

Procedure NSDO PR-06: Approval of Standards and other deliverables

1. Introduction

This procedure describes the Standards and other Standards-related deliverables developed by National Standards Development Organisation (NSDO) and the level of openness (stakeholder participation), transparency (public comment) and consensus (stakeholder approval) NSDO requires to publish Standards and Standards deliverables.

Where issues arise in developing Standards and other documents that are not covered in this, or other, NSDO Procedures, some guidance can be derived from Standards Australia's Standardisation Guide 3.

2. Related Documents

Procedure NSDO PR-03: Developing a New Standard

Procedure NSDO PR-05: Revising or Amending a Standard

Standardisation Guide 3, Standards and Other Publications (Standards Australia)

3. Definitions

- a. **Australian Standard:** a Standard published by Standards Australia that was developed by:
 - Standards Australia, or
 - A Standards Development Organisation accredited to develop Australian Standards by the (Standards Australia) Accreditation Board for Standards Development Organisations (ABSDO).
- b. **Consensus:** The process in the development of a Standard and in some cases a Standards Deliverable, where approval or endorsement is obtained from relevant stakeholders. It is characterised by the absence of sustained opposition to substantial issues by any important part of the concerned interests.
- c. **“No Objection” endorsement:** A process of approval where a document is circulated to the relevant stakeholder committee with a period to respond with no response being taken as acceptance.
- d. **NSDO Handbook:** an informative document that may be used to support a standard. It may aid implementation or provide additional information to users of a Standard.
- e. **NSDO Miscellaneous Publication:** an informative document listing information of a different kind to that found in other NSDO products.
- f. **NSDO Standard:** a Standard developed and published by National Standards Development Organisation (NSDO).
- g. **NSDO Technical Report:** document containing data that is the result of research, calculations or empirical observations. It does not contain requirements.
- h. **NSDO Technical Specification:** a normative document that has been subject to a

limited form of transparency and does not have the support of the full consensus process normally associated with an Australian Standard. It may contain provisions and requirements similar to that normally contained in a Standard or basic provisions and requirements that are the basis for developing applicable standards.

- i. **Public Comment:** The process in the development of a Standard, and in some cases a Standards Normative Deliverable, whereby comment is sought from stakeholders usually by an announcement on a website. (See also NSDO PR-03.)
- j. **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]
- k. **Working Group:** an expert committee composed of significant interested parties, with no single interest predominating, which collectively has sufficient technical understanding to establish and develop a new standard or revise and existing one.

4. Methods of Approving and Developing Standards and Other Deliverables

The procedure for developing and approving NSDO standards intended to become Australian Standards is documented in NSDO PR-03.

NSDO Standards that are not intended for publication as Australian Standards are developed and approved using the same process as for those intended to become Australian Standards.

A “No Objection” process may be used for endorsement for publication of NSDO Miscellaneous Publications, Technical Specifications, Handbooks and Technical Reports that have previously been issued for comments to a relevant Technical Committee.

Approval of Standards and Other Deliverables

Process Requirements

Product Type	Transparency	Consensus	SDC Approval
NSDO Standard	High – Public Comment (PC) is required	High – Ballot (of TC) is required	Yes
NSDO Technical Specification	Medium – Peer Review only (PC is optional)	Low – Limited peer review	Yes
NSDO Technical Report	Low – No PC required	Low – endorsement by Working Group is required	Yes
Handbook (NSDO HB)	Medium – Peer Review only (PC not required)	Low – Limited peer review	Yes
Miscellaneous Publication	Low – No PC required	Low – Limited peer review	Yes

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