ISO guidance



Guidance on the **Systematic Review process** in **ISO**

Guidance *on the* **Systematic Review process** *in ISO*



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Abbreviations

CIB	Committee Internal Ballot
FDIS	final draft International Standard
IEC	International Electrotechnical Commission
IS	International Standard
ISO/CS	ISO Central Secretariat
MBUA	Member Body User Administrator
NMC	National Mirror Committee
NSB	National Standards Body
O-member	Observer member of a committee
PAS	Publicly Available Specification
P-member	Participating member of a committee
SC	Subcommittee
SR	Systematic Review
TC	Technical committee
TMB	Technical Management Board
TS	Technical Specification
VA	Vienna Agreement





PART 1 – the *what*

Introduction

What is Systematic Review?

ISO International Standards and other deliverables represent a consensus among international experts in the field concerned. To ensure that they remain up-to-date and globally relevant, they are reviewed at least every five years after publication through the Systematic Review process. Through this process, national standards bodies review the document and its use in their country (in consultation with their stakeholders) to decide whether it is still valid, should be updated, or withdrawn. In some fields, the pace of development is such that when an ISO standard is published, the experts who developed it are already thinking about the next version!

Why is Systematic Review important?

Systematic Review provides valuable information on the global relevance of the standard and ensures that the ISO catalogue is up-to-date. It is also currently the only systematic way for the ISO Central Secretariat (ISO/CS) to collect information on the use of ISO standards and their national adoption.

The formation of the WTO and the subsequent adoption of the WTO Technical Barriers to Trade Agreement (WTO/TBT) placed an obligation on ISO to ensure that the international standards it develops, adopts and publishes are globally relevant – that is, the standards can be used/implemented

as broadly as possible by affected industries and other stakeholders in markets around the world. In order to understand the global relevance of International Standards, **we must understand where and how they are used.** The Systematic Review process is ISO's main tool for collecting this information, and it is therefore very important that ISO members respond accurately to Systematic Review enquiries. For example, if the results of the Systematic Review show that a standard is not widely used around the world (by at least 5 countries), its global relevance is called into question and it would likely be proposed for withdrawal.

The information collected on the use of the standard is also of interest to the committee that developed it. Comments obtained at Systematic Review can be used as input for the next revision of the standard, and can make the committee aware of factors that have an important impact on the implementation of their standard in different countries. Systematic Review can therefore lead to a revised standard, incorporating changes that facilitate its implementation in countries that have not yet adopted or used the standard.

Overview of Systematic Review

The Systematic Review process

Every International Standard published by ISO alone, or jointly with the IEC, is subject to Systematic Review (SR) in order to determine whether it should be confirmed, revised/amended, converted to another form of deliverable, or withdrawn. Read more in the **ISO Supplement to the ISO/IEC Directives, Subclauses 2.9.1 and 2.9.2**.

The Systematic Review process for International Standards: step by step

- The committee can decide to launch the SR whenever necessary, or it is automatically launched 5 years after the publication or confirmation of an International Standard (IS)

  (Note: SR ballots for IS are automatically launched after 5 years and for Technical specifications (TS) and Publicly Available Specifications (PAS) after 3 years. SR ballots for other deliverables are only sent on request.)

- A committee can at any time between Systematic Reviews pass a resolution initiating a revision or amendment of a standard (see more **in Subclause 2.3.1**)
- A national member body or the ISO/CS can also request a Systematic Review before the automatic 5-year deadline
- Systematic Reviews are administered electronically by ISO/CS and all ISO member bodies are invited to respond to such reviews. **P-members have an obligation to respond to SR ballots** (see **Obligation to vote on Systematic Review ballots**)
- ISO/CS sends out SR ballots to all ISO members in batches – there are 4 yearly batches; in January, April, July and October (on the 15th of each month) with approximately 500-600 SR ballots per batch

- When the member body receives the SR ballots, they must consult their national stakeholders in order to assess the use and up-to-dateness of the standard (within 20 weeks)
- National stakeholders reply to the ISO member body, and the member body uses their input to answer the SR ballot questions and submit the vote
- The SR results are made available by ISO/CS to the committee responsible for developing the standard in question
- After the 20 week consultancy period, the secretariat circulates the proposed action to all P- and O-members, organizations and committees in liaison, the ISO Central Secretariat and the committee secretariat using **Form 21**
- Committee members have 4 weeks to consider the proposed action and to object – if no objections are received, the action proposed on Form 21 is considered the committee decision
- The committee secretariat must submit the committee's final decision to ISO/CS (i.e. to confirm/revise/amend/withdraw) within 6 months of the closing date of the SR ballot

Figure 1 illustrates the Systematic Review process here at ISO including the responsibilities of the different actors and the time frames involved.

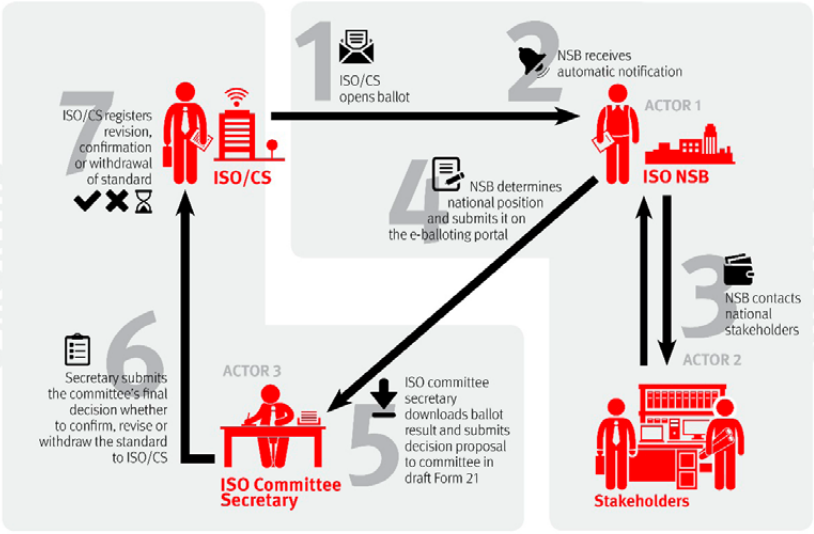


Figure 1: *Systematic Review process*

The time frame for SR ballots depends on the deliverable ; 5 years for IS, but 3 years for TS and PAS, see **Table S1 from the ISO Supplement to the ISO/IEC Directives**.

Deliverable	Max. elapsed time before Systematic Review	Max. number of times deliverable may be confirmed	Max. life
International Standard	5 years	Not limited	Not limited
Technical Specification (see **3.1.3**)	3 years	Once recommended	6 years recommended
Publicly Available Specification (see **3.2.4**)	3 years	Once	6 years (If not converted after this period, the deliverable is proposed for withdrawal)
Technical Report (see **3.3.3**)	Not specified	Not specified	Not limited

Table S1 : *Timing of Systematic Reviews*

Possible outcomes of Systematic Review

After the 20-week review period, the final decision, to confirm, revise/amend or withdraw a standard, remains with the P-members of the responsible committee.

The three options, which can be found in **Subclause 2.9.3.2** of the ISO Supplement to the ISO/IEC Directives, are explained hereafter :

Option 1:
Confirmation (retention without technical change)

When the outcome of the ballot shows that a document is used internationally, that it should continue to be made available, and that no technical changes are needed, a deliverable can be confirmed.

The criteria:

- the standard has been adopted with or without change or is used in at least five countries
- a simple majority of the P-members of the committee propose confirmation

When a standard is confirmed, this will be visible in the ISO catalogue and marked as follows: "This standard was reviewed and confirmed in YEAR".

Option 2:
Revision or Amendment (Retention, with change/s)

When the outcome of the ballot shows that a document is used, that it should continue to be made available, **but that technical changes are needed**, it should be proposed for revision or amendment.

The criteria:

- the standard has been adopted with or without change or is used in at least five countries
- a simple majority of the P-members of the committee considers there is a need for revision or amendment

If the revision/amendment is proposed **in Form 21**, and no members object within the 4 week review period, there is no need for a further resolution. After this, the document can be registered as an approved work item (stage 10.99) and a call for experts must be



launched. The steps for revision or amendment are the same as those for preparation of a new standard (see **ISO/IEC Directives, Part 1, Clauses 2.3 to 2.8**).

For minor changes, e.g. updating and editorial changes that do not impact the technical content, a shortened procedure called **"minor revision"** can be applied. The committee has to take a resolution to approve the minor revision and the TPM has to be consulted after which a final draft of the revised deliverable should be circulated for an 8 week FDIS vote (12 weeks in the case of Vienna Agreement documents). The Foreword of the next edition of the deliverable should indicate that it is a minor revision and list the updates and editorial changes made.

Option 3: Withdrawal

When the standard has not been adopted with or without change or is not used in at least five countries, the standard should be withdrawn (because it is no longer 'international').

Other reasons why a committee may decide to propose a standard for withdrawal include the following:

- the standard does not reflect current practice or research
- it is not suitable for new and existing applications (products, systems or processes)
- it is not compatible with current views and expectations regarding quality, safety and the environment

If, following the Systematic Review, a committee decides to propose a standard for withdrawal, ISO/CS opens a withdrawal ballot which is sent to all ISO members, including those that are not P-nor O-members of the TC/SC that elaborated the standard. ISO members then have 8 weeks to notify ISO/CS of any objections to the withdrawal (see **Subclause 2.9.3 of the ISO Supplement**). Any objections received are referred to the ISO Technical Management Board for consideration and decision.

If an ISO standard is withdrawn, it means it is no longer relevant at the international level. No further work will be done to maintain or update a withdrawn standard.

Nevertheless, withdrawn standards can still be used within an industry, community or by a government, and this is often what happens when there are no replacement technical documents readily available. Withdrawn standards are therefore still available in the ISO catalogue (though are marked as withdrawn) and can be purchased from the ISO webstore.

Note on the withdrawal process

As mentioned above, if a member objects to the withdrawal of a standard, the TMB must examine the objection(s) and decide what to do. **It is therefore important that members, in their comments on SR or withdrawal ballots, provide sufficient and accurate information on the adoption and/or usage of the standard in order for the TMB to take an informed decision on the case.**

Following the switch to e-balloting for withdrawal ballots, there has been an increase in the number of objections received by ISO/CS, and the comments provided often do not provide sufficient information. For this reason, the TMB passed **TMB Resolution 22/2016** to define the following procedure for dealing with objections to withdrawal ballots in the case of insufficient information:

- ISO/CS contacts the member body that submitted the objection and asks them to provide more information. If the withdrawal was proposed because less than 5 countries have declared they use the standard, the objecting member body is asked to demonstrate, with ISO/CS support, that the standard is used in at least 5 countries (in the meantime, the withdrawal of the standard is put on hold)
- The member body has 3 months to gather this information and report back to the TMB, who takes the decision to withdraw/confirm the standard, based on the results
- If the member body does not wish to undertake this task, the standard will be withdrawn (noting that withdrawn standards are still available for purchase, as needed)

If, following withdrawal of an International Standard, a committee determines that it is still needed, it can propose that the standard be reinstated (see **Subclause 2.9.4 of the ISO Supplement**).

PART 2 – The *who* and the *how*

Responsibilities of the different actors in the SR process

For the purposes of this guidance document, we have simplified the Systematic Review process by dividing it into three main stages, each with a different key actor.

Stage	What happens ?	Key actor responsible
1. Ballot creation and stakeholder consultation	NSB receives the SR ballot from ISO/CS and must identify and contact stakeholders for input	National standards bodies
2. Information input	National experts/ stakeholders provide their input to the NSB, who uses the aggregated input received to fill out the answers to the SR questions and cast the national vote.	Respondents to the SR questions : National experts (NMCs), stakeholders, NSB staff
3. Analysis and decision-making	The committee secretary receives the SR results, analyses them and makes a recommendation for action.	ISO committee secretaries

The following sections of this guidance document provide specific advice for NSBs, Experts, and Secretaries.

Guidance for National Standards Bodies (NSBs)

The first step is to make sure that your NSB has registered voters in the ISO Global Directory in order to receive notifications of SR ballots. **We recommend that you register 2 or 3 persons in the role of SR voter,** to ensure coverage in case of an absences, etc.

- Contact the Member Body User Administrator (MBUA) at your NSB to check who is registered as an SR voter or to add new voters

Obligation to vote on Systematic Review ballots for P-members

As of May 2016 (publication of the 7th edition of the ISO/IEC Directives and Consolidated ISO Supplement), it is now an obligation for P-members of a committee to vote on SR ballots within that committee (see **Subclause 1.7.5**). If a P-member fails to vote on an SR ballot, ISO/CS will inform the member of the missed ballot, remind the member of its obligation to vote and request an explanation as to why the vote was missed. If the member does not reply to this reminder within 4 weeks, it will automatically be downgraded to O-member in the committee. After a period of 12 months, the member can contact ISO/CS and indicate that it wishes to regain P-membership of the committee.

Centralized voters vs decentralized voters

There are two kinds of voters that can be registered in ISO's Global Directory: centralized and decentralized. What is the difference?

Centralized voters: these voters receive notifications for ALL ballots of the kind they are registered for, across all ISO committees. That is, a centralized SR voter will receive notifications for all SR ballots that are opened in ISO and typically have the job of sorting through the ballots and forwarding them to the people with the correct expertise to deal with them.

Decentralized voters: these voters receive notifications ONLY for the committees where they are registered as a voter and for the ballot type where they are registered as a voter. That is, a decentralized SR voter is registered in the system for specific committees to receive SR ballots. For example, a person might be registered as SR voter for TC 34, *Food products*, so will only receive the SR ballots opened in TC 34 – this person might be someone from the national mirror committee with expertise in this specific topic and who can directly access the information needed to reply to the SR questions.

NSBs must therefore ensure at least one decentralized SR voter is registered for each committee OR at least one centralized SR voter is registered in the NSB to manage the voting process for all committees.

The Systematic Review ballot is **20 weeks** long in order to allow sufficient time for NSBs to contact their national stakeholders and get feedback on the standard and whether it is still relevant, needs to be revised or should be withdrawn.

ISO/CS opens SR ballots 4 times a year with each batch containing approx. 500-600 SR ballots. When a new SR ballot opens, the SR voter will receive an automatic notification via the ISO Event Notification system – Systematic Review ballots are posted **on the e-balloting portal**; under Systematic Review Balloting.

Is your NSB a P-member of the committee responsible for the standard under SR? If the answer is 'yes', then you have an obligation to reply to the SR ballot (see box below). In most cases, your NSB will have a national structure, such as a national mirror committee (NMC), composed of experts and diverse stakeholders, providing input to the ISO committee – this should normally be the first point of consultation.

When the SR ballot is opened, the SR voter receives the notification and should:

1. Inform the national stakeholders of the new SR ballot and:
   - In case there is a relevant NMC, forward the ballot to the Secretary of the national mirror committee (NMC) to coordinate input from the NMC members on the standard and its continued relevance
   - In case there is no relevant NMC, contact the national experts involved in the TC or SC to get feedback
   - In both cases, along with the SR ballot, send a watermarked copy of the standard(s) in question and include the SR questions that are in the SR ballot

It is the responsibility of the member body to identify the national stakeholders.

The SR ballots can be distributed to the national stakeholders/experts via :

- National Electronic Balloting
- National eCommittees
- E-mail (which should include an Excel with an overview of all the standards currently undergoing SR)

2. Before the 20-week review period has ended, the SR voter must submit the vote to ISO/CS via the e-balloting platform based on the input from the national stakeholders.



Type	Committee	Reference	Vote	Start date	End date	Role
SR	ISO/TC 6	ISO 9184-7:1994 (vers 4)		2016-10-15	2017-03-06	Monitor
SR	ISO/TC 6	ISO 12830:2011		2016-10-15	2017-03-06	Monitor
SR	ISO/TC 6/SC 2	ISO 534:2011 (Ed 4)		2016-10-15	2017-03-06	Monitor
SR	ISO/TC 6/SC 2	ISO 2493-2:2011		2016-10-15	2017-03-06	Monitor
SR	ISO/TC 6/SC 2	ISO 3035:2011 (Ed 3)		2016-10-15	2017-03-06	Monitor
SR	ISO/TC 8	ISO 15849:2001 (vers 3)		2016-10-15	2017-03-06	Monitor
SR	ISO/TC 8/SC 3	ISO 3715-2:2001 (vers 3)		2016-10-15	2017-03-06	Monitor
SR	ISO/TC 8/SC 3	ISO 13613:2011		2016-10-15	2017-03-06	Monitor
SR	ISO/TC 8/SC 4	ISO 7824:1986 (vers 6)		2016-10-15	2017-03-06	Monitor
SR	ISO/TC 17/SC 3	ISO 4950-1:1995 (Ed 2, vers 4)		2016-10-15	2017-03-06	Monitor
SR	ISO/TC 17/SC 3	ISO 4950-2:1995 (Ed 2, vers 4)		2016-10-15	2017-03-06	Monitor
SR	ISO/TC 17/SC 3	ISO 4950-3:1995 (Ed 2, vers 4)		2016-10-15	2017-03-06	Monitor
SR	ISO/TC 17/SC 11	ISO 11971:2008 (Ed 2, vers 2)		2016-10-15	2017-03-06	Monitor
SR	ISO/TC 17/SC 16	ISO 14654:1999 (vers 3)		2016-10-15	2017-03-06	Monitor
SR	ISO/TC 17/SC 16	ISO 14655:1999 (vers 3)		2016-10-15	2017-03-06	Monitor
SR	ISO/TC 17/SC 16	ISO 14656:1999 (vers 3)		2016-10-15	2017-03-06	Monitor
SR	ISO/TC 20/SC 1	ISO 1547:1975 (vers 6)		2016-10-15	2017-03-06	Monitor
SR	ISO/TC 20/SC 1	ISO 1548:1976 (vers 6)		2016-10-15	2017-03-06	Monitor

Guidance for respondents to the SR questions (national stakeholders/experts/NSB staff)

When national stakeholders/experts receive an SR ballot, they will need to consider and answer **the Systematic Review questions (see the following section for an explanation of the questions and guidance on how to answer them)**.

If registered as a decentralized voter, a stakeholder/expert may receive the ballot directly. If not, it is the NSB that must reach out to consult its national stakeholders/experts when it receives the notification of a new SR ballot.

Whenever possible, the NSB should have set up a National Mirror Committee for each technical committee in which it is a P-member – this NMC then provides a 'ready-made' group of experts for consultation each time an SR ballot from this committee is launched. An NMC should be composed of members representing a wide range of stakeholders from academia, industry and commerce, consumers etc. To learn more about this topic, see our guide for NSBs on ***Engaging stakeholders and building consensus***.

National stakeholders/experts will have to review the standard and consider how to answer the list of SR questions. They must provide their answers to the SR questions to the body coordinating the national input (e.g. the NSB or the NMC) within the 20 week review period.

NOTE: In the case that a National mirror committee (NMC) has been set up, it is usually the Secretary of the NMC that coordinates the collection of information from experts, summarizes the views and casts the ballot/sends the input and recommendations to the NSB.

The six Systematic Review questions and how to answer them

Q.1 Recommended action

Possible answers are: Confirm, Revise/Amend, Withdraw, Abstain due to lack of consensus, Abstain due to lack of access to national expertise. Withdraw and revise/amend both require a comment.

- **Confirm** = Where it has been verified that a document is used, that it should continue to be made available, and that no technical changes are needed, a deliverable may be confirmed. When a standard is confirmed, it will be marked in the ISO catalogue as "This standard was last reviewed and confirmed in YEAR"
- **Revise/Amend** = If a document is used in a country and it should continue to be made available, but technical changes are needed, a deliverable may be proposed for amendment or revision
- **Withdraw** = When the standard has not been adopted with or without change in the country or is not used in the country (see explanation at Q.4), the country should opt to withdraw it
- **Abstain due to lack of consensus** = This option should be chosen if the responses from the national stakeholders suggest different courses of action and show a lack of consensus
- **Abstain due to lack of access to national expertise** = This option should be chosen if there are no national experts or if the national experts have not replied

Guidance: Only answer *confirm* if the standard is relevant nationally. If the national stakeholders do not have information on the use of the standard or its national adoption, they should vote abstain. This is very important, as this question is linked to market relevance and the use of the standard. If the member body does not have the information, they should vote abstain to reflect this.

Q.2 Has this International Standard been adopted or is it intended to be adopted in the future as a national standard or other publication?

Possible answers: Yes/No. Yes and No answers both require comments.

- **Yes** = Choose this option if the standard has already been adopted or is intended to be adopted in the future as a national standard or other publication.
- **No** = Why not? What is used instead?

Guidance: The stakeholders need to verify in the national database whether the standard has been adopted as a National Standard (NS-ISO or NS-EN ISO). If the standard has been adopted, the reference of the nationally adopted document needs to be provided with the answer. If it has not been adopted, the answer needs to include information on why it has not been adopted and on what is being used instead. ISO and IEC have been collecting data on national adoptions of International Standards. The purpose is to provide the market with greater transparency regarding the use of International Standards in member countries. The information provided here will be added to the ISO/IEC National Adoptions Reference Database. The database has currently some 230 000 records on national adoptions of ISO and IEC standards.

Q.3 (Reply only if the answer to Question 2 is *Yes*) Is the national publication identical to the International Standard or was it modified?

Possible answers: Identical/Modified. If you answer Modified, comments are required.

Guidance: The answer to this should also be provided in the national database (see **question 2**) which will include information on whether the nationally adopted standard is identical to the ISO standard or was modified to account for national specificities and needs. If you answer

modified, please provide a short explanation as to what was modified and why there was a need to modify the standard. This information can be useful for the committee when deciding whether there is a need to revise the standard and when trying to assess its global relevance.

Q.4 If this International Standard has not been nationally adopted, is it applied or used in your country without national adoption or are products/processes/services used in your country based on this standard?

Possible answers: Yes/No. If you answer Yes, comments are required.

Guidance: The term 'use' is very broad and there are many varied examples of what could constitute 'use'. Put simply, this question is simply asking if your national stakeholders apply the document, in whatever context. Here are only a few examples of use:

- The standard is referenced in local/national legislation or public policy documents
- Stakeholders (companies/industry) in your country use the standard for specific products or services (e.g. in the production process of a product; in the use of a product; to enhance delivery of a service)
- The standard is used as part of certifications in your country
- The standard is used in research (e.g. by research centres or laboratories in your country)

Q.5 Is this International Standard, or its national adoption, referenced in regulations in your country?

Possible answers: Yes/No. If you answer Yes, comments are required.

Guidance: If the International Standard or its national adoption is referenced in regulations in your country, **please give an example of the**





regulation and, if possible, the type of reference. For example, is the reference a direct (direct dated reference/direct undated reference) or an indirect reference?

- **Direct reference** = The reference of a specific standard is directly quoted within a legal text using its identification number and title
  - **Direct dated reference** = The number and title of a standard is referenced and used with its date of publication. Example: The information security management system shall conform to ISO/IEC XXXX : 2013, TITLE
  - **Direct undated reference** = The regulation quotes only the number and title of a specific standard and not the date. Example: The information security management system shall conform to the latest edition of ISO/IEC XXXX, TITLE
- **Indirect reference** = Involves recognizing and registering standards on an official information source external to the regulatory text. Example: Where the product complies with the relevant IEC or ISO International Standard whose reference number has been published in [refer to relevant official listing here], the relevant authorities shall presume compliance with the requirements of this law

Learn more about ***Using and referencing ISO and IEC standards to support public policy*** **(www.iso.org/iso/PUB100358.pdf)**.

Q6. In case the committee decides to Revise/Amend, will/are you committed to participate actively in the development of the project?

Possible answers: Yes (experts nominated)/No. If you answer Yes, it is recommended to nominate experts.

Guidance: If the committee decides to revise the document, the secretary needs to initiate a call for experts, where it is possible for NSBs to nominate further experts (**see 2.9.3.1**).

Guidance for ISO committee secretaries

Before the Systematic Review process

Before the Systematic Review ballot begins at the committee level, the Secretary shall prepare the documents necessary for the review process. In order to help secretaries in this task, ISO/CS sends an automatic notification 6 months before an SR ballot is due to open. When Secretaries receive this notification, they are encouraged to conduct a pre-review of the standard. A **checklist for this pre-review** is included with the notification.

In addition, Secretaries are encouraged to create a folder on Livelink e-committees for each document, where they can compile all of the feedback submitted since publication/the last revision. This folder could be created, for example, in the **Secretariat workspace**. This will facilitate the compilation and sharing of comments with the committee when the next Systematic Review comes around.

After the Systematic Review process

Once the SR ballot has closed, the results of the SR ballot are available to the committee secretary on the balloting portal.

- The Secretary may access the ballot results **through the eBalloting application**
- The Secretary should review and analyze the results of the SR using **the Post-voting decision process** tool, which can be accessed from the closed ballot in the eBalloting application. The post voting decision process will guide the secretary to make a decision and complete **Form 21**
- (Optional step, in case the results are not clear) The Secretary should consult the committee members to get their approval of the proposed action (e.g. via CIB)
- Once complete, the secretary should circulate the results via Form 21 to all P- and O-members, organizations and committees in liaison, the ISO Central Secretariat and the TC secretariat in the case of review in an SC
- The deadline for the Secretary to submit the final decision is **6 months after the SR ballot has closed**

Guidance: Usually, the decision will be based on the simple majority of P-members voting for a specific action. However, in some cases the Secretary might come to another decision after having analyzed the results. Therefore, ISO provides no rules on how to interpret the ballot results due to the variety of possible responses and the relative importance of comments.



Sometimes the results from the national stakeholder analysis do not provide a clear direction on what action to take concerning the Systematic Review. In these cases, where the voting results are not definitive, the Secretary needs to undertake a thorough analysis of the responses and decide on a course of action based on the importance of the comments received. The Secretary can also contact the committee chair to discuss the replies before proposing an action to the committee members. The secretariat should invite the committee members to approve the proposed course of action, for example by opening a 4-week CIB ballot with a draft **Form 21** (or by adding it to the agenda of a meeting, provided that the 6-month deadline can be met). After this ballot closes, the Secretary should finalize **Form 21** and submit it to ISO/CS.

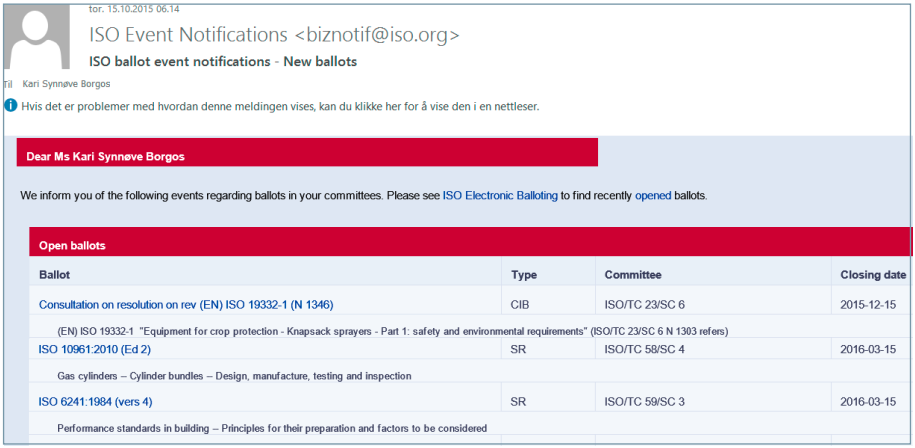
ANNEX 1 – An example of the SR process at the national level: Standards Norway

In general, Standards Norway currently has no specific national procedure in place for handling the SR process. While we all seek the same end, which is to investigate the use and market relevance of existing ISO standards, it should be emphasized that there may be several ways to go about it and several variables to consider.

Norway is a small country. While we do not normally participate actively in any ISO committee unless we have committed stakeholders, the scope of some ISO committees may be too wide for our stakeholders, or maybe the Norwegian stakeholders are interested in the work of only a limited number of the ISO committee's working groups.

Consequently, there will be projects or published standards where we have no expertise available.

Standards Norway uses decentralized voters, i.e. the project managers each have a portfolio of committees where they are committee members and responsible for casting the national vote. Whenever a new SR ballot opens, the responsible project manager is informed via the ISO Event Notification system:



tor. 15.10.2015 06:14

ISO Event Notifications <biznotif@iso.org>

ISO ballot event notifications - New ballots

Til Kari Synnøve Borgos

Hvis det er problemer med hvordan denne meldingen vises, kan du klikke her for å vise den i en nettleser.

Dear Ms Kari Synnøve Borgos

We inform you of the following events regarding ballots in your committees. Please see ISO Electronic Balloting to find recently opened ballots.

Open ballots

Ballot	Type	Committee	Closing date
Consultation on resolution on rev (EN) ISO 19332-1 (N 1346)	CIB	ISO/TC 23/SC 6	2015-12-15
(EN) ISO 19332-1 "Equipment for crop protection - Knapsack sprayers - Part 1: safety and environmental requirements" (ISO/TC 23/SC 6 N 1303 refers)			
ISO 10961:2010 (Ed 2)	SR	ISO/TC 58/SC 4	2016-03-15
Gas cylinders -- Cylinder bundles -- Design, manufacture, testing and inspection			
ISO 6241:1984 (vers 4)	SR	ISO/TC 59/SC 3	2016-03-15
Performance standards in building -- Principles for their preparation and factors to be considered			

The project manager then needs to inform any national stakeholders/mirror committee of the new ballot. In Standards Norway, this is done in several ways. Some use the ISOlutions National Electronic Balloting (NPOS(A) or NPOS(M)), some may use the ISOlutions National eCommittee and some use e-mail, perhaps after having generated an Excel overview of all the standards currently undergoing SR if there are several standards relevant to the same mirror committee or stakeholder.



☐		ISO/TC 59/SC 3	ISO_11863_2011_Cover_Page.pdf Buildings and building-related facilities -- Functional and user requirements and performance -- Tools for assessment and comparison Aktualitetsvurdering av ISO 11863:2011. Vi må vurdere om standardens innhold fortsatt er gyldig (kan dermed standarden godkjennes til å leve uforandret videre i fem nye år?), om standarden bør oppdateres/revideres, eller trekkes tilbake. Jeg sender deg standarden på e-post.	VOTE VOTE	2016-09-15 2016-09-15	Ballot	SR ballot		9 KB	2016-04-15	2016-06-08

Either way, unless the stakeholders are very familiar with the relevant standard, the project manager will have to send the stakeholders a watermarked copy of the standard(s) in question in order to get specific feedback. We also need to explain to

the stakeholders which questions they should consider when reviewing the standard:

- A reason is required if the consensus is "withdraw" or "revise/amend". The stakeholders should also be aware of the potential consequence of voting "confirm", as this will contribute to the outcome of the ballot. If the standard is not relevant nationally, we should be careful not to "tip the wagon". Other times, we may be aware of ongoing work or decisions that have been made in the relevant ISO committee.

Example:

Answers to Q.1: "Recommended action" (all votes)		
0 x	Withdraw	
1 x	Revise / Amend	Norway (SN)
5 x	Confirm	Australia (SA) Japan (JISC) Korea, Republic of (KATS) Poland (PKN) Romania (ASRO)
4 x	Abstain (consensus)	France (AFNOR) Germany (DIN) Malaysia (DSM) Spain (AENOR)
11 x	Abstain (expertise)	Austria (ASI) Belgium (NBN) Bhutan (BSB) China (SAC) Czech Republic (UNMZ) Netherlands (NEN) Russian Federation (GOST R) South Africa (SABS) Switzerland (SNV) Turkey (TSE) United Kingdom (BSI)
Comments		
Norway (SN) Borgos, Kari Synnøve Ms		ISO 6241:1984 is already under revision in SC 3/WG 14. This is one of the standards that will be replaced and superseded by ISO 19208 when this is finished. (In that respect, both a "revision" vote and a "withdrawal" vote would be correct, as ISO 6241:1984 will consequently be withdrawn upon publication of ISO 19208.)

- The project manager checks in the national databases whether the standard has been adopted as either NS ISO or NS-EN ISO. If adopted, we provide the reference of the nationally adopted document. We can also check in our databases if the nationally adopted document was identical or modified. If modified, we provide information about the modification. The national stakeholders will have to consider whether there is a need to adopt the standard in the future if the standard is not adopted already.
- If the standard has not been adopted and is not intended to be adopted, we would ideally need to know why the market has not demanded this and what (if anything) is being used nationally instead. This is not always an easy question, as we do not always have any

stakeholders to provide this information. However, in general, ISO standards are not adopted nationally in Norway unless there is a market demand, and sometimes that is about as much information as we are able to provide to this question.

Example:

Answers to Q.2: "Has this International Standard been adopted or is it intended to be adopted in the future as a national standard or other publication?" (all votes)	
5 x Yes	Belgium (NBN) Korea, Republic of (KATS) Malaysia (DSM) Poland (PKN) Romania (ASRO)
16 x No	Australia (SA) Austria (ASI) Bhutan (BSB) China (SAC) Czech Republic (UNMZ) France (AFNOR) Germany (DIN) Japan (JISC) Netherlands (NEN) Norway (SN) Russian Federation (GOST R) South Africa (SABS) Spain (AENOR) Switzerland (SNV) Turkey (TSE) United Kingdom (BSI)
Norway (SN) Borgos, Kari Synnøve Ms	Norway has several nationally developed standards concerning classification, for instance NS 3457-3 and -4. There are also nationally developed standards on performance.

- If voting "no" to question 2 about national adoption, we also need to know whether the standard is applied or used in Norway without national adoption or if there are products/processes/services used in Norway that are based on the standard. This is a very difficult question, as there is no way of finding out for sure. For example, we have a great deal of imported products in Norway but absolutely no overview of which standards that may have been involved in their production. Therefore, the most likely answer would be "yes", as it cannot be ruled out that this is the case.

Example:

Answers to Q.4: "If this International Standard has not been nationally adopted, is it applied or used in your country without national adoption or are	
3 x Yes	Australia (SA) Netherlands (NEN) Norway (SN)
13 x No	Austria (ASI) Bhutan (BSB) China (SAC) Czech Republic (UNMZ) France (AFNOR) Germany (DIN) Japan (JISC) Russian Federation (GOST R) South Africa (SABS) Spain (AENOR) Switzerland (SNV) Turkey (TSE) United Kingdom (BSI)
Comments	
Australia (SA) Anderson, John Mr	A background document for standards writers.
Netherlands (NEN) Jansen, Lynda Ms	used without national adoption
Norway (SN) Borgos, Kari Synnøve Ms	It cannot be ruled out.

- The stakeholders and/or the project manager should also provide information as to whether the standard, or its national adoption, is referenced in any national regulations.
- Finally, we need to ask the stakeholders if someone would like to be nominated as an expert in case the outcome of the ballot is a revision. And if we have voted for a revision, and provided a justification, we should ideally also be able to nominate an expert.

Example:

Answers to Q.6: "In case the committee decides to Revise/Amend, will/are you committed to participate actively in the development of the project?" (all votes)	
4 x Yes	Australia (SA) Bhutan (BSB) Japan (JISC) Norway (SN)
17 x No	Austria (ASI) Belgium (NBN) China (SAC) Czech Republic (UNMZ) France (AFNOR) Germany (DIN) Korea, Republic of (KATS) Malaysia (DSM) Netherlands (NEN) Poland (PKN) Romania (ASRO) Russian Federation (GOST R) South Africa (SABS) Spain (AENOR) Switzerland (SNV) Turkey (TSE) United Kingdom (BSI)
Comments	
Australia (SA) Anderson, John Mr	Philip Blundy
Bhutan (BSB) Tshetrim, Karma Mr	Mr. Karma Tshetrim, Bhutan Standards Bureau, email: ktshetrim@bsb.gov.bt
Japan (JISC) Sakakura, Nobuaki Mr	Prof. Satoshi Kose
Norway (SN) Borgos, Kari Synnøve Ms	The revision is nearly finished, and Norway has been involved in the work.

ANNEX 2 – Other useful resources and links

Other documents and guidance

- Checklist for Systematic Review:
  http://isotc.iso.org/livelink/livelink/open/18919159
- Getting Started Toolkit for Secretaries:
  http://isotc.iso.org/livelink/livelink/open/17891748
- Guidance on figures, graphics formats and tools:
  http://isotc.iso.org/livelink/livelink/open/18862226
- ISO Online:
  www.iso.org
- ISO Online Browsing Platform:
  www.iso.org/obp/ui/
- ISO/IEC Directives:
  www.iso.org/directives-and-policies.html
- ISO online resources area:
  www.iso.org/resources.html

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ISO (International Organization for Standardization) is an independent, non-governmental international organization with a membership of 163* national standards bodies. Through its members, it brings together experts to share knowledge and develop voluntary, consensus-based, market-relevant International Standards that support innovation and provide solutions to global challenges.

ISO has published more than 21 500* International Standards and related documents covering almost every industry, from technology to food safety, to agriculture and healthcare.

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