

Procedure NSDO PR-05: Revising or Amending a Standard

1. Introduction

1.1 This procedure describes how National Standards Development Organisation (NSDO) revises or amends a Standard that it has published. The definitions of amendments are largely taken from Standards Australia, Standardisation Guide 003, Standards and Other Publications, 2016

1.2 Timing for revision of a published Standard is -

- as per a schedule of <10 years from date of publication, after a period of implementation, and as recommended by the NSDO's Technical Committee which voted for the Standard, or the NSDO Standards Development Committee (SDC), or
- earlier, if circumstances have changed sufficiently to warrant revision.

1.3 Amendment of a published Standard occurs when relevant technical errors or underlying technical developments are identified that need to be addressed, or typographical or formatting errors are identified, within 3 years from publication.

1.4 After 3 years from publication a proposed amendment to a published Standard precipitates a revision. This becomes a new edition of the Standard.

2. Related documents

Procedure NSDO PR-03: *Developing a new Standard*

Procedure NSDO PR-11: *Appeals, complaints and disputes*

3. Definitions

3.1 **Correction Amendment:** a change by formal procedure that corrects:

- misprints or typographical mistakes in text or equations
- incorrect figures in tables
- wrong clause numbers or clauses lost in the editing/publication process
- formatting,
- references or legislation that has become out-of-date.

Correction amendments should not add new material or affect the application of the standard.

3.2 **Revised Text Amendment** a change by formal procedure that:

- makes changes to text to clarify the meaning
- adds new requirements
- changes procedures defined in the standard

Revised text amendments will affect the application of the Standard.

3.3 Revision: a change by formal procedure that reviews all clauses of the standard.

3.4 Meeting: an engagement that may include face-to-face meetings, teleconferences and/or email consultations.

3.5 Standard: document, established by consensus and approved by a recognised 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. Standards should be based on the consolidated results of science, technology and experience, and aimed at the promotion of optimum community benefits. [ISO/IEC]

4. Proposing a revision or amendment

4.1 Proposals for early revision or amendment before the scheduled date may arise from external or internal sources (including working groups). The proposer should contact NSDO and outline -

- title and number of the Standard,
- why it needs revision or amendment,
- suggested revision or amendment,
- legislative implications, if any,
- benefits and costs to implement the revised Standard,
- relationship (if any) with existing Standards (NSDO Standards, Australian Standards, others), and
- other implications or interests relevant to revising the Standard.

4.2 The NSDO Chief Executive Officer (CEO) may refuse to accept a proposal where insufficient or conflicting information is provided.

4.3 The CEO assigns a Project Manager to review the information provided by the proposer and ensures that it is complete and accurate. Where possible, the Project Manager liaises with the working group that is revising the Standard for the duration of the project.

4.4 Scheduled revision dates for NSDO Standards are determined by date of publication. The Project Manager arranges a meeting of the working group, which developed the Standard, or establishes a new working group if the previous one no longer exists, at least 12 months before the scheduled revision.

4.5 Standards developed by other bodies and subsequently published by NSDO may be revised. However, such Standards may have been approved (and scheduled revision dates set) by the SDC, if no NSDO working group was available at the time to initially recognise that Standard. In this case, the Project Manager finds a suitable existing working group to

revise the Standard; or forms a new working group (subject to clause 5.3 for early revision) and follows the relevant sections of procedure NSDO PR-03. In finding or forming a working group, the Project Manager considers the interested parties identified when the Standard was recognised by NSDO.

4.6 The Project Manager gathers the information provided (as in clause 4.1) to pass to the working group to advise on early revision, or as the basis for scheduled revision.

5. Conducting a revision

5.1 Early revision

- The Project Manager arranges a meeting of the working group to discuss the proposal and decide whether to recommend early revision, or defer revision to the original scheduled date. The SDC approves the recommendation.
- If there is no suitable existing working group (as in clause 4.5), the CEO may involve the SDC in the decision regarding early revision, before committing resources to form a new working group.
- If the decision is not to proceed with an early revision, the CEO informs the proposer in writing, giving reasons. The proposer may make a complaint or lodge an appeal. (Refer to Procedure NSDO-PR-11)

5.2 Scheduled revision

- When a Standard is due for scheduled revision the SDC is advised.
- The Project Manager publishes the decision to revise a Standard on the NSDO website, seeking comment from the public (allowing 20 working days for comment) for input to the working group. The process for revising the Standard follows the relevant sections of procedure NSDO-PR-03.
- The working group that developed the Standard may be active (on other projects) or inactive. If inactive, the Project Manager checks or updates representation of interested parties, ensuring that:
 - interested parties are adequately represented and form a majority on the working group; and
 - balanced representation is maintained.

5.3 Correction Amendment

When the need for a correction amendment is identified the NSDO CEO will make the change.

5.4 Revised Text Amendment

- The CEO arranges a meeting of the working group who developed the standard to discuss the proposal and decide if the amendment has merit.
- The process for approval of the amendment is the same as that for revisions and new standard development.
- If the decision is not to proceed with an amendment, the CEO informs the proposer in writing, giving reasons. The proposer may make a complaint or lodge an appeal. (Refer to Procedure NSDO-PR-11)

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