

BRITISH STANDARD

A standard for standards –

Part 1: Development of standards – Specification

ICS 01.120

Publishing and copyright information

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© BSI 14 DECEMBER 2005

ISBN 0 580 47376 7

The following BSI references relate to the work on this standard:

Committee reference SPSC

Draft for comment 04/30110831 DC

Publication history

First published as Part 1 and Part 3, February and March 1974

Second edition as Part 1 and Part 2, November 1981

Third edition as Part 1 and Part 2, October 1991

Fourth edition as Part 1 and Part 2, August 1997

First (present) edition as a single Part, December 2005

Amendments issued since publication

Amd. no.	Date	Text affected
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Summary of pages

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Foreword

Publishing information

This part of BS 0 is published by the British Standards Institution (BSI) and comes into effect on 1 January 2006.

Supersession

It supersedes BS 0-1:1997 and BS 0-2:1997, which will be withdrawn on 31 December 2005.

Relationship with other publications

BS 0 is intended primarily for the use of BSI committee members and staff, and those providing first drafts of standards. It was last published in 1997 and subsequently amended in 2002. The standard is now issued in two parts:

- *Part 1: Development of standards – Specification;*
- *Part 2: Structure and drafting – Requirements and guidance.*

Information about this document

This revision has been prepared to focus on governance rules and policies and to assist in compliance with the *Royal Charter and Bye-laws 1981; Amended 1989, 1992, 1994 and 1998* and the *Memorandum of Understanding (MoU) between the United Kingdom Government and the British Standards Institution in respect of its activities as the United Kingdom's National Standards Body*.

NOTE The Royal Charter was first granted in 1929.

Guidance and supporting information is provided in *The BSI guide to standardization – Section 1: Working with British Standards*.

BSI is an independent, Royal Charter company formed by subscribing and committee members. Through engagement and collaboration with its stakeholders, it develops national standards and applies innovative standards solutions to meet the needs of business and society. BSI's structure, organization and activities are governed by its *Royal Charter and Bye-laws*, which, amongst other things, include detailed provisions concerning:

- the BSI Board, BSI's governing body;
- the role and composition of the Standards Policy and Strategy Committee (SPSC); and
- the general conduct of BSI's work.

BSI's principal function is to prepare voluntary standards by consensus among all the significant interests concerned, and to promote their adoption.

Through the MoU, the Government recognizes BSI as the UK national standards body (NSB) and the UK member of the International Organization for Standardization (ISO) and its European counterpart the European Committee for Standardization (CEN), and, via the British Electrotechnical Committee (BEC), the UK member of the International Electrotechnical Commission (IEC) and its European counterpart, the European Committee for Electrotechnical Standardization (CENELEC). The government's acknowledgement of BSI as the UK NSB includes recognition of the functions it undertakes within the European Telecommunications Standards Institute (ETSI).

Presentational conventions

The editorial principles, and rules for layout and typographical presentation in British Standards are presented in *The BSI guide to standardization – Section 2: Rules for structure, drafting and presentation of British Standards*.

The provisions of this standard are presented in roman (i.e. upright) type. Its requirements are expressed in sentences in which the principal auxiliary verb is “shall”.

Commentary, explanation and general informative material are presented in smaller italic type, and do not constitute normative elements.

Contractual and legal considerations

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

Compliance with a British Standard cannot confer immunity from legal obligations.

0 Introduction

0.1 Delivery of Royal Charter and Bye-laws obligations – NSB governance

0.1.1 General principles

The position of NSB gives BSI a special profile, which may not be used by other parts of the BSI Group to give them unfair competitive advantage or to the detriment of the NSB.

0.1.2 NSB governance

The BSI Board has put in place governance arrangements for the NSB, which includes the monitoring of BSI's compliance with its *Royal Charter and Bye-laws* and the MoU.

0.2 Public policy interest in standardization

BSI has committed to the UK government that it will take into account the UK public policy interest in conducting its NSB activities.

A full description of the public policy interest in standardization is set out in a statement agreed jointly between BSI and the Department for Trade and Industry [1].

0.3 NSB requirements

BSI is required by Article 4.1 of the MoU, in its role as the NSB, to ensure:

- “a) that it achieves the requirements of membership of the major European and international standards organizations and, by means of participation in such organizations, the optimal promotion of UK interests through their policies and standards;
- “b) that it fulfils the requirements for being cited as the UK NSB for the purposes of Directive 98/34/EC (or any successor Community act to that Directive), carrying out efficiently and effectively the responsibilities of the UK NSB laid down in that Directive, and the requirements of any other EC legal instruments which might refer to national standards bodies;
- “c) through appropriate facilitation, the production and maintenance of any standard required by the government for legislation (whether referenced in the legal instrument or otherwise indirectly required) or for public procurement purposes;
- “d) the provision and maintenance of a portfolio of formal consensus standards and other standardization products which will meet the requirements of UK business and, as appropriate, other stakeholders including the government, consumers, and small businesses; and a means of identifying, evaluating, prioritizing and acting on proposals for standardization projects;
- “e) that, within the portfolio described in d), formal consensus standards are provided and maintained whenever there is a requirement that the criteria for such standards be met;

- “f) that it contributes to strategic planning of the national standardization infrastructure, including maintaining its own strategic standardization planning and evaluation facility with the involvement of the government and business.”

1 Scope

This part of BS 0 specifies the role of BSI, as the UK national standards body, and that of its committee members in the preparation of standards of national origin and UK involvement with the international and European Technical Committee work programme.

It covers the governance, organizational structure and mechanisms for the preparation of standards which are necessary to meet the requirements of the *Royal Charter and Bye-laws* of BSI, and the *Memorandum of Understanding between the United Kingdom Government and the British Standards Institution in respect of its activities as the United Kingdom's National Standards Body*.

It does not cover detailed procedures; detailed procedures are covered in *The BSI guide to standardization – Section 1*.

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

BS 0-2:2005, *A standard for standards – Part 2: Structure and drafting – Requirements and guidance*

CEN/CENELEC Internal Regulations – Part 1: Organization and Administration (<http://www.cenorm.be/boss>)

ISO/IEC Directives – Part 1: Procedures for the technical work (<http://www.iso.org>)

ISO/IEC Directives – Part 2: Rules for the structure and drafting of International Standards (<http://www.iso.org>)

ISO/IEC Directives, Procedures for the technical work of ISO/IEC JTC 1 (<http://www.iso.org>)

ISO/IEC Directives, Supplement – Procedures specific to ISO (<http://www.iso.org>)

ISO/IEC Directives, Supplement – Procedures specific to IEC (<http://www.iec.org>)

Memorandum of Understanding (MoU) between the United Kingdom Government and the British Standards Institution in respect of its activities as the United Kingdom's National Standards Body

Royal Charter and Bye-laws 1981; Amended 1989, 1992, 1994 and 1998

The BSI guide to standardization – Section 1: Working with British Standards

The BSI guide to standardization – Section 2: Rules for structure, drafting and presentation of British Standards

The BSI guide to standardization – Section 3: British Standards standardization policies

WTO TBT Code of Good Practice for the Preparation, Adoption and Application of Standards (<http://www.wto.org>)

3 Terms and definitions

For the purposes of this document, the terms and definitions given in BS 0-2:2005 and the following apply.

NOTE Acronyms are explained in *The BSI guide to standardization – Section 1*.

3.1 acceptance team

BSI staff members responsible for allocating BSI resources to new work in a particular area, or deciding the level of BSI resource to be provided where appropriate

3.2 amendment

approved supplementary material to a standard that alters and/or adds to previously agreed technical provisions without changing the date of publication

3.3 British Standards Institution BSI

UK national standards body

3.4 BSI Board

governing body of BSI

3.5 committee member

person serving on a BSI committee

3.6 compliance

action of a person or body in fulfilling requirements

3.7 conflicting national standard

national standard within the same scope and field of application as a European/international standard and with provisions such that compliance with the national standard is not compliance with the European/international standard or vice versa

3.8 conformity

fulfilment of a requirement

[BS EN ISO 9000:2000, definition 3.6.1]

3.9 consensus

general agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments

NOTE Consensus need not imply unanimity.

[ISO/IEC Guide 2:2004, definition 1.7]

3.10 consumer

member of the public who uses products (including services) in a private, personal or domestic capacity

3.11 corrigendum

supplementary material to a standard that corrects one or more errors or ambiguities introduced in either drafting or printing and which could lead to incorrect or unsafe application of the standard

3.12 European standard

EN

standard adopted by CEN/CENELEC and carrying with it an obligation of implementation as an identical national standard and withdrawal of conflicting national standards

[*CEN/CENELEC Internal Regulations, Part 2*, 2002, definition **3.1.4**]

NOTE A European Standard adopted by ETSI carries with it the same obligations.

3.13 harmonized standard

standard that is officially recognized by reference in the Official Journal of the European Union as meeting essential requirements of a relevant European directive

3.14 international standard

ISO or IEC standard

3.15 national standard

standard that is adopted by a national standards body and made available to the public

[ISO/IEC Guide 2:2004, definition **3.2.1.4**]

NOTE 1 Implementation of an international or European standard that is endorsed and published as a British Standard gives that standard the status of a national standard. For the purposes of this specification, "standard of national origin" refers only to standards developed within the UK.

*NOTE 2 This specification also applies to drafts for development (DDs; see also BS 0-2:2005, **3.1.7**), which are not national standards.*

3.16 national standards body

NSB

standards body, recognized at the national level, that is responsible for the development and promulgation of national standards, and eligible to be the national member of the corresponding international and regional standards organizations

NOTE BSI is recognized as the UK NSB by UK Government, CEN and ISO.

3.17 nominating body

organization represented on a BSI committee

3.18 private circulation

distribution under the principle that material presented or circulated to a Technical Committee is not in the public domain, and that dissemination should, as far as practically possible, be limited to those who have a legitimate interest in the development of the standardization projects to which it relates

NOTE This principle does not preclude due consultation on such material within organizations represented on the committee. For this reason it has to be recognized that absolute confidentiality cannot be guaranteed and BSI can offer no assurances in this respect. Those submitting commercially sensitive material do so at their own risk.

3.19 regulation

document providing binding legislative rules, that is adopted by an authority

[ISO/IEC Guide 2:2004, definition 3.6]

3.20 stakeholder

person or body with a concerned interest in standardization

3.21 standard

document, established by consensus and approved by a recognized body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context

NOTE Standards should be based on the consolidated results of science, technology and experience, and aimed at the promotion of optimum community benefits.

[ISO/IEC Guide 2:2004, definition 3.2]

3.22 standardization

activity of establishing, with regard to actual or potential problems, provisions for common and repeated use, aimed at the achievement of the optimum degree of order in a given context

NOTE 1 In particular, the activity consists of the processes of formulating, issuing and implementing standards.

NOTE 2 Important benefits of standardization are improvement of the suitability of products (including services) and processes for their intended purposes, prevention of barriers to trade and facilitation of technological cooperation.

[ISO/IEC Guide 2:2004, definition 1.1]

3.23 standard of national origin

standard developed within the UK

**3.24 Standards Policy and Strategy Committee
SPSC**

committee established by the BSI Board to advise on the preparation of formal standards

3.25 standstill

obligation accepted by the members of CEN/CENELEC/ETSI not to take any action, either during the preparation of a European standard or after its approval, which can prejudice the intended harmonization or endanger the progress of work at European level and, in particular, not to publish a new or revised national standard which is not completely in line with the European standard

3.26 state of the art

developed stage of technical capability at a given time as regards products, processes and services, based on the relevant consolidated findings of science, technology and experience

[ISO/IEC Guide 2:2004, definition 1.4]

4 Governance structure

4.1 Responsibilities and delegation

4.1.1 General

COMMENTARY ON 4.1.1

1) SPSC, which is appointed by and ultimately reports to the BSI Board, is tasked with advising on and monitoring BSI's strategy in standardization to ensure that it is focused on meeting the needs of the stakeholders and standards users, creates relevant and timely standardization products and adds value to UK business and society in an efficient and effective manner, in accordance with its terms of reference.

The BSI Board has empowered SPSC to establish Policy, Strategy or Technical Committees (referred to collectively as "committees" from here on).

2) BSI manages the electrotechnical standards work on behalf of BEC. BEC is the body responsible for the policies, strategies and management of all technical work within the electrotechnical industry, both nationally and as the signatory body of CENELEC and IEC.

SPSC shall recommend the establishment of such committees as it considers desirable to the BSI Board.

The quorum for a meeting of a committee shall be three, excluding executives of BSI.

NOTE 1 SPSC may delegate its authority as it sees fit.

NOTE 2 Committee structure and procedures are explained in The BSI guide to standardization – Section 1.

The British Electrotechnical Committee (BEC) shall be entitled to be represented on SPSC.

4.1.2 Terms of reference

The terms of reference (on the committee's establishment or on any subsequent revision) defining the scope of work for a committee shall be approved or revised by SPSC. In the case of a Subcommittee, its terms of reference shall be approved or revised by the committee to which it reports.

NOTE The terms of reference of a Subcommittee may subsequently be revised by mutual agreement between the parent committee and the Subcommittee.

BSI shall maintain clear and unequivocal terms of reference for each committee, particularly to ensure that work is not duplicated¹⁾.

4.1.3 Technical Committees

Technical Committees shall prepare and maintain standards or undertake such other work as might be referred to them by SPSC.

Technical Committees shall, in so far as is reasonably possible, be representative of the interests of standards users, manufacturers, government, consumers and other persons or bodies concerned with their work.

Each Technical Committee shall be responsible for the content of the standards that it and its Subcommittees produce. Where there is a European or international programme of work, the relevant Technical Committee or Subcommittee shall be responsible for providing the UK input.

Once established, each Technical Committee shall remain in existence until formally dissolved by SPSC and shall act as a standing committee to which any question related to the standards, or other documents prepared by it and its Subcommittees, can be referred.

4.1.4 Committee Chairmen²⁾

SPSC shall appoint the Chairman of a committee for a period of not more than three years.

At the end of this term, or earlier if required by SPSC, the committee Chairman shall stand down. At a suitable point before the end of the three-year period, an invitation shall be issued by SPSC for nominations for a further term not exceeding three years.

BSI shall undertake appropriate consultation on the appointment of a committee Chairman by SPSC to arrive at a choice acceptable to the members of the committee. The decision shall be based on a review of the requirements for a suitable appointment³⁾.

NOTE The committee Chairman standing down may be reappointed.

¹⁾ The terms of reference for each committee are made available in the publicly accessible portions of its eCommittees website (<http://ecommittees.bsi-global.com>).

²⁾ "Chairman" is a non-gender-specific term.

³⁾ Requirements for a suitable appointment are given in *The BSI guide – Section 1*.

4.1.5 Delegation of work

Where appropriate, a Subcommittee may be established by a committee; when a Subcommittee is established by a committee, its members shall be nominated by the bodies represented on the Subcommittee. The Subcommittee Chairman shall be appointed by the Technical Committee for a period of not more than three years. A Subcommittee Chairman shall stand down immediately if required to do so by the committee to which he/she reports.

Where appropriate, a panel or working group may be established, by the committee or Subcommittee to which it reports, to carry out specific tasks or detailed work, and shall be disbanded on completion of their work.

4.2 Subcontracting committee and Subcommittee secretariats to external providers under BSI's supervision

Where deemed appropriate, a person, professional organization or company with the necessary specialist knowledge may perform committee secretariat work on behalf of BSI; such providers shall operate as subcontractors to BSI.

The detailed conditions governing the subcontracting of committee secretariat work shall be agreed by BSI (and shall be documented in a written contract), which retains responsibility for the secretariat work of the relevant committee. BSI shall ensure that the correct procedures are followed by the committee serviced by out-sourced secretariat providers and shall be consulted by the committee members and/or the secretariat provider if there is any doubt over interpretations of policy or procedures before action is taken by the subcontractor.

4.3 Representation and composition

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

4.3.1 General

The composition of a committee, and representation on it, shall be approved by SPSC when the committee is first established. Disputes over composition and representation for all committees shall be referred to SPSC for resolution and its decision shall be final.

Composition of committees and Subcommittees shall be subject to audit to ensure that their representation is appropriate to the work to be undertaken, as stated by BSI in their terms of reference (see **4.1.2**).

4.3.2 Composition

The composition of Policy and Strategy Committees shall be individuals appointed by SPSC to be broadly representative of stakeholder interests and who shall act independently of any trade or other organizations or interest groups.

The composition of Technical Committees and Subcommittees shall be organizations representative of the interests in the standardization of products (including services) or processes within the committee's terms of reference. BSI shall endeavour to carry out an analysis of all those it considers might have substantial interest in, or who might be significantly affected by, a particular standards project with a view to encouraging their representation. As far as possible, BSI shall ensure that its committees are representative of the interests concerned.

Prior to the commencement of work of a Technical Committee or Subcommittee, its members shall be asked whether they know of any other organizations with a direct interest that should also be represented.

NOTE 1 However, the need to secure a balanced representation should not lead to committees that are so large as to be unmanageable.

NOTE 2 The composition of a Technical Committee or Subcommittee should be a standing item on every meeting agenda.

The primary means of representing business interests shall be through trade associations or their equivalent organizations. Exceptionally, representation from individual companies shall be permitted when BSI deems that the scope of the Technical Committee or Subcommittee requires this in order to undertake its work. BSI shall endeavour to ensure that the balance of representation between trade associations and individual companies meets the requirements of fairness of representation.

Where the scope of a Technical Committee or Subcommittee so requires, representation shall be sought from consumer organizations, professional institutions and organizations with interests in testing, inspection and certification. Where it is believed by SPSC that a standard could be used to support legislation or impact on consumer protection, health and safety, human rights or environmental matters, representation from the relevant government department(s) shall be sought (see **0.2**).

NOTE 3 Where the terms of reference of a Technical Committee or Subcommittee impact upon the work of another Technical Committee or Subcommittee, the former may be included in the composition of the latter.

The composition of a Technical Committee with no active work programme shall be reviewed by SPSC when the committee is reconvened for new work.

4.3.3 Representation

Each organization represented on a Technical Committee or Subcommittee shall normally nominate a single representative who shall advocate its interests following regular consultation of his/her sponsoring organization. Where an organization seeks extra nominations to a committee (e.g. due to the wide scope of the work) it shall seek to justify its request to the committee. Any Technical Committee or Subcommittee shall be capable of demonstrating, for external scrutiny, its fairness of representation.

Membership of a Technical Committee or Subcommittee, panel or working group, is and shall be conditional upon the nominating body and its members strictly complying with the provisions of BS 0-1.

An organization represented on a Technical Committee or Subcommittee shall acknowledge its responsibility to meet the provisions of BS 0-1.

Specialist expertise may be co-opted by a Technical Committee or Subcommittee; where Technical Committees or Subcommittees co-opt such members, the period of their membership, e.g. for the duration of a particular project, shall be decided and recorded by the committee. After this period, they shall be removed from membership. In these cases the co-opted committee members shall serve in a strictly personal capacity and shall not exercise any representative function.

4.3.4 Attendance of deputies at committee meetings

Any committee member (other than co-opted members) unable to attend a Technical Committee or Subcommittee meeting may send a deputy in his/her place but shall always inform the committee Secretary prior to the meeting in question.

Deputies shall be listed in the minutes, along with the rationale for their selection, but are not recorded in BSI membership records.

Deputies shall be fully briefed and shall have been supplied with the relevant documents by the organization/committee member for whom they are deputizing.

Individually selected members of Policy and Strategy Committees shall not nominate deputies to meetings in their place.

Co-opted members of Technical Committees and Subcommittees shall not nominate deputies to meetings in their place.

4.3.5 Impartiality

Standards of national origin shall not give significant advantage to the products (including services) of:

- a) any individual supplier;
- b) any particular group of people sharing a specific commercial interest.

Committee Chairmen shall act impartially and, once appointed, shall cease to represent any particular organization, institution or association. Committee Chairmen shall declare their position if they have a direct personal or commercial interest in a point of discussion, and in that instance, stand aside from the chair.

Any UK Chairman or UK-provided Secretariat of an international or European committee, appointed by BSI, shall act impartially in accordance with the rules of the relevant organization, and shall not support a national position.

4.4 Consensus

Committees and Subcommittees shall reach decisions by consensus.

In cases where a committee or Subcommittee cannot reach agreement by consensus, the relevant procedures (see **10.1**) shall be invoked to examine whether the disagreement can be resolved or whether the project can be redefined to avoid such disagreement.

4.5 Transparency

During the preparation of standards of national origin, European and international standards, there shall be two public announcements: the first, at the initiation of a project, to promote awareness of the work, i.e. so the standards project becomes transparent to the public at large, and to provide the opportunity for anyone to contribute; the second, when the standard is available as a draft for public comment (DPC), to provide further opportunity for public consultation. Standards for review (see **5.6.2**) shall be publicly announced. International standards that the UK does not intend to adopt shall also be publicly announced at the initiation of the project and at the enquiry stage, although a DPC is not automatically made available to the public at large.

NOTE A draft for development (DD) is not normally made available as a draft for public comment since the DD itself is intended to generate comment. During the final stages of its development, a DD is circulated to the committee/Subcommittee for comment.

Technical Committee and Subcommittee members shall consult their nominating organizations' members at all stages of standards development through the machinery of those organizations.

BSI shall make its work programme transparent as described in *The BSI guide to standardization – Section 1*.

4.6 Coherence

BSI shall endeavour to develop and maintain a coherent set of national, European and international standards that do not conflict with each other (see also BS 0-2:2005, **4.5**).

5 The standards development process

5.1 Stages in development of standards

COMMENTARY ON 5.1

A standard is only of value if it is used, therefore the user requirements for a standard have to be clearly understood by the committee at the start and borne in mind throughout its development.

In the standards development process the main stages shall be as follows:

- a) new work acceptance (see 5.2);
- b) announcement of work commencement (see 4.5);
- c) development of draft;
- d) public comment (see 4.5; not in the case of DDs);
- e) committee approval;
- f) endorsement (see 5.4);
- g) publication; and
- h) maintenance (see 5.6).

All committee decisions whether or not to move to the next stage of the development process shall be documented with their rationale.

5.2 New work acceptance

Standards shall be developed if there is a genuine need for standardization and a willingness among the parties concerned to agree on the standards required. There shall at least be sufficiently wide support to give confidence that consensus can be reached.

Proposals for new work items of national origin shall be fully justified in relation to the benefits sought, taking account of criteria drawn from the *Royal Charter and Bye-laws* and MoU, and shall be approved by the relevant acceptance team in accordance with the defined criteria.

Proposals to develop new standards of national origin or revise existing ones shall be notified by BSI to other European NSBs and the European Commission (see 9.5).

NOTE 1 Criteria are also in place to assist acceptance teams to decide which service level (see 5.3) will be given when a new national committee is created.

NOTE 2 Requests for either new or revised standards at any level (national, international or European) may be made by any interested party in the UK.

Proposals for international or European new work items shall be subject to the approval process of the relevant international or European standardization body, and it is through this approval process that UK participation and the level of that participation shall be indicated. UK stakeholders may propose an international or European new work item through BSI, which shall first be considered by the relevant Technical Committee(s).

Any decision to take on an international or European secretariat shall be made with the approval of the relevant acceptance team.

5.3 Resource allocation

BSI staff shall support the development of usable standards by an efficient and economical process.

The BSI NSB work programme and overall allocation of resources shall be monitored by SPSC.

Where BSI provides secretariats to national committees, a defined level of resource will be allocated to the committees and activities undertaken by BSI in relation to committee activity shall be clearly specified.

The resources provided by BSI shall reflect the importance and level of activity of the work being undertaken, taking into account stakeholders' views. The levels of resource shall be reviewed regularly to ensure that it is appropriate.

If committee circumstances change, the level of resource shall be reviewed by BSI and changed, if necessary, to meet the new circumstances.

Where the secretariat to a committee is subcontracted to an external provider (see 4.2), activities undertaken by BSI staff shall be clearly defined in the contract with the out-sourced service provider.

5.4 Endorsement to publish

Before publication of a national standard, or an amendment to one, can take place, an endorsement to publish shall be produced recording the approval of:

- a) the Secretary and Chairman of the relevant Technical Committee or, where work has been delegated, the Secretary and Chairman of the relevant Subcommittee;

NOTE 1 Approval by the Secretary of the relevant Technical Committee signifies that the text of a standard of national origin is in accordance with BSI practices. In the case of standards of national origin it also signifies that the text represents the agreed position of the committee or Subcommittee.

NOTE 2 Approval by the Chairman of the relevant Technical Committee signifies in the case of standards of national origin that the text conveys the content agreed by the committee. For European/international standards it signifies that due process has been followed, that the content of any national elements have been agreed by the committee, and confirms that the proposed standard is to be adopted as a national standard.

- b) the line manager of the committee Secretary for implementation of European/international standards, or the line manager of the Content Developer for standards of national origin; and

NOTE 3 For publications of any origin, approval by the committee Secretary's or Content Developer's line manager signifies that:

- a) *British Standards operational procedures have been properly carried out;*
- b) *the responsibilities of BSI's staff have been satisfactorily discharged; and*
- c) *BSI's constitutional procedures have been correctly followed.*

- c) the Chief Executive of BSI or designated nominee.

NOTE 4 For publications of any origin, approval by the Chief Executive of BSI or designated nominee signifies that:

- a) *British Standards operational procedures have been properly carried out; and*
b) *the responsibilities of BSI's staff have been satisfactorily discharged.*

NOTE 5 In exceptional circumstances the SPSC Chairman may endorse a publication in place of the Technical Committee Chairman.

5.5 Promulgation (after endorsement to publish)

BSI shall undertake appropriate promotion, marketing, distribution and information activities related to national standards, other standardization products and standardization in general.

5.6 Maintenance of standards

5.6.1 General

BSI shall ensure that every standard is under the responsibility of a Technical Committee. Each Technical Committee shall maintain standards for which it is responsible, to ensure that those standards are up to date with current practice and free from material error.

NOTE Informal mirror committees may be established to return abstentions to votes on European standards for which there is no significant interest in the UK.

5.6.2 Five year review

To ensure standards of national origin are up to date with current practice, every one shall be reviewed by the Technical Committee responsible, at least every five years.

For national standards that are adopted as international or European standards, this review shall be carried out at an appropriate time to coordinate with the review of any associated international/European standard.

Following review of a standard of national origin the relevant committee shall decide on the action to be taken from the following options: confirmation of standard, editorial changes, technical changes, full revision, obsolescence or withdrawal if no longer current.

NOTE If a standard is declared obsolescent, it indicates that the standard will no longer be updated or be intended for use with new products but will be retained to provide for the servicing of existing equipment that is expected to have a long working life.

5.6.3 Corrigenda

Where an error or errors that could be misleading or have serious consequences is identified in a standard and corrective action is approved (see 7.3.4), sales of the standard may be suspended, a corrigendum may be issued and public notification of the error may be made.

5.6.4 Amendments

Where technical changes are the subject of an amendment to a standard, initiation of the work shall be announced, the amendment circulated for public comment and an endorsement to publish shall be obtained.

5.7 Adoption of international/European standards

5.7.1 International standards

Where BSI as the UK NSB has approved an international draft standard, the published standard shall be adopted as a national standard except in the following cases:

- where the international standard is being adopted as a European standard; or
- where there is an existing conflicting European standard; or
- where there is an existing national standard which the Technical Committee considers is more appropriate for the UK.

The identifier of an identical adoption of an International standard shall be the number and the year of publication of the international standard preceded by BS, e.g. BS ISO nnnn:YYYY, where nnnn is the number and YYYY is the year of the adopted international standard.

A national standard that is an identical adoption of an international standard shall consist of:

- a cover page indicating that this is a national standard;
- a national foreword including a list of standards that it supersedes; and,
- the text of the international standard, unaltered and in its entirety.

NOTE It may also include a national annex where appropriate.

Where the UK has not approved a final international draft standard or has abstained from voting on an international draft standard, the published standard shall not be adopted as a national standard.

5.7.2 European standards

NOTE 1 In accordance with the CEN/CENELEC Internal Regulations, Part 2, irrespective of whether the UK vote was cast against the drafts, arising out of safety concerns or otherwise, BSI is required to give the status of a national standard to any European standard prepared by CEN/CENELEC.

European standards shall be adopted without change (see also 7.3) except in circumstances where BSI casts its vote against any proposed European standard on safety or public policy grounds. It is imperative that conflicting national standards, i.e. those within the same scope and field of application as the European standard, shall be withdrawn. It is imperative that where the national standard is not in a one-to-one relationship with the European standard (e.g. its scope may be wider) the national standard shall be amended or revised to delete the conflicting requirements and to reflect the changed scope.

The identifier of such an adopted European standard shall be the number and the year of publication of the European standard preceded by BS, e.g. BS EN nnnn:YYYY, where nnnn is the number and YYYY is the year of the adopted European standard.

A national standard that is an adopted European standard shall consist of:

- a cover page indicating that this is a national standard;
- a national foreword including a list of standards that it supersedes; and,
- the text of the European standard, unaltered and in its entirety.

NOTE 2 It may also include a national annex where appropriate.

The publication of a national standard that is an adopted European standard shall occur within six months of the publication date by CEN/CENELEC unless an extended date has been decided in the course of the European approval process.

BSI shall also give the status of a national standard to ENs published by ETSI.

NOTE 3 In this case this is done by an announcement of endorsement.

5.8 Conformity attestation

5.8.1 General

BSI shall ensure that, in accordance with an important principle of UK public policy regarding conformity assessment, conformity to a standard can be declared without recourse to third-party attestation.

Third-party conformity attestation requirements, either for the conformity of the product (including service) or process in question, or the capability of the manufacturer's or supplier's quality or other management systems, shall not be included in the normative text of product (including service) or process specifications unless, by exception, such requirements have been specifically allowed within the policies of international or European organizations, e.g. to cover the particular requirements of the Construction Products Directive [2].

NOTE Informative reference to a means for attestation is permitted by means of wording given in The BSI guide to standardization – Section 2.

5.8.2 Verification of conformity

A product (including service) or process specification shall contain clear statements of how conformity to all of its requirements can be verified (e.g. by specifying methods of test or of measurement).

The wording of such a specification shall enable conformity to its requirements to be verified equally by a first party (manufacturer or supplier), second party (user or purchaser) or an independent third party. Criteria for conformity shall be stated in such a way to ensure that, however the claim of conformity is made, exactly the same requirements are satisfied.

5.8.3 Implications for approval and voting

No new or revised British Standard specifying any product (including service) or process shall be approved if it contravenes the principles of **5.8.1** and **5.8.2**, unless BSI specifically authorizes derogation from this requirement in exceptional circumstances.

When voting on draft international or European standards, a negative vote shall be submitted if third-party attestation requirements for product (or service) conformity are included (see **5.8.1**) unless, by exception, such requirements have been specifically allowed within the policies of international or European organizations, e.g. to cover the particular requirements of the Construction Products Directive [2].

5.9 Confidentiality

5.9.1 Committee proceedings

With the exception of drafts for public comment, documents circulated by BSI to any committee, or those designated as confidential by a third party, shall be confidential and for private circulation only (even when documents are not marked as such). Committee members shall not disclose committee proceedings/documents to any body, other than their nominating body, without the committee's express authorization. When distributing documents, committee members and their nominating bodies shall ensure that recipients are aware of their confidential nature and are responsible to the committee for the safeguarding of the confidentiality of such documents.

With a committee's agreement, documents may be circulated to individuals who are not committee members at the request of interested organizations; such agreements shall be minuted.

Committee members receiving documents through their work on a committee shall not use the contents of such documents for any purpose other than the work of the committee.

NOTE This does not preclude due consultation on such material within organizations represented on the committee. For this reason it is has to be recognized that absolute confidentiality cannot be guaranteed and BSI can offer no assurances in this respect. Those submitting commercially sensitive material do so at their own risk.

BSI shall not, save under the compulsion of law, give access to the minutes of its committee proceedings.

5.9.2 Committee membership

Committee members shall not state or imply that a statement of their personal views on any matter relating to the subject matter of a standard or their work on the committee is the opinion or view of the committee or that of BSI.

NOTE 1 Violation of this important principle may lead the committee concerned to remove the committee member involved.

The names of individual representatives shall not be made public by BSI so that individuals serving on committees are not exposed to lobbying or media attention.

*NOTE 2 The composition of a committee is public information (see **4.3**).*

6 Standards content

Standards, including drafts for public comment, shall be drafted in a clear, precise and unambiguous manner.

Standards of national origin shall be drafted in accordance with BS 0-2:2005.

European standards shall be drafted in accordance with *CEN/CENELEC Internal Regulations – Part 2*.

International standards shall be drafted in accordance with *ISO/IEC Directives, Part 2*. International standards prepared by JTC/1 shall also be drafted in accordance with the supplementary rules included in the *ISO/IEC Directives, Procedures for the Technical Work of ISO/IEC JTC/1*.

BS 0-2:2005 and *The BSI guide to standardization – Section 2* shall be used to provide the framework for the development of a standard, or series of standards, of national origin from the planning of the work to its completion and shall always be referred to for any relevant specified wording needed, for example, in clauses relating to marking.

7 Legal issues

7.1 BSI disclaimer

A BSI disclaimer shall be included in the foreword of every national standard (see *The BSI guide to standardization – Section 2* for wording), which may change from time to time.

NOTE Annex A gives guidance on reference to standards in regulations.

7.2 Use in court proceedings

The fact that a standard has been prepared and endorsed in accordance with BS 0, especially with regard to consensus (see 4.4), shall enable any interested party to assert in legal proceedings that it embodies agreement between all interested parties on what is mutually acceptable.

NOTE Depending on the matter at issue and the circumstances, an interested party may be able to assert that a standard reflects the state of the art at the time that it was published. On the same basis, courts have discretion to admit the relevant standard as evidence, and so to take account of it in giving judgment.

7.3 Roles and responsibilities

7.3.1 Role of BSI

COMMENTARY ON 7.3.1

1) As the NSB for the UK, BSI publishes and distributes both standards of national origin and international standards.

BSI is normally required to publish European standards even in circumstances where the UK (through its representatives) has voted against the standard. BSI is not permitted to alter the text of an approved European standard but is permitted to bring any significant concerns to the attention of the standard user in the national foreword to the European standard. In exceptional cases, BSI reserves the right not to publish a European standard.

2) Standards are produced and published in the public interest. Compliance with a standard cannot provide complete reassurance that a product (including service) is safe or free from risk.

NOTE The role of BSI as NSB is as defined in 3.16.

In all cases where the UK voted against a particular European standard, this fact, together with the reason for it, shall be boldly highlighted in the national foreword.

7.3.2 Responsibility of standards users

It is the responsibility of all users of standards to ensure that they select standards which are in all respects appropriate to their needs and that they use the standards and the product (including service) to which they relate in a safe and appropriate way.

7.3.3 Responsibilities of committee members

Committee members shall be responsible for the development of individual standards. They shall take all reasonable steps to ensure that standards are free from error.

No national standard shall be written in such a way as to result in the acceptance of non-conforming products (including services) by a purchaser ordering to that standard.

7.3.4 Critical errors

Where a committee identifies, post publication, an error or errors in a standard that it considers could be misleading or have serious consequences, the error, together with all relevant information shall be referred to the Director of British Standards, who shall consider what, if any, corrective action is to be taken.

7.4 Professional indemnity insurance

To the extent that such insurance cover is available upon commercially acceptable terms, BSI shall endeavour to maintain professional indemnity insurance for the benefit of committee members. Where such cover can no longer be obtained on commercial terms, BSI shall inform committee members.

7.5 Committee members acting as expert witnesses

Any committee member called upon in a personal capacity to give evidence as an expert witness in any legal proceeding shall make very clear at such hearings that he does so in his/her private capacity and has no authority whatsoever to speak or express any opinions on behalf of BSI or any BSI committee.

Any committee called upon to give evidence in any legal or administrative proceeding shall only do so with the express prior approval of the Director of British Standards.

7.6 Intimation of proceedings against BSI or committee members

Any committee member receiving notification in any form that he/she is to be involved in legal or administrative proceedings of any nature connected with his/her committee work shall immediately notify the Director of British Standards.

7.7 Intellectual property⁴⁾

7.7.1 Copyright

7.7.1.1 Committee work

Contributions made by committee members and others in the preparation of national standards and related documents are only accepted by BSI for inclusion in a standard on the strict condition that the committee member has the permission to contribute to BSI any and all intellectual property in such material; and all rights of copyright in the materials and texts contributed shall, and for the purposes of the standard, be fully vested in BSI and/or the international and European standards organizations, as the case may be, who will be exclusively responsible for taking any necessary action to protect the copyright interests. Committee members shall confirm vesting in such manner as is reasonably required by BSI and/or such international and European standards organizations.

NOTE Where contributions made by committee members and others are included in a standard, in whole or in part, the contributor retains the right which they had to exploit such contributions for their/its own purposes.

⁴⁾ Intellectual property rights in standards and in contributions to the standards making process are under review at international level at the time of approval of this standard. This standard will be amended in light of the review's findings.

7.7.1.2 **Reproduction of national standards**

Under normal circumstances, no part of a national standard shall be reproduced in any form without the prior written permission of BSI.

NOTE 1 In exceptional circumstances, as determined by BSI, individual figures, tables and examples may be reproduced without the need for prior written permission from BSI. Where it is permitted for the user to reproduce the said figure/table/example, an appropriate statement will be made both in the foreword and in a note on the relevant page(s) of the standard.

NOTE 2 This does not preclude the free use, in applying a standard, of necessary details such as symbols and size, type or grade designations.

7.7.1.3 **Third-party copyright**

No material known to infringe another party's copyright shall be included in a standard unless permission has been obtained from the copyright holder and acknowledgement is made in the foreword. If copyright exists in a drawing, which it is essential to include in a standard of national origin, the drawing shall only be by way of informative illustration and not as a requirement.

7.7.2 **Patents**

The responsible Technical Committee or Subcommittee shall be informed of the following:

- a) any patent that is thought by any committee member to be relevant to the standard under development; and
- b) any claim that a patent is applicable to a standard, whether the standard has been published or is under development. BSI shall work with the Technical Committee or Subcommittee to agree the best way to address such a claim.

A note, drawing attention to such patent rights that are known at the time of publication, shall appear at the appropriate point in the standard.

Material that is known to be the subject of a patent shall only be included in a standard of national origin if it is absolutely necessary to do so, and then the material shall not become a requirement unless the patent holder agrees to make the material available on reasonable and accessible and non-discriminatory terms.

For international/European standards adopted as national standards, the rules of the relevant international body governing the inclusion of patented material shall be followed.

7.8 **Data protection**

Committee members shall be provided with password-controlled access to the document management system used for the electronic circulation of committee documentation. Access to the system shall require compliance with the conditions attached to that access, which include undertakings not to use personal data for purposes other than those associated with the committee.

8 Standardization policies

Standardization policies, which guide standards development on specific matters and are endorsed by SPSC, shall be used in developing national standards.

NOTE Standardization policy documents can be found in The BSI guide to standardization – Section 3: British Standards standardization policies.

9 Interfaces with the international and European standardization systems

9.1 BSI's international and European role as UK NSB

In its international and European role, BSI shall operate in accordance with the Articles of the MoU, which sets down the key responsibilities of BSI as the UK NSB in respect of international standards policy and European standards policy.

9.2 Responsibility

BSI shall be responsible for the preparation and distribution of UK national standards and, together with BEC, shall provide the gateway for UK representation in the international and European standards organizations. BSI's national committees shall act as the "mirror" committees to relevant international and European committees and provide the national input to those committees.

NOTE In some cases, separate national committees or Subcommittees will mirror different aspects of the work programme of a single international or European committee. Some, but not all, international or European working groups also have mirror committees.

9.3 Precedence for international and European agreement

Standardization shall be undertaken with the widest possible level of consensus. Wherever practicable therefore, and to avoid duplication of effort, BSI shall derive national standards from agreements reached through collaboration with the international and European standards organizations.

NOTE The principle is also ensured through the cooperation, involving work sharing and parallel voting, between the international bodies and European bodies, formalized in the Vienna Agreement between ISO and CEN and the Dresden Agreement between IEC and CENELEC.

9.4 International and European procedures

When participating in international and European standardization, BSI is required to work within the procedures and rules of the international or European organization; for international work BSI shall follow the *ISO/IEC Directives – Part 1*, together with the *ISO Supplement* and *IEC Supplement* to the Directives and, when relevant, the *ISO/IEC Directives, Procedures for the technical work of ISO/IEC JTC 1*.

For European work BSI shall follow the *CEN/CENELEC Internal Regulations – Part 1* and *CEN/CENELEC Internal Regulations Part 2:2002*.

Since the rules are frequently supplemented by decisions of the policy committees of the international and European bodies, BSI shall ensure the communication of, and subsequent compliance with, such supplementary rules.

BSI shall comply fully with its responsibilities under any service contracts signed between it and an international or European standards body.

9.5 Obligations within international and European standardization

BSI shall fulfil its responsibilities as a signatory of the *WTO TBT Code of Good Practice for the Preparation, Adoption and Application of Standards*, a part of the WTO Agreement on Technical Barriers to Trade.

As part of UK responsibilities under Directive 98/34/EC (as amended by Directive 98/48/EC), BSI shall notify the European Standards bodies, and through them the European Commission, of any work started on new or revised standards of national origin.

NOTE 1 This notification is to alert other NSBs to UK work in which they might have an interest and wish to participate as an observer or which they might wish to propose for European standardization.

Additionally, for electrotechnical work, under the Vilamoura procedure, BSI shall only proceed with the national project if fewer than four other national committees express an interest.

NOTE 2 Otherwise the standard is developed at European level.

As soon as any work on a particular subject is started at the European level, the procedure known as standstill is invoked by CEN, and BSI shall neither publish a new standard of national origin nor revise an existing standard of national origin on the same subject.

NOTE 3 Exceptionally, under conditions specified in the European procedures, an existing standard of national origin may be amended if an important safety problem needs to be addressed.

BSI shall accept any requests from a European NSB for an NSB-nominated observer to participate in any UK project leading to a national standard.

NOTE 4 Equally BSI may request that observers be allowed to attend meetings of national committees of other European standards bodies where the BSI committee considers that this would be useful.

BSI, as the responsible national member body, shall provide the vote at the relevant stages in the international and European processes, relying on a consensus decision from its national mirror committee to determine how it will vote.

NOTE 5 Although the drafting and preparation of international and European standards relies on consensus to produce agreed documents, formal approval of those documents is determined by a vote by the national members. For international standards at the Enquiry and Final Draft stage this is by a majority vote but for European drafts this is by a weighted vote at the Formal Vote stage.

When a European draft is prepared in one of the official languages other than English, BSI shall ensure the provision of an English translation at the key stages of Enquiry, Formal Vote and Publication.

BSI shall adopt all European standards, and withdraw conflicting national standards, as appropriate, irrespective of its voting stance (see 5.7.2 and 7.3.1).

NOTE 6 BSI policy is to publish all CEN Technical Specifications unless advised otherwise by the responsible Technical Committee.

10 Disputes and appeals

10.1 Failure to reach consensus

The principle of consensus shall be upheld at all times, but the following procedure shall apply if objections persist:

a) Projects of national origin

If it is concluded that without agreement being reached in the Technical Committee, any resulting standard would in practice be a matter of continuing contention, the project shall be abandoned. Alternatively, if it seems that an acceptable standard can be prepared, but the Technical Committee itself remains unable to reach a decision, the disagreement shall be referred promptly to SPSC, a panel of which shall hear the evidence and recommend a line of action to SPSC. The decision of SPSC shall be final and binding on all parties.

b) Projects of international or European origin

In the event of a Technical Committee failing to reach consensus on the UK position on a project of international or European origin, a vote shall not be taken by the committee members to resolve the matter.

Senior management concerned shall be informed promptly with a view to urgent action, in consultation with the Chairman and Secretary of the Technical Committee and others concerned, to resolve the problem speedily. If the Technical Committee remains unable to reach consensus a vote of abstention shall be forwarded.

c) Appeals procedures for international and European projects

In the event of failure to reach consensus within the international or European committee, the rules of the appropriate organization shall be followed.

10.2 Representation on committees

Disputes over committee composition and representation shall be referred to SPSC (see 4.3.1).

Annex A (informative) **Reference to standards in regulations**

A.1 Principles

Standards are referred to in regulations to avoid inclusion of detailed technical provisions in the body of the law and duplication of the task of writing technical criteria. Reference in this way does not mean delegation of responsibility. The regulatory authority is entitled to cancel a reference at any time and to replace it either by another reference or by insertion of the necessary technical provisions into the legislation itself. Identification of a standard by its full identifier (including the year) is the usual practice in the UK.

A.2 Standards and regulations

A.2.1 General

Standards do not in themselves impose any obligations of adherence. Regulations, which the law requires to be implemented, can however refer to standards in such a way as to make compliance with them compulsory.

A.2.2 Exclusive and indicative reference

Reference to standards in regulations either:

- a) makes the use of a standard mandatory; the standard, or part of it referred to, has to be followed exclusively, or a specific result in a standard test has to be achieved in order to comply with the statutory requirement, i.e. the text of the standard ceases to be voluntary in the context of the legal requirement; or
- b) indicates a standard as a means of compliance; compliance with the standard is indicated as one way of fulfilling (e.g. “deemed to satisfy”) a regulatory requirement; anyone choosing another route may be required to prove that the alternative solution complies with the regulation.

A.2.3 Intergovernmental endorsement

Intergovernmental bodies have for many years endorsed the value of international standards as the basis of regulations designed to overcome trade barriers. The implications of this regulatory interest have been formulated by ISO and IEC jointly in a code of principles on “reference to standards”.

A.2.4 European legislation – The New Approach

Within the framework of the New Approach to technical harmonization and standards adopted by the EC Council of Ministers in 1985, conformity to certain standards is recognized as creating an entitlement to free movement of goods throughout the European Union. The extent of that freedom varies according to the applicability of the relevant directives.

Harmonized standards are referenced in the Official Journal of the European Union. They do not, however, become mandatory, so that other means may also be used to demonstrate a presumption of conformity (e.g. for the purposes of CE marking) to the “essential requirements” of the Directives.

A.3 Voluntary status of standards

Neither national standards bodies nor international or European standards organizations have the legal authority to make the use of their standards compulsory.

A.4 Contracts

A.4.1 Suitability of standards

A specification can form part of a contract or an annex to it. The existence of relevant standards makes writing contract specifications easier.

The usefulness of British Standards for contract specifications depends on how well their scope covers the needs of the contracting parties. Many British Standards contain options from which a choice has to be made when drafting a valid contract.

Some British Standards are deliberately drafted in advisory form, i.e. codes of practice, guides and recommendations. Simple reference to them in contracts might therefore be insufficient to convert their provisions into contractual requirements.

A.4.2 Standards for public sector procurement contracts

Standards can be particularly useful in the opening up of public sector procurement contracts. In such cases there is a need for standards to take account of such factors as:

- a) safeguarding existing levels of protection in key areas such as health, safety and the environment;
- b) permitting products (including services) already specified by public procurers to continue to be specified;
- c) allowing freedom for technological development where appropriate;
- d) enabling public bodies to obtain value for money;
- e) minimizing problems of compatibility with existing equipment.

A.4.3 International and European procurement requirements

International and European obligations reinforce the use of standards in public procurement contracts above certain financial thresholds. The World Trade Organization (WTO) Agreement on Government Procurement requires government procurement specifications, where appropriate, to be based on international standards.

In Europe, the EU Procurement Directives govern public supplies, public services, public works and utilities contracts. These directives encourage contracting bodies to define their technical specifications by reference to national standards implementing European standards where these exist.

A.4.4 Trade descriptions

A standard can form part of a trade description when cited by number or when compliance with it is claimed.

Bibliography

Standards publications

BS EN ISO 9000:2000, *Quality management systems – Fundamentals and vocabulary*

ISO/IEC Guide 2, *Standardization and related activities – General vocabulary, 2004* (<http://www.iso.org>)

CEN/CENELEC Internal Regulations – Part 2: *Common rules for standards work, 2002* (<http://www.cenorm.be/boss>)

Other publications

[1] DTI/BSI. *The public policy interest in the UK in standardisation, Parts 1 and 2.*

[2] EUROPEAN UNION. *Construction Products Directive (Council Directive 89/106/CE) 1988.*

BSI – British Standards Institution

BSI is the independent national body responsible for preparing British Standards. It presents the UK view on standards in Europe and at the international level. It is incorporated by Royal Charter.

Revisions

British Standards are updated by amendment or revision. Users of British Standards should make sure that they possess the latest amendments or editions.

It is the constant aim of BSI to improve the quality of our products and services. We would be grateful if anyone finding an inaccuracy or ambiguity while using this British Standard would inform the Secretary of the technical committee responsible, the identity of which can be found on the inside back cover.

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In response to orders for international standards, it is BSI policy to supply the BSI implementation of those that have been published as British Standards, unless otherwise requested.

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