

The BSI guide to standardization – Section 1: Working with British Standards

⑤ What do I need to know to get involved?

shape the future

BSi
British Standards

This series of guides is for members of BSI's technical committees and anyone interested in the development of standards. It is designed to accompany BS 0 - A standard for standards and gives you information on:

- ① the benefits of being involved in standardization
- ② how to work with BSI
- ③ how standards are created
- ④ different types of standards and related publications
- ⑤ legal aspects, training and European Directives
- ⑥ background, history and helpful links

The development of standards requires specialist knowledge and a range of skills. BSI provides world-class training in these areas.

Although standardization is voluntary and separate from the regulatory system, a number of standards support or complement legislation.

Some European Standards have been developed to support certain European (EU) directives by providing the simplest way of proving conformity.

For an explanation of specialist terms and abbreviations, please see our jargon buster below.

The British Standards training programme aims to raise awareness of standardization and to improve the technical skills of BSI committee members, for the benefit of everyone developing and using standards. Training focuses on the nature and development of national, international and European standards, together with the legal aspects of standardization.

BS training delivers expertise in partnership with other national standards bodies and technical experts around the world. Courses are regularly reviewed and a programme of e-learning via the internet is currently being developed.

For further information about training and courses go to http://www.bsi-global.com/Committee_Members/Training/index.xalter.

To book a course please e-mail Standards.Training@bsi-global.com.

BSI committees often deal with questions regarding accuracy and meaning, so legal advice is available from BSI, as needed. If a standard has been approved in accordance with BS 0 it embodies agreement between all interested parties and courts have the discretion to admit the standard as evidence.

Standards are sometimes referred to in regulations to avoid duplicating extensive technical criteria. A regulatory authority is entitled to alter a reference at any time. By putting such a reference into regulations this changes the status either makes the use of that standard mandatory or indicates the standard is a means of compliance or conformity.

For further details, please see BS 0 (Part 1:2005, Clause 7; and Part 2:2005, 4.2). BSI also provides training on legal aspects of standardization.

European Commission 'New Approach' Directives deal with large categories of products such as gas appliances, toys, machinery or pressure equipment. Product-related directives define the risks that have to be managed before the products can be put on the market. They can also address associated risks such as electromagnetic compatibility (EMC).

Products may be governed by more than one directive. For example, a product might be governed by the EMC Directive and by the Machinery Directive.

Products cannot be put on the market unless they meet with the essential requirements of a Directive. These can define the results required or the risks to be mitigated, but they do not specify technical solutions.

New Approach Directives are deliberately designed with standards in mind. It is anticipated that European Standards organizations, following a mandate from the European Commission, will either develop new European Standards (ENs) or identify existing ones that offer technical solutions to meet the essential requirements of the Directive.

References to these standards are published by the European Commission in the Official Journal of the European Union (OJEU) and transposed into identical national standards by the National Standardization Bodies (NSB) in member states, at which point they are defined in New Approach as 'harmonized standards'. These standards remain voluntary so under the New Approach there is no obligation to use ENs – they simply offer a flexible means to meet the Directive.

For further information on the New Approach, European Directives and harmonised standards go to <http://europa.eu.int/comm/enterprise/newapproach/index.htm>

acceptance

process by which new work is approved

AECMA

Association Européenne des Constructeurs de Matériel Aérospatial
European Association of Aerospace Industries
NOTE The acronym is invariable.

ANEC

European Association for the coordination of consumer representation in standardization

ballot/vote

process of approval by committee

BSI

British Standards Institution

CDV

Committee Draft for Voting, in the IEC system (equivalent to the DIS in the ISO system)

CEN

European Committee for Standardization
Comité Européen de Normalisation
Europäisches Komitee für Normung
NOTE The acronym is invariable.

CENELEC/CLC

European Committee for Electrotechnical Standardization

CEN/CLC Enquiry

distribution by the CEN Management Centre of a prEN to CEN national members for public comment
NOTE Technically not a true vote.

CEN Management Centre

CMC
the administrative offices of CEN.

CEN Publication

publication resulting from the technical work of CEN and made available by CEN, i.e. European Standards, Technical Specifications, Technical Reports, Guides and

CEN Workshop Agreements.

CEN/CENELEC Workshop Agreement

CEN/CENELEC agreement, developed by a Workshop, which reflects the consensus of identified individuals and organizations responsible for its contents

chairman

named leader of a committee

CMC

See CEN Management Centre

committee

representatives from business, industry, government, academia, consumers and other groups, brought together for the development of standards

committee member

representative on a committee

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compliance

action of a person or body in fulfilling the requirements of a standard

conflicting national standard

National standard, with the same scope as an EN (and HD for CENELEC) including requirements which conflict with the requirements of the EN (and HD for CENELEC)

conformity

fulfilment by a product, process or service of requirements in a standard

consensus

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

NOTE Consensus need not imply unanimity.

delegate

representative of a national standards body to a committee of an international or European standards committee

DD

draft for development, in the BSI system, used also for publishing ISO/IEC/CEN and CENELEC Technical Specifications as BSI documents

DIS

Draft International Standard, in the ISO system (equivalent to the CDV stage in IEC)

DPC

draft for public comment, a national stage in the development of a standard, where wider consultation is sought within the UK

draft

a standard under development

DTI

Department of Trade and Industry

EC

European Commission

ECISS

European Committee for Iron and Steel Standardization

EEA

European Economic Area

EFTA

European Free Trade Association

ETSI

European Telecommunications Standards Institute

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European Directive

legislative instrument within the European Union (EU) which is binding for Member States with regards to the objective to be achieved but which leaves to the national authorities the choice of form and methods used to attain the objectives which were agreed on at EU level within their domestic legal systems

European Standard

standard adopted by CEN/CENELEC and carrying with it an obligation of implementation as an identical national standard and withdrawal of conflicting national standards

NOTE The term "harmonized standard" is a term used in the context of the New Approach directives – see clause 4.2 of the "Guide to the implementation of directives based on the New Approach and the Global Approach" edition 2000.

expert

representative of a national standards body on a working group in ISO/CEN or IEC/CLC

FDIS

Final Draft International Standard, in the ISO and IEC systems, i.e. the final voting stage

Formal Vote

circulation by the CEN Management Centre of the final text of a prEN (FprEN) in the three language versions to CEN national members for approval through weighted voting.

Harmonized Document

HD

CENELEC definition

harmonized standard

Technical specification adopted by European Standards Organizations, developed under a mandate given by the European Commission and/or European Free Trade Association, in support of essential requirements of a New Approach Directives

NOTE: This concept is different from the concept of "harmonized standard" used by ISO/IEC and by the Low Voltage Directive.

IEC

International Electrotechnical Commission

ISO

International Organization for Standardization

ITU

International Telecommunications Union

mandate

political request from the European Commission (EC) (and European Free Trade Association [EFTA]), agreed upon by the Member States (generally via a decision of the Standing Committee of the Directive 98/34), addressed to CEN, in support of an action from the EC
NOTE This can be in support of legislative work such as a directive (some directives, not all, are "New Approach" Directives), or in support of an industrial policy action from the EC.

national deviation

Modification of, addition to or deletion from the content of an EN (and HD for CENELEC), made in a national standard within the same scope as the EN (and HD for CENELEC)

NOTE: It does not form part of the EN (and HD for CENELEC).

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National Mirror Committee

national mirror structure to the European/international technical committees, ensuring the formulation of coherent national positions

National Standards Body

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

New Approach Directive

directive that has been put into force since May 1985 by the Council of the European Communities which define "legislative harmonization in those sectors where barriers to trade are created by justified divergent national regulations concerning the health and safety of citizens and consumer and environmental protection, will be confined to laying down the 'essential requirements', conformity with which will entitle a product to free movement within the Community"

normative document

document that provides rules, guidelines or characteristics for activities or their results

NOTE 1 The term "normative document" is a generic

term that covers such documents as standards, technical specifications, codes of practice and regulations.
NOTE 2 A "document" is to be understood as any medium with information recorded on or in it.
NOTE 3 The terms for different kinds of normative documents are defined considering the document and its content as a single entity.

normative reference

document to which reference is made in the standard in such a way as to make it indispensable for the application of the standard.

Official Journal of the European Union

official publication of the Institutions of the European Union, which is published daily

Order Voucher

contract between CEN and the European Commission (EC)/European Free Trade Association (EFTA) Secretariat for the delivery of some services; these services can be reports, standards, organization of a workshop, and so on

NOTE Generally, it is accompanied by a financial support from the EC/EFTA Secretariat to the CEN Management Centre and other parties in the CEN System.

Panel

subordinate group of a BSI Technical Committee or Subcommittee, responsible for drafting documents, broadly equivalent to an international or European Working Group

parallel voting

procedure under the Vienna Agreement for draft standards developed with either CEN- or ISO-lead which permits approval of the draft standards by both organizations within the same time period

NOTE Parallel approval is considered to take place at two stages: although no vote is taken within CEN at the Enquiry stage, the CEN Enquiry equates to the ISO/DIS vote; the CEN Formal vote equates to the ISO/FDIS vote.

PD

published document, in the BSI system

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5

Intro

British Standards training

Legal issues in standardization

The New Approach to technical harmonization and standardization

Jargon buster

private circulation

status of all documents circulated to BSI committees, apart from DPCs

programme of work

detailed list of all subjects (work items) to be developed within the scope of a Technical Committee (TC), forming a group of interrelated standards projects which together achieve a common purpose in support of the strategic aims of a TC

Subcommittee

SC
subordinate committee of a Technical Committee

secretary

committee officer responsible for registering document progress, circulating meeting reports (minutes) and records of committee decisions (e.g. resolutions)

standard

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

standardization

the process of formulating, issuing and implementing standards

standstill

obligation accepted by the national members of CEN/CENELEC not to take any action, either during the preparation of an EN (and HD for CENELEC) or after its approval, which could prejudice the harmonization intended and, in particular, not to publish a new or revised national standard which is not completely in line with an existing EN (and HD for CENELEC)

Technical Committee

TC
group of technical experts that leads on a particular area of standards making

Technical Report

TR
document published by ISO, IEC, CEN or CENELEC containing informative material not suitable to be published as a European Standard or a Technical Specification. Usually implemented by BSI as a Published Document (PD)

NOTE A TR may include, for example, data obtained from a survey carried out among the national members, data on work in other organizations, or data on the "state-of-the-art" in relation to national standards on a particular subject.

Technical Specification

TS
document published by ISO, IEC, CEN or CENELEC for which there is the future possibility of agreement on a European Standard, but for which at present the required support for approval as a European Standard cannot be obtained, there is doubt on whether consensus has been achieved, the subject matter is still under technical development, or there is another reason precluding immediate publication as a European Standard; usually implemented by BSI as a draft for development (DD)

NOTE A Technical Specification is not allowed to conflict with an existing European Standard.

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shape the future

Unique Acceptance Procedure

UAP

procedure applied to any type of document, whatever its origin, in order to achieve rapid approval of a European Standard, for which there is an expectation to be acceptable at European level with no, or only minor, change.

user

someone who makes use of standards

Vienna Agreement

agreement on exchange of technical information between the International Organization for Standardization (ISO) and CEN approved by the CEN Administrative Board on 27 June 1991 in Vienna

weighted voting

voting system applied for the approval of European Standards, which consists in according specific weightings to votes cast by CEN members

NOTE For NSBs of EU countries the weighting of votes is the same as stipulated in Article 148 of the Treaty of Rome; for other NSBs the weighting is calculated on the basis of population and Gross Domestic Product.

Working Group

WG

group of experts appointed by an international or European technical committee or subcommittee, responsible for drafting documents