

The BSI guide to standardization

Section 3: British Standards standardization policies

STANDARDIZATION POLICY STATEMENT

FIRE SAFETY

1. POLICY STATEMENT

All standards (e.g. test methods, specifications, design codes) in support of fire safety shall be:

- **Appropriate to the hazard and/or risk.** There should be a clear understanding of the nature of the hazard and, where appropriate the risk presented by that hazard (see the guidance in BS 6336). The assessment of risk shall be appropriate to the hazard, and shall be elaborated as a pre-cursor to any requirements related to it.
- **Mutually compatible.** Requirements or procedures given in one standard, should be compatible with those presented in other standards addressing similar hazards.
- **Not misleading.** References to fire in British Standards shall not suggest, explicitly or implicitly, that compliance with a standard will ensure the fire safety of a product, material, structure or system.

The above policy is adopted throughout the whole of the UK National Standards Development Programme, and shall be promoted onwards into CEN/CENELEC and ISO/IEC.

2. BACKGROUND

Introduction

Many British and international standards exist that largely deal with or have a significant component that relates to fire safety. With so much activity there is a risk of fragmentation, conflicting requirements and differing levels of detail. Therefore to maintain the reputation of BSI in the fire arena there is a need for a clear strategic approach that all committees are satisfied with and that also introduces an appropriate level of coordination.

Strategic overview

In the developed world, fire claims the lives of 10-20 people per million of the population per year. Direct property losses amount to approximately 0.2 % of GDP per year. The large majority of fatal fires in those countries occur in occupied buildings. Together with the costs of the emergency services, fire protection in buildings, fire insurance administration and the consequential losses to commerce, the total cost approaches 1 % of GDP. Fire safety impinges on nearly every aspect of human endeavor and requires the assessment and control of risk of materials, products and structures in the broadest sense. The main stakeholders include industry, in particular the construction industry, regulators, clients, designers, suppliers, insurers, building operators, consumer groups, research and testing organizations and certification bodies.

Objectives of the policy

Fire safety has a significant impact on our world and it is therefore essential that there is a well developed, well organized set of standards that are effective and easy to use to reduce the impact of fire. This is the primary objective of the fire safety policy. However, it is also clear that where such standards exist the international use of such standards increases, which is of benefit to the UK economy. The secondary objective of the policy is to achieve coordination of fire related work among all committees.

3. GUIDANCE

The following table and guidelines shall be used to determine whether a standard should incorporate fire requirements:

Hazard		Risk		Action
		Probability	Consequence	
Primary	Fire itself	Low	Low	No
Primary	Fire itself	Low	High	Perhaps
Secondary	Heat of smoke	High	Low	Perhaps
Secondary	Spread of flame etc	High	High	Yes

- In the preparation of all fire-related standards (including standards and codes relating to the construction products directive, structural design codes, and design and execution codes), technical committees shall consult B/-/12, Fire coordination, which is responsible for ensuring the planned overall structure of fire-related standards in consultation with committee chairmen and the relevant government department.
- All standards shall conform to this policy, and published standards shall be checked for conformity to this policy as part of their 5 year review.
- In the preparation of all standards that include fire safety, technical committees shall consult the secretaries of relevant fire committees (contact the secretary to B/-/12 for guidance). It is important to coordinate work with other committees, particularly with regard to drafting or modification of sections of other committees' standards where reference is made to fire, fire safety, fire protection and related issues.
- All UK delegates to international and European standards meetings shall check that the UK brief is in accordance with the policy.
- In the preparation of standards that include graphical symbols for fire safety, technical committees shall consult PH/8/1, Safety signs (including fire safety signs), in order to ensure that new symbols do not conflict with or duplicate symbols or sets of symbols already standardized.
- A warning shall be included in all British Standard methods involving fire tests. It shall be of a general or specific nature, as appropriate, on taking precautions to safeguard health of personnel conducting the tests against the risks of fire or inhalation of smoke and toxic products of combustion.
- Misleading information and misrepresentation of product capability can lead to prosecution under consumer protection, trading standards or health and safety legislation.

4. REFERENCES

BS 6336, *Guide to the development of fire tests, the presentation of test data and the role of tests in hazard assessment*

STANDARDIZATION POLICY STATEMENT

MEDIA ENQUIRIES

1. POLICY STATEMENT

The following policy is intended to assist BSI committee chairmen, committee members and staff to deal appropriately with the confidential information they are privy to through their position.

The policy relates to all media enquiries from print, broadcast or online news sources.

2. BACKGROUND

BSI and its standards can generate a lot of media interest. This policy is designed to protect both BSI and those involved in the standards making process.

British Standards employs specialist staff in its press office to handle and manage all contact with the media. The role of the press office in relation to this policy is to:

- formulate and provide approval of all quotes and responses to media;
- provide non-attributable quotes to media;
- confirm accuracy of information before responding to media requests;
- request comment, technical assistance or written material from BSI staff or committee chairmen as necessary;
- advise standards development staff of any media enquiry or response relating to a committee/standard they are responsible for;
- get prior approval from any individual they wish to quote in media materials.

3. GUIDANCE

3.1 General

All media enquiries should be passed immediately to the British Standards press office bsmedia@bsi-global.com or 020 8996 7248.

The names of individuals sitting on a committee are confidential and cannot be disclosed to any outside party.

The names of companies/associations involved in a committee can be made public.

All committee details and activities (other than the names of member companies/bodies/associations) are confidential and cannot be disclosed.

The occurrence of a meeting may be discussed but details of what was discussed at the meeting cannot be disclosed.

All meeting details and discussions are confidential and cannot be disclosed.

3.2 For committee chairmen

No committee chairman should respond to a media enquiry or author an article representing themselves as a chairman or committee member, without the prior knowledge and approval of British Standards press office.

Committee chairmen can be named and quoted in the media as a chairman or member of a committee, providing both the British Standards press office and the chairmen have given prior approval.

Quotes from the Chairman can be provided in relation to a standard or the committee they are responsible for providing British Standards press office has given prior approval for comment to come from the Chairman). These should not be of a personal nature. In relation to standards, any points/issues relating to a standard unresolved at the time of comment, may not be commented on.

Any quote from or article authored by the Chairman without British Standards press office prior knowledge and approval should be done so in a personal capacity and make no reference to their position as a BSI committee chairman/member or make specific reference to a standard they have been involved with that would otherwise not be public knowledge.

Committee chairmen cannot provide quotes to the media giving BSI's position on any issue or standard.

3.3 For committee members

Committee members cannot provide quotes in relation to a committee they sit on or to a standard they have been involved in developing. All quotes should come from committee chairmen or BSI officials.

Committee members cannot provide quotes to the media giving BSI's position on any issue or standard.

Committee members will not and cannot be named or quoted as such in public arenas.

Any quote from or article authored by the committee member without British Standards press office prior knowledge and approval should be done so in a personal capacity and make no reference to their position as a BSI committee chairman/member or make specific reference to a standard they have been involved with that would otherwise not be public knowledge.

3.4 For BSI standards development staff

Staff who have worked on a particular standard or work programme can provide a comment from BSI if authorized in advance by the British Standards press office.

Staff might be asked to comment on behalf of BSI by the press office.

If asked by the press office staff should be available to assist with drafting articles or media materials of a technical nature.

If asked by the press office staff should be available to help check the accuracy of any information with the Committee Chairman to assist with responding to media enquiries.

STANDARDIZATION POLICY STATEMENT

ENVIRONMENT

1. POLICY STATEMENT

In developing standards, committees shall:

- start to discuss the integration of environmental aspects as early as possible in the standardization process;
- seek to reduce the consumption of natural resources;
- avoid specifying specific substances and materials by using generic names for them, where possible;
- avoid specifying the use of environmentally damaging substances and materials;
- specify best available techniques which aim to reduce the consumption of energy and materials;
- promote the reuse and the recycling of products, the use of recycled materials in products, and waste minimization;
- establish requirements for recycling, e.g. the separability of products and for the marking of materials to encourage recycling.

2. BACKGROUND AND GUIDANCE

The following CEN Environmental Checklist should be used to assess the potential environmental aspect/impacts of a standard before it is prepared.

The checklist should be used as follows:

1. Identify each environmental aspect relevant to the product (do not assess its relationship to the standard) and write 'yes' if there is an environmental aspect or 'no' if there is no environment aspect. The identified environmental aspects may be detailed in a box below the matrix.
2. For each box with a 'yes', identify the aspects on which the standard has or may have an influence. Mark these boxes with three asterisks (***)
3. The committee/working group draws up proposals for modifications, if any, of the standard to optimize the environmental aspects. It is essential to avoid shifting the environmental impacts from one life cycle phase to another, or from one medium to another, and to achieve overall improvement. Write the number of the standard clauses where the environmental aspects are addressed, in the appropriate boxes.
4. Provide any clarifying information in a box below the matrix.

Environmental aspects (inputs and outputs)	Product life cycle			
	A. Production and pre-production	B. Distribution (including packaging)	C. Use	D. Disposal
Resource use	YES***	YES	YES***	YES***

Energy consumption	YES***	YES***	YES***	YES***
Emission to air	YES***	YES	YES***	YES***
Emission to water	NO	NO	NO	NO
Waste	NO	NO	NO	YES***
Noise	NO	NO	YES***	NO
Migration of hazardous substances	YES***	NO	YES***	YES***
Impacts on soil	NO	NO	NO	NO
Risks to the environment from accidents and misuse	YES***	YES***	YES***	YES***

3. REFERENCES

ISO Guide 64/ CEN Guide 4, '*Guide to the inclusion of environmental aspects in product standards*' (currently under revision)

IEC Guide 109, '*Environmental Aspects – Inclusion in electrotechnical product standards*'

Environmental Chapter of the CEN/BOSS, '*Consideration of environmental aspects in standards*'

ISO TR 14062, '*Environmental management – Integrating environmental aspects into product design and development*' (currently under revision)

STANDARDIZATION POLICY STATEMENT

RECYCLING

1 POLICY STATEMENT

No new or amended British Standard publication, with the exception of British Standards of European or international origin, shall be approved if that standard includes a requirement that prevents the use of recycled materials where this is practicable without undermining the performance, safety or other intended outcomes of the standard. All such standards that do not meet these policy requirements shall be subject to special approval by the Technical Committee (or equivalent) that is endorsed by BSI Senior Management and SPSC.

British Standards and the British Electrotechnical Committee shall actively seek adoption of this policy and approach by international and European standards bodies and their Technical Committees and other groups.

2 BACKGROUND AND GUIDANCE

In line with EU Directives and UK Waste Strategies, it is appropriate for BSI and its committees to promote the reduction of waste, its minimization, the maximum use of recycled materials in products and services, in part to stimulate the markets for recycled materials and reduce as far as is practical the use of raw materials, energy, etc.

Although the Waste Strategies are primarily focused on household waste many of the principles they contain can be applied to all types of wastes. This policy is, therefore, broad in its application in support of the UK's wider aims in dealing with the generation, treatment and disposal of wastes, seeing many as raw materials or resources for other activities.

Technical committees and other groups developing standards and similar documents are encouraged, therefore, to apply the policy as broadly as possible for this reason.

3 REFERENCES

Although this policy is specifically intended to address the issue of recycled materials, it should also be recognized that the principal aims of standardization already include improvement in "the quality of life" i.e. health, safety and the environment" and "efficient use of resources". Refer also to Environment Policy when considering wider environment impacts.