

BRITISH STANDARD

A standard for standards –

Part 1: Development of standards – Specification

ICS 01.120



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Summary of pages

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Foreword

Publishing information

This part of BS 0 is published by the British Standards Institution (BSI) and comes into effect on 1 January 2006.

Supersession

It supersedes BS 0-1:1997 and BS 0-2:1997, which will be withdrawn on 31 December 2005.

Relationship with other publications

BS 0 is intended primarily for the use of BSI committee members and staff, and those providing first drafts of standards. It was last published in 1997 and subsequently amended in 2002. The standard is now issued in two parts:

- *Part 1: Development of standards – Specification;*
- *Part 2: Structure and drafting – Requirements and guidance.*

Information about this document

This revision has been prepared to focus on governance rules and policies and to assist in compliance with the *Royal Charter and Bye-laws 1981; Amended 1989, 1992, 1994 and 1998* and the *Memorandum of Understanding (MoU) between the United Kingdom Government and the British Standards Institution in respect of its activities as the United Kingdom's National Standards Body*.

NOTE The Royal Charter was first granted in 1929.

Guidance and supporting information is provided in *The BSI guide to standardization – Section 1: Working with British Standards*.

BSI is an independent, Royal Charter company formed by subscribing and committee members. Through engagement and collaboration with its stakeholders, it develops national standards and applies innovative standards solutions to meet the needs of business and society. BSI's structure, organization and activities are governed by its *Royal Charter and Bye-laws*, which, amongst other things, include detailed provisions concerning:

- the BSI Board, BSI's governing body;
- the role and composition of the Standards Policy and Strategy Committee (SPSC); and
- the general conduct of BSI's work.

BSI's principal function is to prepare voluntary standards by consensus among all the significant interests concerned, and to promote their adoption.

Through the MoU, the Government recognizes BSI as the UK national standards body (NSB) and the UK member of the International Organization for Standardization (ISO) and its European counterpart the European Committee for Standardization (CEN), and, via the British Electrotechnical Committee (BEC), the UK member of the International Electrotechnical Commission (IEC) and its European counterpart, the European Committee for Electrotechnical Standardization (CENELEC). The government's acknowledgement of BSI as the UK NSB includes recognition of the functions it undertakes within the European Telecommunications Standards Institute (ETSI).

Presentational conventions

The editorial principles, and rules for layout and typographical presentation in British Standards are presented in *The BSI guide to standardization – Section 2: Rules for structure, drafting and presentation of British Standards*.

The provisions of this standard are presented in roman (i.e. upright) type. Its requirements are expressed in sentences in which the principal auxiliary verb is “shall”.

Commentary, explanation and general informative material are presented in smaller italic type, and do not constitute normative elements.

Contractual and legal considerations

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

Compliance with a British Standard cannot confer immunity from legal obligations.

0 Introduction

0.1 Delivery of Royal Charter and Bye-laws obligations – NSB governance

0.1.1 General principles

The position of NSB gives BSI a special profile, which may not be used by other parts of the BSI Group to give them unfair competitive advantage or to the detriment of the NSB.

0.1.2 NSB governance

The BSI Board has put in place governance arrangements for the NSB, which includes the monitoring of BSI's compliance with its *Royal Charter and Bye-laws* and the MoU.

0.2 Public policy interest in standardization

BSI has committed to the UK government that it will take into account the UK public policy interest in conducting its NSB activities.

A full description of the public policy interest in standardization is set out in a statement agreed jointly between BSI and the Department for Trade and Industry [1].

0.3 NSB requirements

BSI is required by Article 4.1 of the MoU, in its role as the NSB, to ensure:

- “a) that it achieves the requirements of membership of the major European and international standards organizations and, by means of participation in such organizations, the optimal promotion of UK interests through their policies and standards;
- “b) that it fulfils the requirements for being cited as the UK NSB for the purposes of Directive 98/34/EC (or any successor Community act to that Directive), carrying out efficiently and effectively the responsibilities of the UK NSB laid down in that Directive, and the requirements of any other EC legal instruments which might refer to national standards bodies;
- “c) through appropriate facilitation, the production and maintenance of any standard required by the government for legislation (whether referenced in the legal instrument or otherwise indirectly required) or for public procurement purposes;
- “d) the provision and maintenance of a portfolio of formal consensus standards and other standardization products which will meet the requirements of UK business and, as appropriate, other stakeholders including the government, consumers, and small businesses; and a means of identifying, evaluating, prioritizing and acting on proposals for standardization projects;
- “e) that, within the portfolio described in d), formal consensus standards are provided and maintained whenever there is a requirement that the criteria for such standards be met;

- “f) that it contributes to strategic planning of the national standardization infrastructure, including maintaining its own strategic standardization planning and evaluation facility with the involvement of the government and business.”

1 Scope

This part of BS 0 specifies the role of BSI, as the UK national standards body, and that of its committee members in the preparation of standards of national origin and UK involvement with the international and European Technical Committee work programme.

It covers the governance, organizational structure and mechanisms for the preparation of standards which are necessary to meet the requirements of the *Royal Charter and Bye-laws* of BSI, and the *Memorandum of Understanding between the United Kingdom Government and the British Standards Institution in respect of its activities as the United Kingdom's National Standards Body*.

It does not cover detailed procedures; detailed procedures are covered in *The BSI guide to standardization – Section 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.

BS 0-2:2005, *A standard for standards – Part 2: Structure and drafting – Requirements and guidance*

CEN/CENELEC Internal Regulations – Part 1: Organization and Administration (<http://www.cenorm.be/boss>)

ISO/IEC Directives – Part 1: Procedures for the technical work (<http://www.iso.org>)

ISO/IEC Directives – Part 2: Rules for the structure and drafting of International Standards (<http://www.iso.org>)

ISO/IEC Directives, Procedures for the technical work of ISO/IEC JTC 1 (<http://www.iso.org>)

ISO/IEC Directives, Supplement – Procedures specific to ISO (<http://www.iso.org>)

ISO/IEC Directives, Supplement – Procedures specific to IEC (<http://www.iec.org>)

Memorandum of Understanding (MoU) between the United Kingdom Government and the British Standards Institution in respect of its activities as the United Kingdom's National Standards Body

Royal Charter and Bye-laws 1981; Amended 1989, 1992, 1994 and 1998

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

The BSI guide to standardization – Section 2: Rules for structure, drafting and presentation of British Standards

The BSI guide to standardization – Section 3: British Standards standardization policies

WTO TBT Code of Good Practice for the Preparation, Adoption and Application of Standards (<http://www.wto.org>)

3 Terms and definitions

For the purposes of this document, the terms and definitions given in BS 0-2:2005 and the following apply.

NOTE Acronyms are explained in The BSI guide to standardization – Section 1.

3.1 acceptance team

BSI staff members responsible for allocating BSI resources to new work in a particular area, or deciding the level of BSI resource to be provided where appropriate

3.2 amendment

approved supplementary material to a standard that alters and/or adds to previously agreed technical provisions without changing the date of publication

3.3 British Standards Institution BSI

UK national standards body

3.4 BSI Board

governing body of BSI

3.5 committee member

person serving on a BSI committee

3.6 compliance

action of a person or body in fulfilling requirements

3.7 conflicting national standard

national standard within the same scope and field of application as a European/international standard and with provisions such that compliance with the national standard is not compliance with the European/international standard or vice versa

3.8 conformity

fulfilment of a requirement

[BS EN ISO 9000:2000, definition 3.6.1]

3.9 consensus

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

NOTE Consensus need not imply unanimity.

[ISO/IEC Guide 2:2004, definition 1.7]

3.10 consumer

member of the public who uses products (including services) in a private, personal or domestic capacity

3.11 corrigendum

supplementary material to a standard that corrects one or more errors or ambiguities introduced in either drafting or printing and which could lead to incorrect or unsafe application of the standard

3.12 European standard

EN

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

[*CEN/CENELEC Internal Regulations, Part 2*, 2002, definition **3.1.4**]

NOTE A European Standard adopted by ETSI carries with it the same obligations.

3.13 harmonized standard

standard that is officially recognized by reference in the Official Journal of the European Union as meeting essential requirements of a relevant European directive

3.14 international standard

ISO or IEC standard

3.15 national standard

standard that is adopted by a national standards body and made available to the public

[ISO/IEC Guide 2:2004, definition **3.2.1.4**]

NOTE 1 Implementation of an international or European standard that is endorsed and published as a British Standard gives that standard the status of a national standard. For the purposes of this specification, “standard of national origin” refers only to standards developed within the UK.

*NOTE 2 This specification also applies to drafts for development (DDs; see also BS 0-2:2005, **3.1.7**), which are not national standards.*

3.16 national standards body

NSB

standards body, recognized at the national level, that is responsible for the development and promulgation of national standards, and eligible to be the national member of the corresponding international and regional standards organizations

NOTE BSI is recognized as the UK NSB by UK Government, CEN and ISO.

3.17 nominating body

organization represented on a BSI committee

3.18 private circulation

distribution under the principle that material presented or circulated to a Technical Committee is not in the public domain, and that dissemination should, as far as practically possible, be limited to those who have a legitimate interest in the development of the standardization projects to which it relates

NOTE This principle does not preclude due consultation on such material within organizations represented on the committee. For this reason it has to be recognized that absolute confidentiality cannot be guaranteed and BSI can offer no assurances in this respect. Those submitting commercially sensitive material do so at their own risk.

3.19 regulation

document providing binding legislative rules, that is adopted by an authority

[ISO/IEC Guide 2:2004, definition 3.6]

3.20 stakeholder

person or body with a concerned interest in standardization

3.21 standard

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

NOTE Standards should be based on the consolidated results of science, technology and experience, and aimed at the promotion of optimum community benefits.

[ISO/IEC Guide 2:2004, definition 3.2]

3.22 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 (including services) and processes for their intended purposes, prevention of barriers to trade and facilitation of technological cooperation.

[ISO/IEC Guide 2:2004, definition 1.1]

3.23 standard of national origin

standard developed within the UK

**3.24 Standards Policy and Strategy Committee
SPSC**

committee established by the BSI Board to advise on the preparation of formal standards