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SOUTH AFRICAN NATIONAL STANDARD

Recognition of Standards Development Organizations (SDOs) in South Africa

WARNING

This document references other
documents normatively.

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Table of changes

Change No.	Date	Scope

Acknowledgement

The South African Bureau of Standards (SABS) wishes to acknowledge valuable assistance derived from publications of the following organizations:

- a) the Standards Council of Canada (SCC);
- b) Standards Australia (SA); and
- c) the American Standards Institute (ANSI).

Foreword

This South African standard was prepared by National Committee SABS/TC 200, *Development of standards for standards*, in accordance with procedures of the South African Bureau of Standards, in compliance with annex 3 of the WTO/TBT agreement.

This document was approved for publication in July 2020.

This document supersedes SANS 1-2:2013 (edition 2).

0 Introduction

0.1 Section 25 of the Standards Act, 2008 (Act No. 8 of 2008), section 25, requires that the South African Bureau of Standards (SABS) recognizes and appoints other organizations as standards development organizations (SDOs), and requires the SABS to develop a document which stipulates the criteria for the recognition as an SDO. The intention of this document is to address the said section of the Act.

0.2 The SABS is, in terms of the Standards Act, 2008 (Act No. 8 of 2008), the only recognized national institution for the promotion and maintenance of national standards in South Africa. The criteria for the recognition of standards development organizations (SDOs), as set out in this document, are developed by the SABS to fulfil the requirements of section 25 of the Standards Act, 2008 (Act No. 8 of 2008).

0.3 The mission of the SABS is to provide and promote standardization services in South Africa and abroad in support of the national system of innovation and trade, with the ultimate aim of contributing to uplifting the quality of life of all sectors of society.

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Recognition of Standards Development Organizations (SDOs) in South Africa

1 Scope

This standard describes the criteria for the recognition of Standards Development Organizations (SDOs), for the purpose of the preparation of South African National Standards for publication by the South African Bureau of Standards (SABS).

2 Normative references

The following referenced documents, in whole or in part, are normatively referenced in this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies. Information on currently valid national and international standards can be obtained from the South African Bureau of Standards.

2.1 Standards

SABS National Norm:2018, *National Norm for the development of South African National Standards*.

2.2 Other publications

ARP 013, *Rules for the structure and drafting of national standards*.

World Trade Organization *Code of good practice for the preparation, adoption and application of standards* (annex 3 to the World Trade Organization/Technical Barriers to Trade Agreement). Available from http://www.wto.org/english/docs_e/legal_e/17-tbt_e.htm

3 Definitions

For the purposes of this document, the definitions given in the SABS National Norm:2018, and the following apply.

3.1

juristic person

legal entity upon which a personality equal to that of a natural person is conferred by law

3.2

programme of work

POW

schedule of documents under development which include new projects, revisions, adoptions and amendments

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3.3

Standards Approval Committee

SAC

internal governance structure of the SABS, the membership of which is based on the delegation of authority, established with a mandate to make decisions regarding the standards and other deliverables development activities, to direct the operations of committees and further evaluate the observance of due diligence in the development procedures and committee activities

[SABS National Norm:2018]

3.4

Strategic Business Plan

SBP

document that directs the work of the committee

4 Requirements for the recognition of an SDO

4.1 General

4.1.1 The term of recognition of an SDO shall be five years. The term may be extended if the SABS is still satisfied that the SDO continues to function in a manner for which the original recognition was granted.

4.1.2 The application shall be published for public consultation on a platform deemed necessary by the SABS.

4.1.3 The SABS shall conduct a surveillance audit at least twice a year to ensure continuous adherence to the provisions of this standard.

4.1.4 Where the surveillance audits reveal noncompliance with the requirements for recognition, the SABS may suspend or cancel the recognition of such an SDO.

4.1.5 The SDO shall be a juristic person with full legal capacity to act in the Republic of South Africa.

4.1.6 The SDO shall demonstrate that it is a representative of a particular sector, and shall have a defined scope of activity.

4.1.7 No relevant interest group with a bona fide desire to participate shall be excluded from the SDO's standards development committee(s).

4.1.8 The SDO shall ensure knowledge and expertise in standards development and shall have a structure and available resources (including financial resources) for providing assurance on the stability and continuity of its operations.

4.1.9 When a document has been prepared for publication as a national standard, the SABS shall ensure that it is editorially sound, and in accordance with the guidelines given in ARP 013.

4.1.10 The SDO shall avail itself of industry expert(s) or subject matter expert(s) in relevant sector in order to develop relevant national standards.

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

4.1.12 The SDO, if corporately linked to a certification body, quality system registrar or similar activities, shall demonstrate a clear separation of the management and policy-making functions of such activities from those of standards development.

4.1.13 The SDO shall demonstrate compliance by reference to its policy, organizational structure and procedural documents.

4.2 Requirements for the SABS

4.2.1 When the SABS receives a proposal from an organization wishing to develop standards, the following shall take place:

- a) if the organization meets the criteria, the SABS shall submit a recommendation to the Standards Approval Committee (SAC) to appoint the organization as an SDO; and
- b) once the appointment of the SDO has been finalized, the SABS shall make this information publically available.

4.2.2 The recognition by the SABS of the SDO shall be formalized by means of a legal agreement between the two parties. The written agreement should include a clearly defined scope of the field of technology in which the SDO will be responsible for the development of standards.

4.2.3 The recognition shall be based on an assessment by the SABS of the need for standardization in that specific sector, and on an assessment by the SABS of the ability of the applicant organization to comply with this standard.

4.2.4 The SABS may direct the SDO to prioritise standards identified as national priorities as defined by government from time to time.

5 Functions of a recognized SDO

5.1 The recognized SDO shall within its defined scope, which has been approved by the SABS, develop, adopt, maintain, review and withdraw standards in accordance with the requirements of the SABS National Norm. The SDO shall submit its programme of work for each committee to the SABS, twice a year.

5.2 The SDO shall develop Strategic Business Plans (SBPs) for its committee(s) and submit these to the SABS. The SABS shall make these SBPs publicly available.

5.3 The SBP for each committee shall include the following:

- a) the number, title and scope of the committee as well as those of the subcommittees and working groups, where relevant;
- b) the membership list and membership status;
- c) a list of published standards;
- d) the programme of work and future projects;
- e) the political, social, economic and environmental factors relevant to the proposed standard; and
- f) the national and international membership status of the SDO.

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5.4 The programme of work shall be submitted to the SAC for ratification and be included in the report to the World Trade Organization (WTO).

5.5 Whenever documents from the SDO are submitted to the SAC, a representative of the SDO shall attend the SAC meeting to provide information and to respond to questions.

5.6 The SDO shall provide the SABS with all requested documentation and records to assess compliance with the requirements of this standard.

5.7 The requested documentation shall include the following:

- a) the minutes of the committee meeting(s);
- b) the working group recommendation(s) to the committee for approval of the work item;
- c) proof of the agreement of consensus;
- d) whether the committee reflects a balanced representation; and
- e) the records of work items.

Bibliography

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

ISO/IEC Guide 59, *ISO and IEC recommended practices for standardization by national bodies*.

ISO Guides 71, *Guidelines for standards developers to address the needs of older persons and persons with disabilities*.

ISO Guide 84, *Guidelines for addressing climate change in standards*.
