The publication of a National Standard of Canada based on a relevant International Standard.

Note: The adoption can be identical, or contain deviations to suit national conditions.

3.3 amendment

Modification, addition or deletion of specific parts of the normative content of a standard.

Notes:

(1) The results of amendment are usually presented by issuing a separate amendment sheet to the standard.

- (2) “Technical Corrigenda” may be interpreted to mean amendment for the context of this document.

3.4 balanced representation

A representation of interest groups in a technical committee such that no single category of interest can dominate the voting procedures. Typically, the interest groups are categorized as follows: general interest, producer, regulator, and user.

- 3.4.1 general interest: those with a demonstrated interest and relevant expertise and are not associated with the production, distribution, direct use, or regulation of the product(s), material(s), or service(s).
- 3.4.2 producer: those who are predominantly involved in production (i.e. manufacture), promotion, retailing, or distribution of the subject product(s), material(s) or service(s).
- 3.4.3 regulator: any federal, provincial, municipal, other government body, or body/authority designated by a government responsible for regulating the acceptability, sale or use of the subject products, materials or services and those enforcing these rules and regulations.
- 3.4.4 user: those who predominantly represent end users of the subject product(s), material(s), or service(s) and who are not involved in any way in production and/or distribution of the subject product(s), material(s), or service(s).

Note: Consumers are one type of end user and may be defined as individual members of the general public, or consumer organizations, purchasing or using property, products or services for private purposes

3.5 conformity assessment

The practice of determining whether a product, service, or system meets the requirements of a particular standard.

3.6 consensus

General agreement, characterized by the absence of sustained opposition to substantial issues by an important part of the concerned interest and by a process seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

Notes:

- (1) Consensus need not imply unanimity.
- (2) Sustained opposition is not intended to provide a “veto” to any one party.

3.7 consensus standardization process

The process based on the principles of consensus as applied in Canada for developing standards.

3.8 consensus-based product

A document prepared or reviewed by an SCC-accredited SDO.

3.9 corrigenda

A non-technical error in a published work discovered after publication and shown with its correction on a separate sheet.

Note: Errata is a synonym for corrigenda.

3.10 harmonization

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

Note: Harmonization of SCC Mirror Committees with the technical committee of an SCC accredited SDO is done in accordance with CAN-P-1005 – *Operational requirements for granting and maintaining SCC/SDO harmonization*.

3.11 international standard

A standard that is published by an international standardizing/standards organization and made available to the public.

3.12 International Standard

International standard where the international standards organization is ISO or IEC.

3.13 International Electrotechnical Commission (IEC)

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

3.14 International Organization for Standardization (ISO)

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

3.15 joint technical committee

A technical committee established by ISO and IEC to work as a single committee when a topic of interest arises that is relevant to both organizations.

3.16 maintenance of standards

The action by the technical committee of reviewing a standard which results in its reaffirmation, amendment, publication as a new edition or withdrawal.

3.17 National Standards Body (NSB)

Standards body recognized at the national level that is eligible to be the national member of the corresponding international and regional standards organizations.

3.18 National Standard of Canada (NSC)

A standard prepared or reviewed by an accredited SDO and approved by the SCC, according to the NSC approval requirements.

Note: The term “National Standard of Canada” has been registered by the SCC under the Trade Marks Act.

3.19 national standardization network

Canada’s network of people and organizations involved in standardization activities coordinated by the SCC. The network is composed of SCC accredited SDOs, bodies providing certification of products, services, personnel and management systems, inspection bodies and calibration and testing laboratories. It also encompasses SCC Mirror Committees for international standardization.

3.20 new edition

A standard that has been formally revised and is issued with the same identification as its predecessor but with a new date, and incorporates previous amendments and other changes.

3.21 performance requirements

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

3.22 public review

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

3.23 reaffirmation

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

3.24 regional standard

Standard that is developed or adopted by regional standardization/standards organization and made available to the public.

3.25 regional standardizing organization body

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

3.26 regulation

A document specifying mandatory rules created by an authority through the powers established under legislation.

3.27 SCC Mirror Committee

A technical committee established by the SCC to facilitate Canadian participation in ISO and IEC technical activities.

3.28 second level review

Verification, conducted by the SDO at the end of the technical approval stage, to ensure compliance with the standards development process requirements.

3.29 standard

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

Note: Standards should be based on the consolidated results of science, technology and experience and aimed at the promotion of optimum community benefits.

3.30 standardization

Activity of establishing, with regard to actual or potential problems, provisions for common and repeated use, aimed at the achievement of the optimum degree of order in a given context.

Notes:

- (1) In particular, the activity consists of the processes of formulating, issuing and implementing standards.
- (2) Important benefits of standardization are improvement of the suitability of products, processes and services for their intended purpose, prevention of barriers to trade and facilitation of technological cooperation.

3.31 standards development

Process based on the principles of consensus, as applied in Canada, for the approval, preparation, publication, and maintenance of standards.

3.32 Standards Development Organization (SDO)

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

3.33 SDO standard

A standard prepared and approved by an SCC-accredited SDO according to its policies and procedures.

3.34 subject area

A clearly defined field of standards development activity identifying the specific parameters to be covered.

3.35 technical committee

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

3.36 technical regulation

A regulation that provides technical requirements, either directly or by referring to or incorporating the content of a standard, technical specification or code of practice.

Note: A technical regulation may be supplemented by technical guidance that outlines some means of compliance with the requirements of the regulation, i.e. deemed-to-satisfy provision.

3.37 technical requirements

(See “Technical Specification” for basis).

3.38 technical specification

Document that prescribes technical requirements to be fulfilled by a product, process or service.

Notes:

- (1) Technical specification should indicate, whenever appropriate, the procedure(s) by means of which it may be determined whether the given requirements are fulfilled.
- (2) A technical specification may be a standard, a part of a standard or independent of a standard.

3.39 work program

A document included as a requirement in the WTO/TBT “Code of Good Practice for the Preparation, Adoption and Application of Standards”. The Work Program is published by the SDO. Requirements for the content and notice of the existence of the Work Program are included in the WTO/TBT Annex 3.

3.40 withdrawn standard

A standard deemed no longer valid by an accredited SDO.

4. General Requirements

4.1 Consensus Process

The SDO shall provide a consensus process in the development of its standards and other products.

4.2 National Interest

The SDO shall identify the manner in which Canadian interests have been considered in arriving at decisions during the development and maintenance of a standard. This is not intended to preclude the development of sectoral or Canadian regional standards.

The following primary objectives shall be considered to the extent possible as appropriate to the subject of the standard:

4.2.1 National Economy

Standards should be developed with the objective of advancing the national economy. The strength of the Canadian economy and the standard of living of its citizens depend on the ability of Canadian businesses to compete in domestic and global markets and support innovation in the face of increasing globalization and competition from foreign producers.

4.2.2 Sustainable Development

Standards should be developed with the objective of reducing the consumption of energy and preserving scarce resources in order to minimize the burden on the environment.

4.2.3 Health, Safety and Welfare

Standards should be developed to benefit the health, safety and welfare of workers and the public. Due consideration shall be given to any potential health and safety hazards.

4.2.4 Consumers

Standards should be developed to assist consumers by facilitating choice, promoting consistent design quality, and providing consumers with safer, healthier and more environmentally sound products and services.

Note: Trade is another primary objective when considering the national interest and is included in clause 4.8.

4.3 Avoiding Duplication

SDOs shall make every effort to avoid duplication of, or overlap with the work of other SDOs in Canada or with the work of relevant international or regional standardizing bodies.

Note: For national standards development, this concept is known as, subject area of responsibility, and is detailed in CAN-P-1006 “*Granting and Maintenance of Primary Responsibility for Subject Areas*”.

4.4 Work Program

4.4.1 Frequency

At least once every six months the SDO shall publish a work program containing the SDO’s name and address, the standards it is currently preparing and the standards it has published in the preceding period.

4.4.2 Content

The work program for each standard shall indicate, in accordance with ISONET rules (see Annex A):

- the classification relevant to the subject matter (the International Classification for Standards, “ICS”);
- the development-stage code, based on the ISO/IEC stage identification system (see ISO Guide 69, *Harmonized Stage Code System* (Edition 2) *Principles and Guidelines for Use*);
- references to any International Standards taken as a basis, and

- the SDO shall notify SCC at the time of publication of its work program. The notice shall contain:
 - the name and address of the SDO;
 - the name and issue of the publication in which the work program is published;
 - the period to which the work program applies;
 - its price (if any); and,
 - how and where it can be obtained.

4.4.3 Availability

A notice of the existence of the work program shall be published in a national publication of standardization activities. Upon the request by any interested party, the SDO shall promptly provide or arrange to provide a copy of its most recent work program. Any fees charged for this service shall, apart from the real costs of delivery, be the same for foreign and domestic parties.

4.5 International Harmonization

When international standards exist or their completion is imminent, they, or their relevant parts, shall be used as the basis for corresponding Canadian standards, except where such international standards or relevant parts would be ineffective or inappropriate. This includes for instance, an insufficient level of protection, fundamental climatic, geographical factors or fundamental technological problems.

4.6 Standards Harmonization With International Community – Participation

The SDO shall give priority to participating within the limits of its resources, in the preparation of international standards regarding subject matter for which it has, or expects to, develop or adopt.

4.7 Performance Based Standards

The requirements of standards shall be expressed in terms of performance rather than design or descriptive characteristics whenever possible.

4.8 Trade

Standards should be developed to meet the needs of the market-place and should contribute to advancing trade in the broadest possible geographic and economic contexts. The SDO shall ensure that standards are developed so as not to create unnecessary obstacles to international and/or inter-provincial trade.

The SDO shall take action to resolve identified inadvertant impediments or inhibitions to trade.

4.9 Place of Origin

Standards shall not be developed to discriminate among products on the basis of the place of origin.

SDOs shall take action to resolve identified instances of unjustified discrimination, and remove the potential for future instances.

4.10 Price Fixing

Standards shall not be developed as a means to fix prices, nor to exclude competition or otherwise inhibit commerce beyond what is necessary to meet requirements of relevant technical regulations or other legitimate sectoral or local requirements for compatibility, environmental protection, health and safety.

4.11 Protection Against Misleading Standards

SDOs shall ensure that the process to develop standards minimizes the possibility that the standards may be used to mislead consumers and other users of a product, process or service addressed by the standard.

SDOs shall take action to resolve identified instances of standards being used to mislead.

4.12 Patents

SDOs shall have a patent policy which restricts the inclusion of patented items in a standard unless the use of a patented item is justifiable for technical reasons and the rights holder agrees to negotiate licenses with interested applicants, wherever located, on reasonable terms and conditions.

Note: See ISO/IEC Directives Part 1, 8th edition, 2011, *Procedures for the technical work, Annex I - Guidelines for the Implementation of the Common Patent Policy for ITU-T/ITU-R/ISO/IEC* for guidance on patent policy.

4.13 References to Certification or Administrative Requirements

Administrative requirements relating to conformity assessment and marks of conformity or other non-technical issues should be presented separately from technical and/or performance requirements.

4.14 Standards for Conformity Assessment

Standards intended for conformity assessment shall contain a clear statement to that effect in the introductory pages. Standards shall be based on requirements which are stated to the extent possible in measurable terms, and the basis for such requirements shall be provided.

4.15 Bilingual Safety Markings

When the technical committee requires the inclusion of safety markings in the normative section of a standard to address safety issues, their provision shall be bilingual.

4.16 Conflict of Interest

The SDO shall exercise due diligence to verify that members have no conflict of interest in carrying out their roles and responsibilities on the technical committee.

5. Structural And Resource Requirements

5.1 Canadian Presence

The SDO shall be actively developing and maintaining standards in Canada and demonstrate a standards interest of relevance to Canada.

5.2 Legal Responsibility

The SDO shall be a legal entity, or a defined part of a legal entity, such that it can be held legally responsible for all standards development activities.

Note: A governmental SDO is deemed to be a legal entity on the basis of its governmental status.

5.3 Separation of Management Activities

The SDO, if involved in certification, quality system registration or similar activities shall demonstrate a clear separation of the management and policy making functions of such activities from those of standards development. The SDO shall demonstrate compliance by reference to policy, organizational or procedural documents.

5.4 Continuity of Operations

The SDO shall:

- have a structure and available resources providing assurance on the stability and continuity of its operations;
- have available information on its future plans regarding the development and maintenance of standards; and,
- maintain expertise for the development and the maintenance of standards.

5.5 Staff Competence

The SDO shall have sufficient and competent staff to manage and support its standardization program and activities. Staff shall be knowledgeable about

standardization including related matters of principles, policies and techniques, as required.

5.6 Facilities

The SDO shall have appropriate facilities to manage its standardization and its activities.

5.7 Record Keeping

The SDO shall prepare and maintain adequate records of standards development activities.

6. Consensus Process Requirements

6.1 Documented Processes Based on Consensus

The SDO shall have documented processes for the development, maintenance, publication and distribution of standards. The processes shall be documented in written procedures. Procedures for standards development and maintenance shall be based on the consensus principle. Upon request, copies of the procedures shall be available to interested parties in a reasonable and timely manner. SDOs shall keep SCC updated on its procedures.

6.2 Proposals for Development of Standards

Proposals for the development of new or revised standards, when submitted according to appropriate procedures by any person or organization, wherever located, shall be given prompt consideration.

6.3 Equal Access and Effective Participation to the Standardization Process by Concerned Interests

Participation in standardization processes shall be accessible to materially and directly affected persons and organizations. Participation on technical committees is subject to maintenance of a reasonable balance and size of committee. This shall be identified in the SDO procedures.

Ensuring effective participation requires sufficient resources, equal access to information and understanding of the process by all parties. SDOs shall provide evidence of best efforts to address the challenges of finding resources for participation.

6.4 Balance of Interests

SDOs shall provide for balanced representation of interest categories, typically general interest, producers, regulators, and users. This shall reflect Canadian national interest.

Where consumer and public interest representation would provide the needed balance of interests, SDOs shall identify and make efforts to secure support for equal access and effective participation of such interests.

Notes:

- (1) This does not require the SDOs to provide financial support from their operating budgets.
- (2) Foreign nationals are permitted to participate by exception, such as when there are few or no producers in Canada.

6.5 Use of ISONET Development Stage Code System

SDOs shall use the International Classification for Standards (ICS) and the ISONET development-stage code system.

6.6 Notification Requirements

As part of the requirement for SDOs to provide reasonable access for all potential stakeholders to participate in the process of standards development, the public shall be notified at specific milestones in the development process, including:

- at the inception of a new standard, new edition, amendment, reaffirmation or withdrawal of an already published standard;
- when the draft is available for public review; and,
- at the time of publication of the approved new standard, new edition, amendment, reaffirmation or withdrawal.

6.6.1 Notice of Intent

When beginning the process of developing or adopting a new standard, new edition, amendment, reaffirmation or withdrawal of an already published standard, the SDO shall inform the public, by appropriate notification in its own or other publications, or by electronic means, of its intent to proceed with such development or adoption.

6.6.2 Notice of Public Review

At an appropriate time during the development of a new standard or new edition and before technical committee approval, the SDO shall offer the draft for public review for a minimum of 60 calendar days by notification in its own or other publications, or by electronic means. This period may be shortened in cases where urgent problems related to health, safety, or the environment are or may be involved.

On request of any interested party the SDO shall promptly provide, or arrange to provide a copy of the draft standard it has submitted for comments. Any fees

charged for this service shall, apart from the real cost of delivery, be the same for foreign and domestic parties.

Comments received on drafts through the public review process shall be considered, and responded to, if requested. Such responses shall include reasons for deviations from relevant international standards, if requested.

6.6.3 Notice of Completion

The SDO shall notify the public of completion of the standardization activities for the particular standard. Such notice shall be given in its own or other publications, or by electronic means. Published standards may be commented on at any time, and such comments shall be referred to the responsible technical committee for consideration as appropriate.

6.6.4 Notice of Withdrawal

The SDO shall notify SCC when it has decided to withdraw a standard.

6.7 Approval Process

The approval process shall be based on evidence of consensus which is appropriate to the scope and intended application of the standard.

Note: The process is not to be used to block or obstruct the promulgation of standards.

6.8 Second Level Review

The SDO's procedures shall have at least one level of review and approval beyond the technical approval level.

6.9 Publication Process

Consensus based products shall only be published when formally approved in accordance with the requirements of the SDO. They shall be published promptly, and be made available under reasonable terms and conditions to any person, wherever located. Any fees charged for this service shall, apart from the real costs of delivery, be the same for foreign and domestic parties.

6.10 Maintenance of Standards

All standards shall be reviewed on a periodic basis to ensure they remain current and technically valid. A review may result in the standard being: reaffirmed, published as a new edition, amended, or withdrawn. The outcome of the review shall be implemented in a timely manner.

Note: SDO standards identified as fitting in the SDO stabilized category are permitted to follow the pre-determined review time frame set out by the SDO under the terms of the established SCC criteria.

6.11 International Inquiries on Code of Good Practice

The SDO shall afford sympathetic consideration to, and adequate opportunity for, consultation regarding representations made with respect to compliance with WTO/TBT Annex 3 presented by standardization bodies of the international community who have accepted the Code of Good Practice. The SDO shall make an objective effort to resolve any complaints.

6.12 Information Requests

The SDO shall be prepared, and shall confirm willingness to make provision for public examination of technical committee membership rosters (name, affiliation and geographic location) on request, within the limits of privacy legislation.

The titles of specific draft standards shall, upon request, be provided in either of Canada's official languages.

6.13 Mechanism for Dispute Resolution (Complaints and Appeals Mechanism)

SDO documented procedures shall contain provisions for dealing with complaints and handling appeals.

Notes:

- (1) Complaints may be either of a substantive (technical) or procedural nature. Appeals are procedural in nature, and are launched as a result of decisions which the appellant considers to be procedurally in error.

These procedures shall:

- provide impartial treatment;
 - deal with complaints and appeals promptly;
 - provide accessibility to the process to materially interested parties;
 - be made readily available to the public; and,
 - identify SCC's role in the appeal process.
- (2) The final SDO decision on an appeal may be appealed within 90 calendar days to SCC's Chief Executive Officer.

Annex A: Standards and Standards-Related Information Systems and Services in ISONET

(INFORMATIVE)

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

ISONET depends on the principle that in each country there is a body, usually the ISO member body, with a wide knowledge of standardizing and regulatory activities in the country concerned. As a party to ISONET it agrees to expand this knowledge to the maximum and to share its experience and exchange information as required with similar bodies in other countries.

ISONET is a network comprised of the national standards information centres and it constitutes the links between them. It includes also the ISO/IEC Information Centre in Geneva and a few international members that have similar responsibilities for providing information at international level.

THE INTERNATIONAL CLASSIFICATION FOR STANDARDS (ICS)

The ICS provides, through the use of a numeric hierarchial classification system, the facility for language-independent communication between standards users and developers throughout the world. The ICS also provides a model structure for standards catalogues and standing order systems. Many ISO members have already committed themselves to implement the ICS at the national level, and it is anticipated that others will follow.

The ICS will also be useful as the basis for a more structured system of accessing information on standards development activities.

Part 2

Requirements for the Approval of National Standards of Canada

1. Scope

This part specifies additional requirements for an SDO seeking approval from the SCC of an SDO standard as a National Standard of Canada (NSC).

In this document, the use of the word “standard” also refers to other “consensus-based products”.

2. Normative References

CAN-P-1006 *Granting and Maintenance of Primary Responsibility for Subject Areas*

ISO/IEC Guide 21-1 *Regional or National Adoption of International Standards and other International Deliverables – Part 1: Adoption of International Standards*

ISO POCOSA 2005 (ISO:GEN 20:2005) *ISO Policies and Procedures for Copyright, Copyright exploitation rights and sales of ISO Publications – ISO POCOSA 2005*

ISO/GEN 9:2007 *ISO Policy for the Protection of ISO’s Intellectual property*
CAN/CSA-Z234.4 (ISO 8601) *All-Numeric Dates and Times*

3. Definitions

For the purpose of this part the definitions contained in section 3 of Part 1 shall apply.

4. General Requirements

4.1 NSC Approval

Only accredited SDOs may submit standards for NSC approval. This approval shall be based on evidence which demonstrates conformance to the generic process requirements provided in Part 1 of this document and the applicable NSC approval requirements provided in Part 2.

Note: SCC approval verifies that the development process has been followed. Approval of the technical content of the standard is the responsibility of the technical committee.

4.2 Eligibility

A standard submitted for NSC approval should normally fall into one of the following categories:

- A new standard or a new edition of an existing NSC;
- An existing SDO standard;
- An adoption of a published International Standard;
- A document developed by any other organization and processed by a SDO.

4.3 NSC Status

NSC Status shall remain in effect as long as the standard continues to meet the NSC approval requirements.

4.4 Withdrawal of NSC Status by the SCC

The SCC may remove the NSC status by requesting the SDO withdraw the NSC if it determines the standard no longer meets the NSC approval requirements. The SDO may resubmit the standard for approval when the requirements are met.

4.5 Withdrawal of NSC Status by the SDO

An SDO, judging that its standard fails to meet any requirement, shall inform the SCC and request that the NSC status be removed.

4.6 International Adopted Standards

Only accredited SDOs may adopt standards from ISO, IEC and JTC. SDOs shall use the guidance provided in ISO/IEC Guide 21-1 to number the adopted standard and identify its degree of correspondence.

4.7 Bilingual Availability

NSCs shall be published simultaneously in English and French.

4.8 Subject Coverage

There shall not be more than one NSC covering the same subject.

Note: Exceptions to this requirement may be considered by the SCC where it is in the national interest.

4.9 Non-Conforming Submissions

An SDO may submit a request for NSC approval containing one, or more, non-conformances to the NSC approval requirements. Appropriate rationale for each non-conformance shall be included.

4.10 Complaints and Appeals

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

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

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

5. NSC Process Requirements

5.1 Geographical Representation

The technical committee shall be structured to contain geographical representation appropriate to the subject area covered by the standard.

5.2 Subject Area Responsibility

When an SDO is chosen to develop a standard in a subject area which has been granted to a different SDO, the chosen SDO shall inform the SDO with the Subject Area Recognition (SAR) of its intent to develop a standard. Documented evidence of this communication shall be provided in the NSC submission package. The requirements for obtaining and maintaining SAR are provided in CAN-P-1006, *Granting and Maintenance of Primary Responsibility for Subject Areas*.

Notes:

- (1) SAR is a process used in Canada to manage the expertise of the accredited SDOs in order to avoid duplication and overlap.
- (2) The Standards Development Organizations Advisory Committee (SDOAC) grants and removes SAR. The SCC facilitates by managing this process.
- (3) SAR does not imply possession of a monopoly, the standard's proponent has the final decision as to which accredited SDO may develop the required standard.

5.3 Technical Committee Vote

The following shall constitute technical committee approval of an NSC:

- More than 50% (simple majority) of the members who are eligible to vote cast affirmative votes;
- A minimum of 2/3 of the votes cast are affirmative;
- Negative votes without justification, abstentions without justification, as well as unreturned and blank ballots shall be considered not cast;

5.3.1 Negative votes

- The SDO shall address negatives votes according to its policies and procedures.

5.4 Reaffirmations

The SDO shall comply with the following applicable requirements:

- Statement to certify the applicable NSC approval requirements have been met (Part 2, clause 4.1)
- Bilingual availability (Part 2, clause 4.7)
- Technical committee vote (Part 2, clause 5.3)
- Negative votes (Part 2, clause 5.3.1)
- Technical committee list which includes, member's name, company and/or affiliation, member's geographic location, interest category and voting eligibility (Part 1, clauses 6.3, 6.4, Part 2, clause 5.1)
- Consumer and Public Interest consideration (Part 1, clause 4.2)
- Balance of interests (Part 1, clause 6.4)
- International harmonization (Part 1, clause 4.5)
- Work Program (Part 1, clause 4.4)

5.5 Amendments

The maximum number of amendments to an NSC shall be three.

Should a proposed single amendment cover more than one third of the pages of an NSC a new edition shall be published.

Note: The only exception to these requirements is where the NSC is an adoption of an International Standard. In these cases the revision is permitted to be consistent with the International Standard.

The SDO shall comply with the following applicable requirements:

- Statement to certify the applicable NSC approval requirements have been met (Part 2, clause 4.1)
- Provision of a copy of the amendment to SCC
- Bilingual availability (Part 2, clause 4.7)
- Technical committee vote (Part 2, clause 5.3)
- Negative votes (Part 2, clause 5.3.1)
- Technical committee list which includes, member's name, company and/or affiliation, member's geographic location, interest category and voting eligibility (Part 1, clauses 6.3, 6.4, Part 2, clause 5.1)
- Consumer and Public Interest consideration (Part 1, clause 4.2)
- Balance of interests (Part 1, clause 6.4)
- Standards for conformity Assessment (Part 1, clause 4.14)
- International harmonization (Part 1, clause 4.5)
- Work Program (Part 1, clause 4.4)
- Subject area recognition (Part 2, clause 5.2)

5.6 Corrigenda (Non-Technical) (Errata)

A copy of the published document shall be provided to the SCC.

5.7 Maintenance of NSCs

SDOs shall be responsible for the maintenance of the NSCs they publish. NSCs shall be reviewed by the SDO at a maximum of 5 years.

Notes:

- (1) Maintenance cycles for adoptions of IEC (best before date standards) and JTC (stabilized standards) are permitted to follow the international review cycles respectively.
- (2) SDO standards approved as NSCs and identified as fitting in the NSC stabilized category are permitted to follow the pre-determined review time frame set out by the SDO under the terms of the established SCC criteria.

6. NSC Format Requirements

6.1 Normative and Informative Content

The normative section of the NSC should include the scope, reference publications, terms and definitions, and requirements, including normative annexes.

Note: Informative content may include, but is not limited to, foreword, preface, introduction, informative annexes.

6.2 Units of Measurement

Units of measurement shall be expressed according to the international system of units (SI). If included, equivalent Imperial/US units shall be shown in brackets.

6.3 Date and Time

Date and time units shall be expressed in accordance with CAN/CSA Z234.4 (ISO 8601).

6.4 NSC Designation – SDO Standard

An NSC shall be identified by the following designation, CAN/SDO-NNNN-YYYY, where;

- CAN: Indicates it is a National Standard of Canada
- SDO: Abbreviation of the accredited SDO
- NNNN: Is the alphanumeric designation assigned by the SDO to identify its standards. This field is not limited to 4 characters
- YYYY: Is the year of publication as an NSC. The year may be abbreviated to 2 digits as long as this format is consistently used in all the SDO's standards

6.5 NSC Designation – Adopted Standard

An identically adopted NSC shall be identified by the following designation, as applicable:

EXAMPLE 1

CAN/SDO ISO 6051:1998, *Photography — Processed reflection prints — Storage practices* (ISO 6051:1997, IDT).

EXAMPLE 2

CAN/SDO-NNNN IEC 60068-1:1990, *Environmental testing — Part 1: General and guidance* (IEC 60068-1:1988, IDT).

EXAMPLE 3

CAN/SDO-NNNN IEC 60068-1:1990, *Environmental testing — Part 1: General and guidance* (IEC 60068-1:1988, IDT).

An adopted NSC, with modifications, shall be identified by the following designation:

EXAMPLE 4

CAN/SDO-NNNN 2345:1993, *Current transformers* (IEC 60185:1987, MOD).

Where,

CAN: Indicates it is a National Standard of Canada

SDO: Abbreviation of the accredited SDO

NNNN: Is the alphanumeric designation assigned by the SDO to identify its standards. This field is not limited to 4 characters

YYYY: Is the year of publication as an NSC. The year may be abbreviated to 2 digits as long as this format is consistently used in all the SDO's standards

IDT: Indicates the adopted standard is identical

MOD: Indicates the adopted standard contains modifications

Notes:

(1) Refer to ISO/IEC Guide 21-1 for further guidance.

(2) The “not equivalent” (NEQ) adoption option is not permitted.

6.6 Front Cover Page

The SDO shall include the following items in the front cover page of the NSC:

6.6.1 Bilingual SDO Standard:

- “National Standard of Canada”, in English and French
- The designation and title of the standard, in English and French
- The SCC logo, bilingual format
- The SDO logo, in English and French

6.6.2 Unilingual SDO Standard (Post granted exception by the SCC):

- “National Standard of Canada”
- The designation and title of the standard
- The SCC logo, bilingual format
- The SDO logo

6.6.3 International Bilingual Adopted Standard:

- “National Standard of Canada”, in English and French
- The designation and title of the standard, in English and French
- The SCC logo, bilingual format
- The SDO logo, in English and French
- The logo of the originating organization(s), in English and French, as appropriate
- Copyright notice, short format. Refer to Annex C for details

6.6.4 International Unilingual Adopted Standard (Post granted exception by the SCC):

- “National Standard of Canada”
- The designation and title of the standard
- The SCC logo
- The SDO logo
- The logo of the originating organization (s)
- Copyright notice, short format. Refer to Annex C for details

6.7 Title Page

The SDO shall include the following items in the title page of the NSC:

6.7.1 Bilingual SDO Standard :

- “Prepared by” with the SDO logo, in English and French
- “Approved by” with the SCC logo, bilingual format

6.7.2 Unilingual SDO Standard (Post granted exception by the SCC):

- “Prepared by” with the SDO logo,
- “Approved by” with the SCC logo, bilingual format

6.7.3 International Bilingual Adopted Standard

- “Prepared by” with logo of originating organization(s), in English and French

- “Reviewed by” with the SDO logo, in English and French
- “Approved by” with the SCC logo, bilingual format

6.7.4 International Unilingual Adopted Standard (Post granted exception by the SCC):

- “Prepared by” with logo of originating organization(s)
- “Reviewed by” with the SDO logo
- “Approved by” with the SCC logo, bilingual format

6.8 Introductory Pages

The SDO shall include the following items in the introductory pages of the NSC:

- The SCC foreword, a copy is provided in Annex A
- SDO contact information
- Technical committee membership list containing each member’s name and organization or affiliation represented
- Statement the NSC was approved by the SCC
- Instructions for purchase
- Statement of availability of the NSC in both English and French, refer to Annex B for details
- Statement indicating it is the responsibility of the user to judge the suitability of the NSC for his/her purpose
- International Classification for Standards (ICS) number

For international adopted standards:

- Reference to the originating organization(s)
- Right to publish statement from the originating organization

6.9 Back Cover Page

The SDO shall include the following items in the back cover page of the international adopted standard:

- Copyright notice, long format. Refer to Annex C for details

7. NSC Submission Package

The SDO shall include the following items in the NSC submission package:

- Statement to certify all NSC approval requirements have been met (Part 2, clause 4.1).
- Evidence to demonstrate the need for the standard in Canada (Part 1, clause 4.2):
 - Will the standard advance the national economy? (how? which sectors will benefit)
 - Will the standard support sustainable development initiatives? (reduce energy consumption?, save resources?)

- Will the standard protect the health and safety of workers and the public, (how?)
- Will the standard assist and protect Consumers by providing them with choice, safer products and services?
- Will the standard facilitate trade, interprovincial, international, (Part 1, clause 4.8). (how? which industry/ies will benefit?)
- English version of standard (Part 2, clause 4.7).
- French version of standard (Part 2, clause 4.7).
- Technical committee voting results (Part 2, clause 5.3).
- Evidence to demonstrate negative votes were properly addressed (Part 2, clause 5.3.1).
- Technical committee list which includes, member's name, company and/or affiliation, member's geographic location, interest category and voting eligibility (Part 1, clauses 6.3, 6.4, Part 2, clause 5.1).
- If the SDO does not have Subject Area Recognition, written evidence of communication between respective SDOs (Part 2, clause 5.2).
- Evidence to demonstrate the public was notified at the beginning of the project (Part 1, clause 6.6.4).
- Evidence to demonstrate the standard was offered for public review (Part 1, clause 6.6.5).
- Evidence to demonstrate the standard appeared in the work program (Part 1, clause 4.4.1).
- List of standards considered at the beginning of the project, national and international (Part 1, clause 4.5).
- If the standard is in non-conformance with one or more requirements, identify each non-conformance requesting and "exception". Include appropriate rationale to justify each exception request (Part 2, clause 4.9).
- For amendments: Statement to certify the applicable NSC approval requirements have been met and a copy of the amendment (Part 2, clause 5.5).
- For reaffirmations: Statement to certify the applicable NSC approval requirements have been met (Part 2, clause 4.4).
- For Corrigenda: A copy of the published document (Part 2, clause 5.6).

Annex A: SCC Foreword

(NORMATIVE)

The Standards Council of Canada (SCC) is the coordinating body of the national standardization network, Canada's network of people and organizations involved in standardization activities coordinated by the SCC. The network is composed of SCC-accredited SDOs, bodies providing certification of products, services, personnel and management systems, inspection bodies and calibration and testing laboratories. It also encompasses SCC Mirror Committees for international standardization.

The principal objectives of the SCC are to foster and promote voluntary standardization as a means of advancing the national economy, support sustainable development, benefiting the health, safety and welfare of workers and the public, assisting and protecting the consumer, facilitating domestic and international trade, and furthering international cooperation in relation to standardization.

A National Standard of Canada (NSC) is a standard prepared or reviewed by an accredited SDO and approved by the SCC according to the NSC approval requirements. Approval does not refer to the technical content of the standard as this remains the responsibility of the SDO. An NSC reflects a consensus of a number of capable individuals whose collective interests provide, to the greatest practicable extent, a balance of representation of general interests, producers, regulators, users (including consumers), and others with relevant interests, as may be appropriate to the subject at hand. NSCs are intended to make a significant and timely contribution to the national interest.

Those who have a need to apply standards are encouraged to use NSCs. These standards are subject to periodic review. Users of NSCs are cautioned to obtain the latest edition from the SDO which publishes the standard.

The responsibility for approving standards as National Standards of Canada rests with the:

Standards Council of Canada
270 Albert Street, Suite 200
Ottawa, Ontario K1P 6N7, CANADA

Annex B: Statement of Availability of the NSC in English and French

(NORMATIVE)

Separate Documents

When the English and French versions of NSCs are published as two separate documents:

- The following statement in French shall be shown in the introductory pages of the English versions of the standard:

CETTE NORME NATIONALE DU CANADA EST DISPONIBLE EN VERSIONS FRANÇAISE ET ANGLAISE.

- The following statement in English shall be shown in the introductory pages of the French versions of the standard:

THIS NATIONAL STANDARD OF CANADA IS AVAILABLE IN BOTH FRENCH AND ENGLISH.

Unilingual Document

When the NSC is available in only one official language and the SDO has been granted an exception to the bilingual requirement:

- The following statement in French shall be shown in the introductory pages of an English only NSC:

CETTE NORME NATIONALE DU CANADA N'EST DISPONIBLE QU'EN ANGLAIS.

- The following statement in English shall be shown in the introductory pages of a French only NSC:

THIS NATIONAL STANDARD OF CANADA IS AVAILABLE ONLY IN FRENCH.

Annex C: Protection of Intellectual Property – Copyright

(NORMATIVE)

International copyright guidance is contained in ISO POCOSA 2005 (ISO:GEN 20:2005) and ISO/GEN 9:2007.

As works involving a creative or intellectual effort, ISO, IEC and JTC Standards are subject to copyright protection. Their copyrighted nature has been acknowledged in a number of jurisdictions through legislative or judicial actions.

The importance of asserting copyright over ISO, IEC and JTC Standards is twofold: it guarantees their integrity and their commercial exploitation secures the necessary revenues for pursuing the standardization activity.

The SDO shall inform the SCC of any suspected unauthorized reproduction, distribution or sale of ISO, IEC or JTC Standards.

The following notice shall appear in legible form on the front cover of the NSC:

“© COPYRIGHT, ISO (or IEC, or ISO/IEC, as appropriate) + year of publication of that International Standard. COPYRIGHT, name of the SDO + year of publication of that national adoption. All rights reserved. Unauthorized reproduction is strictly prohibited.

The following notice shall appear in legible form on the back cover of the NSC:

Copyright Notice

The Canadian adoption of this International Standard as a National Standard of Canada contains information copyright protected by **(name of SDO)**. All rights reserved. No part of this National Standard of Canada may be reproduced in any form without the prior permission of **(name of SDO). ISO (or IEC, or ISO/IEC, as appropriate)** material is reprinted with permission.

Requests for permission to reproduce this National Standard of Canada or parts thereof should be addressed to:

SDO Contact

SDO Address

Copyright violators will be prosecuted to the full extent of the law.

Annex D: Appeals Process

(NORMATIVE)

D 1 General

- D 1.1 The appeal process shall be handled as an independent review and evaluation of a decision made by the SCC that affects the approval of a National Standard of Canada (NSC).
- D 1.2 Any individual may appeal a decision which has been provided on an NSC complaint.
- D 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.

D 2 Process

- D 2.1 Appeals shall be submitted in writing to the Chief Executive Officer (CEO) of the SCC within thirty 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.
- D 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 ten normal working days, whereas the Board shall provide it within thirty days.
- D 2.3 The CEO shall review the report and recommendation and provide a final decision.
- D 2.4 The CEO shall inform the appellant of the decision.

D 3 Selection of AAO or Board members

- D 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.
- D 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.

D 4 Appointment of AAO or Board

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

- D 4.2** When a Board is selected by the appellant, the CEO shall appoint a Board within thirty 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.
- D 4.3** The Board shall consist of three to five members. The CEO shall appoint one of these members as Chair.

D 5 Financial Costs for Appeals and Hearings

- D 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.
- D 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.
- D 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.
- D 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 thirty days.

D 6 Indemnifications and Liability

- D 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.
- D 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.

Informative References

- [1] CAN-P-1005 *Operational requirements for granting and maintaining SCC/SDO harmonization.*
- [2] CAN-P-1006 *Granting and Maintenance of Responsibility for Primary Areas.*
- [3] ISO/IEC Directives Part 1, 8th edition, 2011, *Procedures for the technical work, Annex I - Guidelines for the Implementation of the Common Patent Policy for ITU-T/ITU-R/ISO/IEC.*
- [4] ISO/IEC Directives Part 2, 6th edition, 2011, *Rules for the structure and drafting of International Standards.*
- [5] ISO/IEC Guide 2:2004, *Standardization and related activities – General vocabulary.*
- [6] ISO/IEC Guide 59:1994, *Code of good practice for standardization.*
- [7] ISO Guide 69: *Harmonized stage code system (Edition 2) - Principles and guidelines for use.*
- [8] ISO/IEC Guide 21-1 *Regional or National Adoption of International Standards and other International Deliverables – Part 1: Adoption of International Standards.*
- [9] ISO POCOSA 2005 (ISO:GEN 20:2005) *ISO Policies and Procedures for Copyright, Copyright exploitation rights and sales of ISO Publications – ISO POCOSA 2005.*
- [10] ISO/GEN 9:2007 *ISO Policy for the Protection of ISO's Intellectual property.*
- [11] WTO/TBT (World Trade Organization/Technical Barriers to Trade) Annex 3, *Code of good practice for the preparation, adoption and application of standards.*



Standards Council of Canada
Conseil canadien des normes

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