

ISBN 978-0-626-29441-0

SANS 1-2:2013

Edition 2

SOUTH AFRICAN NATIONAL STANDARD

Standard for standards

Part 2: Recognition of Standards Development Organizations (SDOs) in South Africa

Published by SABS Standards Division
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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 September 2013.

This document supersedes SANS 1-2:2007 (edition 1).

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: Recognition of Standards Development Organizations (SDOs) in South Africa.

0 Introduction

0.1 The Standards Act, 2008 (Act No. 8 of 2008), section 25, requires that the SABS recognizes and appoints other organizations as standards development organizations (SDOs), and requires the SABS to develop a document which stipulates the criteria for recognition as an SDO. The intention of this document is to address said section of the Act.

0.2 The SABS is, in terms of the Standards Act, 2008 (Act No. 8 of 2008), the only recognized national institution for the promotion and maintenance of national standards in South Africa. The criteria for the recognition of standards development organizations (SDOs), as set out in this part of SANS 1, are developed by the SABS to fulfil the requirements of section 25 of the Standards Act, 2008 (Act No. 8 of 2008).

0.3 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.

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Standard for standards

Part 2: Recognition of Standards Development Organizations (SDOs) in South Africa

1 Scope

This part of SANS 1 describes the criteria for the recognition of Standards Development Organizations (SDOs), other than the South African Bureau of Standards (SABS), for the purpose of the preparation of South African National Standards for publication by the SABS.

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.

2.1 Standard

SANS 1-1, *Standard for standards – Part 1: The development of South African National Standards*.

2.2 Other publication

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

For the purposes of this document, the definitions given in SANS 1-1 and the following apply.

3.1

juristic person

legal entity upon which a personality equal to that of a natural person is conferred by law

3.2

programme of work

schedule of documents under development which include new projects, revisions, adoptions and amendments

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3.3

Standards Development Organization committee

SDO committee

group of representatives, that is concerned with standardization in a particular field and that is established by the SDO that is responsible for identifying the need for, and the preparation of, normative documents intended to be published as South African National Standards by the SABS

4 Requirements for the recognition of an SDO

4.1 Requirements for the SDO

4.1.1 The SDO shall be a juristic person with full legal capacity to act in the Republic of South Africa.

4.1.2 The SDO shall demonstrate that they are representative of a particular sector and shall have a defined scope of activity.

4.1.3 The SDO shall ensure knowledge and expertise in standards development and shall have the resources to ensure that standards are technically sound.

NOTE When a document has been prepared for publication as a national standard, the SABS should ensure that it is editorially sound and in accordance with the guidelines given in ARP 013.

4.1.4 The SDO shall avail itself of industry expert(s) or subject matter expert(s) in a particular sector in order to write relevant national standards.

4.2 Requirements for the SABS

4.2.1 When the SABS receives a proposal from an organization wishing to develop standards, the following shall take place:

- a) The SABS assesses whether the proposed scope of work is not already covered by an existing technical committee (TC).
- b) If the scope is already covered by an SABS TC, the organization should rather become a member of such TC.

NOTE Functioning, existing committees should not be taken over by SDOs, however, in the spirit of providing relevant standards in an efficient, effective and as short a turn-around time as possible, non-functioning committees could be considered for administration by SDOs.

- c) If the scope is not covered by any SABS TC, the SABS shall assess whether the organization meets the criteria given in 4.1.
- d) If the organization meets the criteria, the SABS shall submit a recommendation to the Standards Approval Committee (SAC) to appoint the organization as an SDO.
- e) Once the appointment of the SDO has been finalized, the SABS shall make this information publically available.
- f) The SABS shall conduct a surveillance audit at least twice a year to ensure continuous adherence to the provisions of this part of SANS 1.

4.2.2 The recognition by the SABS of the SDO shall be formalized by means of a legal agreement between the two parties. The written agreement should include a clearly defined scope of the field of technology in which the SDO will be responsible for the development of standards.

4.2.3 The recognition shall be based on an assessment by the SABS of the need for standardization in that specific sector, and on an assessment by the SABS of the ability of the applicant organization to comply with this part of SANS 1.

5 Functions of a recognized SDO

5.1 The recognized SDO shall within its defined scope, which has been approved by the SABS, develop, adopt, maintain, review and withdraw standards in accordance with the requirements for the approval and publication of documents, as given in SANS 1-1. The SDO shall submit its programme of work for each committee to the SABS, twice a year.

5.2 The SDO shall develop a Strategic Business Plan (SBP) for its committee(s) and submit these to the SABS, who will make them publicly available.

The SBP for each committee shall include the following:

- a) the number, title and scope of the committee as well as those of the subcommittees and working groups, where relevant;
- b) the membership list and membership status;
- c) a list of published standards;
- d) the programme of work and future projects;
- e) the political, social, economic and environmental factors relevant to the proposed standard; and
- f) the national and international membership status of the SDO.

5.3 The programme of work shall be submitted to the SAC for ratification and be included in the report to the WTO.

5.4 Whenever documents from the SDO are submitted to the SAC, a representative of the SDO shall attend the SAC meeting to provide information and respond to questions.

5.5 The SDO shall provide the SABS with all requested documentation and records to assess compliance with the requirements of both parts of SANS 1.

The requested documentation shall include the following:

- a) the minutes of the committee meeting(s);
- b) the working group recommendation(s) to the committee for approval of the work item;
- c) proof of the agreement of consensus;
- d) whether the committee reflects a balanced representation; and
- e) the records of work items.

Bibliography

ARP 013, *Rules for the structure and drafting of national standards.*

ISO/IEC Guide 2, *Standardization and related activities – General vocabulary.*

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.

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The Standards Information Centre provides a wide range of standards-related information on both national and international standards. The Centre also offers an individual updating service called INFOPLUS, which ensures that subscribers automatically receive notification regarding amendments to, and revisions of, international standards.

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