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British Standard Guide

A standard for standards

Part 2. BSI and its committee procedures

Une norme concernant les normes
Partie 2. BSI et procédures de ses comités

Eine Norm über Normen
Teil 2. BSI und Geschäftsgang ihrer Ausschüsse

British Standards Institution

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Compliance with a British Standard does not of itself confer immunity from legal obligations.

Foreword

This British Standard is concerned with the principles of standardization, the content and presentation of British Standards and the mechanics of their preparation. It is primarily for the use of BSI committees and staff, and organizations providing first drafts, but it will be of interest to many other associations and individuals involved in standards work in this country and overseas.

BS 0 was originally published in four Parts in 1974. It provided a formulation of procedures and practices in all branches of standards production, which had not been available until then. Changes in BSI structure and practice, as well as the publication of several British Standards concerned with fundamental standardization concepts, have made this revision necessary. The revised standard is published in three Parts:

Part 1 is an introduction to standardization and the role of standards;

Part 2 describes the organization of BSI and its committee procedures;

Part 3 gives guidance on the drafting and presentation of British Standards.

This Part of BS 0 supersedes BS 0: Part 3: 1974, which is withdrawn. Revision has taken into account changes to BSI nomenclature made in the 1981 consolidated supplemental Royal Charter and Bye-laws and a set of notes on UK participation in international standards work first elaborated in 1980 by the International Policy Advisory Committee. The scope of this Part of BS 0 has been extended to include the information on BSI hitherto provided in PD 4845 'BSI—its activities and organization', so placing in a clearer organizational context the committee procedures involved in the production of standards. With the remainder of its content superseded by the 1981 revision of BS 0: Part 1, PD 4845: 1977 is also withdrawn.

Suggestions for improvement of any Part of BS 0 will be welcomed by BSI Secretariat at 2 Park Street, London W1A 2BS.

Exceptionally, because of the timing of the relocation of certain BSI functions during 1983, minor changes have been made to 6.5.3, 6.5.4, 6.6.1 and appendix B in this reprint of this Part of BS 0, which were not announced by previous publication separately in an amendment.

British Standard Guide

A standard for standards

Part 2. BSI and its committee procedures

Section one. General

1. Scope

This Part of BS 0 explains the organization and functions of BSI and outlines the procedures governing the preparation of British Standards and UK involvement in international standards work.

NOTE. The titles of the publications referred to in this standard are listed on the inside back cover.

Section two. BSI organization and functions

2. Origin and objects

2.1 The British Standards Institution is the recognized body in the UK for the preparation and promulgation of national standards in all fields. It began in 1901 as the Engineering Standards Committee, set up by the professional engineering bodies, and in 1918 became the British Engineering Standards Association. A Royal Charter was granted in 1929 and a Supplemental Charter in 1931 when the present name was adopted. BSI is an independent body and its objects are restated in the 1981 consolidated Royal Charter as follows:

- (a) to coordinate the efforts of producers and users for the improvement, standardization and simplification of engineering and industrial materials so as to simplify production and distribution, and to eliminate the national waste of time and material involved in the production of an unnecessary variety of patterns and sizes of articles for one and the same purpose;
- (b) to set up standards of quality and dimensions, and prepare and promote the general adoption of British Standard specifications and schedules in connection therewith and from time to time to revise, alter and amend such specifications and schedules as experience and circumstances may require;
- (c) to register, in the name of the Institution, marks of all descriptions, and to prove and affix or license the affixing of such marks or other proof, letter, name, description or device;
- (d) to take such action as may appear desirable or necessary to protect the objects or interests of the Institution.

2.2 Briefly, BSI's main function is to draw up voluntary standards by agreement among all the interests concerned and to promote their adoption. Under the Royal Charter, the Bye-laws prescribe requirements for the establishment and constitution of Councils and committees, and for the general conduct of the Institution's work.

2.3 Since November 1982, the work of BSI has been given added national recognition in the Memorandum of Understanding between the United Kingdom Government and BSI on standards. The text of the memorandum is reproduced in appendix A.

3. Financial structure

3.1 The annual budget for the whole of BSI was about £14 million in 1980/1. Income reaches the standards account from sales, a government grant-in-aid and voluntary subscriptions from some 15 000 firms, trade associations, local authorities, professional institutions and other interested bodies, calculated at fixed rates based on appropriate factors. Government grant is based £ for £ on subscription income.

3.2 BSI subscriber benefits are summarized in table 1.

3.3 Certification activities and the Technical Help to Exporters service (THE) are financed on the separate quality assurance and THE accounts. Inspection and testing charges make up more than 90 % of the budget for the former, the remainder coming from licence fees. THE is funded by sales, fees and a grant from the British Overseas Trade Board.

4. Committee structure

4.1 Subject to the ultimate authority of subscribing members at a General Meeting, the Board of BSI is responsible for the policies of the Institution. It brings together a broad range of national interests. Under the Board are six Councils responsible for the standards programme, and the Quality Assurance Council. Some sixty Standards Committees are responsible to the Councils for authorizing work on new standards projects, and for deciding the broad programme and priorities for work in their fields.

4.2 Standards are being prepared at any one time by some 1000 active technical committees, which report to the Standards Committees and are required by the Bye-laws to represent the main interests concerned in the work referred to them. Under the Quality Assurance Council, responsible for BSI's certification, assessment, testing and inspection activities, is a smaller structure of similarly representative supervisory and advisory committees.

4.3 Councils are identified as follows:

- B/- Council for Building and Civil Engineering
- C/- Chemical and Health Council
- E/- Engineering Council
- L/- British Electrotechnical Committee and Electrotechnical Council

Table 1. BSI Subscriber benefits

BSI Catalogue	One free copy. Additional copies can be obtained from Sales Department at discount rates.
BSI Annual Report	Free.
BSI News	Free monthly.
50 % discount	On British Standards, international standards and the standards of overseas national standards bodies.
Credit account	Non-members are required to pay for publications in advance.
Priority despatch service	A special service for subscribing members. Sales Department despatch the same day, by first class mail, any telephone or telex order received by 15.00. A token charge is made for this service.
Draft standards for public comment	Substantial discount on non-members' price.
Loan facilities for foreign and international standards	Loan tokens in batches of 10 sold to subscribing members only.
Sales Bulletin	Cumulative up-dating of the Catalogue, obtainable from Sales Department. Six issues per annum, sold to subscribing members only.
Standards on microfilm and microfiche	Schemes are available to subscribing members for the supply of a complete set or selected collection of standards on microfilm and microfiche. Details available on request from Subscriptions Department.
Technical Help to Exporters	All THE services and publications (see 6.4) are available to subscribing members on preferential terms.
Standing Order Scheme	Sets of standards relevant to specific areas are available to subscribing members, together with an updating service, at special discounts.

M/- Multitechnics Council
S/- Information Systems Council
Q/- Quality Assurance Council

4.4 Standards Committees are assigned a three-letter reference. The first two letters identify the sector concerned and the third indicates the Council to which the Standards Committee reports. Thus ISM/- is the Iron and Steel Standards Committee. Standards Committees and their references are listed in the Council constitutions published in the BSI Annual Report.

4.5 Technical committees, subcommittees and panels are numbered as follows: ISM/10, for instance, is a technical committee of ISM/-, ISM/10/5 is a subcommittee of ISM/10 and ISM/10/5/1 a panel of subcommittee ISM/10/5. Numbering of panels reporting directly to the Council, the Standards Committee or the technical committee would start, in this example, from M/-/1, ISM/-/1 and ISM/10/-/1.

4.6 The following special committees report directly to the Board (OC/-):

Finance Committee (OC/2);
Technical Help to Exporters Management Committee (OC/3);
Local Authorities Policy Committee (OC/4);
Consumer Standards Advisory Committee (OC/11);
British Standards Society Management Committee (OC/34);

*Director General's Committee (OC/35).

4.7 The committee structure of BSI is shown in figure 1.

4.8 Standards projects related to international work now account for most of BSI's standards activity (see section

* The Director General's Committee comprises the directors of the Institution. See 5.1.

four). Wherever practicable, the detailed committee structure is aligned with that of the corresponding international standards organization, so that the committee responsible for national work has equal responsibility for relevant international work.

4.9 BSI staff are responsible for ensuring that a committee's terms of reference, as agreed by the senior committee to which it reports, are clear and unequivocal.

5. Management structure

5.1 Under the Director General's Committee (OC/35), the work of the Institution is organized through four management divisions:

- (a) Standards Division;
- (b) Quality Assurance Division, comprising those activities governed by the Quality Assurance Council;
- (c) Public Affairs Division, responsible for overall policy matters, BSI's constitutional and legal framework, public relations, educational work and the administration of the British Standards Society;
- (d) Information Services and Marketing Division, responsible for THE and library activities, sales, subscriptions, printing, marketing, promotion and design.

5.2 Financial, computer and management services, and resources (personnel and property) form two separate management groupings.

5.3 The departmental structure of BSI is shown in figure 2. Brief notes follow on the main activities involved (excluding internal management functions).

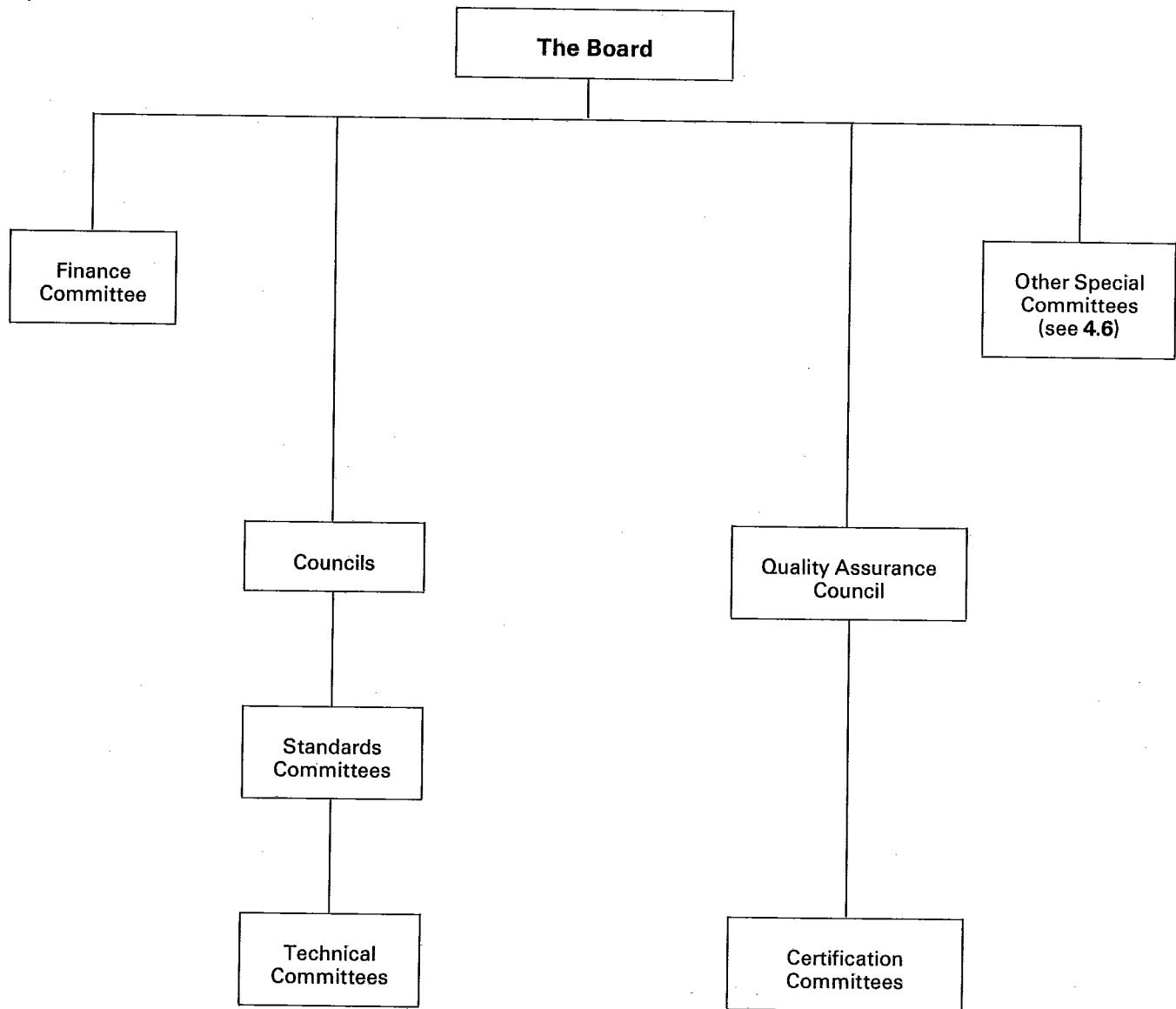


Figure 1. The committee structure of BSI

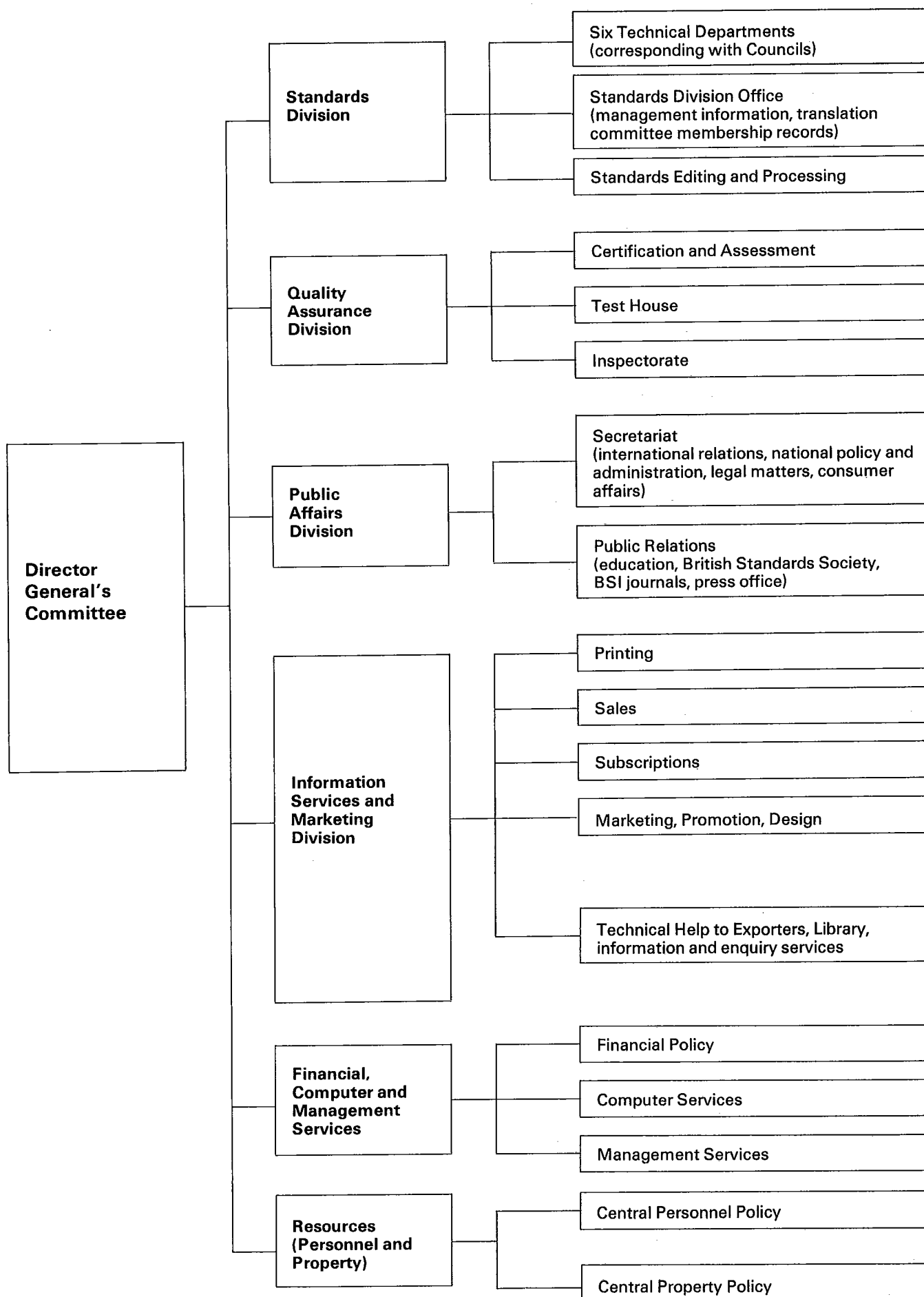


Figure 2. The management structure of BSI

6. Activities

NOTE 1. Statistics indicating the scale of BSI operations are given in the Annual Report.

NOTE 2. Full addresses of BSI offices are listed in appendix B.

6.1 Production of standards. See sections three and four and BS 0: Parts 1 and 3.

6.2 Product certification and capability assessment

6.2.1 BSI operates two certification marking systems*: the Kitemark, BSI's certification trade mark, first used in 1903, and the Safety Mark, introduced in 1974 to provide manufacturers with an alternative means of demonstrating compliance with a British Standard specifically related to safety. These two marks are shown in figure 3.



Figure 3. The Kitemark and Safety Mark

6.2.2 A licence to use the Kitemark or Safety Mark on or in relation to a product will be granted to any manufacturer or producer who demonstrates that he can and will be able consistently to make that product to the requirements specified in the British Standard product specification. His capability of doing so is initially established by assessment of his production process, quality control organization and test facilities against the required Part of BS 5750, and by testing of the product against all the criteria of the relevant standard. The licensee is required to document for BSI the Quality Plan setting out his specific quality practices, resources and activities relevant to achieving compliance with the product standard. BSI carries out unannounced inspection visits to the manufacturer's works and audit testing of the product, and may withdraw the licence for any failure of the manufacturer to comply with the relevant standard. The presence of the mark on or in relation to a product is an assurance that the goods have been produced under an independently assessed quality system and have been subject to testing and the periodical inspection of the manufacturer's works in accordance with the certification trade mark regulations of BSI.

6.2.3 In its certification activities BSI does not have or seek a monopoly position; it responds to community needs and aims to provide a service which can be used by industry. Through the Quality Assurance Council, BSI cooperates with other organizations concerned with the certification of compliance with standards. Thus for 250 British Standard specifications, certification is offered by BSI through the Kitemark or Safety Mark, but other organizations are the certification authorities in particular cases, e.g. British Electrotechnical Approvals Board (BEAB) for BS 415, BS 3456, BS 3955 and BS 5373, British Approvals Service for Electric Cables (BASEC), and Association of Short Circuit Testing Authorities (ASTA). In the construction field the British Board of Agrément (BBA) offers certification particularly in

connection with innovation and in the absence of British Standards. The activities of BBA and BSI in the certification field are the subject of a formal agreement.

6.2.4 The Certification and Assessment Department is responsible not only for the certification of products but also for Registered Firm systems for assessment of the capability of firms in manufacturing and service industries, including stockists. The Department administers the BS 9000 certification scheme for electronic components and provides services to other certification bodies, including the Canadian Standards Association and the British Approval Service for Electric Cables. Further information on BSI certification and assessment activities can be obtained from the Group Manager, Certification and Assessment Department.

6.3 Test House and Inspectorate

6.3.1 The Test House provides a wide range of testing facilities that are generally available to industry and other clients. The facilities are financially self-supporting and embrace electrical, electronic, mechanical, chemical, photometric and motor vehicle component testing.

6.3.2 The work of the Inspectorate is concerned with factory inspections and assessments, these services also being generally available. The Inspectorate acts as agent for a number of British and foreign approval and certification organizations.

6.3.3 Test leaflets, lists of certified equipment and publications describing services available can be obtained from the Quality Assurance Division. Publications about the services of the Division can also be consulted in the BSI Library (see 6.6). Any enquiries concerning current or possible services will be welcomed and should be addressed in the first instance to the Director of the Quality Assurance Division at Hemel Hempstead.

6.4 Technical Help to Exporters (THE)

6.4.1 The Technical Help to Exporters service was set up in 1966 to provide technical information and assistance to all sectors of industry engaged in exporting. These services cover the identification and sale of foreign specifications and regulations and assistance in meeting their requirements. The range of publications covering various matters of interest to exporters is continuously being expanded. Detailed information on regulations and approval systems is disseminated through enquiry, advisory and consultancy services and special projects are undertaken to meet the individual needs of industry.

6.4.2 THE can also help manufacturers with the translation of specifications and regulations, and can assist in the actual export of products to particular markets, e.g. in obtaining test certificates and in arranging for testing and factory investigation in the UK, if this is acceptable to the overseas organization concerned.

6.5 Publications and sales

6.5.1 The British Standards Catalogue lists all published British Standards and other special series, currently 8500 in number, with short abstracts. Sectional Lists are issued indicating the range of British Standards applicable to particular fields, and cumulative Sales Bulletins, issued to subscribing members every two months, provide an updating service for the Catalogue. *BSI News*, issued each month, gives details of new and revised British Standards, amendments to British Standards, withdrawals, drafts

* BSI has also a radio interference-free mark, which is not at present the subject of any scheme.

circulated for public comment, new work started both nationally and internationally, and newly published international standards. It also includes general information and articles on standards matters.

6.5.2 The Annual Report gives a broad review of the preceding year's work and shows the constitutions of the Board and the Councils. Manufacturers and products covered by BSI certification and assessment schemes are listed annually in the Buyers Guide, issued free of charge. THE publishes a quarterly bulletin.

6.5.3 The main sales office for BSI publications is at Linford Wood, Milton Keynes MK14 6LE. All mail orders should be sent to that address, from which international standards and all other sales items may also be ordered. Other sales offices are listed in appendix B. Milton Keynes, the London sales centres and the Manchester Office offer 50 % discount on purchases by subscribing members of BSI. Subscribers, who are entitled to credit account facilities, are exempt from the requirements that mail orders be prepaid. All mail order purchases are however liable to the minimum invoice charge announced each month in *BSI News*.

6.5.4 Copyright subsists in all BSI publications (see 7.5 of BS 0: Part 1: 1981). Permission to reproduce any part of a British Standard should be sought by writing to the Publications Manager at Milton Keynes.

6.6 Library

6.6.1 The BSI Library at Milton Keynes is open to visitors from 09.00 to 17.00 on Monday to Friday (excluding holidays). It contains a full set of current and superseded British Standards, international standards publications and the standards issued by the national standards bodies of other countries, together with their catalogues and journals and other material about standards theory and practice. Photocopies of withdrawn British Standards can be provided for sale.

6.6.2 Foreign standards, some of which have been translated into English, and international standards, can be borrowed against loan tokens (see table 1) by subscribing members of the Institution. The Library staff can advise on sources for loan and for purchase of many standards documents that do not fall within the scope of the Library collection.

6.7 Education. The Education Section of BSI provides information for teachers and students, promotes the principles and use of standardization and produces teaching materials and educational editions of standards. It also publishes materials for home economists and the general public. Services and publications include illustrated lectures, information sheets and posters. Catalogues of teaching material and other leaflets are available free on request from the Head of Education Section at BSI Head Office.

6.8 British Standards Society

6.8.1 The principal aims of the British Standards Society are:

- (a) to promote the benefits and techniques of standardization at company, national and international level;
- (b) to encourage closer cooperation between BSI and standards users and to provide feedback to BSI on the practical application of British Standards;

- (c) to provide training and exchanges of information on standards matters through regular conferences, courses and regional meetings at different centres in the UK.

The Society represents the UK in the International Federation for the Application of Standards (IFAN).

6.8.2 Membership is open to any individual concerned with standards work, whether working in Britain or overseas, on payment of a small annual subscription. Many members serve on BSI technical committees, in some cases as representatives of the Society.

6.8.3 Further details may be obtained from the Secretary, British Standards Society, at BSI Head Office.

Section three. The preparation of British Standards

7. BSI committee procedures

7.1 Principles

7.1.1 The committee structure of BSI seeks to bring together all those with substantial interest in particular projects, wherever possible through organizations representing the views of an industry, sector, trade, or other interest. This achieves, economically, a wide measure of consultation and support in standards work. The basic principles are that BSI should carry out its task in the national interest, take account of all significant viewpoints, secure their representation at all committee levels and, through its consultation procedures, have an authoritative body of opinion behind every British Standard.

7.1.2 Differences of view on the substance of a standard are not resolved by a formal vote. The normal means of reaching decisions is through consensus. This implies that objections have either been met, or are not maintained, or are agreed to be of such minor significance as not to warrant further delay to the work. For the procedure available if dissent persists, see clause 11.

7.2 Constitution and membership

7.2.1 A distinction is drawn between the constitution of a committee, i.e. the bodies represented, and the membership, i.e. the individual representatives nominated by those bodies to serve on the committee.

7.2.2 Together with their respective terms of reference, Council constitutions are decided by the Board, Standards Committee constitutions by the appropriate Council and technical committee constitutions by the Standards Committee.

7.2.3 With a committee's agreement, individuals who are not members may be sent papers at the request of a trade association or other representative body. Such bodies are charged a basic annual fee for registration as papers only recipients and a small additional annual sum for each committee for which papers are required.

7.3 Composition of committees

7.3.1 For manufacturers and industrial users the trade association or equivalent organization provides a channel for representation on BSI committees. Such representative bodies and others, including professional institutions, research organizations, government departments (see clause 21), certification bodies, testing laboratories and educational bodies, are encouraged to seek representation on technical committees handling work in their sphere of interest. Individual experts may also be coopted by technical committees and

subcommittees for a given period or for a particular project.

7.3.2 BSI attaches particular importance to securing representation of users in standards work. Trade Union representation, desirable especially in the preparation of standards relevant to health and safety at work, is sought through the Trades Union Congress. Local government participation is coordinated within a framework of liaison officers, one for each Standards Committee in which Local Authorities have an interest, reporting to the BSI Local Authorities Policy Committee. For the private consumer, the BSI Consumer Standards Advisory Committee provides representation on many technical committees.

7.3.3 When a technical committee first meets, members are asked whether they know of any other directly interested organizations which should be represented. Thereafter, the constitution should remain under review. The constitution and membership of an inactive committee should be reviewed when it is reconvened for new work.

7.4 Size of committees

7.4.1 The size of a committee is often a compromise between a reasonably broad basis of representation and the need to restrict membership to workable numbers. Generally, a smaller membership will be appropriate for a committee dealing with detailed aspects of a standard, with wider representation being provided at the more senior committee levels.

7.4.2 Only one nomination should be made by each organization on a committee constitution. Organizations are required to show good grounds for any nominations in excess of this.

7.4.3 In order to keep committees to a workable size, members representing organizations that have only a narrow interest in a standard are encouraged only to attend meetings at which their specific items are discussed (see also 9.5.2).

7.5 Delegation to subordinate bodies. Responsibility for the technical content of a published standard rests with the technical committee concerned. Much of the detailed work is normally delegated to subcommittees or panels (see 4.5), or to temporary working groups which should be disbanded on completion of their work. Subcommittees are officially constituted by technical committees and the same rules apply with regard to the appointment of members as for technical committees. A panel may also be constituted on a representative basis by the committee to which it reports or else may consist of individual experts. Temporary working groups may be set up by a committee, or its chairman, to undertake specific short term tasks; they have no official status and should operate without the services of a BSI secretary.

7.6 Committee meetings

7.6.1 Meetings of BSI committees are usually held at Hampden House, 61 Green Street, London W1, or at the BSI Manchester Office (see maps in appendix C).

7.6.2 A member unable to attend a particular committee meeting may send a deputy but should always inform the committee secretary prior to the meeting, preferably in writing. Deputies are listed in minutes but are not recorded on BSI membership records. The sending of a deputy does not imply any change in the membership of the committee.

7.6.3 If committee members continually miss meetings, committee secretaries are asked to make enquiries and, if appropriate, take steps either to encourage attendance or to obtain new nominations from the responsible organizations (but see 7.4.3).

7.7 Circulation of committee documents

7.7.1 With the exception of drafts for public comment (see 9.4) papers issued to any BSI committee are marked 'Private circulation' and the addressees are responsible for seeing that the contents are not used for any purpose other than the work of the committee. For briefing purposes it is, of course, often necessary to circulate papers within the organization represented by the committee member; however, the wide distribution of documents when still in draft form may cause misunderstanding among people not closely associated with the project. For this reason committee papers are addressed to named individuals.

7.7.2 Any committee member guilty of serious misconduct, such as divulging any discussions to the press, is liable to expulsion from the committee.

7.8 Chairmen

7.8.1 Chairmen of Councils and Standards Committees are appointed by the Board in accordance with the Bye-laws. Other chairmen are normally appointed by the next senior committee: subcommittee chairmen by the technical committee and technical committee chairmen by the Standards Committee. The chairman and secretary of the appointing committee are responsible for appropriate consultation to arrive at a choice acceptable to the members of the committee in question and for making personal contact with the individual selected.

7.8.2 Technical committee and subcommittee chairmen are appointed for an initial period of three years and, subject to review, may be reappointed for further consecutive periods of up to three years.

7.8.3 Letters of appointment for chairmen are sent by the appropriate BSI staff. In the case of Councils and Standards Committees, they are signed by the Secretary to the Board. Chairmen of Councils, Standards Committees and technical committees also receive a statement prepared in consultation with BSI's legal advisers concerning the legal principles of standards work and emphasizing the procedural safeguards that have been developed and which should be followed in committee work.

7.8.4 Chairmen's duties are explained in more detail in 20.2.5. Chairmen are required to act impartially and to declare their interest if, exceptionally, they exercise a representative role in support of a particular point of discussion or if they have a personal connection (see 20.1.1). Once appointed, the chairman of a committee normally ceases to represent any particular organization, except in cases where he had been an organization's only representative and his organization had been unable to nominate a successor.

7.9 Committee secretary

7.9.1 The committee secretary is a member of the committee, expected to play a full part in its technical work. The secretary is specifically responsible for arrangement of meetings, submission of documents, preparation of drafts and minutes, implementation of decisions taken, coordination with standards work in related fields and collection of information from, for

example, foreign standards, published papers and books. The secretary has also the duty of guiding the committee on the principles and practices adopted by BSI and by European and international standards bodies.

7.9.2 The committee secretary has a particular duty to ensure that drafts for public comment (see **9.4.3**) and final drafts are prepared according to the guidance given in BS 0: Part 3.

8. Selection of projects and allocation of resources

8.1 Demands for work. Demands on BSI for standards work fall into three categories as follows.

(a) Requests for new national standards or revisions of or amendments to existing standards. These may come from established BSI committees or from any source. Those wishing to submit a proposal to BSI for new standardization work are first asked to complete a form explaining its significance, setting out in detail the scope of the standard required and indicating the degree of support they can attract, e.g. in committee work, drafting, research or commitment to use the standard. If possible, the returned form should be accompanied by a draft prepared according to the guidance given in BS 0: Part 3. As a minimum, the source of such a draft should be identified.

(b) Commitments derived from decisions by BSI to participate in the work of international standards organizations (see clauses **16** to **19**). Many projects are linked to the programme of international standards committees in which the UK participates with the intention of implementing, in new or revised British Standards, agreements reached in these committees.

(c) The regular care and maintenance, by confirmation, amendment or revision, of standards already published (see clause **14**).

In accordance with the Memorandum of Understanding with Government on standards (see appendix A), priority is given to consideration of requests by Government for standards work to be undertaken in the national interest. Such requests should follow the guidance given in (a).

8.2 Assessment of need

8.2.1 Each proposal for a new national project or for international involvement (see clause **16**) is considered within the BSI committee structure in relation to the aims summarized in **3.1** of BS 0: Part 1: 1981 and the principles explained there in clause **4**. When there is no appropriate BSI committee, a conference of all directly interested parties may be held to assess the value, the urgency and the practicability of a standard. Besides the degree of support for its preparation, other important factors will include its contribution to national needs (e.g. in relation to safety legislation or the export market), the annual value of related production, the potential sales revenue to BSI and the availability of BSI staff resources.

8.2.2 Low sales potential for a standard should never be the only reason for rejecting or deferring a project.

8.3 Staff availability. The total BSI staff resources to be made available, on the basis of BSI's expected income from sales, subscriptions and government grant, are allocated annually by the Board in the light of advice from Councils on Standards Committees' requirements and in relation to the need to cater for new areas of activity.

8.4 Control of standards programmes

8.4.1 Each Standards Committee has control of a moving programme of work, assessed every year with a view to the detailed allocation by management of the available BSI staff resources. These programmes take account of work undertaken in response to specific requests (see **8.1(a)**), participation in international standards work and the regular review of existing standards (see clause **14**).

8.4.2 Where necessary, and through consultation with Standards Committee chairmen, adjustments can be made to priorities during the year if urgent new items are requested.

9. Stages of production

9.1 Announcement of new work started. When work on a new or revised standard is started, it is announced in *BSI News*.

For national work, the announcement is made

- (a) immediately following the first BSI committee meeting to start the work, or
- (b) as soon as work starts on processing an initial draft, or
- (c) at the start of preparatory work on a major project prior to committee action,

whichever is the earliest.

For international work, the *BSI News* announcement is made when an item has been included in the programme of work of the appropriate international committee.

9.2 Target dates and recording of progress. Once a project has been accepted and assigned to a technical committee, the committee decides on target dates for circulation of a draft for public comment and for final approval by the technical committee itself. These dates should be fixed not later than the second meeting of the committee. The aim should be to reach the final stage of approval in no more than twelve months from the date of circulation of a draft for public comment, although this may not be attainable where progress depends on the achievement of international agreement or in the case of more complex standards. The committee secretary monitors the progress of all projects in hand so that standards programmes can be revised annually (see **8.4**).

9.3 Drafting

9.3.1 Technical committees should produce clear briefs both for new British Standards and for revising existing ones before starting drafting. In the case of work originally requested by bodies outside BSI, the proposal forms should provide most if not all of the necessary information (see **8.1**). The brief should clearly identify the users of the standard and their needs. To satisfy these needs may involve producing separate standards for different users. The brief should be endorsed by the whole committee at the outset and should not be changed significantly without the approval of the technical committee.

9.3.2 The most important part of the work of the technical committee at the start is to agree the scope of what is actually to be standardized and the type of standard to be produced (see **5.1** and **5.2** of BS 0: Part 3: 1981). The list of clause headings should then be established.

9.3.3 Once the basic decisions on scope and type of standard have been taken, committee work should be kept to a minimum in the initial drafting stages. Wherever possible, the initial draft should be prepared outside the

committee, preferably by a small panel or a single person, knowledgeable on the subject, competent in drafting and able to discuss the project with other experts, or by using appropriate agencies (e.g. trade associations, research organizations or, in the case of building and civil engineering standards, through the consultancy code drafting procedure sponsored by the Property Services Agency of the Department of the Environment). Whichever of these alternative procedures is adopted, the resulting draft should be checked as being reasonably likely to be acceptable to the main interests concerned.

See also **9.4.3**. In any event, a draft code of practice should be available for comment not later than two years after work commences. Other standards should normally be ready much sooner.

9.3.4 Obvious candidates for consideration as initial drafts for British Standards are any standards that have become *de facto* international standards or documents produced by competent technical associations that have an accepted national status. For British Standards based on ISO and IEC standards, see clause **18**.

9.3.5 The committee secretary (see **7.9**) is responsible for the subsequent drafting work, for obtaining the views of the different interests involved, for coordination with related work and for ensuring that relevant international work and overseas standards have not been overlooked. Information may be sought from THE (see **6.4**) on overseas standards and regulations.

9.4 Public comment

9.4.1 All draft British Standards except, as a rule, Drafts for Development (see clause **15**) are issued for public comment. Texts of drafts are approved for circulation either by the technical committee chairman, if the committee has not yet met, or by the committee if it has met. Drafts are made available for public comment by announcement in *BSI News*. A period of eight weeks is normally allowed for the receipt of comments.

9.4.2 Consultation is based on the following principles.

- (a) A draft British Standard is made available for public comment irrespective of its origin.
- (b) The consultative procedure is normally applied once only (but see **9.5.3**).
- (c) Amendments affecting the technical content of published British Standards are normally made available for public comment.

9.4.3 Whatever its source, the editorial presentation of a draft British Standard for public comment should be such that, if no comments were received, it could proceed directly to publication without major re-editing, i.e. it should follow the guidance given in BS 0: Part 3 (see **7.9.2**).

9.5 Review of comments

9.5.1 The technical committee (or a delegated subcommittee) reviews all comments of substance received on a draft British Standard. It may be appropriate for extensive comments to be considered by small panels or working groups (see **7.5**) within clearly defined policy guidelines from the main committee.

9.5.2 Comments received are not normally acknowledged, but in ensuring that the committee takes all comments properly into account, a committee secretary should always consider with the chairman of the committee the desirability of inviting leading contributors to discuss their

comments with the committee if they do not belong to an organization already represented.

9.5.3 Where comments reveal a lack of general consensus as to the 'state of the art', the technical committee should reconsider the usefulness and scope of the standard or, exceptionally, consider the possibility of publishing a Draft for Development (see clause **15**). It may also be opportune to review the constitution of the technical committee. If the content or structure of the document is radically changed as a result of comment received, a second draft for public comment may be issued.

9.6 Approval for publication

9.6.1 Procedures. When a technical committee reaches consensus (see **7.1.2**) on the content of the draft and before publication can take place, approval of the edited manuscript (see **9.7** and **9.8**) has to be formally recorded by obtaining the signatures of the responsible committee chairmen, the Director, Standards and the Director General and, in parallel, the signatures of the appropriate members of BSI staff. For these purposes the BSI Form 8 (approval to publish) and Form 5 (the 'printing envelope') are used.

9.6.2 Significance of approval signatures. Submission via Form 8 to committee chairmen is in accordance with BSI Bye-laws. The technical committee chairman's signature signifies that the committee has taken all comments into account and has agreed upon the technical content. That of the Standards Committee chairman endorses his committee's delegation of responsibility for the preparation and approval of the standard to the technical committee. The signature of the Director, Standards signifies that the Standards Division procedures have been properly carried out and that the responsibilities of its staff have been satisfactorily discharged. Authorization by the Director General confirms that BSI's constitutional procedures have been correctly followed.

9.7 Editing, typesetting and printing. Editing of drafts, preparation of drawings, proof-reading, typesetting and page make-up are the responsibility of BSI staff in the Standards Editing and Processing Department (SEPD), which is part of the Standards Division.

Printing, distribution, sales and warehousing are carried out in the appropriate departments of the Information Services and Marketing Division.

9.8 Editorial responsibility

9.8.1 BSI technical editors have no authority to make alterations to the content of a draft without securing the agreement of the technical committee secretary, who will consult the technical committee chairman. If agreement between the editor and the technical committee secretary cannot be achieved on an important point, the matter is referred without delay to the Chief Editor and the head of the technical department concerned.

9.8.2 Editors nevertheless bear considerable responsibility for, and exercise a significant influence upon, the presentation and final content of standards. They examine the text to ensure that the intended meaning is clearly and unambiguously conveyed, having particular regard to possible interpretation in the light of BSI's duty of care, legal liability, house rules and publishing policy. They check for consistency in terminology, forms of expression, structure and presentation and for the accuracy of cross-references, spelling, punctuation, numbering and

conventions such as unit symbols, abbreviations and footnotes.

9.8.3 It is the joint responsibility of the technical and editorial staff to ensure that manuscripts and drawings for publication are correct in all respects before proofing begins, since changes to proofs are expensive, cause delay in publication and disruption to the work programme. Editorial staff are available for consultation at any stage in the development of a standard. They can often provide solutions to problems that arise during drafting, based on the wide experience they gain from having to deal with the full range of subjects covered by the drafts presented to them. Their advice at an early stage is frequently of value in avoiding difficulties that otherwise create delays at the production stage when time is particularly important.

10. Research

10.1 Generally, drafting work should not begin until all basic data are to hand but there are times when a committee may need to initiate or extend research in its field in order to complete or strengthen a standard. This is normally arranged through organizations represented on the committee or in close touch with it. In exceptional circumstances, BSI can seek a measure of finance from government sources for research and development work in support of standards, once the technical committee has defined the need for it.

10.2 The costs of research are unlikely to be met in full by Government, the usual proportion being 50 % from Government and 50 % from industrial contributors. Strict criteria govern the allocation of grants, applications for which are considered by the Research and Development Requirements Boards of the Department of Trade and Industry.

11. Failure to reach consensus

11.1 The object of a technical committee is to prepare speedily a standard that will be used. It is therefore essential to achieve consensus without delay. If it becomes clear that progress cannot be made on a project, the technical committee secretary should advise his group manager, identifying and defining the area of disagreement and indicating any steps he and/or his chairman have taken to seek to resolve it.

11.2 The group manager and the chairman and secretary of the Standards Committee responsible for authorizing the project should together make a concerted effort to resolve the disagreement through discussions with the parties involved, the chairman and secretary of the technical committee, the chairman of the responsible Council, the Director, Standards and any others. Their aim should be to resolve the problem speedily by any appropriate means, taking account of agreed target dates and the nature of the difficulty. The purpose and feasibility of the project should be re-examined and, if necessary, redefined at this juncture and the efforts of the technical committee may be redirected as a result. It may be concluded that without agreement being reached in the technical committee, any resulting standard would in practice be a matter of continuing contention and that the project should therefore be abandoned. Alternatively if it still seems that a standard will be accepted, but the technical committee itself remains unable to reach a decision on

the problem, the disagreement should be referred promptly to the Board on the authority of the Standards Committee, in consultation with BSI management.

11.3 A panel of three, including the Director General, is appointed from the Board membership to hear the evidence in confidence and recommend to the Board the line of action likely to achieve a reasonable degree of general support, and optimum use of any resulting standard. If, after all, there is no clear indication that this is likely to be achieved by a Board ruling, the Panel will consider recommending that work on the project be abandoned, in the absence of consensus.

Cross-examination by one party of another party's evidence is not permitted. A statement of the Board's decision is then circulated to the committees concerned and to those who gave evidence. The Board's decision is final and binding on all parties.

11.4 If it is evident that a solution cannot be found by these means, the Director, Standards should be advised. Both the Director, Standards and, if necessary, the Director General are required to hold formal meetings with the disputing parties to seek to resolve the matter. If agreement cannot be reached at this stage, the matter is formally submitted to the Board. A panel of three is appointed from the Board membership to hear the conflicting evidence in confidence and recommend to the Board the line of action likely to achieve a reasonable degree of general support. Cross-examination by one party of another party's evidence is not allowed. A statement of the Board's decision is then circulated and the draft is processed accordingly. The Board's decision is final and binding on all parties.

12. Interpretation

12.1 According to the Bye-laws, interpretation of a British Standard is made by the technical committee responsible for it. Enquiries to BSI staff are therefore directed to the appropriate technical committee for consideration and decision, with notification to the BSI Secretariat of any legal or policy complications. If a committee finds that the wording of a standard requires modification to ensure clarity, the change is implemented by a published amendment. The clause(s) thus amended form the official reply by BSI to the original enquirer.

NOTE 1. The interpretation of British Standards in contractual disputes is ultimately a matter for the courts.

NOTE 2. In adopting an international or other text, a BSI committee assumes responsibility for its subsequent interpretation as a British Standard.

12.2 Matters requiring interpretation of standards not published by BSI cannot be dealt with by a BSI committee. These should be referred to the originating standards body.

12.3 If problems of interpretation arise from the extracts from British Standards reproduced in BS Handbooks, the full text of the British Standard in question should always be consulted.

13. Amendments

13.1 Economy. The issue of amendments to British Standards is kept to the minimum for the maintenance of clear and correct publications. (See also 13.4.) It is essential, however, to correct quickly an error that could be seriously or harmfully misleading.