



Standards Council of Canada  
Conseil canadien des normes

# Canadian Standards Development Program Overview

2017-04-05



Canada

Standards Council of Canada  
55 Metcalfe Street, Suite 600  
Ottawa, ON K1P 6L5

Telephone: + 1 613 238 3222

Fax: + 1 613 569 7808

[csd@scc.ca](mailto:csd@scc.ca)

[www.scc.ca](http://www.scc.ca)

## Permission to Reproduce

Except as otherwise specifically noted, the information in this publication may be reproduced, in part or in whole and by any means, without charge or further permission from Standards Council of Canada, provided that due diligence is exercised in ensuring the accuracy of the information reproduced; that Standards Council of Canada is identified as the source institution; and that the reproduction is not represented as an official version of the information reproduced, nor as having been made in affiliation with, or with the endorsement of, Standards Council of Canada.

For permission to reproduce the information in this publication for commercial purposes, please contact [info@scc.ca](mailto:info@scc.ca).

© 2017, Standards Council of Canada

Aussi offert en français sous le titre *Élaboration des normes canadiennes – Aperçu du programme*.

# Table of Contents

1. Governance of the Canadian Standards Development Program.....	4
1.1 Standards Council of Canada .....	4
1.2 Standards and International Relations Branch .....	4
1.3 Canadian Standards Development Program.....	4
2. Introduction .....	4
2.1 Process for SDO Accreditation .....	5
2.1.1 Pre-Accreditation .....	5
2.1.2 SDO Accreditation .....	5
2.1.3 SDO Post Accreditation .....	5
3. Standard Development Organizations.....	5
4. National Standards of Canada (NSC) and Adoptions .....	5
5. Centralized Notification System.....	6
5.1 Process Steps - Submitting a Notice of Intent: .....	6
5.2 Process Steps - Submitting Work Program Content .....	7
6. Duplication Resolution Mechanism .....	7
6.1 Process Steps - Duplication Resolution Mechanism .....	8
6.2 Evaluation Criteria.....	10
6.3 Appeal Process.....	10
7. Management of Contracts Awarded to SCC-Accredited SDOs .....	11
8. Oversight of Intellectual Property Rights (IPR), Exploitation, Sales/Royalties and Distribution of ISO/IEC Standards .....	11
Annex A – SCC Foreword.....	12
Annex B – Statement of Availability.....	13
Annex C – International Harmonized Stage Codes – Deliverables .....	14
Annex D – Duplication Resolution Mechanism (DRM) Process Steps and Timelines .....	15

# 1. Governance of the Canadian Standards Development Program

## 1.1 Standards Council of Canada

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 (NSC); 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 and International Relations Branch

The Standards and International Relations Branch (SIRB) of SCC is responsible for facilitating the development of standards in line with SCC's mandate. The accreditation of SDOs facilitates this goal. Through analysis of standardization-related trends and outreach and engagement strategically directed at key industry, government and consumer stakeholders, SIRB 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 mechanisms to support the optimal health and safety of Canadians.

## 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. This includes the *Requirements & Guidance – Accreditation of Standards Development Organizations* (R&G – SDO Accreditation), and *Requirements & Guidance – National Adoptions of International/Regional Standards and Other Deliverables* (R&G – Adoptions). For brevity, these documents are referred to as SCC's Requirements & Guidance for SDOs. The CSD program is also responsible for the administration of notices of new projects and management of duplication of standards; acting as the Secretariat of the SCC's statutory Standards Development Organization Advisory Committee (SDOAC); management oversight of contracts awarded to SCC-accredited SDOs to develop/update standards required by Canadian stakeholders; and oversight of Intellectual Property Rights (IPR), exploitation rights, sales/royalties and distribution of ISO/IEC standards.

## 2. Introduction

This document provides an overview of the CSD Program, which SCC governs as part of its mandate. For the purposes of expediency, the acronym CSD – POV will be used. The following areas are included:

- Process for SDO Accreditation,
- National Standards of Canada (NSC) and Adoptions,
- Centralized Notification System (CNS),

- Duplication Resolution Mechanism (DRM),
- Management of contracts awarded to SCC-accredited SDOs, and
- Oversight of Intellectual Property Rights (IPR), exploitation rights, sales/royalties and distribution of ISO/IEC standards.

## 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 R&G – SDO Accreditation. 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 a 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 then 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 self-declaration of compliance with SCC’s Requirements & Guidance for SDOs for the development, publication and maintenance of NSCs and adoptions. 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 (NSC) and Adoptions

SCC requirements for developing NSCs are specified in the R&G – SDO Accreditation, and additional SCC requirements for adoptions are specified in the R&G – Adoptions.

The following annexes provide content as referenced in SCC's Requirements & Guidance for SDOs:

- SCC Foreword (Annex A)
- SCC Statement of Availability (Annex B)
- International Harmonized Stage Codes – Deliverables (Annex C)

## 5. Centralized Notification System

The Centralized Notification System (CNS) includes notices of intent (NOI) for new projects from SCC-accredited SDOs that meet SCC's Requirements & Guidance for SDOs. 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.

### 5.1 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 Designation Number b) Type c) Title d) Scope e) Project Need f) Contact information of the SDO g) ICS code(s)	R&G – SDO Accreditation 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.	R&G – SDO Accreditation clause 4.3.1

## 5.2 Process Steps - Submitting Work Program Content

WORK PROGRAM CONTENT			
Step		Activity	Ref Document/ Clause
1	Input Metadata	<p>The SDO inputs the following metadata when providing Work Program content to the CNS:</p> <ul style="list-style-type: none"> <li>a) International Classification for Standards, ICS code(s)</li> <li>b) The development-stage code, based on the ISO International harmonized stage codes</li> <li>c) Stage Code Start Date (YYYY-MM-DD)</li> <li>d) Public review comment period start and end dates</li> <li>e) References to any International Standards taken as a basis</li> </ul> <p>*Note: the standards designation, title and edition are provided with the NOI entry.</p>	R&G – SDO Accreditation clause 4.4 and 4.4.2
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>	R&G – SDO Accreditation clause 4.4.1 and 4.4.3

## 6. Duplication Resolution Mechanism

The Duplication Resolution Mechanism (DRM) is the process SCC utilizes to manage duplication of standards and effort in order to be responsive to Canadian stakeholders' needs. It is not meant to provide an avenue to delay or stop the process of standards development. For SCC requirements on the DRM process, see clause 4.3 of *R&G – SDO Accreditation*.

If a resolution is not reached, SCC will make a decision reflective of stakeholders needs by applying the evaluation criteria listed in clause 6.2 below. SCC will engage affected SDOs to identify the impact of the decision to facilitate the development of an action plan. CSD will monitor compliance to the action plan and report non-compliance to ASB.

See Annex D for the process steps and timelines.

## 6.1 Process Steps - Duplication Resolution Mechanism

DUPLICATION RESOLUTION MECHANISM			
Step		Activity	Ref Document/ Clause
1	Identification of Duplication	When a duplication complaint is raised, the complainant SDO completes Part 1 of the Duplication Resolution Report (DRR) and submits it to the CNS.	R&G – SDO Accreditation clause 4.3.1
2	Notification of Identification of Duplication	An automatic notification from the CNS is sent to the SDO that issued the NOI when duplication is raised.	R&G – SDO Accreditation clause 4.3.1
3	Collection of Information	The SDO who issued the NOI completes Part 2 of the DRR with the information for the evaluation criteria and submits to SCC within 10 business days of the completion of the NOI comment period.  Should additional time be required to address the raised duplication, 10 additional business days may be requested.	R&G – SDO Accreditation clause 4.3.1
4	Facilitated Discussion	SCC facilitates the collaborative discussion aiming to resolve the raised duplication.  Main agenda items: a) Duplication at hand b) Evaluation criteria c) Impact of decision  The discussion takes place within 15 business days of the completion of the DRR Part 2 comment period.	R&G – SDO Accreditation clause 4.3.1
5	Facilitated Discussion – Extension request	Should additional time be required to address the raised duplication, 10 additional business days may be requested by either affected SDO or by SCC.	R&G – SDO Accreditation clause 4.3.1



## DUPLICATION RESOLUTION MECHANISM

Step		Activity	Ref Document/ Clause
6	Facilitated Discussion – Completed	<p>SCC will complete Part 3 of the DRR and provide to SDOs for validation within 5 business days of the completion of the facilitated discussion period.</p> <p>SDOs will verify the content of the completed DRR within 5 business days.</p> <p>Following the SDO verification period, SCC will record the decision from the facilitated discussion in Part 4 of the DRR within 3 business days.</p>	R&G – SDO Accreditation clause 4.3.1
7	SCC Analysis & Decision	If the facilitated discussions are unsuccessful, SCC will apply the evaluation criteria (outlined in section 6.2) to review the issue and render a decision, recorded in Part 5 of the DRR, on the raised duplication within 5 business days.	N/A
8	Action Plan – Decision Impact	SDOs will engage in development of an agreed upon Action Plan through SCC facilitated discussions on implications/effects of SCC's decision, next steps and timelines within 15 business days.	R&G – SDO Accreditation clause 4.3.2
9	Action Plan – Compliance	SCC will monitor for compliance to the Action Plan.	R&G – SDO Accreditation clause 4.3.2
10	Action Plan – Non-Compliance	Non-compliance to agreed Action Plan will be reported to ASB for appropriate follow-up.	R&G – SDO Accreditation clause 4.3.2

## 6.2 Evaluation Criteria

If the facilitated discussions are unsuccessful, the strategic need of the key stakeholder is a driving factor in the decision issued by SCC. The following criteria are considered during the decision process;

- **Strategic Need of Key Stakeholder (e.g. Legislator, Industry, Government, Consumers)**
  - Confirmation expressing the need for the standard.
  - Strategic need of key stakeholders and confirmation expressing the need (e.g. Legislator, Industry, Government, Consumers).
    - Industry need
    - Authority Having Jurisdiction (AHJ) need
- **Type of Standard (International / Regional vs Domestic Standard)**
  - Moving towards “one-standard, one-test”.
  - Type of standard: For example; Domestic, Adoption, Joint-National, Bi-National, Tri-National.
- **Up-to-date vs Outdated Standard**
  - If this standard addresses an issue related to Up-to-date vs Outdated Standard; ensure the latest innovative, technology or safety features are available for businesses.
- **Certification Programs**
  - Supports national, regional or international certification programs.
  - If this standard is supporting or intended to support a national, regional or international certification program and which one(s).
- **Stakeholder Intention to Transition to Different Standard**
  - Similar standards may be temporarily permitted if they will diminish disruption.
  - If a stakeholder has indicated a need to transition to a different standard.
- **Type of Maintenance**
  - Intended maintenance cycle: continuous, periodic, stabilized, best before date.
- **Additional Details**
  - Any additional relevant information.

## 6.3 Appeal Process

If an SDO involved in the duplication is dissatisfied with SCC’s DRM decision and new evidence is available for consideration, an appeal process may be initiated.

APPEAL PROCESS		
Step	Activity	Ref Document/ Clause
1	Appeal – Submission	The appellant SDO completes Part 1 of the Appeal Request Report (ARR) and submits to SCC within 10 business days of SCC’s DRM decision. A notification will be issued to the SDOs and any other parties

APPEAL PROCESS		
Step	Activity	Ref Document/ Clause
	involved in the duplication.  Appeals are to be submitted to SCC via e-mail to <a href="mailto:csd@scc.ca">csd@scc.ca</a> and must include additional or new evidence and justification for the appeal.	
2	Appeal – SCC Analysis and Decision	SCC will process the appeal and complete Part 2 of the ARR. The completed report of the decision will be provided to the SDOs and any other parties involved in the duplication within 15 business days.

## 7. Management of Contracts Awarded to SCC-Accredited SDOs

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

## 8. Oversight of Intellectual Property Rights (IPR), Exploitation, Sales/Royalties and Distribution of ISO/IEC Standards

The CSD program oversees the Intellectual Property Rights (IPR), exploitation, sales and royalties and distribution of ISO and IEC standards.

# Annex A – SCC Foreword

The following statement shall be included in the introductory pages of the National Standard of Canada in the language appropriate to that standard:

## ENGLISH VERSION

A National Standard of Canada is a standard developed by a Standards Council of Canada (SCC) accredited Standards Development Organization, in compliance with requirements and guidance set out by SCC. More information on National Standards of Canada can be found at [www.scc.ca](http://www.scc.ca).

SCC is a Crown corporation within the portfolio of Innovation, Science and Economic Development (ISED) Canada. With the goal of enhancing Canada's economic competitiveness and social well-being, SCC leads and facilitates the development and use of national and international standards. SCC also coordinates Canadian participation in standards development, and identifies strategies to advance Canadian standardization efforts.

Accreditation services are provided by SCC to various customers, including product certifiers, testing laboratories, and standards development organizations. A list of SCC programs and accredited bodies is publicly available at [www.scc.ca](http://www.scc.ca).

## FRENCH VERSION

Une Norme nationale du Canada est une norme qui a été élaborée par un organisme d'élaboration de normes (OEN) titulaire de l'accréditation du Conseil canadien des normes (CCN) conformément aux exigences et lignes directrices du CCN. On trouvera des renseignements supplémentaires sur les Normes nationales du Canada à l'adresse : [www.ccn.ca](http://www.ccn.ca).

Le CCN est une société d'État qui fait partie du portefeuille d'Innovation, Sciences et Développement économique Canada (ISDE). Dans le but d'améliorer la compétitivité économique du Canada et le bien-être collectif de la population canadienne, l'organisme dirige et facilite l'élaboration et l'utilisation des normes nationales et internationales. Le CCN coordonne aussi la participation du Canada à l'élaboration des normes et définit des stratégies pour promouvoir les efforts de normalisation canadiens.

En outre, il fournit des services d'accréditation à différents clients, parmi lesquels des organismes de certification de produits, des laboratoires d'essais et des organismes d'élaboration de normes. On trouvera la liste des programmes du CCN et des organismes titulaires de son accréditation à l'adresse : [www.ccn.ca](http://www.ccn.ca).

## Annex B – Statement of Availability

**Separate Documents** - When the English and French versions of NSCs are published as two separate documents:

- The following statement in French shall be shown in the introductory pages of the English versions of the NSC:

CETTE NORME NATIONALE DU CANADA EST DISPONIBLE EN VERSIONS  
FRANÇAISE ET ANGLAISE.

- The following statement in English shall be shown in the introductory pages of the French versions of the NSC:

THIS NATIONAL STANDARD OF CANADA IS AVAILABLE IN BOTH FRENCH AND  
ENGLISH.

**Unilingual Document** - When the NSC is available in only one of Canada's official languages:

- The following statement in French shall be shown in the introductory pages of an English-only NSC:

CETTE NORME NATIONALE DU CANADA N'EST DISPONIBLE QU'EN ANGLAIS.

- The following statement in English shall be shown in the introductory pages of a French-only NSC:

THIS NATIONAL STANDARD OF CANADA IS AVAILABLE ONLY IN FRENCH.

# Annex C – International Harmonized Stage Codes – Deliverables

The following deliverables may be suitable under each stage code:

## 00 Preliminary stage:

- Project work plan
- Estimated cost
- Publication of NOI
- List of technical committee membership
- Committee terms of reference
- Process orientation provided to technical committee

## 10 Proposal stage:

- Evaluation of existing standards
- If needed, a revised work plan with identified changes
- If needed, revised estimated costs

## 20 Preparatory stage:

- Working draft standard

## 30 Committee stage:

- Estimated number of technical committee meetings
- Technical committee meeting minutes
- Drafts reviewed by the technical committee

## 40 Enquiry stage:

- Notice of public review
- If needed, proactive notification to affected stakeholders

## 50 Approval stage:

- Technical committee approval results
- If needed, addressed negative positions
- Second level review

## 60 Publication stage:

- Publication of standard.
- If needed, proactive notification to affected stakeholders

## 90 Review stage:

- Technical committee review of requirements for currency
- Technical committee maintenance decision

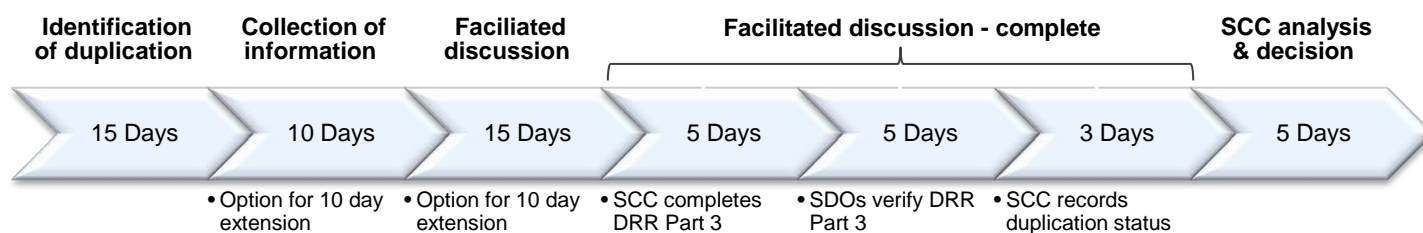
## 95 Withdrawal stage:

- Consideration of the effects of withdrawal action
- Proactive notification to affected stakeholders
- Withdrawal of standard from catalogue

# Annex D – Duplication Resolution Mechanism (DRM) Process Steps and Timelines

**Figure 1: Duplication Resolution Mechanism (DRM) Process Steps and Timelines**

Duplication Resolution Mechanism (DRM) - Completion of the Duplication Resolution Report (DRR)



Action Plan (AP) – Decision Impact (following SCC analysis & decision)



Appeals – Completion of the Appeal Request Report (ARR) (following SCC analysis & decision)



**Table 1: Duplication Resolution Mechanism (DRM) Process Steps and Timelines**

DRM Process Steps	POV Reference		Document Reference	Timeline (business days)	Details	
	Clause	Step				
Identification of Duplication	6.1	1	DRR Part 1	15	SDO raises duplication during NOI comment period	
Collection of Information		3	DRR Part 2	10	NOI issuing SDO completes DRR Part 2	
Collection of Information – Extension		3	DRR Part 2	10	Additional time may be requested by NOI issuing SDO	
Facilitated Discussion		4	DRR Part 3	15	SCC facilitates discussion	
Facilitated Discussion – Extension		5	DRR Part 3	10	Additional time may be requested by either affected SDO or SCC	
Facilitated Discussion – Completed		6		DRR Part 3	5	SCC completes DRR Part 3
				DRR Part 3	5	SDOs verify content
				DRR Part 4	3	SCC records duplication status
SCC Analysis & Decision		7	DRR Part 5	5	SCC applies evaluation criteria to render a decision	
Action Plan – Decision Impact	6.1	8	AP Parts 1 to 3	15	SCC facilitates discussion to develop action plan	
Action Plan – Compliance		9	AP Part 4	to be determined	SCC monitors compliance	
Appeal – Submission	6.3	1	ARR Part 1	10	SDO appeals decision	
Appeal – SCC Analysis and Decision		2	ARR Part 2	15	SCC renders a decision	