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SABS National Norm:2021

Edition 2

South African Bureau of Standards

National Norm for the development of South African National Standards

WARNING

**This document references other
documents normatively.**

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The objective of the SABS Standards Division is to develop, promote and maintain South African National Standards. This objective is incorporated in the Standards Act, 2008 (Act No. 8 of 2008).

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Table of changes

Change No.	Date	Scope

Foreword

This National Norm was approved in accordance with procedures of the South African Bureau of Standards, in accordance with Section 23 (1) of the Standards Act, 2008 (Act No. 8 of 2008).

This document was approved for publication in February 2021.

This document supersedes the SABS National Norm:2018 (edition 1).

Annexes A to C form an integral part of this document.

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0 Introduction

0.1 Status of the South African Bureau of Standards (SABS)

0.1.1 The SABS is, in terms of the Standards Act, 2008 (Act No. 8 of 2008), the peak national institution for the development, maintenance and promotion of South African National Standards. This National Norm has been developed by the SABS, in terms of sections 23 (1) of the Standards Act, to detail the process for the development, approval, issue, maintenance, amendment and withdrawal of South African National Standards and the appeals procedure for resolving disputes and deadlocks. The SABS Standards Division acts as an arbiter in the development and maintenance of South African National Standards.

0.1.2 The affairs of the SABS are governed by the Board of the SABS, whose members are appointed by the Minister of Trade and Industry.

0.1.3 The SABS provides standards and conformity assessment services to industry. The mission of the SABS is to provide and promote standardisation 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.

0.1.4 The objectives of the SABS, as stated in the Standards Act, include the following:

- a) to develop, promote and maintain South African National Standards;
- b) to promote quality in connection with commodities, products and services; and
- c) to render conformity assessment and related services.

0.1.5 The SABS may also, in its capacity as the peak national standards institution

- a) enter into agreement with,
- b) render assistance to, or
- c) obtain the cooperation of a person, a body, an organisation, an administration, an authority or a government, in any country or territory outside South Africa.

0.1.6 The National Norm is applied in the development, and amendment of South African National Standards by the SABS and by any Standards Development Organisation (SDO) appointed by the SABS, in terms of section 25 of the Standards Act.

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Introduction (*concluded*)

0.2 Aims and benefits of standardisation

0.2.1 The main aims and benefits of standardisation can be summarised as follows:

- a) to improve the quality (fitness for purpose) of goods and services;
- b) to maintain and improve the quality of life of society, by paying attention to such matters as safety, health and protection of the environment, and to provide a basis for the legislation required in the protection of the public;
- c) to utilise resources more efficiently through better (i.e. standardised) communication, through simplification of manufacturing, product identification and purchasing by means of variety control, as well as through cost savings as a result of, for example, economies of scale and reductions in wastage; and
- d) to provide a framework within which to facilitate and encourage trade among willing partners, contracts based on standards, to eliminate trade barriers, and to promote service excellence, and fair and efficient trade at all levels.

0.2.2 Standardisation involves the following:

- a) the development, establishment and publication of standards;
- b) conformity assessment including inspection, testing and certification of products and processes for compliance with standards;
- c) accreditation of test laboratories, certification bodies and accreditation bodies;
- d) administrative functions related to, amongst others, the maintenance of the national standards database; and
- e) the promotion of efforts to facilitate the correct application of standards through, for example, training.

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National Norm for the development of South African National Standards

1 Scope

1.1 This National Norm describes the processes for the development, approval, issue, maintenance, amendment, revision and withdrawal of South African National Standards (SANS). It includes an appeals procedure for the resolution of disputes.

1.2 This National Norm is not intended to provide detailed internal procedures used by the SABS since these are generally required only by the staff of the SABS.

1.3 The processes described in this National Norm closely follow international best practice.

1.4 This National Norm does not include the development of other deliverables.

NOTE For further information on other deliverables see SATS 2, *The development of normative documents other than South African National Standards*.

2 Normative references

The following referenced documents, on whole or in part, are normatively referenced in this document and 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.

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)

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3 Terms, definitions and abbreviations

For the purposes of this document, the following terms, definitions and abbreviations apply.

3.1 Terms and definitions

3.1.1

amendment

partial alteration of the provisions of an existing standard

NOTE The result of an amendment is presented by issuing a consolidated edition, with the edition number being X.Y, where X is the edition number of the standard, and Y is the number of amendments included in the version.

EXAMPLE Edition 1.2 is the consolidation of edition 1 and amendments 1 and 2.

3.1.2

conflict of interest

situation in which, because of other activities or relationships, transparent and effective representation of declared interests or a mandated brief, is, or could be, compromised

3.1.3

consensus

general agreement, characterised by the absence of sustained opposition to substantial issues by an important part of the concerned interests, arrived at by a process that involves seeking to take into account the views of the parties concerned and to reconcile any conflicting arguments

[Standards Act 8:2008]

3.1.4

cosmetic change

editorial or structural modification of the standard with no technical change

3.1.5

informative document

publication that provides information

NOTE A South African Technical Report (SATR) is an example of an informative document.

3.1.6

maintenance team

working group retained to deal with specific issues which may arise after the publication of the standard

NOTE For example, where a standard to be reviewed is an adoption, one of the functions of a maintenance team is to inform committee members of any changes to the source document (amendment, revision, withdrawal) that may have taken place since the date of the adoption.

3.1.7

net benefit

value that takes into account the costs and benefits that the implementation of a standard may have

3.1.8

normative document

publication that contains requirements or recommendations in the context of its application

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3.1.9

organisation

formally established group of people with a shared purpose

NOTE Organisation includes business, company, firm, institution.

3.1.10

other deliverable

document that does not have the status of a national standard as given in the Standards Act, 2008 (Act No. 8 of 2008)

3.1.11

parent committee

generic term used to describe a committee under which a subcommittee (SC) or a working group (WG), (or both), is established

3.1.12

provision

expression in the content of a normative document that takes the form of a statement, an instruction, a recommendation or a requirement

NOTE These types of provisions are distinguished by the wording they employ; for example, instructions are expressed in the imperative mood, recommendations by the use of the auxiliary "should" and requirements by the use of the auxiliary "shall".

[ISO/IEC Guide 2:2004]

3.1.13

revision

introduction of all the necessary changes to the substance and presentation of a standard

NOTE The result of a revision is presented by issuing a new edition of the standard.

Example The revision of Edition 1 results in the issuing of Edition 2.

3.1.14

secretariat

persons responsible for providing technical and administrative services to a SABS committee or working group

3.1.15

South African National Standard

SANS

standard approved and issued by the SABS in accordance with the Standards Act, 2008 (Act No. 8 of 2008)

3.1.16

stage code

numerical designation used for project management purposes to identify steps in the standard development process

3.1.17

standard

document that provides for common and repeated use, rules, guidelines or characteristics for products, services, or processes and production methods, including terminology, symbols, packaging, marking or labelling requirements as they apply to a product, service, process or production method

[Standards Act 8:2008]

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3.1.18

standardisation

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

NOTE 1 In particular, the activity consists of the processes of formulating, issuing and implementing standards.

NOTE 2 Important benefits of standardisation include the improvement of the suitability of products, processes and services for their intended purposes, prevention of barriers to trade and facilitation of technological cooperation.

NOTE 3 Definition adapted from ISO/IEC Guide 2:2004.

3.1.19

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

3.1.20

stakeholder group

people and organisations that can affect or be affected by South African National Standards

3.1.21

subcommittee

SC

subordinate committee of a technical committee (TC) that is responsible for the preparation of South African National Standards and other normative and informative documents within a subfield of the scope of a technical committee, and that reflects national interests within the subfield

3.1.22

technical committee

TC

group of representatives concerned with standardisation that is responsible for identifying the need for, and the preparation of, South African National Standards and other normative and informative documents in a defined field and that reflects national interests within that field

3.1.23

working group

WG

group of subject matter experts led by a WG Convenor appointed by a TC or SC to deal with a particular project or with a particular aspect of a project

3.2 Abbreviations

ARP	Recommended Practice
ARSO	African Organization for Standardization
ASTM	American Society for Testing and Materials
BSI	British Standards Institution
CD	committee draft

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DSS	Draft South African Standard
IEC	International Electrotechnical Commission
ISO	International Organization for Standardization
NMC	National mirror committee
NP	new proposal
NWIP	new work item proposal
POW	Programme of Work
PWI	preliminary work item
SABS	South African Bureau of Standards
SADC	Southern African Development Community
SADCSTAN	Southern Africa Development Community Cooperation in Standardization
SANS	South African National Standard
SATR	South African Technical Report
SBP	strategic business plan
SW	standards writer
WD	working draft
WTO/TBT	World Trade Organization/Technical Barriers to Trade

4 Principles of the development of South African National Standards

4.1 South African National Standards are developed only when there is a demonstrable need for them. Publication is achieved as quickly as is consistent with due diligence and scrutiny.

4.2 South African National Standards development principles are based on the following concepts:

- a) **Technology:** Within the national standards development framework, work is accelerated and the task of committees and working groups facilitated by the use of technology.
- b) **Consensus and impartiality:** Consensus, which requires the resolution of substantial objections, is an essential procedural principle and a necessary condition for the development of national standards. Although it is necessary for the technical work to progress speedily, sufficient time is required before the approval stage for the discussion, negotiation and resolution of significant technical disagreements. The principle of consensus is applied throughout the standards development process and an appeals procedure exists (see clause 8) as a last resort for the resolution of disputes.
- c) **Balance:** The constitution of a committee may be reviewed by the Standards Approval Committee (SAC) from time to time or when appropriate to ensure that the membership reflects a balance of national stakeholder interests as far as possible, taking into account that participation is on a voluntary basis.

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d) **Transparency:** All committee members, members of the public and members of the World Trade Organisation (WTO) are provided with opportunities at different project development stages to participate in the development of a national standard so that the standard development process does not give privilege to, or favour the interests of, any one particular entity.

e) **Discipline:** Discipline with respect to deadlines associated with chosen project development tracks is an essential procedural principle in order to avoid long and uncertain periods of "dead time".

Similarly, to ensure a robust draft, committee member representatives have the responsibility of ensuring that the technical standpoint of their organisation is established and made clear at an early stage rather than at the public enquiry (DSS) stage.

Moreover, national committee member representatives need to recognise that substantial comments tabled at meetings are counter-productive, since no opportunity is available for other committee member representatives to carry out the necessary consultation within their own organisations, without which rapid achievement of consensus will be difficult.

4.3 To ensure cost-effectiveness, opportunities for remote participation at meetings shall be sought to the extent possible and practical.

4.4 All South African National Standards are drafted in accordance with the rules for the structure and drafting of national standards as given in ARP 013.

4.5 National standards are submitted for approval to the SAC. The SAC, if satisfied that the provisions of the SABS National Norm have been met, approves the standard. Once approved, the standard is published by the SABS and the public is notified through a notification in the Government Gazette placed under Standards Matters.

4.6 To achieve market relevance of South African National Standards, all stakeholder groups are afforded an opportunity, through a public enquiry process, including the publication in the Government Gazette, to submit comments.

4.7 In accordance with annex 3 of the WTO/TBT agreement, the standardising body ensures that standards are not prepared, adopted or applied with a view to, or with the effect of, creating unnecessary obstacles to international trade. Where international standards exist or their completion is imminent, the standardising body shall use them, or the relevant parts of them, as a basis for the standards it develops, except where such international standards or relevant parts would be ineffective or inappropriate, for instance, because of an insufficient level of protection or fundamental climatic or geographical factors or fundamental technological problems.

4.8 The SABS has the right to adopt International Organization for Standardization (ISO) and International Electrotechnical Commission (IEC) standards as South African National Standards. However, in certain instances the SABS has agreements in place with other foreign national, regional and international standards bodies to adopt their documents, subject to specific conditions.

4.9 South African National Standards are reviewed (see 6.17) at least every five (5) years (or earlier, if required) to ensure continued market relevance. If any change is required, a revision or an amendment can be initiated. Standards may also be withdrawn following a public notification period of the intent to withdraw.

5 Organisational structure and responsibilities

5.1 Role of the SABS Standards Approval Committee (SAC)

The SAC is responsible for the overall management of the strategic work and in particular for the

- a) approval of the establishment and maintenance of committees,
- b) approval of standards and other deliverables, including the development of projects and the publication thereof,

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- c) maintenance of the SABS National Norm,
- d) approval of the hosting of standardisation meetings,
- e) approval for participation in international and regional strategic standards development bodies,
- f) adjudication of appeals against SABS/TCs, and
- g) establishment of SAC advisory groups or Policy Development Committees (PDCs).

5.2 SABS committee governance

5.2.1 The SAC is the governing body of SABS TCs and SCs.

5.2.2 The SAC may redirect the focus of a committee if, after consultation with said committee, it is perceived to be acting incorrectly, or if it is considered to be in the national interest to do so.

5.2.3 The SAC may further reconstitute or restructure a committee if it is deemed necessary.

5.3 SABS committee constitution

5.3.1 The size of a committee is a compromise between a reasonable broad base and balance of national representation and the need to restrict membership to manageable numbers.

5.3.2 Committee membership is at the discretion of the SAC. Membership shall not be granted to an organisation seeking only to advance its own proprietary interest.

5.3.3 Any individual or body deemed to be exploiting membership solely for its own commercial advantage may be suspended or removed from a committee by the SAC.

5.3.4 Committees shall be constituted to be representative of relevant national interests related to the scope of the committee.

5.3.5 Organizations wishing to have more than one representative in the committee are expected to justify such a request to SAC for approval.

5.3.6 The constitution of a committee shall come under regular scrutiny by the SAC.

5.4 Establishment of a technical committee (TC)

5.4.1 Technical committees are established and dissolved by the SAC. The establishment of new TCs and the dissolution of existing TCs by the SAC shall be publicly notified.

5.4.2 The SAC may transform an existing SC into a new TC, following consultation with the SC and its existing parent TC.

5.4.3 TCs shall be assigned unique numbers. If an SABS TC is disbanded, its number shall not be reallocated to another TC.

NOTE TC number allocation may be sequential in the order in which they are established or may, for example, correspond with those of related international or regional committees where such numbers have not been allocated to other TCs.

5.4.4 Membership is preferably on the basis of organisation, association or forum representation as opposed to on an individual basis. Organisations normally invited to serve on TCs include organs of state, industry associations, consumer organisations or associations, non-governmental organisations, organised labour and professional, technical and trade organisations.

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5.5 Establishment of a subcommittee (SC)

5.5.1 TCs may recommend the establishment of SCs to which they may delegate the responsibility of preparing standards, subject to approval by the SAC. Similarly, TCs may recommend the dissolution of SCs, subject to approval by the SAC.

5.5.2 SCs shall be numbered in the order in which they are established. If an SC is disbanded, its number shall not be allocated to another SC.

5.5.3 The title and scope of an SC shall be defined by the parent TC and shall be within the defined scope of the parent TC.

5.5.4 The secretariat of the TC shall inform the SAC of the recommendation to establish an SC. The SAC shall review the recommendation and shall either

- a) approve the establishment, and ensure that the details of the SC are captured,
- b) return the recommendation to the parent TC for further development, or
- c) reject the recommendation with justification and inform the TC accordingly.

5.5.5 SCs are obliged to report to their parent committee at least once a year on all their activities. The report shall be submitted by the secretariat of the SC in time for the annual meeting of the parent TC and shall include

- a) membership status changes,
- b) liaisons,
- c) meetings held,
- d) systematic reviews completed and the results thereof,
- e) a progress report on current projects with recommendations on actions for projects falling behind schedule, and
- f) the number of standards published, maintained and withdrawn during the year.

5.5.6 SCs are autonomous in that they need not seek approval from the TC for resolutions taken within the scope of their activities.

5.5.7 The establishment and dissolution of SCs by the SAC shall be publicly notified.

5.6 Code of conduct adherence and actions on transgressions

Any individual that is nominated by his/her organisation to represent it in an SABS committee shall sign the code of conduct as given in annex A.

If, in the view of the committee secretariat in consultation with the chairperson, the representative of a member has transgressed the code, such a representative shall be removed from the committee and his/her organisation notified and given an opportunity to nominate another representative.

Transgression of the code may lead to the individual being denied future participation in any SABS committee or WG.

The nominating organisation shall have an opportunity to object to the decision to remove its representative. The objection shall be made to the SAC.

5.7 Liaisons between SABS committees

If an SABS committee identifies a particular need to liaise with another SABS committee, it may nominate one of its members to serve in a liaison capacity on the other committee, subject to the agreement of the secretariat and chairperson of that committee.

The nominated liaison officer shall have no voting rights on behalf of the committee in which he/she serves in a liaison capacity but may offer comments.

The liaison officer shall prepare a report to give feedback to his/her own committee after attending a meeting of the liaison committee, within twenty (20) working days.

5.8 Committee participation levels and responsibilities of committee participants

5.8.1 In order to address the difference in the level of interest of participants in the technical work of a committee, each organisation shall clearly indicate, with regard to each SABS TC and SC, if it intends

- a) to participate actively in the work, as a **P-member**, with an obligation to vote on documents and to attend meetings, or
- b) to observe the work as an **O-member**, and consequently have access to committee documents with the right to submit comments and to attend meetings, but not to vote.

5.8.2 If a P-member has been persistently inactive and has failed to attend two consecutive meetings, or has repeatedly failed to respond to documents circulated for commenting or voting or both, the committee secretariat shall remind the member of his or her obligation to take an active part in the work or suggest the alternative of electing O-membership. In the absence of a response to this reminder, the P-member may be assigned an O-membership role by the SAC.

5.8.3 Membership of a TC does not imply automatic membership of an SC; a membership application form shall be submitted to the secretariat of the SC.

5.8.4 A committee member may, at any time, apply for, or terminate membership, or change their member participation level in any TC or SC by informing the secretariat of the committee concerned.

5.8.5 Every two years the secretariat of a committee shall contact O-members to confirm their wish to continue as O-members. In the absence of a response, the O-member shall be removed from the committee.

5.8.6 In general, committee and WG participants shall comply with the following:

- a) Respect the SABS Committee Code of Conduct.
- b) Adhere to the competition law guidelines as given in annex B.
- c) Participate in decision making and consultation.

For P-members voting is an essential part of their obligation to participate.

- e) Meet deadlines.

In order for projects to progress to publication it is imperative that members adhere to the timelines for the development track selected for each project by voting and commenting within the established timelines.

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f) Prepare for meetings.

Prior to a meeting members shall

- 1) inform the Committee Administrator of their intention to attend or not, at least five working days before the scheduled meeting date,
- 2) review the agenda,
- 3) review supporting documentation,
- 4) review the committee programme of work (POW), membership and identify emerging needs, and
- 5) carry out the necessary consultations within their own organisation.

g) Respect copyright issues.

h) Disclose conflict(s) of interest or patents (or both).

5.9 Reconstitution and restructuring of a SABS committee

5.9.1 Reconstitution

The SAC may, based on an investigation or following a review of a committee by the committee secretariat, decide that changes are necessary to the membership constitution of a committee.

Reconstitution involves the inactivation of all existing membership and roles in the committee and a public notification for interested and affected parties to apply for membership.

5.9.2 Restructuring

The SAC may, following an evaluation of the structure of a committee to ensure alignment with the scope of the SBP, decide that changes are necessary to the structure of a committee.

New committees are established when the area of work within a committee becomes so diverse as to justify the establishment of a new TC or to subdivide the work between one or more new SCs that focus on specific subject areas and report to the parent TC.

5.10 Establishment of a working group (WG)

5.10.1 TCs and SCs may establish WGs for specific tasks. A WG shall report to its parent committee through a convenor appointed by the parent committee.

5.10.2 Responsibility for any change of the convenor rests with the parent committee.

5.10.3 The convenor shall be supported by the secretariat of the parent committee.

5.10.4 WG experts are nominated by members of the parent committee but are not restricted to parent committee members. An expert acts in a personal capacity and not as the official representative of the nominating member. The WG may co-opt additional experts as needed, subject to the approval of the parent committee.

5.10.5 It is recommended that WGs be reasonably limited in size.

5.10.6 WGs should be numbered in sequence in the order in which they are established and given a descriptive title which may include the number of a standard or project.

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5.10.7 When a committee has decided to set up a WG, the convenor shall immediately be appointed and shall arrange for the first meeting of the WG to be held within one month from the date of appointment.

5.10.8 Details of the WG and WG experts shall be recorded by the secretariat of the parent committee.

5.10.9 Persistent absence of contributions through either non-attendance of WG meetings or by lack of response to consultations may result in the removal of the expert from the WG. The nominating member and the WG expert shall be notified of the removal.

5.10.10 On the publication of the standard or other deliverable, the WG shall be retained to function as a maintenance team.

NOTE Where there is doubt concerning the expertise of a WG expert, the SAC may request the Curriculum Vitae of the expert for review.

5.11 Relations with, and participation in, international and regional committees

5.11.1 When there are active international (ISO and IEC) standardization projects that are of special interest to South Africa, the TC/SC may mirror the work of the international committee. The degree of liaison with international committees shall be determined by the national committee and approved by the SAC. Delegates to international standards meetings represent the views of the relevant national committee. Attendance of international committee meetings shall be approved by the Standards Executive based on the mandate from the committee. No person/organization shall be allowed to attend any international meetings on behalf of South Africa (the SABS), if approval for such attendance and accreditation by the SABS ISO/IEC office has not been granted. No person/organization shall offer to host an international meeting without a prior mandate from the committee and approval by the SAC.

5.11.2 The work of SADCSTAN and ARSO technical committees shall be referred by SABS to corresponding SABS TCs and SCs which shall participate directly in such work by reviewing, commenting and voting through SABS on all relevant matters according to the principles and procedures for the development of SADCSTAN and ARSO harmonised texts.

NOTE South African delegates to international meetings may be requested by the SABS to assist with promotion of standards.

5.12 Chairpersons of technical committees and subcommittees

5.12.1 General

5.12.1.1 A chairperson of a committee is expected to have

a) a working knowledge of standardisation procedures at national and international levels,

NOTE At least two (2) years active participation in national and international committees as well as experience in leading WGs is recommended.

b) a sound technical knowledge in the field covered by the scope of the committee,

c) effective communication and competent meeting management skills,

d) the ability to assimilate and evaluate complex information quickly,

e) the ability to reconcile opposing arguments, and

f) the ability to forge an acceptable consensus.

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5.12.1.2 Initially chairpersons shall be appointed for a term of three years. The appointment shall be approved by the SAC based on the criteria outlined in 5.12.1.1.

Chairpersons shall be appointed by the SAC from nominations received from the members of the committee. The nominations by the committee for chairpersons are not binding on the SAC.

Committees shall be notified by the secretariat of the appointment of a chairperson within ten (10) working days.

5.12.1.3 After the initial term, the term of office of a chairperson may be extended, such extension being for a term of three (3) years. Each extension shall follow the same procedure as that for the initial appointment. At the end of each extension reappointment may be considered.

The term of office shall not exceed three consecutive terms (9 years). At the beginning of the third term, a successor shall be identified

5.12.1.4 The SAC shall regularly review the performance and conduct of a chairperson and a committee. Based on the outcome of such a review, the chairperson may be removed.

Alternatively, when a complaint has been lodged against a chairperson by members or the secretariat of the committee owing to repeated incidents of non-performance of his/her duties stated in 5.12.2, and the complaint proves to have substance, the chairperson may be relieved of his/her duties.

Any person who has been removed as a chairperson of a committee owing to the repeated failure of the execution of duties stated in 5.12.2 shall not be allowed to chair any TC/SC, or to be a convenor of a WG but may be considered for committee membership.

5.12.1.5 In the case of the unforeseen unavailability of the chairperson at a meeting, a member of the committee or the SABS shall be appointed as the acting chairperson.

5.12.1.6 A chairperson of a TC shall not be elected as the chairperson of an SC under the parent TC.

5.12.2 Duties of a committee chairperson

5.12.2.1 The chairperson of a committee together with the secretariat, is responsible for the overall steering of a committee, and shall ensure that he/she is updated on the activities of SCs and WGs that report to the committee. For this purpose he/she shall receive reports on at least an annual basis from the chairpersons of SCs and the convenors of WGs for inclusion on the agenda of the annual TC meeting.

5.12.2.2 The chairperson shall

- a) remain impartial at all times,
- b) act proactively and communicate diplomatically,
- c) foster and value cooperation,
- d) adhere to the processes for the development of national standards,
- e) propose how technical comments received at the DSS stage are to be dealt with,
- f) conduct meetings with a view to reaching consensus on Committee Drafts (CDs), and furthermore, determine when there is consensus to progress from the CD stage to the DSS stage,
- g) ensure at meetings that all points of view expressed are adequately summed up so that they are understood by all present,

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- h) ensure at meetings that all resolutions are clearly formulated and made available in written form by the secretariat for confirmation if possible during the meeting,
- i) chair an appeals meeting in the event of an appeal against an SC decision (this is only applicable to TC chairpersons),
- j) present the case for the SC to the TC in the event of an appeal against an SC decision (only applicable to SC chairpersons), and
- k) present the case for the TC to the SAC in the event of an appeal against a TC decision (only applicable to TC chairpersons).

5.12.2.3 Under normal circumstances, a chairperson shall not vote. However in the case of an impasse where a deciding vote is necessary, the chairperson shall cast the deciding vote.

5.13 Duties of the committee secretariat

5.1.13.1 The committee secretariat is responsible for ensuring that all necessary administrative functions are carried out in order for a committee to function efficiently and effectively. In particular they are responsible for the following:

- a) ensuring that the SBP and the programme of work of the committee are up-to-date and are publicly available;
- b) maintenance of national committees, working groups, committee participants and experts, and their roles;
- c) preparation of committee drafts (CDs), uploading and notification of committee documents;
- d) creation and closure of national committee ballots;
- e) collation of comments and propose resolution of comments with the SABS Team Leader, Programme Manager and the chairperson;
- f) when applicable, ensuring the timely distribution of documents received from international and regional committees and that comments and votes are forwarded to the source committee on time;
- g) arrangement of meetings and issuing of notices and agendas for meetings;
- h) taking of minutes at meetings and ensuring that actions arising are followed up;
- i) working in close liaison with the chair of the committee and maintaining close contact with the members of the committee regarding committee activities;
- j) when applicable, maintaining close contact with the secretariat of a parent committee;
- k) assisting WG convenors with document distribution and consultations;
- l) ensuring that all necessary administrative functions are carried out in order for a WG to function efficiently and effectively;
- m) offering standards development procedural advice;
- o) managing the programme of work of the committee; and
- p) identifying issues and risks that may affect the selected development track of each standards development project, and in conjunction with the committee and the Programme Manager, managing and resolving these issues.

5.1.13.2 The SABS secretariat may comment but do not have the right to vote on committee documents.

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5.14 Duties of a WG convenor

The secretariat of the parent committee is responsible for ensuring that all necessary administrative functions are carried out in order for a WG to function efficiently and effectively. The convenor is responsible for the following:

- a) the provision of progress reports to the parent committee on at least an annual basis;
- b) the overall steering of the WG in conjunction with the secretariat;
- c) the submission of the final working draft (WD) to the parent committee secretariat together with evidence that the WG has reached agreement that the WD is of a high technical quality and is recommended for distribution as a CD; and
- d) ensuring that the attendance and outcome of each meeting is recorded.

5.15 SABS Staff

Staff of the SABS Standards Division may only provide guidance on the processes and procedures of a TC and SC and cannot participate in any voting.

It is particularly important that no SABS staff member engaged in SABS commercial activities, other than those of the SABS Standards Division, has access to committee membership privileges that are not available to SABS competitors operating in the same markets.

6 Development of national standards

6.1 General

The primary duty of a TC and an SC is the development and maintenance of national standards and other deliverables.

National standards shall be developed on the basis of a project approach.

6.2 Strategic business plan (SBP)

6.2.1 Each technical committee secretariat shall prepare an SBP for its specific subject matter.

6.2.2 The objectives of an SBP are as follows:

a) To demonstrate, in an objective manner, the specific benefits which result from, or are expected from, the work of the TC and related SC(s). These benefits can vary significantly and are dependent on the fields in which the TC is involved. They may be as follows:

1) **Economic:** Consideration of the potential economic impact of the standard on the different segments of the community, such as manufacturers, suppliers and consumers; taking into account the costs and benefits related to the following indicators:

(i) competition: market share, concentrated supply, concentrated purchasing of inputs or the cost effectiveness of public infrastructure;

(ii) international trade effects: promotion of exports through increased access to foreign markets; sourcing of quality products from foreign markets;

2) **Social:** Well-being of society and the realisation of the development of the goals of the country;

or

3) **Environmental:** Impact on environmental sustainability priorities aligned with national priorities.

b) To support prioritisation and to improve the management of the projects in the TC and related SC(s).

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- c) To give a prospective view on emerging needs.
- d) To increase transparency in relation to the market share and the percentage of market share represented on a committee.

All approved SBPs shall be made publicly available.

6.3 Project stages

6.3.1 Table 1 shows the sequence of project stages through which South African National Standards are developed, and gives the designation of the document associated with each project stage.

Table 1 — SANS project stages and associated documents

1	2	3
Project stage	Associated document	
	Name	Abbreviation
Preliminary stage	Preliminary work item	SANS/PWI
Proposal stage	New proposal	SANS/NP
Preparatory stage	Working draft(s) ^a	SANS/WD
Committee stage	Committee draft(s) ^a	SANS/CD
Enquiry stage	Draft South African Standard	SANS/DSS
Publication stage	South African National Standard	SANS
^a Optional. See figure 1.		

6.3.2 To facilitate the monitoring of project development, the SABS has adopted a systematic approach to standards development project management, based on the subdivision of projects into stages and sub-stages. The project management system adopted is based on a harmonised stage code system used by ISO.

6.3.3 Each project is registered in an internal database as having reached each particular stage when the action or decision indicated at that point of development has been taken.

6.3.4 A flowchart for the development of an SANS, including project stage codes, is given in figure 1.

6.3.5 Annex C provides a matrix presentation of the project stages, with the numerical designation of associated sub-stages.

6.4 Project description and acceptance

6.4.1 A project is any work intended to lead to the publication of a new, amended or revised standard.

A project may subsequently be subdivided (see 6.5.4).

A project shall be undertaken only if the proposal has been approved by the SAC.

6.4.2 When a project for a new standard is under consideration by a committee prior to it being proposed to the SAC, the following shall be considered:

- a) Where international standards exist or their completion is imminent, the SABS shall use them, or the relevant parts of them, as a basis for the standards it develops, except where such international standards or relevant parts would be ineffective or inappropriate, for instance, because of an insufficient level of protection or fundamental climatic or geographical factors or fundamental technological problems.
- b) Any research found to be necessary during the development of a project shall be approved by the SAC.



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Figure 1 (*concluded*)

Key

- ... Optional
- 1 Not publicly available source document
- 2 Publicly available source document
-  The clock starts when NP is approved (stage 10.99)
-  Limit dates set in months.
Missing these dates means action is needed to avoid cancellation of the project.

Figure 1 — Flowchart for the development of a SANS

6.5 Programme of work (POW)

6.5.1 The programme of work of a TC or a SC contains all projects allocated to that TC or SC, and includes the maintenance of published standards.

6.5.2 Projects shall fall within the scope of the committee. Projects may be recommended by the committee and shall be approved by the SAC.

6.5.3 Each project in the programme of work shall be given a number that shall be retained in the programme of work until the work on the project is complete or its cancellation has been approved by the SAC.

6.5.4 The committee may request the SAC to approve the subdivision of a number if it is subsequently found necessary to subdivide the project. The subdivision of the work shall lie fully within the scope of the original project. If not, a new work item proposal (NWIP) shall be submitted.

6.5.5 The programme of work shall indicate, if applicable, the subcommittee and/or working group to which each project has been allocated.

6.6 Project target dates

6.6.1 The committee shall establish, for each project on its programme of work, target dates for the completion of each of the following stages:

- a) the first working draft (WD) (in the event that only an outline of a working document was provided by the proposer of the new work item proposal);
- b) circulation of the first committee draft (CD), where applicable;
- c) circulation of the Draft South African Standard (DSS); and
- d) publication.

6.6.2 Three development track options showing target time frames are given in figure 2.

6.6.3 In establishing target dates, the relationships between projects shall be taken into account.

Priority shall be given to those projects

- a) intended to lead to national standards upon which other national standards depend for their implementation,

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- b) that concern public health and safety, security, consumers, community development, equity and employment,
- c) that will have an impact on South African competitiveness and trade, and
- d) that address environmental issues.

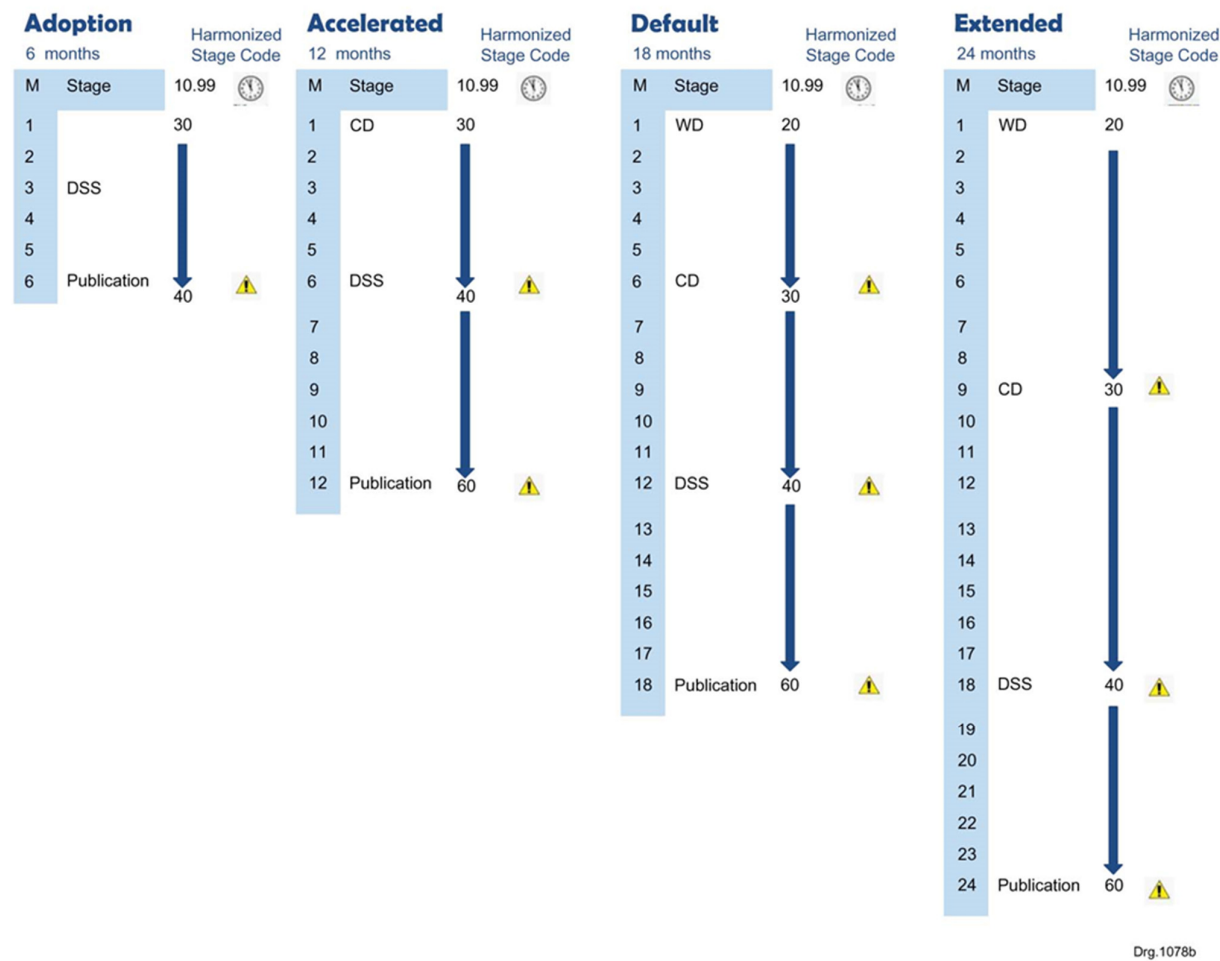


Figure 2 — Development track options showing target time frames in months

6.7 Monitoring of development tracks

6.7.1 When a proposed new project is submitted to the SAC for approval, the selected development track shall be indicated. All target dates are calculated from the date of the approval of the new project (stage code 10.99) as follows (except for amendment which is from stage code 10.00):

- a) Adoption: 6 months to publication;

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- b) Amendments: 9 months to publication;
- c) Accelerated development track: 12 months to publication;
- d) Default development track: 18 months to publication; and
- e) Extended development track: 24 months to publication.

6.7.2 Target dates shall be kept under continuous review to ensure that they are either confirmed or revised.

Such reviews shall seek to confirm that projects are still market relevant and in cases where they are found to be no longer required the project shall be cancelled.

6.8 Cancellation of projects (and their reinstatement)

6.8.1 Committees may recommend the cancellation of a project if they are unable to justify the continuation of the project.

6.8.2 The SAC shall take a decision on the proposed cancellation of the project.

6.8.3 Cancelled projects may only be reinstated with the approval of the SAC based on the receipt of sound justification from the committee.

6.9 Project management

The relevant SABS Standards Writer, Team Leader and Programme Manager assigned to the committee are responsible for the management of all projects in the programme of work, including the monitoring of their progress against the target dates of the selected development track.

6.10 Preliminary work item (Stage 00)

6.10.1 Upon receipt of a proposal for the development of a new standard or the revision of an existing standard, a preliminary work item (PWI) shall be registered by the SABS in the SABS database. A new standard shall be assigned a new number.

6.10.2 Where the proposer is requesting to develop a South African National Standard, the proposer shall be responsible for providing the net benefit and market relevance of the project. This applies whether a project is developed locally or is an adoption of an international standard proposed. For the revision of an adopted international standard, the records of participation by South Africa during the revision process at international level, may be accepted as justification of continued market relevance.

NOTE When revising an adopted project the secretariat of the committee may provide net benefit and market relevance of the standard to be developed.

6.10.3 The PWI process is intended to allow the SABS to

- a) allocate the project to an established committee or decide on actions to be taken if the scope of the project falls outside the scope of all established committees,
- b) verify the justification for the standard,
- c) determine its relevance according to the SABS National Standards development framework,
- d) determine the impact that the proposed work may have on existing work, and
- e) determine if duplication of or conflict with a current or published work exists.

6.10.4 In the case of a proposal made or supported by the regulator, a PWI shall not be carried out provided that the regulator has indicated that the standard is needed for regulation purposes.

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6.11 New work item proposal (Stage 10)

6.11.1 In the event that the investigation indicates that a standard is needed, a new work item proposal (NWIP) shall be created and the committee shall have three (3) weeks to vote.

6.11.2 All P-members are expected to participate in voting. For committee acceptance of the project, the majority of votes, excluding abstentions, must be in favour and a minimum of three (3) P-members shall have supported the proposal by the closing date.

6.11.3 When voting, the P-members shall take into account

- a) the current programme of work of the committee,
- b) the net benefit that the proposed standard will derive, and
- c) the possible risk of not developing the standard.

6.11.4 The result of the new work item proposal shall be submitted by the secretariat to the SAC for approval.

6.11.5 The SAC shall take into consideration the following:

- a) the result of voting;
- b) stakeholder representation;
- c) the net benefit to the community and industry;
- d) support for the legislative framework;
- e) strategic alignment to national interest;
- f) evidence of market failure or potential market failure owing to lack of standardisation;
- g) international alignment;
- h) potential uptake of the standard;
- i) risks if the standard is not developed; and
- j) the selected project development track.

6.11.6 Work on the project shall begin once the project is approved by the SAC. The proposal may be a project for either a new standard or the revision of an existing standard.

6.11.7 The programme of work of the committee shall be made publicly available.

6.12 Working draft (Stage 20)

6.12.1 This is an optional stage used primarily for a national standard which is developed from scratch. This stage is not used for identical adoptions.

6.12.2 A WG shall be assigned the responsibility of developing a WD.

6.12.3 WDs may only be made available to non-WG experts when it is essential for consultation purposes and when so authorised by the WG Convenor.

6.12.4 The WD stage may be repeated as many times as necessary for the WG experts to reach consensus taking the selected development track into consideration.

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6.12.5 Once the WG experts have agreed on the technical content of the WD, the WG convenor shall submit the WD to the secretariat of the parent committee with a recommendation that the draft be circulated as a CD.

6.13 Committee draft (Stage 30)

6.13.1 This stage is used primarily for national standards that are developed from scratch and for modified adoptions. This stage is not used for identical adoptions.

6.13.2 The secretariat shall circulate the CD to the committee for commenting and voting for a period of at least three (3) weeks to begin the consensus-building process.

The CD stage shall be repeated until all comments have been resolved and consensus is reached in order for the document to proceed to the DSS stage.

All P-members are expected to participate in voting. For the project to proceed to the next stage the majority of votes, excluding abstentions, must be in favour and a minimum of three (3) P-members shall have supported the document, provided that

- a) every attempt has been made to resolve votes against the proposal, and
- b) all comments received have been resolved.

6.13.3 All comments on drafts received during all stages of the project shall be collated by the secretariat and shall include proposed resolutions from the secretariat in consultation with the convenor of the WG and the chairperson of the committee. Proposed resolutions shall be accepted or rejected by the committee.

NOTE 1 Where it is deemed that the three (3) weeks is insufficient, the secretariat may extend the CD ballot period.

NOTE 2 The secretariat may also shorten the three (3) weeks ballot period where all P-members have cast a vote.

The secretariat shall notify the committee of voting results and the intention to close the ballot including processing the document to the next stage.

6.13.4 If consensus cannot be reached within the original time frame specified, the committee shall review progress made and shall either

- a) request the SAC to approve a change in the selected development track to continue efforts to obtain consensus, or
- b) request the SAC to cancel the project.

6.13.5 All committee members shall receive a report on the votes cast together with a description setting out the manner in which all comments that accompanied the votes have been resolved.

6.13.6 CDs may be made available to non-committee participants only when it is essential for consultation purposes and authorised by the chairperson.

6.14 Draft South African Standard (Stage 40)

6.14.1 Members of the responsible committee should not submit technical comments at the DSS stage as this stage is aimed at soliciting public comments.

6.14.2 A commenting period of sixty (60) calendar days is required in terms of the *WTO Code of good practice for the preparation, adoption and application of standards*. Comments received at DSS stage shall be dealt with in exactly the same manner as comments received during the CD stage (see 6.13). The committee and the sender of the comment shall be notified of the resolution of comments.

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6.14.3 The DSS period may be shortened in cases where serious issues regarding safety, health or the environment arise, or threaten to arise.

6.14.4 The DSS stage shall be repeated if significant technical changes are required to the standard at this stage. If no public comments requiring significant technical changes are submitted, the project is deemed to have passed the DSS stage, and the final report on the DSS stage is forwarded by the secretariat to the committee for information.

6.15 Approval (Stage 50)

The master copy of the standard is submitted to the SAC for approval. The SAC may

- a) approve the publication,
- b) refer the document back to the committee, or
- c) on the recommendation of the committee, delete the project from the programme of work of the committee.

6.16 Publication (Stage 60)

Under normal circumstances the SABS publishes the standard within a week of the SAC approval.

The publication stage ends with the publication of the SANS. A notification of publication is placed in the Government Gazette.

6.17 Systematic review (SR) (Stage 90)

6.17.1 All South African National Standards are reviewed periodically to ensure that they remain valid. By default the review period is every five (5) years. The responsible committee, subject to SAC approval, may agree on a shorter period.

6.17.2 When reviewing a standard, the following shall be taken into account:

- a) stakeholder support, and
- b) net benefit.

6.17.3 The outcome of the review can be one of the following:

- a) a reaffirmation, which means that the standard, as is, remains valid, (stage code 90.93); or
- b) an amendment, which means that modification, addition or deletion of particular parts of the standard is required (stage code 90.99); or
- c) a revision, which means that changes to the substance and presentation of a standard is required, (stage code 90.92); or
- d) a proposed withdrawal, which means that the document is no longer needed or suitable (stage code 90.98).

In the case of withdrawals, the SABS shall retain the withdrawn standards for reference purposes.

6.17.4 When the source document of an adoption is reviewed by its originating organization the responsible TC shall be notified and consulted accordingly.

NOTE It may not always be practical to implement this clause as other documents are adopted from organizations of which the SABS is not a participating member.

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6.18 Withdrawal (stage 95)

When a standard is no longer needed or suitable it shall be withdrawn.

The public shall be notified of the intention to withdraw. A comment period of sixty (60) days shall be allowed for the public to register an objection to the proposed withdrawal. Objections shall be justified.

A standard shall not be withdrawn if it is referred to normatively in another standard, or in legislation, unless the committee responsible for the referencing has been notified formally and has indicated its intention to amend or withdraw the reference. It is the responsibility of the SABS to keep track of all such cross-references.

Any objection received shall be referred to the responsible committee for consideration and to the SAC for a final decision.

6.19 Updating and maintenance of standards

6.19.1 General

Discrepancies in standards are corrected whenever they are found to be necessary. In addition all standards are subject to systematic review to ensure that they do not become obsolete.

6.19.2 Corrigenda

Typographical or editorial corrigenda are issued after consultation with the chairperson of the responsible committee and approved by SAC.

6.19.3 Cosmetic change

Where the SABS deems the structure and presentation of the published standard to be incomprehensible or unclear to the user, the SABS shall amend the standard accordingly. Such changes shall be cosmetic rather than technical in nature.

The amended document shall be circulated to the relevant TC for notification prior to publication.

6.19.4 Amendments

6.19.4.1 Amendments to published documents are issued essentially for the

- a) correction of an error that could be misleading or have potentially serious consequences, or
- b) alteration or addition (or both) to previously agreed-upon technical provisions.

6.19.4.2 Any person or organisation may propose an amendment. The proposed text of the amendment shall be supported by a motivation.

6.19.4.3 An amendment is incorporated into the document when so resolved by the committee and approved by the SAC. Where relevant an implementation date or time frame shall be decided upon by the committee before submission to the SAC.

6.19.4.4 Amendments issued for adopted standards by the originating standards development body shall be considered by the SABS committee.

6.19.4.5 All amendments, whether referred to in legislation or not, shall be circulated for public enquiry for sixty (60) days.

6.19.4.6 Upon receipt of a proposal to amend a standard referenced in legislation, the SW shall inform the legislator of such a proposal before it may be sent to the committee.

6.19.4.7 A flowchart for the amendment of an SANS, including project stage codes, is given in figure 3.

6.19.4.8 Except for certain adoptions where amendments are issued in a loose-leaf format, the amended document is issued as a consolidated edition.

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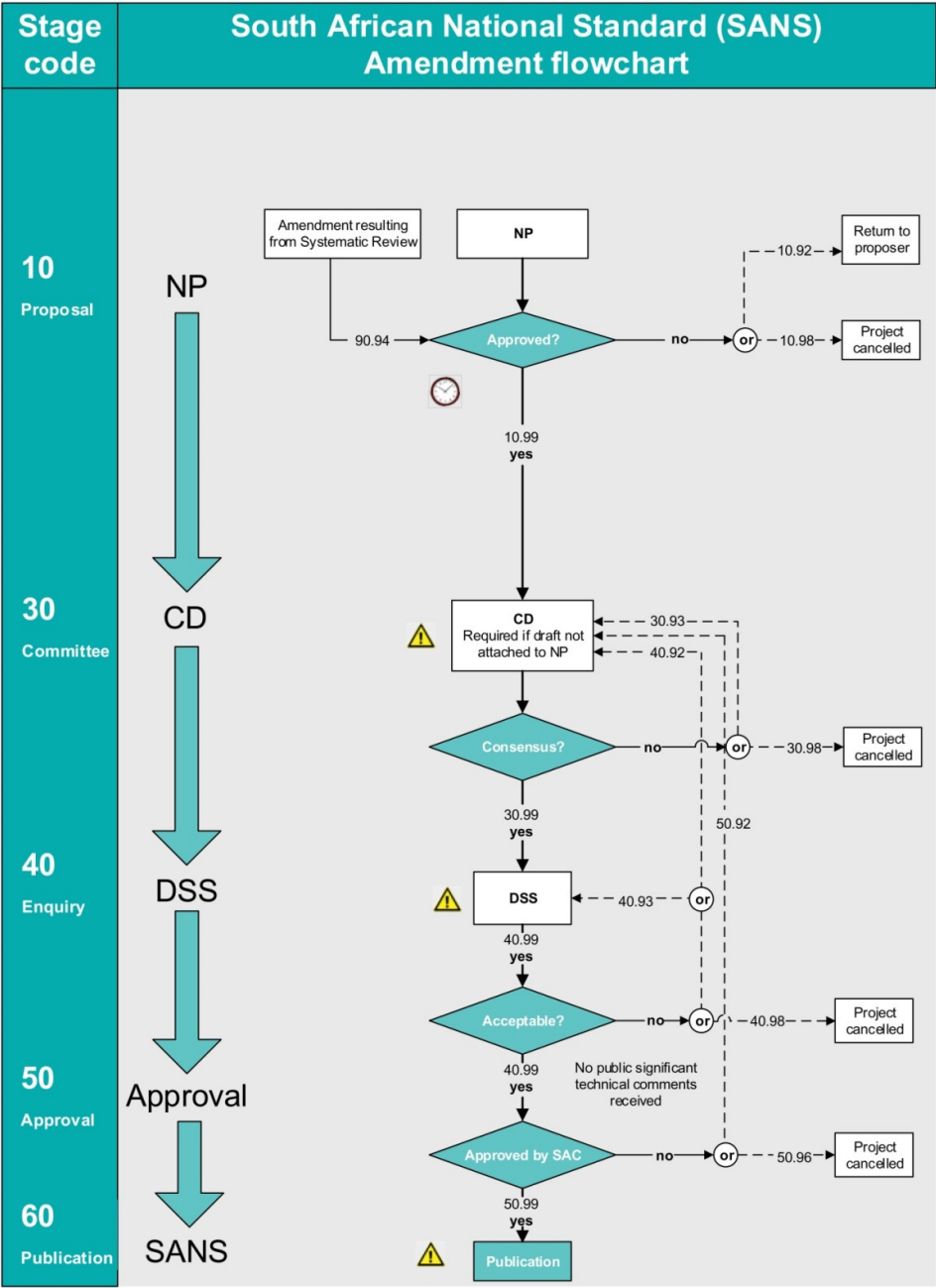


Fig. 1078c

- Key**
- Optional
 - The clock starts when NP is approved (stage 10.99)
 - Limit dates set in months.
Missing these dates means action is needed to avoid cancellation of the project.

Figure 3 – Flowchart for the amendment of an SANS

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6.20 Revisions

The revision of a standard, which follows the same process as a new standard and results in the publication of a new edition, shall be considered when

- a) a change is needed in the basic structure or layout of the document,
- b) the legibility of the standard is compromised as a result of numerous amendments,
- c) the criteria for determining compliance with the document for a product or service have changed to such an extent, either as a result of amendments or as a result of technological changes;
- d) in the case of adopted standards, a revision of the source standard is issued.

6.21 Copyright

6.21.1 Various sources are used for the drafting of an SANS, including published documents, internal company documents, research papers, and other standards, which could be of international, regional or of foreign national origin.

6.21.2 It is the responsibility of persons and representatives of organisations who contribute such material to ensure that the agreement of the copyright owner has been obtained and that they have a right to submit such material.

6.21.3 South African National Standards are protected by copyright. Where these documents are based, by agreement, on international standards (such as ISO or IEC), or the standards of other standards bodies (such as the American Society for Testing and Materials (ASTM) or the British Standards Institution (BSI)), the SABS has the obligation to protect the rights of these copyright owners within South Africa.

6.21.4 The reproduction or dissemination by electronic means of South African National Standards, is permitted free of charge exclusively for use in the process of standards development under the auspices of an SABS TC or SC, although they are copyright protected documents, and remain subject to certain other copying and redistribution limitations.

6.21.5 The SABS publications are commercial publications and may not be copied or shared on an electronic network without explicit authorisation from the SABS.

6.21.6 When committee members submit material that they have originated, and such material is subsequently included in a normative document, the SABS recognises the right of the originator of the material to continue to reproduce the material in the form in which it was originally submitted. Any copyright in material that results from the standards development process itself, however, is exclusively and irrevocably assigned to the SABS. Committee members are reminded that although they might have contributed part of the content of a standard, this does not entitle them to reproduce the contents of the published standard without prior permission from the SABS, and all copyrights in an SANS vest in the SABS as provided for in the Standards Act.

6.22 Patent rights

6.22.1 If technical reasons justify the preparation of a standard which includes the use of items covered by patent rights or could be covered by pending patent rights should they be granted, the following process shall be complied with:

- a) The originator of a proposal for an SANS shall draw the attention of the committee to any patent rights or pending patent rights that affect any item of the proposal of which the originator is aware.

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- b) If the proposal is accepted on technical grounds, the originator shall ask any holder of such identified patent rights or pending patent rights for a statement that the holder would be willing to negotiate national licences under his/her rights with applicants on reasonable and non-discriminatory terms and conditions. Should the holder not be willing to negotiate such licenses, the proposal would need to be referred back to the SAC for re-evaluation.
- c) Negotiations are left to the parties concerned and are performed outside the SABS.
- d) Any member of the TC, SC or expert of a WG involved in the preparation of a standard shall draw the attention of the committee to any patent rights or pending patent rights which may affect any item within the standard or normative document and of which it becomes aware during any stage of development. The TC shall pass a resolution on the way forward, which may involve obtaining a statement from the holder of the patent rights or pending patent rights as in 6.22.1(b), or consider viable alternative technology, which could be included in the standard.
- e) Any member of a TC, SC or WG shall undertake not to register any patents based on the information gathered during committee activities.

6.22.2 A standard shall not be published until the statements of the holders of all identified patent rights or pending patent rights have been received, unless otherwise authorised by the SAC. A statement to this effect shall be included in the foreword of the standard or other normative document.

6.22.3 The SABS does not require that patent searches be carried out, but it is expected that all who participate in a particular standards development project draw attention to any relevant patent right or pending patent rights of which they are, or become, aware. The SABS shall not be held responsible for identifying any or all such patent rights.

6.22.4 Should it be revealed after publication of a standard that licences under patent rights, which appear to cover items included in the standard, cannot be obtained under reasonable and non-discriminatory terms, the standard shall be referred back to the relevant committee for further consideration.

6.23 Relationship with the law

Standards are always subordinate to the law. It is important that they are drafted so as to avoid any confusion between the provisions of a standard and the requirements imposed by law. In general, it is not acceptable for standards to contain provisions that are already requirements imposed by law. It is also not permitted to quote legislation, and no attempt shall be made to offer any interpretation of the law.

In terms of South African legal practice, reference to a South African National Standard by national, provincial or local spheres of government or regulatory bodies can declare the voluntary standard compulsory.

7 Meetings

7.1 General

7.1.1 A meeting of a TC or SC should be convened only when it is necessary to discuss matters of substance which cannot be settled by other means. Committees are encouraged to explore means that do not entail physical meetings, for example tele- or video conferencing. Any such event shall be regarded as a formal committee meeting. It is expected that TCs meet at least once a year to review and update their SBP, programmes of work, membership and emerging needs.

7.1.2 A calendar of SABS committee meetings shall be made publicly available at the beginning of each year.

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7.2 Confidentiality of meetings

7.2.1 The discussions within committee meetings are confidential, and therefore members of the press and legal representatives of P- and O-members of the committee are not allowed to attend committee meetings, except by special permission from the committee chairperson and the SAC.

7.2.2 Non-committee members may attend meetings on receipt of an invitation from the committee secretariat for a particular purpose.

7.2.3 Non-committee members may request the committee secretariat to attend a meeting as an observer. The secretariat shall consider the justification of the request and inform the requester accordingly.

Prior approval by the chairperson and the secretariat is required for P-,O- or C-members who wish to bring additional persons to a committee meeting.

7.2.4 Members of the SABS committees and experts of working groups have access to privileged information. All members are therefore expected to respect the confidentiality of this information and to restrict the sharing of internal discussions and working documents, except for that which is necessary for the development of the document concerned and for obtaining consensus on the content. The SABS recognises that in order to achieve consensus within a committee, it is often necessary for members to share company-confidential information in an atmosphere of mutual trust; only when technical consensus has been reached is it appropriate to release a DSS for public comment.

7.2.5 While members of the SABS TCs, SCs and WGs are expected to respect the confidentiality of privileged information, owing to the fact that the sharing of internal discussions and working documents may be necessary within organisations in order to obtain consensus, the SABS cannot guarantee absolute confidentiality of company-confidential information and no such guarantee is given. Submission of company-confidential information is done at the risk of the committee member.

7.2.6 The chairperson and secretariat have the right to refuse attendance at meetings of an organisation or individual that is not a member of a TC, SC or WG.

7.2.7 The SABS shall not release or publish personal data relating to members of committees and experts of working groups. Some personal data has to be used and shared in standardisation work and members collaborating in an electronic environment shall not disseminate information such as contact details to outside parties.

7.2.8 It is not acceptable for any committee participant to issue a public statement to the media that purports to reflect the collective viewpoint of any committee or of the SABS, unless authorised to do so by the SABS.

Committee participants risk losing their current and future roles in SABS/TCs/SCs/WGs or face legal action (or both) should they choose to issue public statements on behalf of the SABS without authorisation to do so by the SABS.

7.3 Meeting notifications

7.3.1 For formally constituted meetings, an invitation accompanied by an agenda, shall be sent at least four (4) weeks' prior to the scheduled meeting date.

7.3.2 Members unable to attend a meeting shall tender apologies for their absence at least ten (10) calendar days prior to the scheduled meeting date, which shall be taken as an indication of their continued interest in the work of the committee.

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7.3.3 Only those committee drafts for which the compilation of comments are available at least four (4) weeks prior to the meeting shall be included on the agenda and be eligible for discussion at the meeting.

7.4 Cancellation of meetings

Every possible effort shall be made to avoid cancellation or postponement of a planned meeting. SABS committee members shall confirm their attendance at least ten (10) calendar days prior to the meeting date.

If, ten (10) calendar days prior to the date of the meeting, indications are that no quorum will be achieved, the SABS shall issue a notification to cancel the meeting.

7.5 Meeting quorum

A quorum requires the attendance of at least three (3) P-members. Decisions taken by those present at a formal meeting are binding on the entire committee and, other than in exceptional circumstances and at the chair's discretion, business concluded at a meeting cannot be subsequently reopened by those who were not party to it.

7.6 Minutes

7.6.1 Every meeting of a committee shall be minuted to record the following general details:

- a) the date, time and place of the meeting;
- b) a record of attendance in respect of
 - 1) P-member representatives present, those absent, and those who tendered apologies,
 - 2) O-member representatives present, those absent, and those who tendered apologies, and
 - 3) Non-members invited to attend the meeting;
- c) any changes to the constitution of the committee since the last meeting;
- d) any declared conflict of interest;
- e) progress report on resolutions, outcomes and actions taken since the previous meeting;
- f) resolutions, outcomes and actions agreed to at the meeting; and
- g) any specific statement or standpoint that an individual member requests to be minuted.

7.6.2 Other than as agreed in 7.6.1(g), verbatim or extensive records of discussions are not minuted.

7.6.3 For working group meetings the report of the convenor should reflect the attendance of the experts, the meeting objectives, the progress made and further actions required.

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7.7 Recording of meetings

7.7.1 The recording of SABS committee meetings by the Committee Administrator is acceptable provided that at the outset of the meeting all participants are made aware that the meeting will be recorded. In instances where recordings are made, the meeting participants shall be instructed to identify themselves and the organisation they represent before speaking.

7.7.2 The recordings are intended to aid the Committee Administrator in preparing the minutes and resolutions of the meeting. Recordings may be used to resolve disputes concerning what occurred at a meeting, which, in some instances, may require the preparation of transcripts of the recording.

7.7.3 The recordings and any transcripts are the property of the SABS, which shall respect the confidentiality of SABS meetings. The recordings and transcripts shall accordingly not be divulged to third parties.

7.7.4 With the exception of the SABS, no person shall make a recording of any meeting.

8 Appeals

8.1 General

8.1.1 Sometimes errors or omissions are due to oversight and these can swiftly be rectified once they are brought to the attention of the chairperson, and would not require or justify the invocation of the appeals procedure. Therefore, before launching an appeal, persons who are dissatisfied with a process or a decision shall first follow the procedure outlined in 8.1.2 and 8.1.3.

8.1.2 Dissatisfaction with procedures or resolutions shall be addressed to the chairperson of the relevant TC or SC.

8.1.3 A P-member of a committee may appeal against any action, or inaction, on the part of a TC or an SC when the member considers that such an action or inaction is

- a) not in accordance with this, the SABS National Norm, or
- b) not in the best interests of national trade and commerce, or such public factors as safety, health or the environment.

8.1.4 Any organisation or individual that may be adversely affected by a draft standard has the right to appeal, based on technical or procedural reasons, to

- a) the TC on a resolution of an SC,
- b) the SAC on a resolution of a TC, or
- c) the CEO of the SABS on a decision by the SAC.

8.1.5 In the case of a CD, an appeal shall be made within ten (10) working days after receipt of the minutes of the meeting documenting a resolution taken at the meeting, or within ten (10) working days after the receipt by members of the report on votes. Permission may be granted for a late submission for an appeal by the appellant as long as proof exists that the appellant is in consultation with the chairperson. Such extensions shall not exceed thirty (30) working days.

8.1.6 Upon receipt of an appeal, the SAC shall assess it and determine if it is an appeal or a complaint. In the case of complaints, the process of an appeal shall not apply.

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8.1.7 All appeals shall be in writing and shall be fully motivated to support the concern of the member. The appeal shall state the nature of the dispute(s), including, as relevant, the following:

- a) any direct and material adverse effects;
- b) the section(s) of this document, or the standard that is at issue;
- c) actions or inactions that are at issue; and
- d) the specific remedial action(s) that would satisfy the concerns of the appellant.

Previous efforts to resolve the dispute(s) and the outcome of each shall be included.

8.1.8 When an appeal is against a decision in respect of work in progress, the work shall be continued up to, but not including, approval of the standard by the SAC.

8.2 Appeal against the decision of a chairperson

8.2.1 The documented appeal shall be submitted to the responsible SABS Programme Manager (PM).

8.2.2 Upon receipt of the documented appeal, the SABS PM shall take immediate action, by correspondence or at a meeting, to consider and resolve on the appeal.

8.2.3 If the SABS PM supports the decision of the chairperson, the appellant may either

- a) accept the resolution of the PM, or
- b) appeal to the SAC.

8.3 Appeal against an SC resolution

8.3.1 The documented appeal shall be submitted by the P-member to the TC secretariat with copies to the SC secretariat.

8.3.2 Upon receipt of the documented appeal, the TC secretariat shall advise the chairperson and P-members of the appeal, and take immediate action, by correspondence or at a meeting, to consider and resolve on the appeal.

8.3.3 If the TC supports the SC decision, the P-member who initiated the appeal may either

- a) accept the TC resolution, or
- b) appeal against the TC resolution.

8.4 Appeal against a TC resolution

8.4.1 Appeals against a TC resolution may be one of the following:

- a) an appeal against an original resolution of a TC; or
- b) an appeal arising out of 8.2.3.

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8.4.2 The documented appeal shall, in all cases, be submitted to the SAC, with a copy to the TC chairperson and secretariat.

8.4.3 The SAC shall within thirty (30) working days take action to consider and decide on the appeal. The SAC shall report the decision taken to the TC chairperson and secretariat, and send a copy to the SC chairperson, if relevant, as well as the appellant.

8.4.4 If SAC supports the TC resolution, the P-member who initiated the appeal may either

- a) accept the SAC decision, or
- b) appeal against the SAC decision.

8.5 Appeal against an SAC decision

8.5.1 An appeal against an SAC decision can only arise out of 8.4.4.

8.5.2 The appeal shall be documented and submitted to the CEO, with a copy to the SABS Standards Executive.

8.5.3 The CEO shall within thirty (30) working days take action to consider and decide on the appeal. The CEO shall report his/her decision to the SABS Standards Executive.

8.5.4 The decision of the CEO shall be final and where relevant, the secretariat may proceed with the publication of the document.

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Annex A

(normative)

The SABS Code of Conduct for Standards Development participants

This Code of Conduct applies to every participant in a SABS technical committee, subcommittee, working group, and any other consensus group established to develop standards under the auspices of the SABS in terms of the *National Norm for the development of South African Standards* provided for in the Standards Act, 2008 (Act No. 8 of 2008). The Code of Conduct is drawn from broader international guidelines and is not negotiable.

The SABS Code of Conduct for Standards Development Participants	
We, the committee, working group and other consensus group participants, acknowledge the responsibility to participate in the development of standards. We agree to adhere to this code of conduct to support the productive participation by all in the development of national standards in accordance with the terms set out herein.	
Principle	Description
Work for the net benefit of the South African community	We recognise that the development of standards is for the net benefit of the South African community, over and above the interests of any individual, or representative organisation.
Uphold the consensus process	We shall uphold the principles of our consensus-based process through openness, transparency, balance and respect for each other in alignment with internationally recognised principles of consensus in the development of standards.
Agree to a clear purpose and scope	We shall commit to the development of a clear, shared purpose, objective, agenda and project plan to ensure the timely and efficient development and maintenance of standards and related products.
Respect others	We commit to respecting others and the professional culture of the SABS. We shall attend meetings fully briefed and prepared. We commit to upholding etiquette and the rules of engagement.
Media engagement	We shall not use the media, including all forms of social media, to criticise or be offensive towards other participants, stakeholders or the SABS. We shall not engage with any form of the media without the explicit permission of the Standards Executive in matters relating to SABS standards development.
Participate actively	We agree to our roles and responsibilities and shall actively participate in standards development projects. We shall engage and consult with our nominating organisations to ensure that our constituency is informed and that their views are represented.
Declare all relevant interests	We shall behave in a transparent manner by declaring all conflicts of interest. We shall manage or remove potential, perceived or actual conflicts of interest, to facilitate the resolution of competing interests via the open and structured process that forms the basis of consensus standardisation.
Escalate and resolve issues	We shall identify and escalate issues and disputes in a timely manner to ensure rapid resolution. We shall uphold the agreed escalation and dispute resolution processes.
Behave ethically and legally	We are committed to support the principles of competition law compliance, as provided for in the Competition Act, 1998 (Act No. 89 of 1998) and shall conduct ourselves in a manner whereby we maintain and encourage effective competition in the market place. We encourage the reporting of unethical behaviour, breaches of the Act and matters detrimental to the SABS and its reputation.
Uphold this code	We actively encourage compliance with this code at all times. We accept and encourage the rapid initiation of action to address poor, unacceptable or inappropriate behaviour and breaches of this code.

Annex B
(normative)

**Competition law guidelines for participants in the South African
National Standards development process**

B.1 General

This annex is intended as a supplement to the SABS Standards Guide 2, *Competition law guidelines for participants in the standards development process* to assist committee participants in understanding expectations for meeting competition law requirements that could affect standards development activities.

All committee participants are encouraged to question or report on conduct that they believe may contravene applicable competition laws. For clarification of competition laws, contact the legal team of your company. To report conduct believed to contravene applicable competition laws during national standards development activities, email the SABS legal team at: legal@sabs.co.za.

The information in this annex shall not be regarded as definitive legal advice, or as a substitute for the legal assistance and guidance available from legal entities.

B.2 Competition law — High level overview

B.2.1 Purpose

The purpose of competition law is to maintain and encourage effective competition in the market place. South Africa has laws to protect a competitive marketplace by prohibiting certain activities that might reduce or prevent competition or harm consumers.

B.2.2 Competition law and standards development activities

Two key issues that could lead to compliance obstacles in the standards development process are collusion and exclusion. They can be described as follows:

- a) **Collusion** (improper cooperation between competitors): Standards development activities provide a forum in which market competitors have direct contact with each other to cooperate in consensus-based processes to achieve the goals of standards development. The SABS, its staff and its committee participants shall ensure that the opportunity for direct contact between competitors provided by standards development activities is based on the specific goals of standards development and does not stray into anti-competitive agreements or activities.
- b) **Exclusion** (inappropriate barriers to competition): Standards development activities should not unreasonably exclude or limit marketplace competition or create unreasonable barriers to market entry for new or innovative products. Standards set technical requirements. Any standard may therefore result in competitive advantages for some and disadvantages for others. Any such competitive effect should result from a standards-based decision on reasonable and sound technical grounds within the scope of the committee.

B.2.3 Preventing entry into the marketplace

Abuse of dominant position is a situation where one or more persons substantially or completely control a class of business and engage in a practice of anticompetitive acts that may substantially reduce competition in a market.

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Anticompetitive acts are defined to include the adoption of product specifications that are incompatible with products produced by a competitor and are designed to prevent entry into, or eliminate competition from, a market.

When a committee is considering requirements in a standard that may have the result of reducing access of some competing products to the marketplace, they shall be mindful of this impact and only make such a decision where a consensus of the committee determines that this is the best technical resolution to achieve the proper goals and spirit of the standard and its scope. These reasons should be carefully documented.

B.3 Competition law compliance

B.3.1 Severity

In addition to the firm commitment by the SABS to support the principle of competition served by competition laws, the penalties that may be imposed upon committee participants involved in any violation of the law are so severe that every effort should be made to avoid any such violation.

Any individual or participating organisation found to have knowingly misused their access to the standards development process in order to take an action that violates applicable competition laws risks being summarily removed by the SABS from the committee.

B.3.2 Inappropriate activities

B.3.3.1 The list given in B.3.3.2 is intended to assist SABS staff and committee participants to comply with applicable competition laws. This section provides examples only and is not exhaustive.

B.3.3.2 The SABS, its committees, or other SABS activities, including SABS-sponsored social events, shall not be used for the purpose of

- a) bringing about any agreement among competitors with regard to prices, terms or conditions of sale, distribution, volume of production, territories, or customers;
- b) discussing prices or pricing methods, production quotas, terms and conditions, or other limitations on either the timing or volume of production or sale or the allocation of territories or customers;
- c) exchanging, collecting and distributing among competitors any information regarding prices, pricing methods, or cost data; and
- d) discussing costs for the purpose of
 - 1) increasing, maintaining, or stabilising prices, or
 - 2) reducing competition in the marketplace with respect to the range or quality of products or services offered.

B.3.3.3 No SABS activity or communication shall be used to include any discussion that might be seen as an attempt to prevent any person or organisation from gaining access to any market or customer for goods or services, or to prevent any person or organisation from obtaining a supply of goods or otherwise purchasing goods or services freely in the market.

Subject to other requirements for committee membership, no organisation shall be unreasonably or arbitrarily excluded from participation in any SABS activity or committee where such exclusion may impair the ability of the organisation to compete effectively in any industry.

The primary purpose of standards development should not be the goal of blocking market access of new or competitive products.

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B.3.3.4 If the standard has a valid purpose (safety, for example), is preferably related to performance rather than design specifications, is developed by SABS processes following the rules for adequate consideration of all pertinent points of view, then the likelihood of a competition law violation should be minimal.

Care shall be taken to ensure that such standards are reasonable and cannot be employed as a device to fix prices, effect a boycott, exclude competitors, or control production.

NOTE Further guidance on Competition Law Guidelines can be obtained from the SABS.

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Annex C

(normative)

Matrix of project stages

Stage	Sub-Stage						
	00	20	60	90 Decision			
	Registratio n	Start of main action	Completion of main action	92 Repeat an earlier phase	93 Repeat current phase	98 Cancel	99 Proceed
00 Preliminary stage	00.00 Proposal for PWI received	00.20 Proposal for PWI under investigatio n	00.60 Close of investigation	00.92 PWI returned to submitter		00.98 PWI cancelled	00.99 PWI recommende d
10 Proposal stage	10.00 Proposal for NP registered	10.20 NP ballot initiated	10.60 Close of voting	10.92 NP referred back		10.98 NP cancelled	10.99 NP approved
20 Preparator y stage	20.00 WD registered	20.20 WD consultation initiated	20.60 Close of comment period		20.93 Decision for new WD	20.98 Project cancelled	20.99 WD registration as CD recommend by WG
30 Committee stage	30.00 CD registered	30.20 CD ballot initiated	30.60 Close of voting/commen t period	30.92 CD referred back to WG	30.93 Decision for new CD ballot	30.98 Project cancelled	30.99 CD approved for registration as DSS
40 Enquiry stage	40.00 DSS registered	40.20 DSS circulated for public comment	40.60 Closing of public comment	40.92 Full report circulated : DSS referred back to TC or SC	40.93 Full report circulated : Decision for new DSS	40.98 Project cancelled	40.99 Full report circulated: DSS recommende d for SAC submission
50 Approval stage	50.00 DSS registered for SAC approval	50.20 Master copy under preparation	50.60 Master copy submitted to SAC	50.92 Documen t referred back to CD	50.93 Documen t referred back to DSS	50.98 Project cancelled	50.99 Document approved for publication
60 Publication stage	60.00 Standard under publication		60.60 Standard published				
90 Review stage		90.20 Standard under SR	90.60 Close of review period	90.92 Standard to be revised	90.93 Standard reaffirme d	90.98 Standard to be withdraw n	90.99 Standard to be amended
95 Withdrawal stage		95.20 Withdrawal ballot initiated	95.60 Close of voting	95.92 Decision not to withdraw standard			95.99 Standard withdrawn

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