

## **Standards-Making Terms and Definitions**

From BS0:2011

*NOTE: BS0 is currently being reviewed and is out as a Draft for Public Comment so the below terms and definitions may be slightly amended.*

### **Terms and definitions**

For the purposes of BS0:2011 A standard for standards – Principles of standardization, the following terms and definitions apply.

*NOTE: Additional terms, abbreviations and definitions are given in Annex A of BS0:2011.*

#### **3.1 amendment**

alteration and/or addition to previously agreed technical or editorial provisions of a standard

#### **3.2 British Standard**

##### **BS**

standard, developed and published by BSI following the principles set out in this standard

#### **3.3 BSI**

British Standards Institution

#### **3.4 BSI Board**

governing body of BSI

#### **3.5 CEN**

##### **European Committee for Standardization**

European standards body, of which BSI is the UK member, officially recognized by the European Union and the European Free Trade Association

#### **3.6 CENELEC**

##### **CLC**

##### **European Committee for Electrotechnical Standardization**

European standards body, of which BSI is the UK member, officially recognized by the European Union and the European Free Trade Association for standardization in the area of electrical engineering

#### **3.7 CEN/CENELEC enquiry**

stage of the development process at which a draft standard (prEN) is distributed by the CEN/CENELEC Management Centre to CEN or CENELEC national members for public consultation

#### **3.8 chairman**

formally appointed leader of a committee

**3.9 committee**

*NOTE* The term "committee" is used in this standard to refer to both technical committees (3.9.1) and subcommittees (3.9.2). It does not refer to any other administrative or governance committee of BSI.

**3.9.1 technical committee****TC**

body responsible for a particular area of standards work

**3.9.2 subcommittee****SC**

subordinate committee of a technical committee

**3.10 committee member**

person serving on a BSI committee or panel

**3.11 common modification**

alteration, addition to or deletion from the content of a reference document, approved by CEN/CENELEC and thus forming part of the EN (and HD for CENELEC) [CEN/CENELEC Internal Regulations, Part 2:2002, definition 2.14]

**3.12 compliance**

action of a person or body in fulfilling requirements

*NOTE* See also 3.15.

**3.13 conflict of interest**

situation in which, because of other activities or relationships, transparent and effective representation of declared interests, or of a mandated brief, is or could be compromised

**3.14 conflicting national standard**

British Standard within the same scope and field of application as a European/international standard and with provisions such that compliance with the British Standard precludes compliance with the European/international standard or vice versa

**3.15 conformity**

fulfilment of a requirement [BS EN ISO 9000:2005, definition 3.6.1]

*NOTE* See also 3.12.

**3.16 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]

**3.17 consumer**

individual member of the general public purchasing or using property, products or services for private purposes [BS ISO 26000:2010]

**3.18 corrigendum**

alteration and/or addition to a standard that corrects one or more errors or ambiguities introduced in either drafting or production

**3.19 decision-making process**

transactions of a committee or panel directly related to establishing whether consensus has been reached on any particular matter requiring a decision

**3.20 delegate**

representative of a national standards body to a committee of an international or European standards body

**3.21 DPC****draft for public comment**

stage in the development of a British standard at which wider consultation is sought

**3.22 draft**

standard under development

**3.23 EN****European standard**

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 **2.5**]

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

**3.24 essential intellectual property rights****essential IPR**

intellectual property rights that have been included within a standard such that it would be impossible to implement the standard without making use of those rights, and the only way to avoid an infringement of the rights in respect of implementation of the standard is therefore to request a licence from the owner

**3.25 ETSI****European Telecommunications Standards Institute**

European standards body officially recognized by the European Union and the European Free Trade Association for standardization in the area of telecommunications

**3.26 expert**

person nominated from a national committee to contribute to the detailed work of a working group (or similar body) in ISO, IEC, CEN or CENELEC

**3.27 formal vote**

stage of the development process at which the final text of a prEN (FprEN) is circulated by the CEN/CENELEC Management Centre to national members for approval by weighted voting

**3.28 IEC****International Electrotechnical Commission**

international standards body for standardization in the area of electrical and electronic technology and engineering, of which BSI is the UK member

**3.29 IEC Conformity Assessment Board****IEC/CAB**

body responsible for setting the IEC's conformity assessment policy, reporting to the IEC Council Board

**3.30 informative**

characteristic of material in a standard that supplements normative material by offering advice, information and guidance

**3.31 international standard**

ISO or IEC standard

**3.32 IPR****intellectual property rights**

rights having no tangible form, but representing the product of creative work or invention

*NOTE Such rights include:*

- *copyright and related rights, rights in designs;*
- *patents, rights to inventions, whether registered or unregistered.*

**3.33 IR****Internal Regulations (of CEN/CENELEC)**

rules of the European standards bodies

**3.34 ISO****International Organization for Standardization**

international standards body, of which BSI is the UK member

**3.35 ISO Conformity Assessment Committee****ISO/CASCO**

ISO's policy development committee on conformity assessment, reporting to the ISO Council

**3.36 normative**

characteristic of material in a standard that is essential to the application of the standard in the manner intended, and against which it is possible to demonstrate and claim conformity to the standard

**3.37 normative reference**

document to which reference is made in the standard in such a way as to make it indispensable for the application of the standard

**3.38 panel**

subordinate group of a BSI technical committee or subcommittee, responsible for specific delegated tasks, broadly equivalent to an international or European Working Group

**3.39 provision**

normative element of a standard

**3.40 regulation**

document providing binding legislative rules, that is adopted by an authority [ISO/IEC Guide 2:2004, definition **3.6**]

**3.41 SPSC****Standards Policy and Strategy Committee**

policy committee established by the BSI Board to advise it as appropriate on matters of standardization policy and strategy and to oversee all work undertaken in BSI committees

**3.42 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**]

**3.43 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 co-operation.* [ISO/IEC Guide 2:2004, definition **1.1**]

**3.44 standard of UK origin**

British Standard developed within the UK

**3.45 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 could 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

**3.46 TR****Technical Report**

document published by ISO, IEC, CEN or CENELEC containing informative material not suitable to be published as a standard or a Technical Specification

*NOTE A TR may include, for example, data obtained from a survey carried out among the national members, data on work in other organizations, or data on the state of the art in relation to national standards on a particular subject.*

**3.47 TS****Technical Specification**

document published by ISO, IEC, CEN or CENELEC about which there is the possibility of future approval as a standard, but for which at present there are reasons precluding immediate publication as a standard

*NOTE Typically the reasons for this would be that the required support for such approval cannot be obtained; there is doubt on whether consensus has been achieved or the subject matter is still under technical development.*

**3.48 UK mirror committee**

national mirror structure to the European/international technical committees, ensuring the formulation of coherent national positions

**3.49 vote****ballot**

process of approval undertaken for specific purposes by international and European standards bodies

**3.50 WG****working group**

group of experts, appointed by an international or European technical committee or subcommittee, responsible for drafting documents

**3.51 WI****work item**

standards project

**3.52 work programme**

detailed list of all subjects (work items) to be developed within the scope of a technical committee, forming a group of interrelated standards projects which together achieve a common purpose in support of the strategic aims of a technical committee