



Standards Council of Canada
Conseil canadien des normes

Canadian Standards Development Program Overview

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1. Governance of the Canadian Standards Development Program

1.1 Standards Council of Canada Mandate

The Standards Council of Canada (SCC) is a Crown Corporation established by an Act of Parliament in 1970 to foster and promote efficient and effective voluntary standardization in Canada. SCC's services include the accreditation of Standards Development Organizations (SDOs) and the approval of National Standards of Canada; the promotion of the use of standards in regulations, legislation, and development; and the various programs offered by the Accreditation Services Branch (ASB).

1.2 Standards Solutions Branch

The Standards Solutions Branch (SSB) is responsible for facilitating the development of standards in line with the Mandate. Through analysis of standardization-related trends and outreach and engagement strategically directed at key industry, government and consumer stakeholders, SCC's SSB is able to: provide information to help stakeholders establish standardization priorities and goals; make recommendations that influence standards and conformity assessment-related aspects of trade and regulatory policy; identify and define the necessary conditions for Canada to optimize its use of standardization; and provide a mechanism to support the optimal health and safety of Canadians. The accreditation of SDOs is one of the accreditation services conducted by SCC's ASB.

1.3 Canadian Standards Development Program

The Canadian Standards Development (CSD) Program oversees the development of standards by SCC-accredited SDOs. This oversight includes: provision and maintenance of the requirements that SCC-accredited SDOs must comply with when developing standards for the Canadian marketplace under SCC accreditation; approval of the National Standards of Canada (NSC) and National Adoptions of Canada (NAC) designation; the Secretariat of the SCC's statutory Standards Development Organization Advisory Committee (SDOAC); and management oversight of contracts awarded to SCC-accredited SDOs to develop/update standards required by Canadian stakeholders.

2. Introduction

This document provides an overview of the CSD Program, which SCC governs as part of its mandate. The following areas are included:

- Requirements and Process for SDO Accreditation,
- National Standards of Canada (NSCs),
- National Adoptions of Canada (NACs),
- Centralized Notification System (CNS),
- Duplication Resolution Mechanism (DRM), and

- Management of contracts awarded to SCC-accredited SDOs.

2.1 Process for SDO Accreditation

As part of the coordination of Canada's standardization network, SCC is responsible for providing requirements and guidance for the accreditation of SDOs as outlined in the *Requirements & Guidance – Accreditation of Standards Development Organizations*. In addition when an organization is interested in obtaining SCC accreditation, CSD ensures the interested organization understands the requirements, assessment process and related fees. When an organization has successfully gone through SCC's assessment process and obtained its accreditation, CSD ensures the organization understands its responsibilities and takes advantage of the available services.

2.1.1 Pre-Accreditation

The process of SDO accreditation is triggered by receipt of an expression of interest from an organization wishing to become an SCC-accredited SDO. Once the organization confirms their interest, the CSD Program informs the organization of the electronic application process available on SCC's corporate website. The organization prepares an application package and submits it to SCC's ASB for processing.

2.1.2 SDO Accreditation

The accreditation of an SDO is governed by SCC's ASB, for more information on the accreditation process, refer to ASB's *Accreditation Program Overview*.

2.1.3 SDO Post Accreditation

Once accreditation of an SDO has been granted by ASB, the SDO can begin the process of developing standards under SCC accreditation. The CSD Program provides training and orientation to the accredited SDO to ensure the organization understands the network responsibilities and takes advantage of the available services.

3. Standard Development Organizations

SCC-accredited SDOs are responsible for the development, publication and maintenance of consensus SDO standards, NSCs, and NACs. SCC's Requirements & Guidance documents provide information to the SDOs on the process of developing these standards which are intended to meet the needs of Canadian stakeholders and marketplace.

4. National Standards of Canada/National Adoptions of Canada Designation

SCC requirements for developing NSCs are specified in the *Requirements & Guidance – Approval of National Standards of Canada Designation*, and SCC requirements for developing

NACs are specified in the *Requirements & Guidance – Approval of National Adoptions of Canada Designation*.

4.1 Accelerated Publication Process

When the SDO requests the Accelerated Publication Process (APP) option, SCC reviews the submission evidence against the APP criteria to determine compliance. Standards processed as APP submissions are permitted to be published upon receipt of acknowledgement from SCC.

APP Criteria:

- 1) Applies to identical adoptions (IDT) of International Organization for Standardization (ISO), International Electrotechnical Commission (IEC), or Joint Technical Committee (JTC) standards;
- 2) The standards involved deal with products or services not directly regulated;
- 3) Publications must be done simultaneously in English and French, unless an exception is requested and granted;
- 4) The standard’s subject matter is considered to be primarily a background tool for business.

4.2 Exception to Requirements

Submissions for NSC or NAC designation containing non-compliances may be submitted when accompanied with rationale.

4.3 Trademark

The terms “National Standards of Canada” and “National Adoptions of Canada” have been registered by SCC under the Trade Marks Act.

4.4 Process Steps - Obtaining the NSC or NAC Designation

When an SDO submits a request for NSC or NAC designation through the secure electronic workspace the following steps apply for regular, as well as, APP submissions.

NSC OR NAC DESIGNATION			
Step		Activity	Ref Document/ Clause
1	Select Type of Submission	The SDO selects the type of designation they are requesting: a) NSC b) NAC International Standard c) NAC Other Deliverable	N/A
2	Input Metadata	The SDO inputs the following metadata to SCC via the secure	Requirements & Guidance – NSC

		<p>electronic workspace:</p> <ul style="list-style-type: none"> a) Standard/Other Deliverable Designation b) Title (English) c) Title (French) d) ICS Code(s) e) Language f) New Standard/New Edition g) Previous Edition/Superseded (if applicable) h) Type i) Exception Request (if applicable) <p>Details for cases when a source document is an international/regional standard or other deliverable:</p> <ul style="list-style-type: none"> j) Stabilized Standard k) Source Standard l) Source International Standard m) Source International Committee 	<p>Clause 7.1</p> <p>Requirements & Guidance – NAC Clause 7.1</p>
3	Upload Evidence	The SDO uploads applicable evidence (refer to NSC section 5.1 and NAC section 6.3 in this document) to SCC via the secure electronic workspace.	<p>Requirements & Guidance – NSC Clause 7.1</p> <p>Requirements & Guidance – NAC Clause 7.1</p>
4	Monitor the Request	The SDO monitors for any requests regarding non-compliances or clarifications from SCC resulting from verification of submitted evidence; and the SDO provides a response, or requested additional evidence, within 3 business days. Upon resolution of the issues, the approval process continues.	N/A
5	Notice of Approval of the Request	Upon the approval of the request for designation, the SDO receives an Approval Letter.	N/A
6	Publication	The SDO publishes the approved NSC or NAC in a timely manner.	Requirements & Guidance – Accreditation of Standards

			Development Organizations Clause 6.9
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5. National Standards of Canada

Under SCC accreditation the SDO may request NSC designation from SCC.

5.1 NSC Evidence

Requirements & Guidance - Accreditation of Standards Development Organizations:

- a) Canadian Interest, clause 4.2;
- b) Identification of Duplication, clause 4.3.1. If applicable, the SDO provides the Duplication Resolution Report (DRR) to indicate collaborative discussion between SDOs has taken place.
- c) Work Program, clause 4.4;
- d) International/Regional Harmonization - List of standards considered, clause 4.5;
- e) Equal Access and Effective Canadian Participation to the Standards Development Process by Concerned Interests, clause 6.3;
- f) Balance of Interests, clause 6.4
- g) Notice of Intent, clause 6.6.1; and
- h) Notice of Public Review, clause 6.6.2

Requirements & Guidance – Approval of National Standards of Canada Designation:

- a) Availability in Both Official Languages, clause 4.2;
- b) Geographical Representation, clause 5.1; and
- c) Technical Committee Approval, clause 5.2.

6. National Adoption of Canada

Under SCC accreditation the SDO may request NAC designation from SCC.

6.1 Parallel Adoption Process

To decrease the response time in meeting stakeholder needs; reduce development and review costs; increase harmonization; and improve process efficiency, the national adoption process should run in parallel to the development of the relevant international/regional standards and other deliverables (see Annex A for an overview of the parallel adoption process).

6.2 Technical Deviations

Identical adoptions may not be practical in all cases for reasons such as regional or national security, protection of human health or safety, or protection of the environment, or because of fundamental climatic, geographical factors or technological problems. The World Trade

Organization/Technical Barriers to Trade (WTO/TBT) Agreement recognizes that these are legitimate reasons for regional or national deviations.

6.3 NAC Evidence

Requirements & Guidance - Accreditation of Standards Development Organizations:

- a) Canadian Interest, clause 4.2;
- b) Identification of Duplication, clause 4.3.1. If applicable, the Duplication Resolution Report (DRR) shall be submitted to indicate collaborative discussion has taken place.
- c) Work Program, clause 4.4;
- d) International/Regional Harmonization – List of standards considered, clause 4.5;
- e) Equal Access and Effective Canadian Participation to the Standards Development Process by Concerned Interests, clause 6.3;
- f) Balance of Interests, clause 6.4; and
- g) Notice of Intent, clause 6.6.1.

Requirements & Guidance – Approval of National Adoptions of Canada Designation:

- a) Availability in Both Official Languages, clause 4.7;
- b) Geographical Representation, clause 5.1
- c) Public Review, clause 5.2;
- d) Technical Committee Approval, clause 5.3

7. Centralized Notification System

The Centralized Notification System includes notices of intent for new projects from SCC-accredited SDOs that meet SCC requirements. This centralized, open and transparent notification system provides SCC-accredited SDOs and stakeholders with a single point of access to information on standards development activities important to Canadians, and is intended to address duplication of standards and effort in Canada.

In addition, SDOs and the public will have the ability to follow the progress of a standard using SDOs' work programs and to identify standards that are subject to SCC's accreditation through the available list of published standards.

7.1 Process Steps - Submitting a Notice of Intent:

NOTICE OF INTENT			
Step		Activity	Ref Document/ Clause
1	Input Metadata	The SDO inputs the following metadata when submitting a NOI to the CNS: a) Standard/Other Deliverable	Requirements & Guidance – Accreditation of Standards

		Designation Number b) Type c) Title d) Scope e) Proponent d) Contact information of the SDO	Development Organizations clause 6.6.1
2	NOI Publication	SCC reviews the submitted NOIs for completeness and publishes them on a weekly schedule. The accuracy of the data is the responsibility of the SDO.	N/A
3	Identification of Duplication	SDOs have 15 business days during the comment period to identify duplication of standards and effort.	Requirements & Guidance – Accreditation of Standards Development Organizations clause 4.3.1

7.2 Process Steps - Submitting Work Program Content

WORK PROGRAM CONTENT			
Step		Activity	Ref Document/ Clause
1	Input Metadata	The SDO inputs the following metadata when providing Work Program content to the CNS: a) International Classification for Standards, “ICS” code; b) The development-stage code, based on the ISO International harmonized stage codes c) Stage Code Start Date (YYYY-MM-DD) d) Public review comment period start and end dates e) References to any International Standards taken as a basis *Note: the standards designation, title	Requirements & Guidance – Accreditation of Standards Development Organizations clause 4.4 and 4.4.2

		and edition are provided with the NOI entry.	
2	Publication of Work Program Content	<p>To assist with SCCs publication of the SDOs Work Program content, it should be entered into the CNS in January and July.</p> <p>SCC will review the submitted Work Program content for completeness and publish to the CNS.</p> <p>The accuracy of the data is the responsibility of the SDO.</p>	Requirements & Guidance – Accreditation of Standards Development Organizations clause 4.4.1 and 4.4.3

8. Duplication Resolution Mechanism

The Duplication Resolution Mechanism (DRM) is a collaborative approach to conflict resolution for addressing duplication-related conflicts and aims to facilitate mutually satisfactory arrangements to ensure Canadian stakeholders are provided with the standards they need – see *Requirements & Guidance – Accreditation of Standards Development Organizations*. If the collaborative approach does not result in a mutually agreeable solution, SDOs have the option to register a complaint with SCC’s ASB.

8.1 Process Steps - Duplication Resolution Mechanism

DUPLICATION RESOLUTION MECHANISM			
Step		Activity	Ref Document/ Clause
1	Identification of Duplication	When duplication is identified, the SDO that raised the duplication completes Part 1 of the Duplication Resolution Report (DRR) and submits it to the CNS (see Annex B).	Requirements & Guidance – Accreditation of Standards Development Organizations clause 4.3.1
2	Notification of Identification of Duplication	The SDO that provided the NOI receives an automatic notification from the CNS when duplication is identified.	Requirements & Guidance – Accreditation of Standards Development Organizations

			clause 4.3.1
3	Collaborative Stage	<p>The SDO that raised the duplication arranges the collaborative discussion aiming to address the identified duplication.</p> <p>The discussion takes place within 10 business days of the completion of the comment period.</p> <p>The SDOs are encouraged to include the respective proponent(s) of the standards involved to aid in the discussion.</p>	Requirements & Guidance – Accreditation of Standards Development Organizations clause 4.3.1
4	Collaborative Stage – Extension request	Should additional time be required to address the identified duplication, the SDOs involved must submit a joint notice to SCC for 15 additional business days to reach an agreement.	Requirements & Guidance – Accreditation of Standards Development Organizations clause 4.3.1
5	Collaborative Stage – Completed	<p>Upon completion of Step 3 (or 4) the SDO who issued the NOI completes Part 2.</p> <p>Part 3 of the DRR is completed by the SDOs involved in the collaborative discussion. The completed report is submitted to SCC by the SDO that raised the duplication within 10 business days of the completion of the collaborative phase.</p> <p>If the collaborative discussions are successfully completed within the identified timeframe the collaborative dispute resolution phase will be deemed completed by SCC.</p> <p>If clear evidence is provided to SCC by one or more of the SDOs involved that collaboration efforts are</p>	Requirements & Guidance – Accreditation of Standards Development Organizations clause 4.3.1

		unsuccessful, then the collaborative dispute resolution phase will be deemed completed by SCC.	
6	Complaint Stage	If the collaborative approach does not result in a mutually agreeable solution, the SDO that raised the duplication has the option to register a complaint with SCC's Accreditation Services Branch within 10 business days after the completion of the DRR submission timeframe.	Requirements & Guidance – Accreditation of Standards Development Organizations clause 4.3.1

9. NSC/NAC Maintenance

9.1 Process Steps – Reaffirmation, Amendment/Technical Corrigenda, or Withdrawal

REAFFIRMATION, AMENDMENT/TECHNICAL CORRIGENDA, OR WITHDRAWAL			
Step		Activity	Ref Document/ Clause
1	Select Type of Submission	The SDO selects the type of maintenance notification they are submitting: <ul style="list-style-type: none"> a) Reaffirmation b) Amendment/Technical Corrigenda c) Withdrawal 	Requirements & Guidance – Accreditation of Standards Development Organizations clause 6.6.4 Requirements & Guidance – NSC clause 5.3 and 7.1 Requirements & Guidance – NAC clause 5.4 and 7.1
2	Input Metadata	The SDO inputs the following metadata to SCC via the secure electronic workspace: <ul style="list-style-type: none"> a) Standard/Other Deliverable Designation 	Requirements & Guidance – Accreditation of Standards Development

		b) Title (English) c) Title (French) d) Language	Organizations clause 6.6.4 Requirements & Guidance – NSC clause 5.3 and 7.1 Requirements & Guidance – NAC clause 5.4 and 7.1
3	Upload Evidence	SDO uploads applicable evidence (Reaffirmations outlined below clause 9.2, Amendments/Technical Corrigenda outlined below clause 9.3 and Withdrawals outlined below clause 9.4) to SCC via the secure electronic workspace.	Requirements & Guidance – NSC clause 7.1 Requirements & Guidance – NAC clause 7.1
4	Monitor the Request	SDO monitors for any requests regarding clarifications from SCC resulting from its verification of submitted evidence and provides a response. Upon resolution of requested clarifications, the acknowledgement process continues.	N/A
5	Notice of Acknowledgement	Upon acknowledgement, the SDO will receive a notification.	N/A

9.2 Reaffirmation - Evidence

i) The SDO provides a Statement to confirm compliance with the following requirements:

Requirements & Guidance - Accreditation of Standards Development Organizations:

- a) Canadian Interest, clause 4.2;
- b) Identification of Duplication, clause 4.3.1. If applicable, the Duplication Resolution Report (DRR) shall be submitted to indicate collaborative discussion has taken place.
- c) Work Program, clause 4.4;
- d) Equal Access and Effective Canadian Participation to the Standards Development Process by Concerned Interests, clause 6.3;

- e) Balance of Interests, clause 6.4; and
- f) Notice of Intent, clause 6.6.1.

Requirements & Guidance – Approval of National Standards of Canada Designation:

- a) Availability in Both Official Languages, clause 4.2;
- b) Geographical Representation, clause 5.1; and
- c) Technical Committee Approval, clause 5.2.

Or

Requirements & Guidance – Approval of National Adoptions of Canada Designation:

- a) Availability in Both Official Languages, clause 4.7;
- b) Geographical Representation, clause 5.1; and
- c) Technical Committee Approval, clause 5.3.

ii) A copy of the reaffirmed standard/other deliverable to SCC.

9.3 Amendment/Technical Corrigenda- Evidence

i) The SDO provides a Statement to confirm compliance with the following requirements:

Requirements & Guidance - Accreditation of Standards Development Organizations:

- a) Identification of Duplication, clause 4.3.1. If applicable, the Duplication Resolution Report (DRR) is submitted to indicate collaborative discussion has taken place.
- b) Work Program, clause 4.4;
- c) Equal Access and Effective Canadian Participation to the Standards Development Process by Concerned Interests, clause 6.3;
- d) Balance of Interests, clause 6.4; and
- e) Notice of Intent, clause 6.6.1.

Requirements & Guidance – Approval of National Standards of Canada Designation:

- a) Availability in Both Official Languages, clause 4.2;
- b) Geographical Representation, clause 5.1; and
- c) Technical Committee Approval, clause 5.2.

Or

Requirements & Guidance – Approval of National Adoptions of Canada Designation:

- a) Availability in Both Official Languages, clause 4.7;
- b) Geographical Representation, clause 5.1; and
- c) Technical Committee Approval, clause 5.3.

ii) A copy of the Amendment or Technical Corrigenda to SCC.

9.4 Withdrawal - Evidence

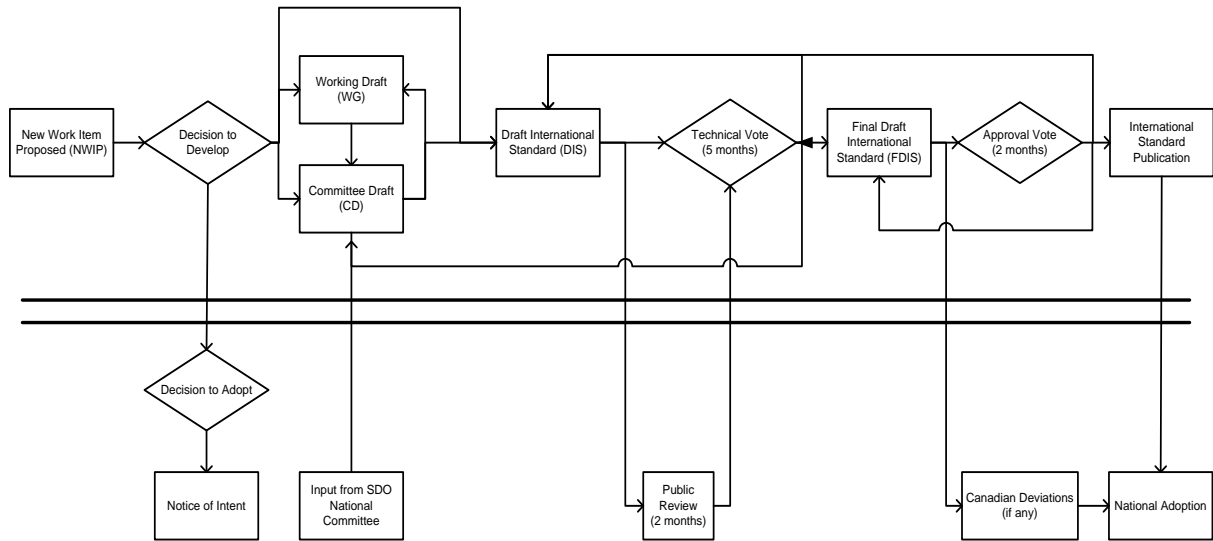
The notification of withdrawal is provided to the SDO's NSC electronic platform. The SDO includes evidence that clause 6.11 in *Requirements & Guidance - Accreditation of Standards Development Organizations* has been met.

10. Management of Contracts awarded to SCC-accredited SDOs

CSD manages signed contracts awarded to SCC-accredited SDOs for the development and delivery of specific, prioritized standards.

Annex A – International Standards Parallel Adoption Process

International (SCC Mirror Committee)



National (SDO National Committee)

Annex B – Duplication Resolution Report (DRR)

PART 1: IDENTIFICATION OF DUPLICATION <i>(To be completed by Complainant identifying duplication during the comment period)</i>	
Standard at Issue (Designation and Title):	
Scope of Standard at Issue:	
SCC-Accredited SDO proposing to develop the standard:	
Contact information for the Complainant:	
Details of Duplication from Complainant: <i>(Please be specific when listing the instances of duplication)</i>	
Evidence of Duplication from Complainant: <i>Please also provide in electronic format the standard(s) that are in dispute.</i>	

PART 2: COLLABORATIVE DISPUTE RESOLUTION DISCUSSIONS <i>(To be completed by the SDO that issued the NOI)</i>	
Date(s) of Collaborative Dispute Resolution Discussion:	
Location of Discussion(s):	
Discussion Chair/Leader:	
Discussion Attendees:(Name/Affiliation):	
Summary of good faith efforts to date to resolve dispute:	
Do the parties agree that there is conflict or duplication? If NO, summarize position of each side:	
Key Discussion Points:	

PART 3: OUTCOME OF COLLABORATIVE PHASE <i>(To be completed by the SDOs involved in the collaborative discussion)</i>	
Outcome of Dispute/ Next Steps and Agreed Timeline:	
Process Improvements, Best Practices to share: <i>(Best practices will be shared with other SCC-accredited SDOs)</i>	

PART 4: STANDARDS COUNCIL OF CANADA SIGN-OFF <i>(To be completed by SCC staff)</i>	
Standards Solutions Branch (Name/Date):	<i>Canadian Standards Development –Manager</i>