

A standard for standards

Part 2. Guide to BSI committee procedures

This British Standard, having been prepared by a BSI panel, was published under the authority of the Standards Board and comes into effect on 31 October 1991

© BSI 1991

First published as Part 3 March 1974
Second edition as Part 2 November 1981
Third edition October 1991

The following BSI references relate to the work on this standard:
Committee reference OC/13
Draft for comment 87/00094 DC

ISBN 0 580 19258 X

Amendments issued since publication

Amd. No.	Date	Text affected

Amendment No. 1
published and effective from 15 November 1993
to BS 0 : Part 2 : 1991

A standard for standards
Part 2. Guide to BSI committee procedures

Revised text

Clause 1.2.1 Normative references

Delete the existing text and substitute the following.

'This Part of BS 0 incorporates, by dated or undated reference, provisions from other publications. These normative references are made at the appropriate places in the text and the cited publications are listed on the inside back cover. For dated references, only the edition cited applies; any subsequent amendments to or revisions of the cited publication apply to this Part of BS 0 only when incorporated in the reference by amendment or revision. For undated references, the latest edition of the cited publication applies, together with any amendments.'

AMD 8024/November 1993

Clause 2.1 Origin and objects of BSI

In item a), lines 3 and 4, delete 'engineering and industrial materials' and substitute 'materials, products and processes'.

In item b) delete the existing text and substitute the following.

'b) to set up standards of quality for goods and services, and prepare and promote the general adoption of British Standards and schedules in connection therewith and from time to time to revise, alter and amend such standards and schedules as experience and circumstances may require;'

AMD 8024/November 1993

Clause 2.3.3 Representation on committees

Delete the existing paragraph 3 and substitute the following.

'For organizations to contribute effectively to the preparation of standards that will be of value to them, their representatives should be given authority to speak on their behalf and be fully briefed on subjects currently under discussion. The need for rapid responses, particularly on European issues, means that time may not always be available for representatives to refer questions back to their organizations for direction. It is important that representatives do not operate in isolation from the members of the organization to which they belong. Effective means should, therefore, be available for regular two-way communication between the members and those chosen to represent their corporate views. Consistency needs to be ensured between the views presented in different BSI committees by all representatives and those deputizing for them.

Where a number of certification bodies operate in a technical area, the committee secretary should seek a representative through the Association of Certification Bodies.

Involvement of the relevant enforcement interests, e.g. the Institute of Trading Standards Administration, the Institute of Building Control Officers, the Health and Safety Executive and the DTI Consumer Safety Unit, as well as of certification bodies, is essential in ensuring that all the detail of any conformity assessment techniques (e.g. sampling provisions) included in a standard are unambiguous and enforceable. When no such nomination is made, the relevant organization(s) should be sent a copy of the draft standard at the public comment stage.'

AMD 8024/November 1993

Clause 3.2.8 Approval to publish

Delete the existing clause and substitute the following.

'3.2.8 Endorsement to publish

Before publication can take place, endorsement to publish has to be formally recorded by obtaining the signatures of the secretary and chairman of the technical committee, the Standards Policy Committee chairman and the Standards Directorate on BSI Form 8 (Endorsement to publish). Submission via Form 8 to committee chairmen is in accordance with the BSI Bye-laws. In parallel, the signatures of the appropriate members of BSI staff are obtained on the printing envelope.

For a publication of national origin, the significance of the various signatures is as follows. The signature of the technical committee secretary signifies that the text is in accordance with current BSI practices. The technical committee chairman's signature confirms that the committee has examined all comments and has agreed upon the technical content. That of the Standards Policy Committee chairman endorses completion of the task delegated to the technical committee.

For a publication not of national origin, but which is voluntarily being implemented as a BSI publication, the significance of the various signatures is as follows. The signature of the technical committee secretary signifies that the *national* components of the publication are in accordance with current BSI practices. The technical committee chairman's signature confirms that the committee agreed that the text should be implemented as a BSI publication. That of the Standards Policy Committee chairman endorses completion of the voluntary implementation of the text by the technical committee.

For a publication of European origin, which has been collectively approved by the member countries, whether or not the United Kingdom voted in favour and which is required to be implemented nationally, the significance of the various signatures is as follows. The signature of the technical committee secretary signifies that the *national* components of the publication are in accordance with current BSI practices. The technical committee chairman's signature indicates acceptance that the ratified text has to be implemented nationally even though the United Kingdom may not have voted in favour. That of the Standards Policy Committee chairman endorses completion of the implementation of the text by the technical committee even though the United Kingdom may not have voted in favour.

The chairman of the technical committee and/or the chairman of the Standards Policy Committee may if they so wish give any relevant brief comments at the Form 8 stage. Such comments may, for example, in the case of a UK negative vote, prompt review of BSI's position; the final decision is taken by the BSI Technical Director in the light of advice particularly from the committee chairmen concerned, senior officials of any Government department involved and the BSI Legal Adviser.

For publications of any origin, the signatures of the Standards Directorate signify that BSI Standards procedures have been properly carried out, that the responsibilities of its staff have been satisfactorily discharged and that BSI's constitutional procedures have been correctly followed.'

AMD 8024/November 1993

Clause 3.4 Failure to reach consensus

After the clause title, insert the following clause heading.

'3.4.1 Projects of national origin'

After the last paragraph, insert the following new clause.

'3.4.2 Projects of international or European origin'

In the rare event of a BSI technical committee failing to reach consensus on the UK position regarding a project of international or European origin, a vote is not taken by the committee members to resolve the matter. Where time permits, failure to reach consensus should be handled by the procedure given in 3.4.1.

If the stage of the project at which consensus is not reached in the BSI technical committee does not permit the full procedure given in 3.4.1 to be applied, then a shortened version of that procedure is used.

The head of the technical department concerned should be informed as soon as possible so that appropriate action can be initiated. This may involve consultation with the chairman and secretary of the responsible BSI technical committee and Standards Policy Committee, the chairman of the responsible Standards Council, the Standards Directorate and any others. The aim should be to resolve the problem speedily by any appropriate means. If the BSI technical committee concerned remains unable to reach consensus, the final decision is taken by the BSI Technical Director in the light of advice particularly from the committee chairmen concerned, senior officials of any Government department involved and the BSI Legal Adviser.'

AMD 8024/November 1993

Clause 3.7.2 Options

Delete the last paragraph and substitute the following.

'By these means BSI undertakes to ensure that British Standards reflect sound and modern practice at any time. If a committee is not prepared to update a standard or to embark on a full review, or is unable to do so because of procedural requirements (such as the European 'standstill agreement') or lack of resources, then the standard in question should be confirmed, declared obsolescent or withdrawn.'

AMD 8024/November 1993

Clause 3.7.3 Procedure

Delete the note preceding the last paragraph and substitute the following.

'At the same time as a declaration of obsolescence is made, an amendment to the standard may be issued to give effect to that declaration and to explain its significance.'

Delete the last paragraph and substitute the following.

'Following a declaration of obsolescence of a standard, stock copies are over stamped with the month and year of obsolescence. Entries in the *BSI Standards Catalogue* then include the word 'obsolescent' in parentheses after the year of publication. Entries for confirmed standards in the *BSI Standards Catalogue* include the year of confirmation in parentheses after the year of publication.'

AMD 8024/November 1993

Clause 4.6.1

In the first sentence, delete 'CEN/CENELEC common rules' and substitute 'CEN/CENELEC Internal Regulations'.

AMD 8024/November 1993

New clause 4.6.2

After the note to **4.6.1** insert the following new clause, and renumber **4.6.2** to **4.6.6** as **4.6.3** to **4.6.7**.

'4.6.2 Under the CEN/CENELEC Internal Regulations, BSI is responsible for making available the printed text of the official English language version of every European Standard (EN) and in practice, this obligation is fulfilled by publishing the EN as a British Standard (BS EN, see **16.2** of BS 0 : Part 3 : 1991, as amended by Amendment No. 1 (1993)).

This obligation applies equally to cases where the UK has not participated in the preparation of the EN and where no BSI committee exists on the subject in question. In such a case SEPD, when notified by the relevant technical department, will arrange for publication as a BS EN under the authority of the BSI Standards Board (see also **B.8.10** of BS 0 : Part 3 : 1991, as amended by Amendment No. 1 (1993)).'

AMD 8024/November 1993

New clause 4.6.8

Insert the following new clause.

'4.6.8 BSI's obligation to adopt European Standards in accordance with the rules of CEN and CENELEC does not override its legal duty of care (see **3.1.3** of BS 0 : Part 1 : 1991). For this reason, the adoption of a European Standard may be reviewed even at the final endorsement stage (see **3.2.8**).'

AMD 8024/November 1993

List of references

In the headings 'BSI standards publications', 'ISO and IEC standards publications' and 'CEN and CENELEC standards publications' delete 'standards'.

AMD 8024/November 1993
