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Edition 3

SOUTH AFRICAN NATIONAL STANDARD

Standard for standards

Part 1: The development of South African National Standards

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Table of changes

Change No.	Date	Scope

Foreword

This South African standard was approved by National Committee SABS TC 200, *Development of standards for standards*, in accordance with procedures of the SABS Standards Division, in compliance with annex 3 of the WTO/TBT agreement.

This document was published in November 2012.

This document supersedes SANS 1-1:2009 (edition 2).

This document is referenced in the Standards Act, 2008 (Act No. 8 of 2008).

This document was written in order to support a specific South African Regulation and, of necessity, includes references to South African legislation. It therefore might not be suitable for direct application in other jurisdictions where conflicting legislation exists.

SANS 1 consists of the following parts, under the general title *Standard for standards*:

Part 1: The development of South African National Standards.

Part 2: Requirements for the recognition of Standard Development Organizations (SDOs) in South Africa.

Annex A forms an integral part of this document. Annex B is for information only.

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 part of SANS 1 is the norm that has been developed by the SABS, in terms of section 23(1) of the Standards Act, to detail the process for the development and amendment 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 standardization 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 organization, an administration, an authority or a government, in any country or territory outside South Africa.

NOTE The SABS is a member body of the International Organization for Standardization (ISO) and participates actively in a number of its committees. The SABS also provides the financial and administrative support for South Africa's membership of the International Electrotechnical Commission (IEC), which is responsible for international standards in the electrotechnical field. The SABS is an active member of SADCSTAN, the standards development committee within the Southern African Development Community (SADC), and takes part in other standardization forums such as the United Nations Economic Commission for Europe (UNECE) and the Codex Alimentarius Commission (an intergovernmental body responsible for the development of model regulations and standards related to food and agricultural products).

0.1.6 This part of SANS 1 is applied in the development and amendment of South African National Standards by the SABS and any Standards Development Organization (SDO) appointed by the SABS, in terms of section 25 of the Standards Act.

Introduction (*concluded*)

0.2 Aims and benefits of standardization

0.2.1 The main aims and benefits of standardization can be summarized 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 utilize resources more efficiently through better (i.e. standardized) 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 Standardization involves the following:

- a) the development, establishment and publication of standards (covering, for example, specifications for products, services or systems, codes of practice, and methods of test);
- b) when appropriate, inspection and testing of products and processes for compliance with standards;
- c) when required, formal certification by a certification body of the compliance of a product, service or system with one or more standards;
- d) when appropriate, the application of standards as technical regulations or compulsory specifications;
- e) administrative functions related to, amongst others, the maintenance of the national standards database; and
- f) the promotion of efforts to facilitate the correct application of standards through, for example, training.

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Standard for standards

Part 1:

The development of South African National Standards

1 Scope

This part of SANS 1 describes the process for the development and amendment of South African National Standards, and an appeals process, in accordance with the provisions of section 23(2) of the Standards Act, 2008 (Act No. 8 of 2008).

This part of SANS 1 is not intended to provide detailed internal procedures of the SABS since these are generally required only by the staff of the SABS Standards Division.

NOTE The SABS Standards Division will, from time to time, publish guidance documents which are not inconsistent with this standard that relate to the practical application of the provisions of this part of SANS 1.

2 Normative references

The following referenced documents are indispensable for the application of this document. 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 SABS Standards Division.

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). Available from http://www.wto.org/english/docs_e/legal_e/17-tbt_e.htm

3 Definitions and abbreviations

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

3.1 Definitions

3.1.1

amendment

complete or partial substitution or alteration of one or more of the provisions of a standard

[Standards Act:2008]

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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, characterized 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 all parties concerned and to reconcile any conflicting arguments

NOTE Consensus need not imply unanimity.

[Standards Act:2008]

3.1.4

net benefit

benefit that takes into account the costs and benefits related to the economic, environment and social impact that a standard will have

3.1.5

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".

[ARP 763:2008]

3.1.6

revision

introduction of all the necessary changes to the substance and presentation of a normative document

NOTE The results of a revision are presented by issuing a new edition of the normative document.

[ARP 763:2008]

3.1.7

secretariat

persons other than the chairperson who are responsible for the administrative activities of a committee

NOTE In an SABS committee the secretariat could include the committee administrator, standards writer and departmental manager.

3.1.8

South African National Standard

SANS

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

3.1.9

standard

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

[Standards Act:2008]

3.1.10

standardization

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 standardization are improvement of the suitability of products, processes and services for their intended purposes, prevention of barriers to trade and facilitation of technological cooperation.

[ARP 763:2008]

3.1.11

Standards Approval Committee

SAC

internal committee of the SABS Standards Division responsible for, amongst others, the approval and allocation of all new work items and the approval on the basis of due process of all new, revised and amended South African National Standards before publication, or the withdrawal of such standards, and for the approval of the formation and membership of new committees

NOTE Other responsibilities of the SAC include the approval of the SABS standards internal processes.

3.1.12

Standards Development Organization

SDO

organization recognised by the SABS under section 25 of the Standards Act, 2008, (Act No. 8 of 2008) for the development of standards to be approved by the SABS as South African National Standards

3.1.13

SDO standards management

established structure within an SDO, responsible for all matters pertaining to standards development

3.1.14

subcommittee

SC

subordinate committee of a technical committee that is responsible for the preparation of South African National Standards and other normative and non-normative documents within a subfield of the scope of a technical committee, and that reflects valid national interests within the subfield

3.1.15

task group

TG

group appointed by the TC/SC to investigate any aspect relating to the activities of the TC/SC

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3.1.16

technical committee

TC

national technical committee

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

3.1.17

working group

WG

group of subject matter experts 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
CD	committee draft
DSS	Draft South African Standard
IEC	International Electrotechnical Commission
ISO	International Organization for Standardization
ITU	International Telecommunication Union
NWI	new work item
NWIP	new work item proposal
PWI	preliminary work item
SABS	South African Bureau of Standards
SADC	Southern African Development Community
SPS	strategic policy statement
SW	standards writer
UNECE	United Nations Economic Commission for Europe
WD	working draft
WTO/TBT	World Trade Organization/Technical Barriers to Trade

4 Principles for the development of South African National Standards

4.1 Background

4.1.1 Standards exist principally to provide a reliable basis on which common expectations can be shared regarding specific characteristics of a product, service or process. Standards are developed only when there is a demonstrable need for them. Publication is achieved as quickly as is consistent with due care and scrutiny.

4.1.2 Consensus in representative committees on the technical content of a standard is reached either in formal meetings or by correspondence. The principle of consensus is applied throughout and an appeals procedure exists (see clause 8) as a last resort for the resolution of disputes.

4.1.3 Committee members shall conduct themselves in accordance with the SABS committee code of conduct given in annex A.

4.1.4 All South African National Standards are drafted in accordance with ARP 013.

4.1.5 National standards which are developed or amended by the SABS or an SDO in accordance with the provisions of this standard and are submitted for approval to the SAC. The SAC, if satisfied that the provisions of this standard have been complied with, approves the standard or amendment. Once approved, the standards are released for publication by the SABS.

4.1.6 South African National Standards are voluntary in that there is no obligation to apply them or to comply with them, except in those cases where their application is directly demanded by regulatory instruments or contractual obligations. They are tools devised for the convenience of those who wish to use them. In certain circumstances the actions of third parties might have the effect of making the application of a standard a commercial necessity, but the SABS has no control over these actions and is not a party to them.

NOTE Section 28 of the Standards Act, 2008 (Act No. 8 of 2008) deals with the incorporation of South African National Standards into law.

4.2 Market relevance

NOTE See also 5.1.

4.2.1 To achieve market relevance of South African National Standards, best practice in terms of the World Trade Organization/Technical Barriers to Trade (WTO/TBT) agreement is followed to ensure that valid interest groups not represented on committees are afforded an opportunity through public enquiry to submit comments.

4.2.2 The technical content of a standard consists of technical requirements identified by the relevant committee. Therefore they are referred to as "South African National Standards" and not "SABS" standards.

4.2.3 Under the WTO/TBT agreement (annex 3), the standardizing 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 standardizing 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.

4.2.4 The SABS has the right to adopt ISO and IEC standards as South African National Standards. However, in certain instances the SABS has agreements in place with other regional and international standards bodies to adopt their documents subject to specific conditions.

4.2.5 South African National Standards are reviewed regularly to ensure continued market relevance. If any change is required, a revision or an amendment can be initiated (see clause 9). Standards may also be withdrawn.

5 Stages of development

NOTE The steps involved in the development and publication stage are shown in figure 1.

5.1 Proposal stage

5.1.1 Any person or organization may submit the following requests to the SABS Standards Division, who will then direct the request to the relevant SABS committee or SDO standards management:

- a) the development of a new standard;
- b) the adoption of an existing international or regional standard;
- c) the revision or amendment of an existing standard; or
- d) the withdrawal of a standard.

5.1.2 The proposer shall supply information justifying the development of the standard. The proposer of a new standard or the amendment of a standard should be able to demonstrate the following:

- a) a broadly based need for the proposal;
- b) that the work is likely to have active support from a wide range of relevant interests; and
- c) that no conflict would exist with any South African standard either published, or in development, or with prevailing legislation.

A statement shall be provided regarding any relation or impact the proposed work may have on existing work. The proposer should explain how the work differs from apparently similar work, or explain how duplication and conflict will be minimized.

5.1.3 Each new work item proposal (NWIP) for a new standard or a revision to an existing standard should be accompanied by a first working draft (WD) for discussion, or an outline of such a WD.

5.2 Preliminary work item

5.2.1 Upon receipt of the proposal for the development of a standard, a preliminary work item (PWI) shall be registered and an investigation carried out by a subject matter expert in consultation with identified stakeholders in order to determine the net benefit and market relevance of the standard to be developed. The PWI process is intended to allow the subject matter expert to establish the justification for the standard and to determine its relevance for consideration and ballot. It will also highlight the economic impact of the proposed standard, as well as public health and safety concerns and the protection of the environment. In the case of a proposal made by a regulator, a PWI shall not be carried out provided that the regulator has indicated that the standard is needed for regulation purposes.

5.2.2 A committee may introduce into its work programmes, by a simple majority vote of its P-members, PWIs (for example, corresponding to subjects dealing with emerging technologies), which are not yet sufficiently developed for processing to further stages.

5.2.3 The preliminary stage shall be applied for work items where

- a) no target dates can be established,
- b) the proposer cannot demonstrate that an initial draft will be produced within a reasonable period, or
- c) insufficient subject matter experts are nominated to serve on a working group (WG).

5.2.4 All PWIs shall be subject to regular review by the committee. The committee shall evaluate the resources required for each such item.

NOTE This stage can be used for the elaboration of an NWIP and the development of an initial draft.

5.3 New work item proposal

5.3.1 In the event that the investigation indicates that a standard is needed, an NWIP shall be submitted to the committee and when accepted by the responsible committee, it shall be submitted to the SAC in the case of a SABS TC, for approval, and to the SDO standards management in the case of an SDO TC, for provisional approval. After provisional approval by the SDO standards management, the NWIP shall be forwarded to the SAC for approval and thereafter (if approved by the SAC) returned to the SDO for action. For the approval of the project, the SAC shall take into consideration the following:

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

5.3.2 Once approved by the SAC, work on the draft will begin. The approved proposal may be a project for either a new standard or the revision of an existing standard.

5.3.3 The committee's programme of work shall be made publicly available either on the SABS or the SDO website.

5.3.4 WDs and CDs may only be made available to non-TC members where it is essential for consultation purposes.

5.4 Working draft

An SW or subject matter expert, usually together with a WG, shall be assigned the responsibility of developing WDs and addressing comments received on WDs, which are preliminary documents.

5.5 Committee draft

5.5.1 Once the WD is finalized by those responsible for its preparation, the secretariat will circulate a CD for a minimum period of three weeks to the committee (TC or SC) to begin the consensus-building process, which entails commenting and voting on the document. The CD stage can be repeated until all comments have been resolved by the committee and consensus is reached within the TC or SC in order for the document to proceed to the DSS stage.

5.5.2 All comments on drafts received during all stages of the project shall be collated by the SW or subject matter expert and circulated to the committee together with proposed responses from the SW or subject matter expert. Proposed responses to each comment can be included, but the committee shall take the final decision.

NOTE Where it is deemed that the standard will require more time, the SW or subject matter expert may extend the CD comments period.

5.5.3 If consensus cannot be reached within the original time frame specified, the committee shall review progress and shall decide to publish the document as a lesser consensus document (see figure B.1), or to continue efforts to obtain consensus, or to cancel the project.

5.6 Draft South African Standard

5.6.1 The DSS is announced on the SABS and the SDO websites for public comment in electronic format both nationally and internationally, and in the case of a document developed by an SC, it is also made available for comment to members of the TC.

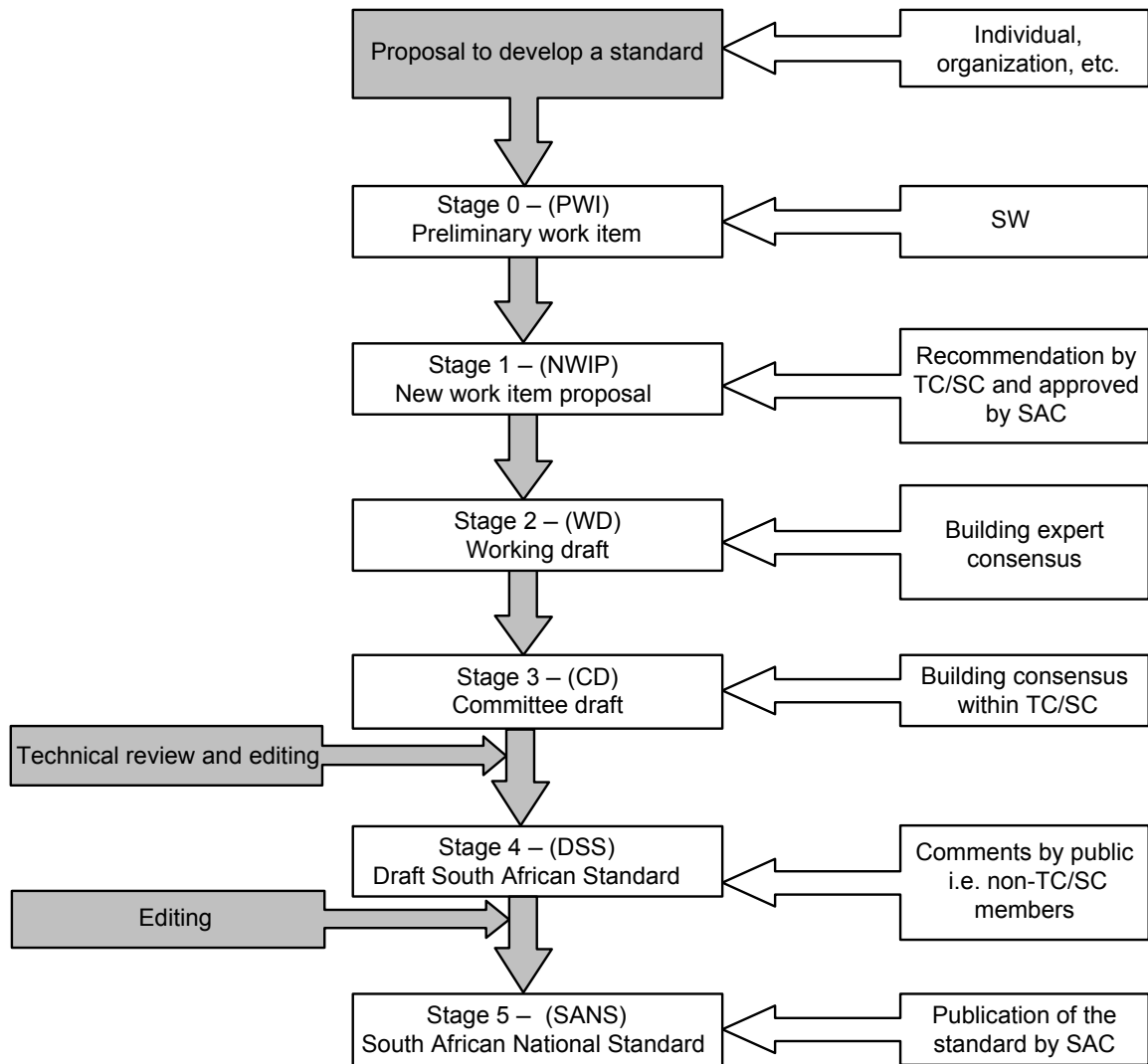
Members of a committee who have already commented on a document at the CD stage should not submit technical comments again at the DSS stage as this stage is aimed at the comments of the general public.

5.6.2 A comment period of 60 calendar days is normally required in terms of the World Trade Organization *Code of good practice for the preparation, adoption and application of standards*. A 30 calendar days' comment period applies in the case of identical adoptions of international standards. Comments received at DSS stage shall be dealt with in exactly the same manner as comments received during the CD stage (see 5.5). The sender of the comment shall be notified of the outcome.

5.6.3 The DSS process shall be repeated if major or significant technical changes are required to be made to the standard at this stage. If no comments are received, or no significant technical changes are introduced, the standard is deemed to have passed the DSS stage, and is forwarded to the SAC for approval. After approval the document is released for publication.

NOTE In this part of SANS 1 "international standards" means only standards issued by the Codex Alimentarius commission, the IEC, the ISO and the ITU.

5.6.4 Where target dates are unlikely to be met, after review by the project leader (in consultation with the committee) a motivation to continue with the project or recommendation to cancel the project shall be submitted to the SAC for approval.



Drg.911d

Figure 1 — Stages of standards development

6 Committees

6.1 General

6.1.1 Committees are an essential part of the standardization process. Committees can be technical committees (TCs) or subcommittees (SCs) of TCs. The SABS or an SDO is the governing body of the TC. The SABS or an SDO standards management may redirect the focus of a TC if it is perceived to be acting incorrectly, or if it is considered to be in the national interest to do so. The SABS or an SDO standards management may further reconstitute the committee if it deems that necessary.

SDOs shall establish a committee structure based on that of the SABS committees, and the ultimate responsibility for adjudicating compliance of the SDOs with the provisions of this standard will remain with the SABS.

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6.1.2 Any individual that is nominated by his/her organization to represent it in any TC/SC shall be required to sign a code of conduct as given in annex A. If, in the view of the secretariat in consultation with the chairperson, a member has transgressed the code of conduct, such a member will be removed from the committee and his/her organization shall be notified and given an opportunity to nominate another representative. Transgression of such a code may lead to the individual not being allowed to participate.

The organization will have an opportunity to object to the decision to remove its representative. The objection will be made to the SABS Standards Executive. Objection to participate in committees managed by an SDO will also be made to the SABS Standards Executive.

6.1.3 If a TC/SC identifies a particular need to liaise with or be represented on another TC, it can nominate one of its members to sit in a representative capacity on the other committee, subject to the agreement of the committee's secretariat.

6.1.4 It is the responsibility of the SAC/SDO standards management, to ensure that committee membership is balanced and representative. The size of the committee is a compromise between a reasonable broad base of representation and the need to restrict membership to manageable numbers. Committee membership is at the discretion of the SABS. Membership shall not be granted to an organization or company seeking only to advance its own proprietary interest. In the case of the committees of SDOs, the SABS shall be responsible for ensuring that the committee is balanced and they may amend its committee membership. Any individual or body deemed to be exploiting membership solely for its own commercial advantage may be suspended or removed from membership.

6.1.5 It is generally expected that those sitting on a committee shall

- a) actively represent a collective body (nominating organization) that has a legitimate interest in the work of the committee, and
- b) be able to demonstrate expertise in some area of the committee's work.

NOTE The establishment of a new committee may be published in the government gazette to ensure that a larger audience is reached.

6.2 Composition of technical committees

6.2.1 TCs shall be constituted to be representative of valid national interests in the standardization of products or processes.

6.2.2 Membership is preferably on the basis of organization, association or forum representation as opposed to on an individual company basis. Organizations normally invited to serve on TCs include organs of state, industry associations, consumer organizations or associations, non-governmental organizations, organized labour and professional, technical and trade organizations.

6.2.3 Companies or organizations can be eligible for membership in an individual capacity if it can be demonstrated that their participation would be of wider benefit to the work of the committee and would not adversely affect the balance of the decision-making.

6.2.4 Organizations that wish to serve in technical committee shall, as a general rule,

- a) be an authoritative voice for a defined interest or group of interests affected, or potentially affected, by the work of the committee, and
- b) be committed to active support for the principle of consensus-based voluntary standardization.

6.2.5 Organizations that wish to have more than one representative are expected to be able to justify such a request. This would be considered in the context of the overall size and balance of the committee.

6.2.6 Individuals can be co-opted onto a committee if they offer the specialist technical expertise required for a specific project or work programme. They shall not be regarded as having membership in an individual capacity and are neither expected nor permitted to represent any interest. Co-option shall normally be subject to the committee's approval, although the SAC/SDO standards management may co-opt because of its overall responsibility for a committee's constitution. Co-opted members shall recognize that, at the chairperson's discretion, their views might be taken into account only on those topics for which their particular expertise was originally sought.

6.2.7 A committee member is expected to have a working knowledge of standardization procedures together with technical expertise on the subject matter covered by the TC/SC scope. The constitution of a committee shall come under regular scrutiny by the committee itself and by the SAC/SDO.

6.2.8 Records shall be maintained by the SAC/SDO standards management of those invited to participate in the work of a committee. In order to encourage transparency, these records shall be made publicly available by the SAC/SDO standards management. Anyone who considers that a committee does not represent the market or interest affected by a particular standard can raise this with the SABS Standards Development Departmental Management, prior to escalating the matter to Senior Management, Executive Management or the SAC, and in the case of SDOs, with the SDO standards management.

6.2.9 Representatives of organizations that wish to become members of a TC/SC should send to the secretariat, a signed code of conduct and a duly signed nomination form.

6.2.10 Any person involved in standardization work may propose the establishment of a new TC. The proposer shall define the title and scope, which shall be ratified by the committee as soon as possible after its establishment. The agreed title and scope, and any subsequent proposed amendment relating thereto shall be submitted to the SAC/SDO standards management for approval.

NOTE The scope is a statement precisely defining the limits of the work of a TC.

6.3 Membership levels and responsibilities of committee members

6.3.1 In order to achieve maximum efficiency and the necessary discipline in the work, each organization shall clearly indicate, with regard to each TC or SC of which it is a member, if it intends to join as

- a) a P-member, i.e. a member that will participate actively in the work, with an obligation to respond to documents circulated for comment or voting (or both), and to participate in, and (where applicable) vote at, meetings, or
- b) an O-member, i.e. a member that will follow the work as an observer, and will therefore receive committee documents and have the right to submit comments and to participate in meetings, but not to vote.

NOTE 1 In some committees where such differentiated membership is not desired, only the rules for P-members apply.

NOTE 2 Member organizations may request a change in membership status at any time.

6.3.2 If a P-member has been persistently inactive and has failed to attend two consecutive meetings, or has failed to respond to documents circulated for comment or voting (or both), the secretariat should remind the member of the obligation to take an active part in the work and suggest the alternative of electing O-membership instead. In the absence of a satisfactory response to this reminder, the member should automatically be removed from the relevant committee.

Systematic reviews on O-members will be conducted every two years, to ask them if they still wish to continue participating in committee activities. In the absence of a satisfactory response to this, the member should automatically be removed from the relevant committee.

6.4 Subcommittees

6.4.1 TCs can form SCs to which they may delegate the responsibility of preparing standards, subject to approval by the SAC/SDO standards management. Similarly, TCs may dissolve SCs, subject to approval by the SAC/SDO standards management.

6.4.2 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.

6.4.3 Members of the TC shall have the right to become members of an SC, subject to the restrictions stated in 6.2, either on P-level or O-level (see 6.3). An SC is obliged to report to the TC at least once a year on all activities of such SC. The report shall include the progress of all documents and any changes to the SPS.

NOTE For more information on SPSs and how they are prepared, visit:
https://www.sabs.co.za/Standardss/standards_tech.asp

6.4.4 SCs are autonomous and need not seek approval from the TC for decisions within their scope of activities.

6.5 Working groups

A committee can set up WGs that are usually temporary in nature to undertake specific, short-term tasks, such as the preparation of a working draft (WD), or investigating the relevancy of a standard. WGs shall appoint convenors that are approved by the TC/SC. The convenor may co-opt subject matter experts when required and shall report to the TC. WGs make recommendations to the TC/SC for approval. Any individual, who wishes to participate in a WG that is already established, shall request permission from the convenor who will then inform the secretariat.

6.6 Mirror committees

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. These committees shall also, subject to the approval of the SAC (see also 6.10), mandate delegates to the relevant international committees. TCs/SCs mirroring international committees are also responsible for commenting and voting on documents circulated by the international committees they mirror.

6.7 Reconstitution of committees

The SAC/SDO standards management may, following review by the secretariat and consultation with the chairperson, decide that major changes are necessary to the constitution of a committee. This often occurs when a committee has been inactive for some time or when there has been a significant shift in the technical aspects of a committee's responsibility. Reconstitution involves the disbanding of the existing committee, the deletion of all existing membership and the reconstitution of the committee.

6.8 Committee chairperson

6.8.1 General

6.8.1.1 A chairperson of a committee is expected to have a working knowledge of standardization procedures at national and international levels and a sound technical knowledge of the subject matter covered by the scope of the TC/SC. Together with being an effective communicator and competent manager of meetings, the principal qualities sought in a chairperson are as follows:

- a) to assimilate and evaluate complex information quickly; and
- b) to be able to reconcile opposing arguments and to forge an acceptable consensus.

NOTE In instances where a TC/SC covers a wide scope, a candidate with a broad technical knowledge of the field may qualify as a chairperson.

6.8.1.2 Chairpersons are initially appointed to their position for a maximum term of three years. The appointment of a chairperson shall be approved by the SAC/SDO standards management based on the criteria outlined in 6.8.1.1. They are appointed by the SAC/SDO standards management from nominations received from the members of the committee. The committee's nomination of the chairperson is not binding to the SAC/SDO standards management. Committees shall be notified of the appointment of a chairperson immediately after the SAC/SDO standards management has approved such a nomination.

6.8.1.3 After the initial term a chairperson's term of office may be extended, such extension being for a maximum term of three years. Each such extension shall follow the same procedure as that for the initial appointment. At the end of each such extension re-nomination may be considered.

6.8.1.4 The chairperson may be removed from his/her position by the SAC/SDO standards management after a simple majority vote of P-members. The chairperson may be removed on the grounds of incompetence, partiality or not carrying out the duties as stated in 6.8.2. Alternatively, when a complaint has been laid against a chairperson by members of the committee owing to repeated incidents of not performing the duties as given in 6.8.2, and the complaint is proven to have substance, the SAC/SDO standards management shall take appropriate action. Any person who has been removed as chairperson of a committee shall not be allowed to chair any TC/SC, or be the convenor of any WG or TG.

6.8.1.5 In case of unforeseen unavailability of the chairperson at a meeting, any member of the committee voted for by a simple majority of those in attendance shall be the acting chairperson.

6.8.2 Duties of a committee chairperson

6.8.2.1 The chairperson of a committee together with the secretariat, is responsible for the overall management of that committee, and shall ensure that he/she is updated on the activities of SCs and WGs that report to such committee, if applicable. For this purpose he/she shall receive reports from the chairpersons of any SCs via the SC secretariats.

6.8.2.2 The chairpersons of both TCs and SCs shall

- a) remain impartial at all times,
- b) adhere to processes and procedures for the development of standards,
- c) propose how technical comments received at the DSS stage are to be dealt with,

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- d) conduct meetings with a view to reaching consensus on CDs, and furthermore, determine when there is consensus to progress from a CD stage to a DSS stage,
- e) ensure at meetings that all points of view expressed are adequately summed up so that they are understood by all present,
- f) 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,
- g) ensure that the committee's SPS and the programme of work are updated annually and are available on the SABS website,
- h) chair an appeals meeting in the event of an appeal against an SC decision (this is only applicable to TC chairpersons),
- i) 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
- j) present the case for the TC to the SAC/SDO standards management in the event of an appeal against a TC decision (only applicable to TC chairpersons).

Under normal circumstances, a chairperson shall not vote, however in a case of a tie or where a deciding vote is necessary, then the chairperson shall cast his/her vote.

NOTE The chairperson should be impartial and not have any vested interests in the organizations that are represented on the committee.

6.8.3 Committee secretariat

Committee secretariats are responsible for ensuring that all necessary administrative arrangements are made in order for a committee to function efficiently and effectively. In particular they are responsible for the following:

- a) issuing notices and agendas for meetings;
- b) taking minutes of meetings and ensuring that actions arising are followed up;
- c) offering procedural advice;
- d) acting as the principal interface with the SABS Standards Division or the SDO standards management; and
- e) ensuring the timely distribution of documents received from international committees mirrored by the TC/SC, and ensuring that comments and voting thereon are forwarded to the international committees within the applicable deadlines.

6.8.4 Staff of the SABS Standards Division or SDO

Staff of the SABS Standards Division or an SDO may participate in the decision-making process of a TC. However, in the event that voting on a decision is required, they shall not be allowed to participate in the voting process.

6.9 Committee decisions

6.9.1 General

6.9.1.1 Decisions taken at committee meetings are available to interested parties for information purposes. However, the discussions within committees are confidential, and therefore members of the press and legal representatives of committee members are not allowed to attend committee meetings, except by special permission from the SAC/SDO standards management.

6.9.1.2 It is not acceptable for any committee member to issue a public statement (for example to the press or at a conference) that purports to reflect the collective viewpoint of any committee or of the SABS/SDO as an organization, unless authorized by the SAC/SDO standards management. The SAC/SDO standards management shall not give any such authorization without first being satisfied with the committee's consensually established views on the subject.

6.9.1.3 Decisions are taken by consensus. The process of consensus building (see clause 5) allows for repeated opportunities for members to comment or object to earlier decisions.

6.9.1.4 In the case of voting on an NWI, at least 50 % of P-members shall respond and the proposal shall be supported by a simple majority vote of the P-members. Once a NWI is accepted, it shall be registered in the programme of work of the relevant committee as a new project with the SAC. The following agreed target dates shall be indicated on the appropriate SABS form:

- a) completion of the WD (preferably not more than six months after the approval of the NWIP);
- b) completion of the subsequent CD stage (preferably not more than six months); and
- c) completion of the DSS stage (preferably not more than six months).

6.9.1.5 In the case of voting on a CD, acceptance by the committee shall be done through consensus. However, consensus is not always possible; therefore, the support of 67 % of P-members and not more than 25 % votes against the proposal may be deemed sufficient provided that

- a) at least 50 % of all P-members cast a vote,
- b) every attempt is made to resolve votes against the proposal, and
- c) all comments received are dealt with.

6.9.1.6 All committee members shall receive a report on the votes at a meeting or votes by correspondence (or both) together with a description setting out the manner in which all comments that accompanied the votes have been addressed.

6.9.2 Decisions taken at meetings

6.9.2.1 Meetings entail a considerable expenditure of resources and should not be convened without good reason. However, it is important that members have the opportunity to discuss complex or contentious matters as part of the consensus-building process. Committees are encouraged to explore means that do not entail physical meetings, for example teleconferencing. Any such event shall be regarded as a formal meeting of the committee and it is important that this is made clear to all members in advance.

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6.9.2.2 At least three weeks notice of a meeting needs to be given and all members should be given the opportunity to propose items of business for inclusion in the agenda. Members unable to attend a meeting are expected to tender apologies for their absence, which will be taken as an indication of their continued interest in the work of the committee. They are also encouraged to make written submissions for consideration during the meeting.

6.9.2.3 A quorum requires the attendance of at least 50 % of the P-members plus one additional P-member. Where there is no quorum, members present in a meeting may proceed with the meeting. In this instance, all the decisions taken at the meeting shall be clearly minuted and circulated to the whole committee as soon as possible. The committee members shall object within 30 days of receipt of the minutes. If no objection is received, the committee's decisions shall stand. The secretariat may decide to cancel the meeting if insufficient responses to the invitation for a meeting have been recorded.

6.9.2.4 Every formally-constituted meeting of a committee shall be minuted to record the following details:

- a) the date, time and place of the meeting;
- b) the organizations represented at the meeting;
- c) the organizations registered as members but not represented at the meeting;
- d) any changes to the constitution of the committee since the last meeting;
- e) any declared conflicts of interest;
- f) decisions, outcomes and actions agreed to at the meeting; and
- g) any specific statement or standpoint that an individual member requests to be recorded.

6.9.2.5 Other than as agreed in 6.9.2.4(g), verbatim or extensive records of discussions are not taken. Formal minutes are not usually taken at TG or WG meetings, or similar ad hoc groups. If they are, the same protocols apply as for minutes of committee meetings.

6.9.3 Decisions taken by electronic ballot

Acceptance of an NWI or CD by correspondence requires a response (agreement, disagreement or abstention).

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

6.10.1 Wherever practicable, the committee structure should be aligned with that of the corresponding international or regional standards organization. The degree of liaison with international committees shall be determined by the national committee and approved by the SAC. In practice, many committees provide input into the development of international standards and subsequently decide to adopt these international standards as South African National Standards.

6.10.2 The SABS is an active member of SADCSTAN, the standards development committee within the Southern African Development Community (SADC). The work of SADCSTAN is carried out through a TC and is aligned with the relevant national TC. Standardization activities of SADCSTAN are governed by the TBT annex to the SADC Trade Protocol. The committee shall follow the principles and procedures for the development of the SADC harmonized texts when dealing with standards to be harmonized.

6.10.3 Delegates to international standards meetings represent the views of the relevant national committee. Official communication with international TCs and SCs shall be routed through the ISO or IEC offices of the SABS. 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.

6.10.4 The mirror committee shall appoint delegates to formal meetings of international standards committees.

6.10.5 Delegates shall be given a comprehensive mandate from the national committee, and shall represent it fully when attending the meeting in question. If it is necessary to depart from a position established by the mirror committee, delegates should be given the opportunity to defend their actions (for example by reference to broader strategic considerations).

6.10.6 The selection of delegates shall be determined by the nature of the business likely to be discussed at the meeting.

6.10.7 Delegates should have a thorough understanding of the topics under discussion, so that they can respond authoritatively to positions held by other national delegations.

6.10.8 Delegates and subject matter experts attending any international standardization meeting are fully accountable to the respective national committee.

6.10.9 Delegates are expected to provide a succinct but comprehensive report of the outcomes of the meeting within 30 days from the date of the meeting, with particular emphasis on matters of interest or concern to the national committee. Where more than one delegate or subject matter expert attends the same meeting for the same purpose, a single report will usually suffice.

6.10.10 Delegates who fail to submit the report may be barred from travelling again.

6.11 Confidentiality of committee and working group meetings

6.11.1 Members of the SABS TCs, SCs and WGs 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 recognizes 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.

NOTE 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 organizations 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.

6.11.2 The chairperson has the right to refuse attendance at meetings of an organization or individual that is not a member of a TC, SC or WG.

6.11.3 The SABS shall not release or publish personal data relating to members of committees and WGs. Some personal data has to be used and shared in the framework of standardization work, but members collaborating in an electronic environment are required not to disseminate information such as contact details they have obtained as members of committees to parties other than the secretariat.

6.11.4 With the exception of the secretariat, nobody is allowed to make a recording of any meeting. The recording shall be confidential and for the use of the secretariat only.

7 New projects

7.1 General

7.1.1 When a project for a new standard is under consideration, one of the following routes can be followed:

- a) an existing suitable international, regional or foreign national standard can be adopted; or
- b) in instances where no suitable international, regional or foreign national standard exists, a home-grown standard can be developed.

7.1.2 Where an SDO wishes to enter into cooperation with other standards bodies, it shall be done under the control of the SABS.

7.1.3 The direct adoption of existing international, regional or foreign national standards is advantageous in that it is time-saving, cost-effective and may also bring about international or regional harmonization. This is in line with the WTO/TBT agreement. However, it might not adequately represent the full needs and requirements of the South African market.

7.1.4 The advantage of developing a home-grown standard is that it will better address South African requirements. It is disadvantageous in that it is time-consuming and costly and should the standard developed deviate from applicable international standards the committee might be called upon by the WTO to provide justification in terms of the TBT agreement.

7.1.5 The final decision as to which route to follow is taken by the responsible committee. However, the SABS Standards Division is committed, wherever possible, to encourage committees to adopt international or regional standards, since this will ultimately result in global standardization, with all its benefits.

7.2 Resources

7.2.1 Standardization projects impose considerable demands on the resources of all those involved. It is the SABS's responsibility to apply its resources taking into account the benefits that are likely to accrue from each project in the context of its overall work programme. It is also necessary to be conscious of the resources of others involved in the work, particularly in terms of travel and attendance at meetings. Meetings of committees should be convened only for those purposes that are difficult to be achieved by other means.

7.2.2 When voting on NWIs, the TC/SC shall take into account its programme of work and the net benefit that the proposed standard will derive. It shall also consider the possible risk of not developing the standard.

8 Appeals

8.1 General

8.1.1 Sometimes errors or omissions are due to oversights and these can swiftly be rectified once they are brought to the chairperson's attention, and would not require or justify the invocation of the appeals

process. Therefore, before launching into the appeals procedure, persons who are dissatisfied with procedures or decisions shall first follow the procedure outlined in 8.1.5 and 8.1.6.

8.1.2 Any organization or individual that may be adversely affected by the draft standard has the right to appeal against a decision based on technical or procedural reasons, to

- a) the TC on a decision of an SC,
- b) the SAC/SDO on a decision of a TC, or
- c) the CEO of the SABS on a decision by the SAC/SDO standards management.

8.1.3 In the case of CDs, appeals shall be made within ten days after receipt of the minutes of the meeting documenting a decision taken at the meeting, or within ten working days after the receipt by members of the report on votes by correspondence. Permission may be granted for late submission for an appeal by the appellant as long as it can be proven that they are in consultation with the chairperson. Such extensions shall not exceed 30 working days.

8.1.4 Upon receipt of an appeal, the SAC/SDO standards management 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.

8.1.5 Dissatisfaction with procedures or decisions shall be addressed to the chairperson of the relevant TC or SC.

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

- a) not in accordance with this part of SANS 1, or
- b) not in the best interests of national trade and commerce, or such public factors as safety, health or the environment.

8.1.7 All appeals shall be in writing and shall be fully motivated to support the member's concern. 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 part of SANS 1, 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 appellant's concerns.

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 an SC decision

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

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

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

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

8.3 Appeal against a TC decision

8.3.1 Appeals against a TC decision may be one of the following:

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

8.3.2 The documented appeal shall, in all cases, be submitted to the SAC/SDO standards management, with a copy to the TC chairperson and secretariat.

8.3.3 The SAC/SDO standards management shall within 30 calendar days take action to consider and decide on the appeal. The SAC/SDO standards management 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.

8.3.4 If SAC/SDO standards management supports the TC decision, the P-member who initiated the appeal may either

- a) accept the SAC/SDO standards management decision, or
- b) appeal against the SAC/SDO standards management decision.

8.4 Appeal against an SAC/SDO standards management decision

8.4.1 An appeal against an SAC/SDO standards management decision can only arise out of 8.3.4.

8.4.2 The appeal shall be documented and submitted to the CEO of the SABS, with a copy to the SAC/SDO standards management.

8.4.3 The CEO of the SABS shall within one month take action to consider and decide on the appeal. The CEO of the SABS shall report his/her decision to the SAC/SDO standards management.

8.4.4 The decision of the CEO of the SABS will be final and where relevant, the secretariat may proceed with publication of the document.

9 Updating and maintenance of standards

9.1 General

Corrections to standards are issued whenever they are found to be necessary. In addition, all standards are subject to regular review to ensure that they do not become obsolete.

9.2 Corrigenda

Typographical or editorial corrigenda are issued with the agreement of the chairperson of the responsible committee.

9.3 Amendments

9.3.1 Amendments to published documents are issued when essential 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 that are approved by the committee responsible for the document.

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

9.3.3 An amendment is incorporated into the document and when approved by the committee the amended document is issued as a consolidated edition carrying a new edition number. Approval of amendments may be done via correspondence or at a meeting. In the case where approval of the amendment is done at the meeting, the proposed change shall be clearly minuted. The proposed change may be embedded in the resolutions.

9.3.4 Amendments issued for adopted documents shall be considered by the committee.

9.3.5 Unless referenced in legislation, amendments shall not be circulated for public enquiry.

9.3.6 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 for the committee consensus process.

9.4 Systematic review

9.4.1 All documents published by the SABS Standards Division are reviewed periodically to ensure that they remain valid. The review period, as decided upon by the responsible committee, can be stated in the foreword of the standard. In the absence of an agreed review period, the review period is taken to be five years.

9.4.2 When reviewing a standard, the committee will be asked to evaluate the standard to determine whether it is

- a) reflective of current practice and technology,
- b) suitable for new and existing applications (products, systems or processes), and
- c) compatible with current views and expectations regarding quality, safety and the environment.

9.4.3 The outcome of the review will be one of the following:

- a) a confirmation, which means that
 - 1) the document, as is, remains valid, or
 - 2) the document, subject to amendment, will be considered valid;
- b) a revision, which means that a revision of the entire document shall be undertaken, in accordance with the procedure for new projects; or
- c) a withdrawal, which means that the document is no longer needed.

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

9.5 Revisions

9.5.1 The revision of a document, which is the same as developing a new standard, resulting in a new edition, shall be considered when

- a) a change is needed in the basic structure or layout of the document,
- b) as a result of numerous amendments or for other reasons, the resultant page or clause numbering has become confusing to such an extent that reading of the document becomes difficult,
- 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 that the chairperson or staff members within the SDO responsible for that document deem it necessary to issue a new edition of the document, in order to
 - 1) draw attention to these substantially changed criteria, or
 - 2) make the latest version of the document more readily understandable, or
- d) in the case of adopted documents, a revision of the original document is issued.

9.5.2 Upon receipt of a proposal to revise a standard referenced in legislation, the SW shall inform the legislator of such a proposal.

10 Copyright

10.1 Various sources are used for the drafting of a particular standard, including published documents, internal company documents, research papers, and other standards, which could be international, national or from other SDOs.

10.2 It is the responsibility of persons and representatives of organizations 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.

10.3 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 ASTM or BSI), the SABS has the obligation to protect the rights of these copyright owners within South Africa.

10.4 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.

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

NOTE In the case of a sector technical agreement, copyright might, under certain circumstances be shared between the SABS Standards Division and the group, sector or consortium concerned.

10.6 When committee members submit material that they have originated, and such material is subsequently included in a normative document, the SABS Standards Division recognizes 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 entire contents of the published standard without prior permission from the SABS Standards Division, nor may they lay claim to any intellectual property rights or assert any related rights.

11 Patents

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

- a) The originator of a proposal for a SANS or other normative document 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.
- 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, WG or TG involved in the preparation of a standard or other normative document 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 in the development of the document. The TC will decide on the way forward which may involve obtaining a patent statement from the holder of the patent rights or pending patent rights as in 11.1(b), or considering 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.

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

11.3 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 Standards Division shall not be held responsible for identifying any or all such patent rights.

11.4 Should it be revealed after publication of a standard and other normative document 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 and other normative document shall be referred back to the relevant committee for further consideration.

12 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 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 advisable to quote legislation, and no attempt should be made to offer any interpretation of the law. Advice should be sought from the SABS or SDO staff if circumstances arise where this appears to be necessary.

Annex A

(normative)

The SABS committee code of conduct for committee members

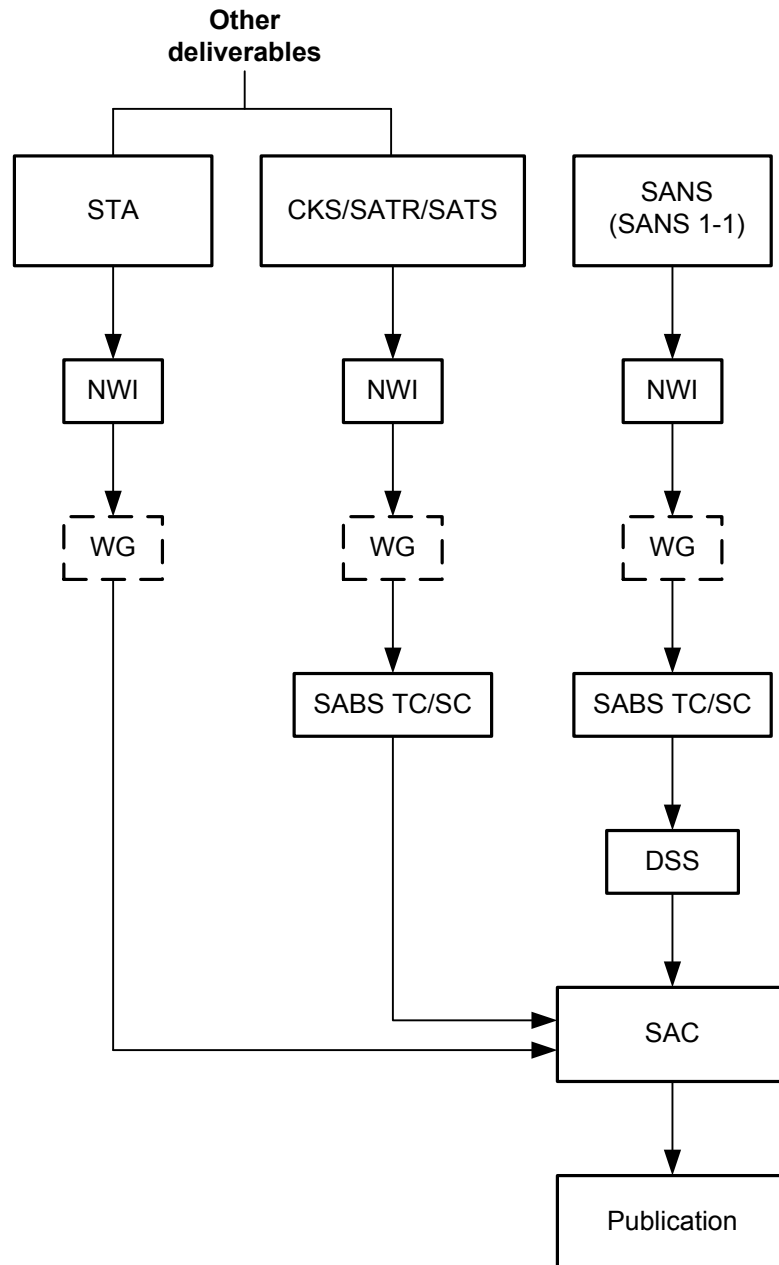
This code of conduct for committee members applies to every member who chooses to participate in a SABS TC, SC, WG, or other consensus group established to develop standards under the auspices of the SABS. Such code of conduct is drawn from broader international guidelines and is not negotiable.

The SABS committee code of conduct for committee members	
<p>We, the committee members, 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 members in the development of national standards and other deliverables (see annex B), in accordance with the terms set out herein.</p>	
Rule	Description
Work for the net benefit of the South African community	We recognize that the development of standards is for the net benefit of the South African community, over and above the interests of any individual, company or representative organization.
Uphold the consensus process	We shall uphold the principles of our consensus-based process through openness, transparency, balance and respect for each member in alignment with internationally recognized 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 in meetings	We commit to respecting others and the professional culture of the SABS standards. We shall attend meetings fully briefed and prepared. We commit to upholding etiquette and the rules of engagement.
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 organizations 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 standardization.
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 shall act in good faith and with due care and diligence. We shall conduct ourselves in a manner whereby the interests of the consumer, as provided for in the Consumer Protection Act, 2008 (Act No. 68 of 2008), are of paramount importance. We shall promote a culture of fair and ethical behaviour and 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
(informative)

Other deliverables

In addition to South African National Standards, the SABS Standards Division publishes other deliverables, such as South African Technical Specifications, sector technical agreements and non-normative documents such as South African Technical Reports, depending on the consensus. Figure B.1 shows the development route of these documents.



Drg.911c

Key

- CKS Coordinating Specification
- SATR South African Technical Report
- SATS South African Technical Specification

Figure B.1 — Other deliverables published by the Standards Division

Bibliography

ARP 763:2008/ISO/IEC Guide 2:2004, *Standardization and related activities – General vocabulary*.

BS 0, *A standard for standards – Principles of standardization*.

ISO/IEC Directives, Part 2:2004, *Rules for the structure and drafting of International Standards*.

SABS – Standards Division

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).

Amendments and Revisions

South African National Standards are updated by amendment or revision. Users of South African National Standards should ensure that they possess the latest amendments or editions.

The SABS continuously strives to improve the quality of its products and services and would therefore be grateful if anyone finding an inaccuracy or ambiguity while using this standard would inform the secretary of the technical committee responsible, the identity of which can be found in the foreword.

The SABS offers an individual notification service, which ensures that subscribers automatically receive notification regarding amendments and revisions to South African National Standards.

Tel: +27 (0) 12 428 6883 Fax: +27 (0) 12 428 6928 E-mail: sales@sabs.co.za

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Information on Standards

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