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# National Norm for the development of South African National Standards

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**Table of changes**

| <b>Change No.</b> | <b>Date</b> | <b>Scope</b> |
|-------------------|-------------|--------------|
|                   |             |              |

**Foreword**

This document was approved by the SABS Executive Committee as the national norm for the development of South African National Standards contemplated in Section 23 (1) of the Standards Act, 2008 (Act No. 8 of 2008).

This document was approved for publication in xxxx 201x.

This document cancels and replaces SANS 1-1:2012 (Edition 3).

Annexes A to C form an integral part of this document.

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## 0 Introduction

### 0.1 Status of the South African Bureau of Standards (SABS)

**0.1.1** The SABS is, in terms of the Standards Act, 2008 (Act No. 8 of 2008), the peak national institution for the development, maintenance and promotion of South African National Standards. This document has been developed by the SABS, in terms of sections 23 (1) of the Standards Act, to detail the process for the development, approval, issue, maintenance, amendment and withdrawal of South African National Standards and the appeals procedure for resolving disputes and deadlocks.

**0.1.2** The affairs of the SABS are governed by the Board of the SABS, whose members are appointed by the Minister of Trade and Industry.

**0.1.3** The SABS provides standards and conformity assessment services to industry. The mission of the SABS is to provide and promote standardization services in South Africa and abroad in support of the national system of innovation and trade, with the ultimate aim of contributing to uplifting the quality of life of all sectors of society.

**0.1.4** The objectives of the SABS, as stated in the Standards Act, include the following:

- a) to develop, promote and maintain South African National Standards;
- b) to promote quality in connection with commodities, products and services; and
- c) to render conformity assessment and related services.

**0.1.5** The SABS may also, in its capacity as the peak national standards institution

- a) enter into agreement with,
- b) render assistance to, or
- c) obtain the cooperation of a person, a body, an organization, an administration, an authority or a government, in any country or territory outside South Africa.

NOTE The SABS is a member body of the International Organization for Standardization (ISO) and participates actively in a number of its committees. The SABS also provides the financial and administrative support for South Africa's membership of the International Electrotechnical Commission (IEC), which is responsible for international standards in the electrotechnical field. The SABS is an active member of SADCSTAN, the standards development committee within the Southern African Development Community (SADC), and takes part in other standardization forums such as the United Nations Economic Commission for Europe (UNECE) and the Codex Alimentarius Commission (an intergovernmental body responsible for the development of model regulations and standards related to food and agricultural products).

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**Introduction** (*concluded*)

**0.2 Aims and benefits of standardization**

**0.2.1** The main aims and benefits of standardization can be summarized as follows:

- a) to improve the quality (fitness for purpose) of goods and services;
- b) to maintain and improve the quality of life of society, by paying attention to such matters as safety, health and protection of the environment, and to provide a basis for the legislation required in the protection of the public;
- c) to utilize resources more efficiently through better (i.e. standardized) communication, through simplification of manufacturing, product identification and purchasing by means of variety control, as well as through cost savings as a result of, for example, economies of scale and reductions in wastage; and
- d) to provide a framework within which to facilitate and encourage trade among willing partners, contracts based on standards, to eliminate trade barriers, and to promote service excellence, and fair and efficient trade at all levels.

**0.2.2** Standardization involves the following:

- a) the development, establishment and publication of standards (covering, for example, products, services or systems, and methods of test);
- b) conformity assessment including inspection, testing and certification of products and processes for compliance with standards;
- c) accreditation of test laboratories, certification and accreditation bodies;
- d) administrative functions related to, amongst others, the maintenance of the national standards database; and
- e) the promotion of efforts to facilitate the correct application of standards through, for example, training.

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## **National Norm for the development of South African National Standards**

### **1 Scope**

**1.1** This national norm describes the processes for the development, approval, issue, maintenance, amendment, revision and withdrawal of South African National Standards. It includes an appeal process for the resolution of disputes.

**1.2** This document is not intended to provide detailed internal procedures used by the SABS since these are generally required only by the staff of the SABS.

**1.3** The processes described in this document closely follow international best practice.

**1.4** This document does not include the processes for the development, approval, issue, systematic review (maintenance), amendment, revision and withdrawal of normative and informative documents other than South African National Standards.

### **2 Normative references**

The following referenced documents, on whole or in part, are normatively referenced in this document and indispensable its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies. Information on currently valid national and international standards can be obtained from the SABS Standards Division.

ARP 013, *Rules for the structure and drafting of national standards*.

ISO Guide 69, *Harmonized Stage Code system — Principles and guidelines for use*.

SABS Standards Guide 2, *Competition Law Guidelines for Participants in the Standards Development Process*

World Trade Organization *Code of good practice for the preparation, adoption and application of standards* (annex 3 to the World Trade Organization/[Technical Barriers to Trade Agreement](#)).

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### **3 Terms, definitions and abbreviations**

For the purposes of this document, the following terms, definitions and abbreviations apply.

#### **3.1 Definitions**

**amendment**

complete or partial substitution or alteration of one or more of the provisions of a standard

NOTE The results of an amendment are presented by issuing a consolidated edition of the normative document.

[Standards Act: 2008, modified by the addition of the NOTE.]

**conflict of interest**

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

**consensus**

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

NOTE Consensus need not imply unanimity.

[Standards Act, 2008]

**informative document**

publication that provides information

NOTE 1 A South African technical report (SATR) is an example of an informative document.

NOTE 2 A document can be in any medium.

**net benefit**

benefit that takes into account the costs and benefits related to the economic, environment and social impact that a standard will have

**normative document**

publication that contains mandatory requirements

NOTE 1 A South African National Standard is an example of a normative document.

NOTE 2 A document can be in any medium.

**parent committee**

generic term used to describe a committee under which a subcommittee or a working group (WG) (or both) is established



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**provision**

expression in the content of a normative document that takes the form of a statement, an instruction, a recommendation or a requirement

NOTE These types of provisions are distinguished by the wording they employ; for example instructions are expressed in the imperative mood, recommendations by the use of the auxiliary "should" and requirements by the use of the auxiliary "shall".

[ISO/IEC Guide 2:2004]

**revision**

introduction of all the necessary changes to the substance and presentation of a normative document

NOTE The results of a revision are presented by issuing a new edition of the normative document.

[ISO/IEC Guide 2:2004]

**secretariat**

personnel responsible for providing technical and administrative services to a SABS committee or working group

**South African National Standard****SANS**

standard approved and issued by the SABS in accordance with the Standards Act, 2008 (Act No. 8 of 2008)

**standard**

document that provides for common and repeated use, rules, guidelines or characteristics for products, services, or processes and production methods, including terminology, symbols, packaging, marking or labelling requirements as they apply to a product, service, process or production method

[Standards Act:2008]

**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, processes and services for their intended purposes, prevention of barriers to trade and facilitation of technological cooperation.

[ISO/IEC Guide 2:2004]

**Standards Approval Committee****SAC**

governance structure within the SABS established with a mandate to make decisions regarding the standards development activities, to direct the operations of committees and further evaluate the observance of due diligence in the development of standards and committee activities

**subcommittee****SC**

subordinate committee of a technical committee that is responsible for the preparation of South African National Standards and other normative and informative documents within a subfield of the scope of a technical committee, and that reflects valid national interests within the subfield

**technical committee****TC**

group of representatives concerned with standardization that is responsible for identifying the need for,

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and the preparation of, South African National Standards and other normative and informative documents in a defined field and that reflects national interests within that field

**working group**

**WG**

group of subject matter experts led by a WG Convenor appointed by a TC or SC to deal with a particular project or with a particular aspect of a project

**3.2 Abbreviations**

|         |                                                      |
|---------|------------------------------------------------------|
| ARP     | Recommended Practice                                 |
| ARSO    | African Organization for Standardization             |
| ASTM    | American Society for Testing and Materials           |
| BSI     | British Standards Institution                        |
| CD      | committee draft                                      |
| DSS     | Draft South African Standard                         |
| IEC     | International Electrotechnical Commission            |
| ISO     | International Organization for Standardization       |
| ITU     | International Telecommunication Union                |
| NP      | new proposal                                         |
| NWIP    | new work item proposal                               |
| PWI     | preliminary work item                                |
| NMC     | National mirror committee                            |
| SABS    | South African Bureau of Standards                    |
| SADC    | Southern African Development Community               |
| SANS    | South African National Standard                      |
| SATR    | South African Technical Report                       |
| SATS    | South African Technical Specification                |
| SBP     | strategic business plan                              |
| SW      | standards writer                                     |
| WD      | working draft                                        |
| WTO/TBT | World Trade Organization/Technical Barriers to Trade |

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## 4 Principles of the development of South African National Standards

**4.1** South African National Standards are developed only when there is a demonstrable need for them. Publication is achieved as quickly as is consistent with due diligence and scrutiny.

**4.2** South African National Standards development principles are based on the following concepts:

- a) **Technology:** Within the national standards development framework, work is accelerated and the task of committees and working groups facilitated by the use of technology.
- b) **Consensus and impartiality:** Consensus, which requires the resolution of substantial objections, is an essential procedural principle and a necessary condition for the development of national standards. Although it is necessary for the technical work to progress speedily, sufficient time is required before the approval stage for the discussion, negotiation and resolution of significant technical disagreements. The principle of consensus is applied throughout the standards development process and an appeals procedure exists (see [clause 8](#)) as a last resort for the resolution of disputes.
- c) **Balance:** The constitution of a committee is annually reviewed by the SAC to ensure that the membership reflects a balance of national stakeholder interests as far as possible, taking into account that participation is on a voluntary basis.
- d) **Transparency:** All committee members, members of the public and members of the WTO are provided with meaningful opportunities at different project development stages to participate in the development of a national standard so that the standard development process does not give privilege to, or favour the interests of, any one particular entity.
- e) **Discipline:** Discipline with respect to deadlines associated with chosen [project development tracks](#) is an essential procedural principle in order to avoid long and uncertain periods of "dead time".

Similarly, to avoid re-discussion, committee member representatives have the responsibility of ensuring that the technical standpoint of their organization is established and made clear at an early stage rather than at the public enquiry (DSS) stage.

Moreover, national committee member representatives need to recognize that substantial comments tabled at meetings are counter-productive, since no opportunity is available for other committee member representatives to carry out the necessary consultation within their own organizations, without which rapid achievement of consensus will be difficult.

**4.3** To ensure cost-effectiveness, opportunities for remote participation at meetings shall be sought to the extent possible.

**4.4** All South African National Standards are drafted in accordance with the rules for the structure and drafting of national standards given in ARP 013.

**4.5** National standards are submitted for approval to the SAC. The SAC, if satisfied that the provisions of the SABS National Norm have been met, approves the standard. Once approved, the standard is published by the SABS.

**4.6** To achieve market relevance of South African National Standards, best practice in terms of the World Trade Organization/Technical Barriers to Trade (WTO/TBT) agreement is followed to ensure that valid interest groups not represented on committees are afforded an opportunity through a public enquiry process to submit comments.

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**4.7** In accordance with annex 3 of the WTO/TBT agreement, the standardizing body ensures that standards are not prepared, adopted or applied with a view to, or with the effect of, creating unnecessary obstacles to international trade. Where international standards exist or their completion is imminent, the standardizing body shall use them, or the relevant parts of them, as a basis for the standards it develops, except where such international standards or relevant parts would be ineffective or inappropriate, for instance, because of an insufficient level of protection or fundamental climatic or geographical factors or fundamental technological problems.

**4.8** The SABS has the right to adopt ISO and IEC standards as South African National Standards. However, in certain instances the SABS has agreements in place with other foreign national, regional and international standards bodies to adopt their documents, subject to specific conditions.

**4.9** South African National Standards are reviewed (see [6.17](#)) at least every five (5) years (or earlier if required) to ensure continued market relevance. If any change is required, a revision or an amendment can be initiated. Standards may also be withdrawn following a public notification period of the intent to withdraw.

## **5 Organizational structure and responsibilities**

### **5.1 Role of the SABS Standards Approval Committee (SAC)**

The SAC is responsible for the overall management of the strategic work and in particular for the

- a) establishment and maintenance of committees,
- b) approval of standards development projects,
- c) maintenance of the SABS National Norm,
- d) hosting of standardization meetings,
- e) approval for participation in international and regional strategic standards development bodies,
- f) adjudication of appeals against SABS/TCs, and
- g) establishment of SAC advisory groups or Policy Development Committees (PDCs.)

### **5.2 SABS committee governance**

**5.2.1** The SAC is the governing body of SABS TCs and SCs.

**5.2.2** The SAC may redirect the focus of a committee if it is perceived to be acting incorrectly, or if it is considered to be in the national interest to do so.

**5.2.3** The SAC may further reconstitute or restructure a committee if it is deemed necessary.

### **5.3 SABS committee constitution**

**5.3.1** The size of a committee is a compromise between a reasonable broad base of national representation and the need to restrict membership to manageable numbers.

**5.3.2** Committee membership is at the discretion of the SAC. Membership shall not be granted to an organization or company seeking only to advance its own proprietary interest.

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**5.3.3** Any individual or body deemed to be exploiting membership solely for its own commercial advantage may be suspended or removed from a committee by the SAC.

**5.3.4** Committees shall be constituted to be representative of valid national interests related to the scope of the committee.

**5.3.5** The constitution of a committee shall come under regular scrutiny by the SAC.

#### **5.4 Establishment of a technical committee (TC)**

**5.4.1** Technical committees are established and dissolved by the SAC.

The establishment of new TCs and the dissolution of existing TCs by the SAC shall be publically notified.

**5.4.2** The SAC may transform an existing SC into a new TC, following consultation with the SC and its existing parent TC.

**5.4.3** TCs shall be numbered in sequence in the order in which they are established.

If an SABS TC is disbanded, its number shall not be reallocated to another TC.

#### **5.5 Establishment of a subcommittee (SC)**

**5.5.1** TCs may recommend the establishment of SCs to which they may delegate the responsibility of preparing standards, subject to approval by the SAC. Similarly, TCs may recommend the dissolution of SCs, subject to approval by the SAC.

**5.5.2** SCs shall be numbered in the order in which they are established. If an SC is disbanded, its number shall not be allocated to another SC.

**5.5.3** The title and scope of an SC shall be defined by the parent TC and shall be within the defined scope of the parent TC.

**5.5.4** The secretariat of the TC shall inform the SAC of the recommendation to establish an SC. The SAC shall review the recommendation and shall either

- a) approve the establishment, and ensure that the details of the SC are captured,
- b) return the recommendation to the parent TC for further development, or
- c) reject the recommendation with justification and inform the TC accordingly.

**5.5.5** SCs are obliged to report to their parent committee at least once a year on all their activities. The report shall be submitted by the secretariat of the SC in time for the annual meeting of the parent TC and shall include

- a) membership status changes,
- b) liaisons,
- c) meetings held,

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- d) systematic reviews completed and the results thereof,
- e) a progress report on current projects with recommendations on actions for projects falling behind schedule, and
- f) the number of standards published during the year.

**5.5.6** SCs are autonomous in that they need not seek approval from the TC for resolutions taken within the scope of their activities.

**5.5.7** The establishment and dissolution of SCs by the SAC shall be publically notified.

### **5.6 Code of conduct adherence and actions on transgressions**

Any individual that is nominated by his/her organization to represent it in an SABS committee shall sign a code of conduct (see [annex A](#)).

If, in the view of the committee secretariat in consultation with the chairperson, the representative of a member has transgressed the code, such a representative shall be removed from the committee and his/her organization notified and given an opportunity to nominate another representative.

Transgression of the code may lead to the individual being denied future participation in any SABS committee or WG.

The nominating organization shall have an opportunity to object to the decision to remove its representative. The objection shall be made to the SAC.

### **5.7 Liaisons between SABS committees**

If an SABS committee identifies a particular need to liaise with, or be represented on, another SABS committee, it may nominate one of its members to serve in a representative capacity on the other committee, subject to the agreement of the secretariat and chairperson of that committee.

The nominated liaison officer shall have no voting rights but may offer comments in the committee in which he/she serves in a liaison capacity.

### **5.8 Committee participation levels and responsibilities of committee participants**

**5.8.1** In order to address the difference in the level of interest of participants in the technical work of a committee, each organization shall clearly indicate, with regard to each SABS TC and SC if it intends

- a) to participate actively in the work, as a **P-member**, with an obligation to vote on documents and to attend meetings, or
- b) to observe the work as an **O-member**, and consequently have access to committee documents with the right to submit comments and to attend meetings, but not to vote.

**5.8.2** If a P-member has been persistently inactive and has failed to attend two consecutive meetings, or has persistently failed to respond to documents circulated for commenting or voting or both, the committee secretariat shall remind the member of its obligation to take an active part in the work or suggest the alternative of electing O-membership. In the absence of a response to this reminder, the P-member risks being downgraded by the SAC.

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**5.8.3** Membership of a TC does not imply automatic membership of an SC; a membership application form shall be submitted to the secretariat of the SC.

**5.8.4** A committee member may, at any time, apply for, or terminate membership, or change their member participation level in any TC or SC by informing the secretariat of the committee concerned.

**5.8.5** Every two years the secretariat of a committee shall contact O-members to confirm their wish to continue as O-members. In the absence of a response, the O-member shall be removed from the committee.

**5.8.6** In general, committee and WG participants shall comply with the following:

- a) Respect the [SABS Committee Code of Conduct](#).
- b) Adhere to the [competition law guidelines](#).
- c) Participate in decision making and consultation.

For P-members voting is an essential part of their obligation to participate. Those who fail to vote on over 20 % of the ballots over one calendar year risk being downgraded to O-membership.

- e) Meet deadlines.

In order for projects to progress to publication it is imperative that members adhere to the timelines for the [development track](#) selected for each project by voting and commenting within the established timelines.

- f) Prepare for meetings.

Prior to a meeting members shall

- 1) inform the Committee Administrator of their intention to attend or not, at least five working days before the scheduled meeting date,
- 2) review the agenda,
- 3) review supporting documentation,
- 4) review the committee programme of work, membership and identify emerging needs, and
- 5) carry out the necessary consultations within their own organization.

- g) Respect [copyright](#) issues.

- h) Disclose [patents](#).

## **5.9 Reconstitution and restructuring of a SABS committee**

### **5.9.1 Reconstitution**

The SAC may, based on an investigation or following a review of a committee by the committee secretariat, decide that changes are necessary to the membership constitution of a committee.

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Reconstitution involves the inactivation of all existing membership and roles in the committee and a public notification for interested and affected parties to apply for membership.

**5.9.2 Restructuring**

The SAC may, following an evaluation of the structure of a committee to ensure alignment with the scope of the SBP, decide that changes are necessary to the structure of a committee.

New committees are established when the area of work within a committee becomes so diverse as to justify the establishment of a new TC or to subdivide the work between one or more new SCs that focus on specific subject areas and report to the parent TC.

**5.10 Establishment of a working group (WG)**

**5.10.1** TCs and SCs may establish WGs for specific tasks. A WG shall report to its parent committee through a convenor appointed by the parent committee.

**5.10.2** Responsibility for any change of the convenor rests with the parent committee.

**5.10.3** The convenor shall be supported by the secretariat of the parent committee.

**5.10.4** A WG shall be comprised of a number of subject matter experts individually appointed by the parent committee. An expert acts in a personal capacity and not as the official representative of the appointing member. The WG may co-opt additional experts as needed.

**5.10.5** It is recommended that WGs be reasonably limited in size.

**5.10.6** WGs shall be numbered in sequence in the order in which they are established and titled according to the assigned project.

**5.10.7** When a committee has decided to set up a WG, the convenor shall immediately be appointed and shall arrange for the first meeting of the WG to be held within one month from the date of appointment.

**5.10.8** Details of the WG and WG experts shall be recorded by the secretariat of the parent committee.

**5.10.9** Persistent absence of contributions through either non-attendance of WG meetings or by lack of response to consultations may result in the removal of the expert from the WG. The nominating member shall be notified of the removal.

**5.10.10** On the publication of the standard or other deliverable, the WG shall be disbanded.

NOTE Where there is doubt concerning the expertise of a WG expert, the SAC may request the Curriculum Vitae of the expert for review.

**5.11 Relations with, and participation in, international and regional committees**

**5.11.1** The relationship with international and regional committees shall be determined by the SAC. In practice, many committees provide input into the development of international standards and subsequently decide to adopt these international standards as South African National Standards.

**5.11.2** The SABS is a member of ARSO, the African Organization for Standardization. The work of ARSO is carried out through a TC and is aligned with the relevant national committee. Standardization



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activities of ARSO are governed by the African Standards Harmonization Model (ASHAM). The committee shall follow the principles and procedures for the development of the ARSO harmonized texts when dealing with standards to be harmonized.

**5.11.3** The SABS is a member of SADCSTAN, the standards development committee within the Southern African Development Community (SADC). The work of SADCSTAN is carried out through a TC and is aligned with the relevant national committee. Standardization activities of SADCSTAN are governed by the TBT annex to the SADC Trade Protocol. The committee shall follow the principles and procedures for the development of the SADC harmonized texts when dealing with standards to be harmonized.

## **5.12 Chairpersons of technical committees and subcommittees**

### **5.12.1 General**

**5.12.1.1** A chairperson of a committee is expected to have

a) a working knowledge of standardization procedures at national and international levels,

NOTE At least 2 years active participation in national and international committees as well as experience in leading WGs is recommended.

b) a sound technical knowledge in the field covered by the scope of the committee,

c) effective communication and competent meeting management skills,

d) the ability to assimilate and evaluate complex information quickly,

e) the ability to reconcile opposing arguments, and

f) the ability to forge an acceptable consensus.

**5.12.1.2** Initially chairpersons shall be appointed for a term of three years. The appointment shall be approved by the SAC based on the criteria outlined in 5.12.1.1.

Chairpersons shall be appointed by the SAC from nominations received from the members of the committee. The nominations by the committee for chairpersons are not binding on the SAC.

Committees shall be notified by the secretariat of the appointment of a chairperson directly after the SAC has approved the nomination.

**5.12.1.3** After the initial term a chairperson's term of office may be extended, such extension being for a maximum term of three (3) years. Each extension shall follow the same procedure as that for the initial appointment. At the end of each extension reappointment may be considered.

**5.12.1.4** The SAC shall regularly review the performance and conduct of a chairperson and a committee. Based on the outcome of such review, the chairperson may be removed.

Alternatively, when a complaint has been lodged against a chairperson by members or the secretariat of the committee owing to repeated incidents of non-performance of duties (see 5.15.2), and the complaint proves to have substance, the SAC shall take appropriate action.

Any person who has been removed as chairperson of a committee owing to the reasons stated in 5.12.1.4 shall not be allowed to chair any TC/SC, or to be the convenor of a WG.

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**5.12.1.5** In the case of the unforeseen unavailability of the chairperson at a meeting, a member of the committee or the SABS shall be appointed as the acting chairperson.

**5.12.1.6** A chairperson of a TC shall not be elected as the chairperson of an SC that falls under the parent TC.

**5.12.2 Duties of a committee chairperson**

**5.12.2.1** The chairperson of a committee together with the secretariat, is responsible for the overall steering of a committee, and shall ensure that he/she is updated on the activities of SCs and WGs that report to the committee. For this purpose he/she shall receive reports on an annual basis from the chairpersons of SCs and the convenors of WGs for inclusion on the agenda of the annual TC meeting.

**5.12.2.2** The chairpersons shall

- a) remain impartial at all times and divest him- or herself from all interests in his/her own and other organizations that are represented on the committee,
- b) act proactively and communicate diplomatically,
- c) foster and value cooperation,
- d) adhere to the processes for the development of national standards,
- e) propose how technical comments received at the DSS stage are to be dealt with,
- f) conduct meetings with a view to reaching consensus on CDs, and furthermore, determine when there is consensus to progress from the CD stage to the DSS stage,
- g) ensure at meetings that all points of view expressed are adequately summed up so that they are understood by all present,
- h) ensure at meetings that all resolutions are clearly formulated and made available in written form by the secretariat for confirmation if possible during the meeting,
- i) chair an appeals meeting in the event of an appeal against an SC decision (this is only applicable to TC chairpersons),
- j) present the case for the SC to the TC in the event of an appeal against an SC decision (only applicable to SC chairpersons), and
- k) present the case for the TC to the SAC in the event of an appeal against a TC decision (only applicable to TC chairpersons).

**5.12.2.3** Under normal circumstances, a chairperson shall not vote. However in the case of an impasse where a deciding vote is necessary, the chairperson shall cast the deciding vote.

**5.13 Duties of the committee secretariat**

The committee secretariat is responsible for ensuring that all necessary administrative functions are carried out in order for a committee to function efficiently and effectively. In particular they are responsible for the following:

- a) ensuring that the [SBP](#) and the [programme of work](#) of the committee are up to date and are publically available,

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- b) maintenance of national committees, working groups, committee participants and experts, and their roles;
- c) preparation of committee drafts, uploading and notification of committee documents;
- d) creation and closure of national committee ballots;
- e) collation of comments and propose resolution of comments in consultation with the SABS Team Leader, Programme Manager and the chairperson;
- f) when applicable, ensuring the timely distribution of documents received from IEC and regional committees and that comments and votes are forwarded to the source committee on time;
- g) arrangement of meetings and issuing of notices and agendas for meetings;
- h) taking of minutes at meetings and ensuring that actions arising are followed up;
- i) working in close liaison with the chair of the committee and maintaining close contact with the members of the committee regarding committee activities;
- j) when applicable, maintaining close contact with the secretariat of a parent committee;
- k) assisting WG convenors with document distribution and consultations;
- l) ensuring that all necessary administrative functions are carried out in order for a WG to function efficiently and effectively;
- m) offering standards development procedural advice;
- o) managing the programme of work of the committee; and
- p) identifying issues and risks that may affect the selected development track of each standards development project, and in conjunction with the committee and the Programme Manager, managing and resolving these issues.

The SABS secretariat may comment but do not have the right to vote on committee documents.

#### **5.14 Duties of a WG convenor**

The secretariat of the parent committee is responsible for ensuring that all necessary administrative functions are carried out in order for a WG to function efficiently and effectively. The convenor is responsible for the following:

- a) the provision of the first working draft;
- b) ensuring that resolved comments are included in subsequent WDs;
- c) ensuring that the final WD submitted to the parent committee secretariat is of a high technical quality and which is good enough for distribution as a CD; and
- d) ensuring that the outcome of each meeting is recorded.

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## **6 Development of national standards**

### **6.1 General**

The primary duty of a TC and an SC is the development and maintenance of national standards and other deliverables.

National standards shall be developed on the basis of a project approach.

### **6.2 Strategic business plan (SBP)**

**6.2.1** Each technical committee secretariat shall prepare an SBP for its specific field of activity

- a) taking into account the business environment in which the TC is developing its programme of work;
- b) indicating those areas of the programme of work which are expanding, those which have been completed, those nearing completion or those in progress, and those which have not progressed and should be considered for recommendation to the SAC for cancellation;
- c) evaluating revision work needed; and
- d) giving a prospective view on emerging needs.

**6.2.2** The objectives of an SBP are as follows:

- a) To demonstrate in an objective manner the specific benefits which result from, or are expected from, the work of the TC and related SC(s). These benefits can vary significantly and are dependent on the fields in which the TC is involved. They can be
  - 1) **economic** (cost saving, reduced time-to-market, easier access to certain regional markets, lower prices),
  - 2) **social** (improvement of safety for workers, measured in the reduction of accidents), or
  - 3) **environmental** (improvement of environmental impact).
- b) To support prioritization and to improve the management of the projects in the TC and related SC(s).

To increase transparency in relation to the market forces and the percentage of market share represented on a committee, all approved SBPs shall be made publically available.

### **6.3 Project stages**

**6.3.1** Table 1 shows the sequence of project stages through which South African National Standards are developed, and gives the designation of the document associated with each project stage.

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**Table 1 — SANS project stages and associated documents**

| 1                        | 2                               | 3            |
|--------------------------|---------------------------------|--------------|
| Project stage            | Associated document             |              |
|                          | Name                            | Abbreviation |
| <b>Preliminary stage</b> | Preliminary work item           | SANS/PWI     |
| <b>Proposal stage</b>    | New work item proposal          | SANS/NP      |
| <b>Preparatory stage</b> | Working draft(s) <sup>a</sup>   | SANS/WD      |
| <b>Committee stage</b>   | Committee draft(s) <sup>a</sup> | SANS/CD      |
| <b>Enquiry stage</b>     | Draft South African Standard    | SANS/DSS     |
| <b>Publication stage</b> | National Standard               | SANS         |
| <sup>a</sup> Optional    |                                 |              |

**6.3.2** To facilitate the monitoring of project development, the SABS has adopted a systematic approach to standards development project management, based on the subdivision of projects into stages and sub-stages.

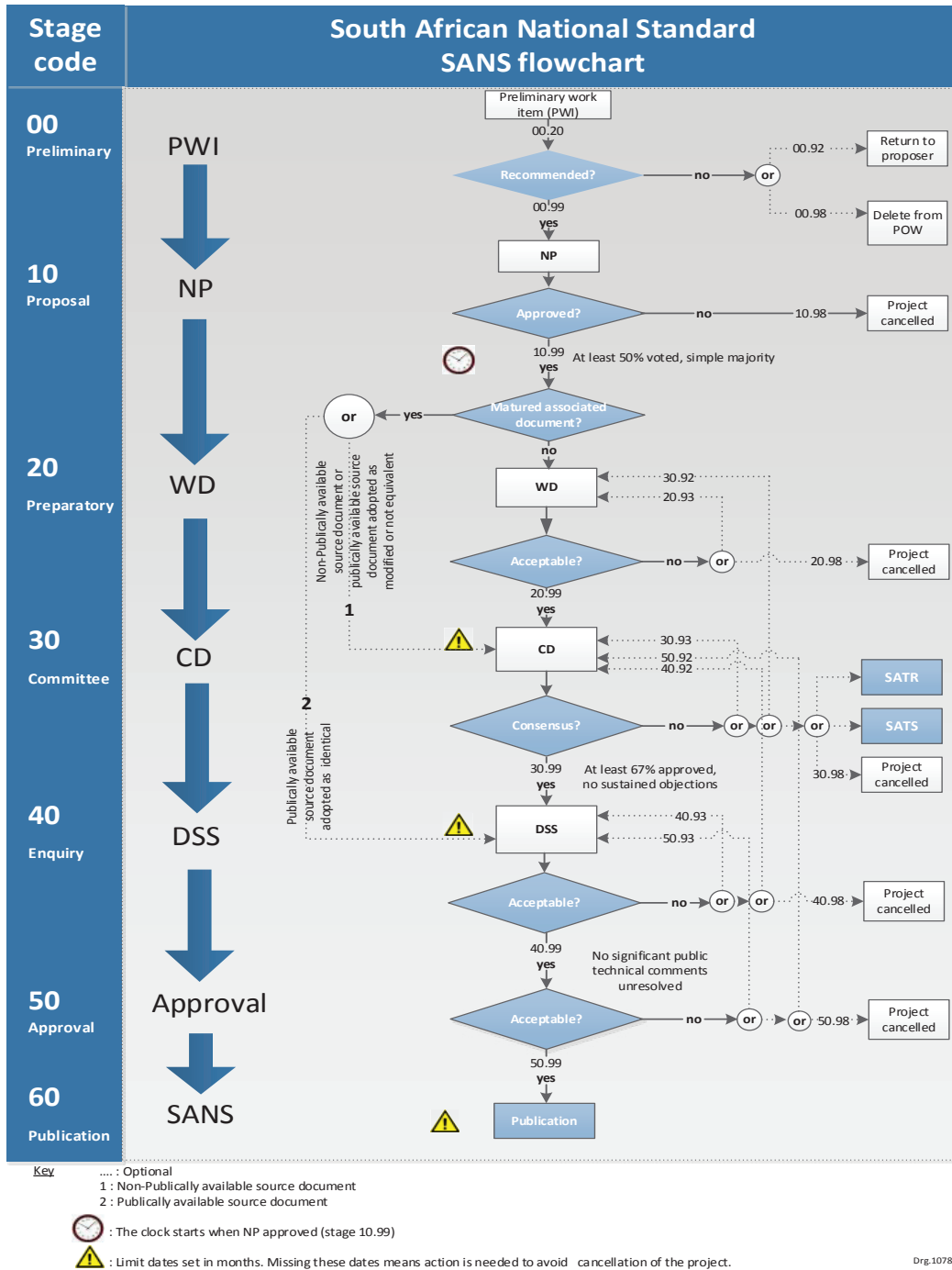
The project management system adopted is based on the Harmonized Stage Code system given in *ISO Guide 69*.

**6.3.3** Each project is registered in an internal database as having reached each particular stage when the action or decision indicated at that point of development has been taken.

**6.3.4** A flowchart for the development of an SANS, including project stage codes, is given in figure 1.

**6.3.5** [Annex B](#) provides a matrix presentation of the project stages, with the numerical designation of associated sub-stages.

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**Figure 1 — Flowchart for the development of an SANS**

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## **6.4 Project description and acceptance**

**6.4.1** A project is any work intended to lead to the publication of a new, amended or revised standard.

A project may subsequently be subdivided (see 6.5.4).

A project shall be undertaken only if the proposal has been approved by the SAC.

**6.4.2** When a project for a new standard is under consideration, one of the following routes can be followed:

- a) an existing suitable international, regional or foreign national standard can be adopted; or
- b) where no suitable international, regional or foreign national standard exists, a home-grown standard can be developed.

NOTE In this document "international standards" mean standards issued by the Codex Alimentarius Commission, the IEC, ISO and the ITU.

**6.4.3** The adoption of existing international, regional or foreign national standards is advantageous in that it is time-saving, cost-effective and may also bring about international or regional harmonization. This is in line with the WTO/TBT agreement. However, such standards might not adequately represent the needs and requirements of the South African market.

**6.4.4** The advantage of developing a home-grown standard is that it can better address South African requirements. The disadvantage is that it is time-consuming and costly and should the standard developed deviate from related international standards the committee may be called upon by the WTO to provide justification in terms of South Africa's signatory to the WTO/TBT agreement.

**6.4.5** The recommendation as to which route to follow is made by the responsible committee and approved by the SAC. The SABS is committed, wherever possible, to adopt international, regional or foreign national standards that meet the needs of the South African market, since this will ultimately result in global standardization, with all its benefits.

## **6.5 Programme of work**

**6.5.1** The programme of work of a TC or a SC contains all projects allocated to that TC or SC, and includes the maintenance of published standards.

**6.5.2** Projects shall fall within the scope of the committee. Projects may be recommended by the committee and shall be approved by the SAC.

**6.5.3** Each project in the programme of work shall be given a number that shall be retained in the programme of work until the work on the project is complete or its cancellation has been approved by the SAC.

**6.5.4** The committee may request the SAC to approve the subdivision of a number if it is subsequently found necessary to subdivide the project. The subdivision of the work shall lie fully within the scope of the original project. If not, a new work item proposal shall be submitted.

**6.5.5** The programme of work shall indicate, if applicable, the subcommittee and/or working group to which each project has been allocated.

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**6.6 Project target dates**

**6.6.1** The committee shall establish, for each project on its programme of work, target dates for the completion of each of the following stages:

- a) the first working draft (WD) (in the event that only an outline of a working document was provided by the proposer of the new work item proposal);
- b) circulation of the first committee draft (CD), where applicable;
- c) circulation of the draft South African standard (DSS); and
- d) publication.

**6.6.2** Three development track options showing target time frames are given in figure 2.

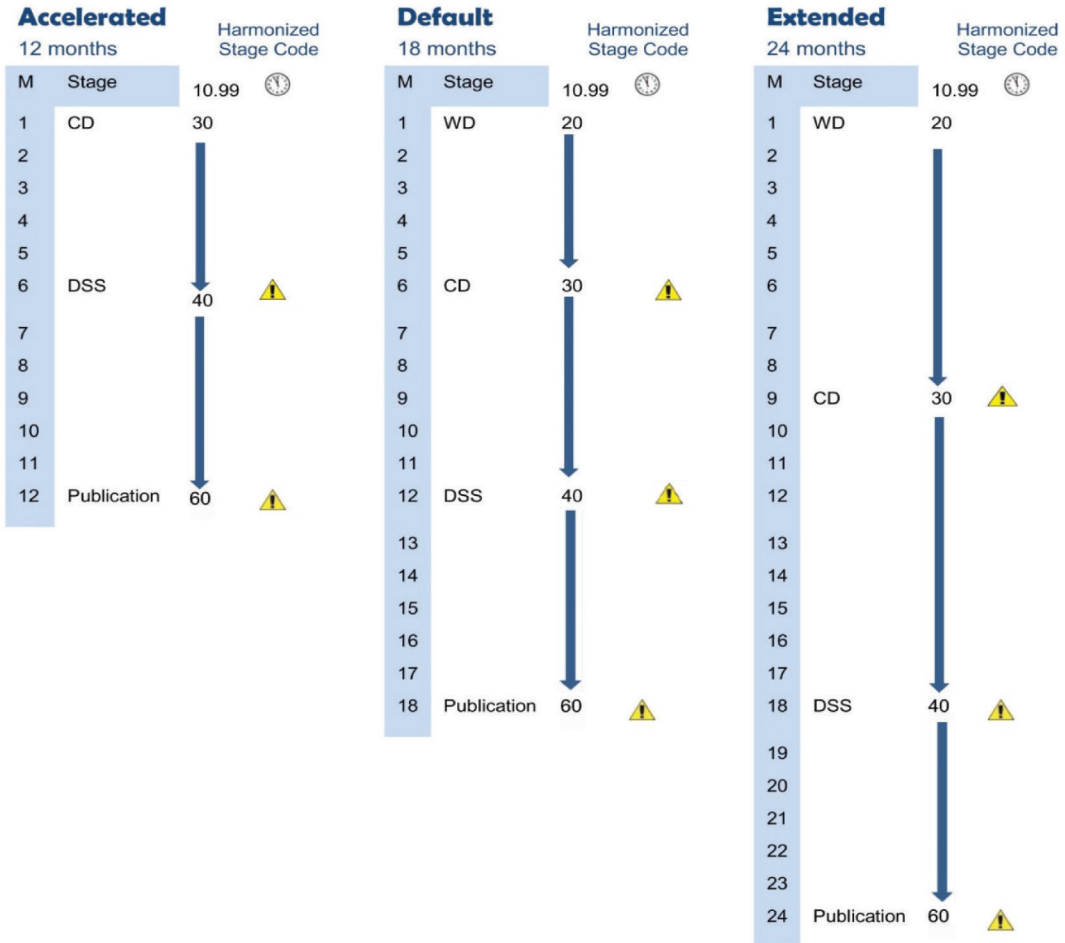
**6.6.3** In establishing target dates, the relationships between projects shall be taken into account.

Priority shall be given to those projects

- a) intended to lead to national standards upon which other national standards depend for their implementation,
- b) that concern public health and safety, security, community development, equity and employment,
- c) that will have an impact on South African competitiveness and trade, and
- d) that address environmental issues.



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**Key**

- ⌚ The clock starts ticking when a NP is approved.
- ⚠️ Months marked as limit dates.  
Missing these dates means that action is needed to avoid cancellation of the project.

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**Figure 2 — Development track options showing target time frames in months**

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## **6.7 Monitoring of development tracks**

**6.7.1** When a proposed new project is submitted to the SAC for approval, the selected development track shall be indicated. All target dates are calculated from the date of the approval of the new project (stage code 10.99) as follows:

|                                |                          |
|--------------------------------|--------------------------|
| Accelerated development track: | 12 months to publication |
| Default development track:     | 18 months to publication |
| Extended development track:    | 24 months to publication |

**6.7.2** Target dates shall be kept under continuous review to ensure that they are either confirmed or revised.

Such reviews shall seek to confirm that projects are still market relevant and in cases where they are found to be no longer required the project shall be cancelled.

## **6.8 Cancellation of projects (and their reinstatement)**

**6.8.1** Committees may recommend the cancellation of a project if they are unable to find a solution.

**6.8.2** The SAC shall take a decision on the proposed cancellation of the project.

**6.8.3** Cancelled projects may only be reinstated with the approval of the SAC based on the receipt of sound justification from the committee.

## **6.9 Project management**

The relevant SABS Standards Writer, Team Leader and Programme Manager assigned to the committee are responsible for the management of all projects in the programme of work, including the monitoring of their progress against the target dates of the selected development track.

## **6.10 Preliminary work item (Stage 00)**

**6.10.1** Upon receipt of a proposal for the development of a new standard or the revision of an existing standard, a preliminary work item (PWI) shall be registered by the SABS in the SABStan database and assigned a number.

**6.10.2** An investigation shall be carried out by the SABS in consultation with the proponent in order to determine the net benefit and market relevance of the standard to be developed.

**6.10.3** The PWI process is intended to allow the SABS to

- a) allocate the project to an established committee or decide on actions to be taken if the scope of the project falls outside the scope of all established committees,
- b) verify the justification for the standard,
- c) determine its relevance according to the SABS national standards development framework,
- d) determine the impact that the proposed work may have on existing work, and
- e) determine if duplication of or conflict with a current or published work exists.

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### **6.11 New work item proposal (Stage 10)**

**6.11.1** In the event that the investigation indicates that a standard is needed, a NWIP shall be created and the committee shall have three (3) weeks to vote.

**6.11.2** For committee acceptance, at least 50 % of P-members shall have voted by the closing date and the proposal supported by a simple majority vote.

**6.11.3** When voting the P-members shall take into account

- a) the current programme of work of the committee,
- b) the net benefit that the proposed standard will derive, and
- c) the possible risk of not developing the standard.

**6.11.4** The result of the new work item proposal shall be submitted by the secretariat to the SAC for approval.

**6.11.5** The SAC shall take into consideration the following:

- a) the result of voting;
- b) stakeholder representation;
- c) the net benefit to the community and industry;
- d) support for the legislative framework;
- e) strategic alignment to national interest;
- f) evidence of market failure or potential market failure owing to lack of standardization;
- g) international alignment;
- h) potential uptake of the standard;
- i) risks if the standard is not developed; and
- j) the selected project development track.

**6.11.6** Work on the project shall begin once the project is approved by the SAC. The proposal may be a project for either a new standard or the revision of an existing standard.

**6.11.7** The programme of work of the committee shall be made publicly available.

### **6.12 Working draft (Stage 20)**

**6.12.1** This is an optional stage used primarily for home-grown standards development. This stage is not used for identical adoptions.

**6.12.2** A WG shall be assigned the responsibility of developing a WD.

**6.12.3** WDs may only be made available to non-WG experts when it is essential for consultation

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purposes and when so authorized by the WG Convenor.

**6.12.4** The WD stage may be repeated as many times as necessary for the WG experts to reach consensus taking the selected development track into consideration.

**6.12.5** Once the WG experts have agreed on the technical content of the WD, the WG convenor shall submit the WD to the secretariat of the parent committee with a recommendation that the draft be circulated as a CD.

**6.13 Committee draft (Stage 30)**

**6.13.1** This is an optional stage used primarily for home-grown standards development. This stage is not used for identical adoptions.

**6.13.2** The secretariat shall circulate the CD to the committee for commenting and voting for a period of at least three (3) weeks to begin the consensus-building process.

The CD stage shall be repeated until all comments have been resolved and consensus is reached in order for the document to proceed to the DSS stage.

In the case of voting on a CD, at least 50 % of all P-members shall cast a vote, of those, 67 % shall be in support, and not more than 25 % of the votes cast shall be against the proposal; this may be deemed sufficient provided that

- a) every attempt has been made to resolve votes against the proposal, and
- b) all comments received have been dealt with.

**6.13.3** All comments on drafts received during all stages of the project shall be collated by the SW and shall include proposed resolutions from the SW in consultation with the convenor of the WG and the chairperson of the committee. Proposed resolutions shall be accepted or rejected by the committee.

NOTE Where it is deemed that the three (3) weeks is insufficient, the SW may extend the CD ballot period.

**6.13.4** If consensus cannot be reached within the original time frame specified, the committee shall review progress made and shall either

- a) recommend to the SAC the publication of a lesser consensus document such as a SATS or SATR, as appropriate, or
- b) request the SAC to approve a change in the selected development track to continue efforts to obtain consensus, or
- c) request the SAC to cancel the project.

**6.13.5** All committee members shall receive a report on the votes cast together with a description setting out the manner in which all comments that accompanied the votes have been addressed.

**6.13.6** CDs may be made available to non-committee participants only when it is essential for consultation purposes and authorized by the chairperson.

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#### **6.14 Draft South African Standard (Stage 40)**

**6.14.1** Members of the responsible committee shall not submit comments at the DSS stage as this stage is aimed at soliciting public comments.

**6.14.2** A commenting period of sixty (60) calendar days is required in terms of the *WTO Code of good practice for the preparation, adoption and application of standards*. Comments received at DSS stage shall be dealt with in exactly the same manner as comments received during the CD stage (see 6.13). The committee and the sender of the comment shall be notified of the resolution of comments.

**6.14.3** The DSS period may be shortened in cases where serious problems of safety, health or the environment arise or threaten to arise.

**6.14.4** The DSS stage shall be repeated if significant technical changes are required to the standard at this stage. If no public comments requiring significant technical changes are submitted, the project is deemed to have passed the DSS stage, and the final report on the DSS stage is forwarded by the secretariat to the committee for information.

#### **6.15 Approval (Stage 50)**

The final report on the DSS stage is submitted together with the master copy of the standard to the SAC for approval. The SAC may

- a) approve the publication,
- b) refer the document back to the committee, or
- c) on the recommendation of the committee, delete the project from the programme of work of the committee.

#### **6.16 Publication (Stage 60)**

Under normal circumstances the SABS publishes the standard within a week of the SAC approval.

The publication stage ends with the publication of the SANS.

#### **6.17 Systematic review (SR) (Stage 90)**

**6.17.1** All SANS are reviewed periodically to ensure that they remain valid. By default the review period is every five (5) years. The responsible committee, subject to SAC approval, may agree on a shorter period.

**6.17.2** When reviewing a standard, the committee shall be asked to evaluate the standard to determine whether it is

- a) reflective of current practice and technology,
- b) suitable for new and existing applications (products, systems or processes), and
- c) compatible with current views and expectations regarding quality, safety and the environment.

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**6.17.3** The outcome of the review shall be one of the following:

- a) a reaffirmation, which means that the document, as is, remains valid, or
- b) the document, subject to amendment, shall be considered valid; or
- c) a revision, which means that a revision of the entire document shall be undertaken, or
- d) a withdrawal, which means that the document is no longer needed.

In the case of withdrawals, the SABS shall retain the withdrawn standards for reference purposes.

**6.17.4** When an ISO adopted standard is reviewed by the ISO committee the NMC shall be notified and consulted accordingly.

**6.18 Withdrawal (stage 95)**

When a standard is no longer needed it shall be withdrawn.

The public shall be notified of the intention to withdraw. A comment period of sixty (60) days shall be allowed for the public to register an objection to the proposed withdrawal. Objections shall be justified.

Any objection received shall be referred to the responsible committee for consideration and to SAC for a final decision.

**6.19 Updating and maintenance of standards**

**6.19.1 General**

Discrepancies in standards are corrected whenever they are found to be necessary. In addition all standards are subject to systematic review to ensure that they do not become obsolete.

**6.19.2 Corrigenda**

Typographical or editorial corrigenda are issued after consultation with the chairperson of the responsible committee and approved by SAC.

**6.19.3 Amendments**

**6.19.3.1** Amendments to published documents are issued essentially for the

- a) correction of an error that could be misleading or have potentially serious consequences, or
- b) alteration or addition (or both) to previously agreed-upon technical provisions.

**6.19.3.2** Any person or organization may propose an amendment. The proposed text of the amendment shall be supported by a motivation.

**6.19.3.3** An amendment is incorporated into the document when so resolved by the committee and approved by the SAC.

**6.19.3.4** Amendments issued for adopted standards by the originating standards development body shall be considered by the SABS committee.

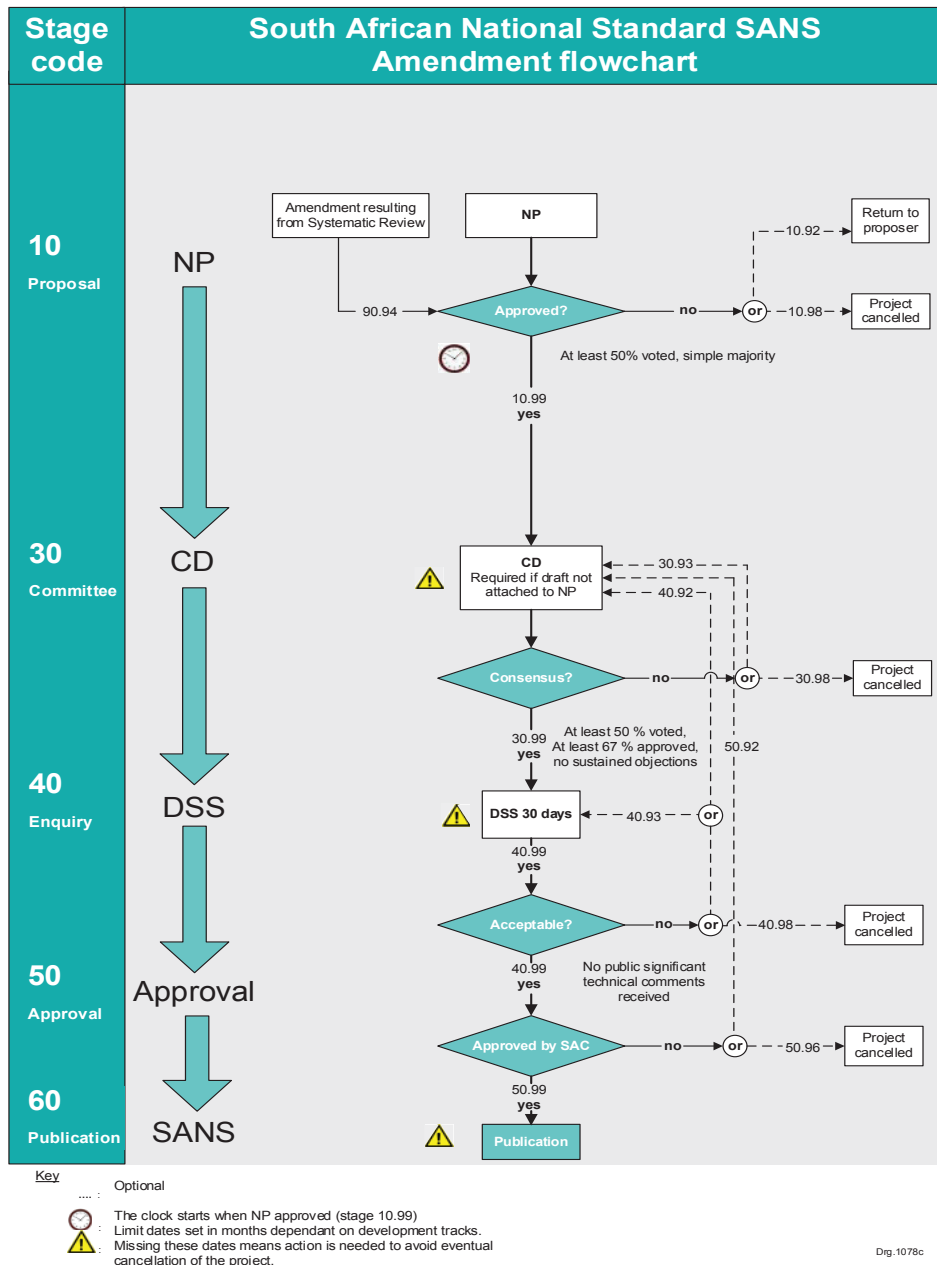
**6.19.3.5** All amendments, whether referred to in legislation or not, shall be circulated for public enquiry for thirty (30) days.

**6.19.3.6** Upon receipt of a proposal to amend a standard referenced in legislation, the SW shall inform the legislator of such a proposal before it may be sent to the committee.

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6.19.3.7 A flowchart for the amendment of an SANS, including project stage codes, is given in figure 3.

6.19.3.8 Except for certain adoptions the amended document is issued as a consolidated edition with a new edition number.



**Figure 3 – Flowchart for the amendment of a SANS**

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## **6.20 Revisions**

The revision of a standard, which follows the same process as a new standard and results in the publication of a new edition, shall be considered when

- a) a change is needed in the basic structure or layout of the document,
- b) the legibility of the standard is compromised as a result of numerous amendments,
- c) the criteria for determining compliance with the document for a product or service have changed to such an extent, either as a result of amendments or as a result of technological changes that the chairperson or the secretariat responsible for that document deems it necessary to issue a new edition of the document, in order to
  - 1) draw attention to these substantially changed criteria, or
  - 2) make the latest version of the standard more readily understandable, or
- d) in the case of adopted standards, a revision of the source standard is issued.

## **6.21 Copyright**

**6.21.1** Various sources are used for the drafting of an SANS, including published documents, internal company documents, research papers, and other standards, which could be of international, regional or of foreign national origin.

**6.21.2** It is the responsibility of persons and representatives of organizations who contribute such material to ensure that the agreement of the copyright owner has been obtained and that they have a right to submit such material.

**6.21.3** South African National Standards are protected by copyright. Where these documents are based, by agreement, on international standards (such as ISO or IEC), or the standards of other standards bodies (such as ASTM or BSI), the SABS has the obligation to protect the rights of these copyright owners within South Africa.

**6.21.4** The reproduction or dissemination by electronic means of South African National Standards, is permitted free of charge exclusively for use in the process of standards development under the auspices of an SABS TC or SC, although they are copyright protected documents, and remain subject to certain other copying and redistribution limitations.

**6.21.5** The SABS publications are commercial publications and may not be copied or shared on an electronic network without explicit authorization from the SABS.

**6.21.6** When committee members submit material that they have originated, and such material is subsequently included in a normative document, the SABS recognizes the right of the originator of the material to continue to reproduce the material in the form in which it was originally submitted. Any copyright in material that results from the standards development process itself, however, is exclusively and irrevocably assigned to the SABS. Committee members are reminded that although they might have contributed part of the content of a standard, this does not entitle them to reproduce the entire contents of the published standard without prior permission from the SABS, nor may they lay claim to any intellectual property rights or assert any related rights.



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## 6.22 Patents

**6.22.1** If technical reasons justify the preparation of a standard which includes the use of items covered by patent rights or could be covered by pending patent rights should they be granted, the following process shall be complied with:

- a) The originator of a proposal for an SANS shall draw the attention of the committee to any patent rights or pending patent rights that affect any item of the proposal of which the originator is aware.
- b) If the proposal is accepted on technical grounds, the originator shall ask any holder of such identified patent rights or pending patent rights for a statement that the holder would be willing to negotiate national licences under his/her rights with applicants on reasonable and non-discriminatory terms and conditions. Should the holder not be willing to negotiate such licenses, the proposal would need to be referred back to the SAC for re-evaluation.
- c) Negotiations are left to the parties concerned and are performed outside the SABS.
- d) Any member of the TC, SC or expert of a WG involved in the preparation of a standard shall draw the attention of the committee to any patent rights or pending patent rights which may affect any item within the standard or normative document and of which it becomes aware during any stages of development. The TC shall pass a resolution on the way forward which may involve obtaining a patent statement from the holder of the patent rights or pending patent rights as in 6.21.1(b), or considering viable alternative technology, which could be included in the standard.
- e) Any member of a TC, SC or WG shall undertake not to register any patents based on the information gathered during committee activities.

**6.22.2** A standard shall not be published until the statements of the holders of all identified patent rights or pending patent rights have been received, unless otherwise authorized by the SAC. A statement to this effect shall be included in the foreword of the standard or other normative document.

**6.22.3** The SABS does not require that patent searches be carried out, but it is expected that all who participate in a particular standards development project draw attention to any relevant patent right or pending patent rights of which they are, or become, aware. The SABS shall not be held responsible for identifying any or all such patent rights.

**6.22.4** Should it be revealed after publication of a standard that licences under patent rights, which appear to cover items included in the standard, cannot be obtained under reasonable and non-discriminatory terms, the standard shall be referred back to the relevant committee for further consideration.

## 6.23 Relationship with the law

Standards are always subordinate to the law. It is important that they are drafted so as to avoid any confusion between the provisions of a standard and the requirements imposed by law. In general, it is not acceptable for standards to contain provisions that are already requirements imposed by law. It is also not permitted to quote legislation, and no attempt shall be made to offer any interpretation of the law.

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## **7 Meetings**

### **7.1 General**

**7.1.1** A meeting of a TC or SC should be convened only when it is necessary to discuss matters of substance which cannot be settled by other means. Committees are encouraged to explore means that do not entail physical meetings, for example tele- or video conferencing. Any such event shall be regarded as a formal committee meeting. It is expected that TCs meet at least once a year to review and update their SBP, programmes of work, membership and emerging needs.

**7.1.2** A calendar of SABS committee meetings shall be made publically available at the beginning of each year.

### **7.2 Confidentiality of meetings**

**7.2.1** The discussions within committee meetings are confidential, and therefore members of the press and legal representatives of P- and O-members of the committee are not allowed to attend committee meetings, except by special permission from the committee chairperson and the SAC.

**7.2.2** Non-committee members may attend meetings on receipt of an invitation from the committee secretariat for a particular purpose.

**7.2.3** Non-committee members may request the committee secretariat to attend a meeting as an observer. The secretariat shall consider the justification of the request and inform the requester accordingly.

Prior approval by the chairperson and the secretariat is required for P- or O-members members who wish to bring additional persons to a committee meeting.

**7.2.4** Members of the SABS committees and experts of working groups have access to privileged information. All members are therefore expected to respect the confidentiality of this information and to restrict the sharing of internal discussions and working documents, except for that which is necessary for the development of the document concerned and for obtaining consensus on the content. The SABS recognizes that in order to achieve consensus within a committee, it is often necessary for members to share company-confidential information in an atmosphere of mutual trust; only when technical consensus has been reached is it appropriate to release a DSS for public comment.

**7.2.5** While members of the SABS TCs, SCs and WGs are expected to respect the confidentiality of privileged information, owing to the fact that the sharing of internal discussions and working documents may be necessary within organizations in order to obtain consensus, the SABS cannot guarantee absolute confidentiality of company-confidential information and no such guarantee is given. Submission of company-confidential information is done at the risk of the committee member.

**7.2.6** The chairperson and secretariat have the right to refuse attendance at meetings of an organization or individual that is not a member of a TC, SC or WG.

**7.2.7** The SABS shall not release or publish personal data relating to members of committees and experts of working groups. Some personal data has to be used and shared in standardization work and members collaborating in an electronic environment shall not disseminate information such as contact details to outside parties.

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**7.2.8** It is not acceptable for any committee participant to issue a public statement to the press that purports to reflect the collective viewpoint of any committee or of the SABS, unless authorized to do so by the SABS.

### **7.3 Meeting notifications**

**7.3.1** For formally constituted meetings (excluding ad hoc or other unscheduled meetings) at least three (3) weeks' notice shall be given.

**7.3.2** Members unable to attend a meeting shall tender apologies for their absence at least five (5) working days prior to the scheduled meeting date, which shall be taken as an indication of their continued interest in the work of the committee.

**7.3.3** Only those committee drafts for which the compilation of comments are available at least three (3) weeks prior to the meeting shall be included on the agenda and be eligible for discussion at the meeting.

### **7.4 Cancellation of meetings**

Every possible effort shall be made to avoid cancellation or postponement of a planned meeting. SABS committee members shall confirm their attendance at least five (5) working days prior to the meeting date.

If, five (5) working days prior to the date of the meeting, indications are that no quorum will be achieved, the SABS shall issue a notification to cancel the meeting.

### **7.5 Meeting quorum**

A quorum requires the attendance of at least 50 % of the P-members plus one additional P-member.

Where there is no quorum, members present in a meeting may proceed with the meeting. In this instance, all the resolutions taken at the meeting shall be clearly drafted and circulated to the whole committee as soon as possible. Committee members who wish to object to any of the resolutions taken during the meeting shall do so within thirty (30) days of receipt of the draft minutes. Such objections shall be resolved by the secretariat and notified to the committee. If no objection is received or objections received have been resolved the minutes shall be taken as approved.

### **7.6 Minutes**

**7.6.1** Every meeting of a committee shall be minuted to record the following details:

- a) the date, time and place of the meeting;
- b) a record of attendance in respect of
  - 1) P-member representatives present, those absent, and those who tendered apologies,
  - 2) O-member representatives present, those absent, and those who tendered apologies, and
  - 3) Non-members invited to attend the meeting;
- c) any changes to the constitution of the committee since the last meeting;
- d) any declared conflict of interest;

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- e) resolutions, outcomes and actions agreed to at the meeting; and
- f) any specific statement or standpoint that an individual member requests to be minuted.

**7.6.2** Other than as agreed in 7.6.1(f), verbatim or extensive records of discussions are not minuted.

**7.6.3** For working group meetings the report of the convenor report should reflect the attendance of the experts, the meeting objectives, the progress made and further actions required.

## **7.7 Recording of meetings**

**7.7.1** The recording of SABS committee meetings by the Committee Administrator is acceptable provided that at the outset of the meeting all participants are made aware that the meeting will be recorded and there are no objections. Individual participants shall have the right to require that the means of recording are switched off during a particular intervention if he/she so desires. In instances where recordings are made, the meeting participants shall be instructed to identify themselves and the organization they represent before speaking.

**7.7.2** The recordings are intended to aid the Committee Administrator in preparing the minutes and resolutions of the meeting. Recordings may be used to resolve disputes concerning what occurred at a meeting, which, in some instances, may require the preparation of transcripts of the recording.

**7.7.3** The recordings and any transcripts are the property of the SABS, which shall respect the confidentiality of SABS meetings and should preferably be destroyed once the minutes have been approved. The recordings and transcripts shall accordingly not be divulged to third parties.

**7.7.4** With the exception of the SABS, no person shall make a recording of any meeting.

## **8 Appeals**

### **8.1 General**

**8.1.1** Sometimes errors or omissions are due to oversight and these can swiftly be rectified once they are brought to the attention of the chairperson, and would not require or justify the invocation of the appeals process. Therefore, before launching an appeal, persons who are dissatisfied with a process or a decision shall first follow the procedure outlined in 8.1.5 and 8.1.6.

**8.1.2** Any organization or individual that may be adversely affected by a draft standard has the right to appeal, based on technical or procedural reasons, to

- a) the TC on a resolution of an SC,
- b) the SAC on a resolution of a TC, or
- c) the CEO of the SABS on a decision by the SAC.

**8.1.3** In the case of a CD, an appeal shall be made within ten days after receipt of the minutes of the meeting documenting a resolution taken at the meeting, or within ten (10) working days after the receipt by members of the report on votes. Permission may be granted for a late submission for an appeal by the appellant as long as proof exists that the appellant is in consultation with the chairperson. Such extensions shall not exceed thirty (30) working days.

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**8.1.4** Upon receipt of an appeal, the SAC shall assess it and determine if it is an appeal or a complaint. In the case of complaints, the process of an appeal shall not apply.

**8.1.5** Dissatisfaction with procedures or resolutions shall be addressed to the chairperson of the relevant TC or SC.

**8.1.6** A P-member of a committee may appeal against any action, or inaction, on the part of an TC or an SC when the member considers that such an action or inaction is

- a) not in accordance with this the SABS national norm, or
- b) not in the best interests of national trade and commerce, or such public factors as safety, health or the environment.

**8.1.7** All appeals shall be in writing and shall be fully motivated to support the concern of the member. The appeal shall state the nature of the dispute(s), including, as relevant, the following:

- a) any direct and material adverse effects;
- b) the section(s) of this document, or the standard that is at issue;
- c) actions or inactions that are at issue; and
- d) the specific remedial action(s) that would satisfy the concerns of the appellant.

Previous efforts to resolve the dispute(s) and the outcome of each shall be included.

**8.1.8** When an appeal is against a decision in respect of work in progress, the work shall be continued up to, but not including, approval of the standard by the SAC.

## **8.2 Appeal against the decision of a chairperson**

**8.2.1** The documented appeal shall be submitted to the responsible SABS Programme Manager.

**8.2.2** Upon receipt of the documented appeal, the SABS PM shall take immediate action, by correspondence or at a meeting, to consider and resolve on the appeal.

**8.2.3** If the SABS PM supports the decision of the chairperson, the appellant may either

- a) accept the PM resolution, or
- b) appeal to the SAC.

## **8.3 Appeal against an SC resolution**

**8.3.1** The documented appeal shall be submitted by the P-member to the TC secretariat with copies to the SC secretariat.

**8.3.2** Upon receipt of the documented appeal, the TC secretariat shall advise the chairperson and P-members of the appeal, and take immediate action, by correspondence or at a meeting, to consider and resolve on the appeal.

**8.3.3** If the TC supports the SC decision, the P-member who initiated the appeal may either

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- a) accept the TC resolution, or
- b) appeal against the TC resolution.

**8.4 Appeal against a TC resolution**

**8.4.1** Appeals against a TC resolution may be one of the following:

- a) an appeal against an original resolution of a TC; or
- b) an appeal arising out of 8.2.3.

**8.4.2** The documented appeal shall, in all cases, be submitted to the SAC, with a copy to the TC chairperson and secretariat.

**8.4.3** The SAC shall within thirty (30) working days take action to consider and decide on the appeal. The SAC shall report the decision taken to the TC chairperson and secretariat, and send a copy to the SC chairperson, if relevant, as well as the appellant.

**8.4.4** If SAC supports the TC resolution, the P-member who initiated the appeal may either

- a) accept the SAC decision, or
- b) appeal against the SAC decision.

**8.5 Appeal against an SAC decision**

**8.5.1** An appeal against an SAC decision can only arise out of 8.4.4.

**8.5.2** The appeal shall be documented and submitted to the CEO, with a copy to the SABS Standards Executive.

**8.5.3** The CEO shall within thirty working days take action to consider and decide on the appeal. The CEO shall report his/her decision to the SABS Standards Executive.

**8.5.4** The decision of the CEO shall be final and where relevant, the secretariat may proceed with the publication of the document.

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**Annex A**  
(normative)

**The SABS committee code of conduct**

This code of conduct applies to every participant in a SABS TC, SC, WG, or other consensus groups established to develop standards under the auspices of the SABS. The code of conduct is drawn from broader international guidelines and is not negotiable.

| <b>The SABS committee code of conduct</b>                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| We, the committee members, acknowledge the responsibility to participate in the development of standards. We agree to adhere to this code of conduct to support the productive participation by all participants in the development of national standards in accordance with the terms set out herein. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Rule                                                                                                                                                                                                                                                                                                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Work for the net benefit of the South African community</b>                                                                                                                                                                                                                                         | We recognize that the development of standards is for the net benefit of the South African community, over and above the interests of any individual, company or representative organization.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Uphold the consensus process</b>                                                                                                                                                                                                                                                                    | We shall uphold the principles of our consensus-based process through openness, transparency, balance and respect for each other in alignment with internationally recognized principles of consensus in the development of standards.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Agree to a clear purpose and scope</b>                                                                                                                                                                                                                                                              | We shall commit to the development of a clear shared purpose, objective, agenda and project plan to ensure the timely and efficient development and maintenance of standards and related products.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Respect others</b>                                                                                                                                                                                                                                                                                  | We commit to respecting others and the professional culture of the SABS. We shall attend meetings fully briefed and prepared. We commit to upholding etiquette and the rules of engagement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Participate actively</b>                                                                                                                                                                                                                                                                            | We agree to our roles and responsibilities and shall actively participate in standards development projects. We shall engage and consult with our nominating organizations to ensure that our constituency is informed and that their views are represented.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Declare all relevant interests</b>                                                                                                                                                                                                                                                                  | We shall behave in a transparent manner by declaring all conflicts of interest. We shall manage or remove potential, perceived or actual conflicts of interest, to facilitate the resolution of competing interests via the open and structured process that forms the basis of consensus standardization.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Escalate and resolve issues</b>                                                                                                                                                                                                                                                                     | We shall identify and escalate issues and disputes in a timely manner to ensure rapid resolution. We shall uphold the agreed escalation and dispute resolution processes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Behave ethically and legally</b>                                                                                                                                                                                                                                                                    | <p>We shall act in good faith and with due care and diligence. We shall conduct ourselves in a manner whereby the interests of the consumer, as provided for in the Consumer Protection Act, 2008 (Act No. 68 of 2008), are of paramount importance. We shall promote a culture of fair and ethical behaviour and encourage the reporting of unethical behaviour, breaches of the Act and matters detrimental to the SABS and its reputation.</p> <p>We are committed to support the principles of competition law compliance, as provided for in the Competition Act, 1998 (Act No. 89 of 1998) and shall conduct ourselves in a manner whereby we maintain and encourage effective competition in the market place. We encourage the reporting of unethical behaviour, breaches of the Act and matters detrimental to the SABS and its reputation.</p> |
| <b>Uphold this code</b>                                                                                                                                                                                                                                                                                | We actively encourage compliance with this code at all times. We accept and encourage the rapid initiation of action to address poor, unacceptable or inappropriate behaviour and breaches of this code.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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**Annex B**  
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**Matrix of project stages**

| STAGE                          | SUB-STAGE                                                     |                                                       |                                                |                                                                       |                                                              |                                   |                                                                            |
|--------------------------------|---------------------------------------------------------------|-------------------------------------------------------|------------------------------------------------|-----------------------------------------------------------------------|--------------------------------------------------------------|-----------------------------------|----------------------------------------------------------------------------|
|                                | 00                                                            | 20                                                    | 60                                             | 90                                                                    |                                                              |                                   |                                                                            |
|                                | Registration                                                  | Start of main action                                  | Completion of main action                      | Decision                                                              |                                                              |                                   |                                                                            |
|                                |                                                               |                                                       | 92                                             | 93                                                                    | 98                                                           | 99                                |                                                                            |
|                                |                                                               |                                                       | Repeat an earlier phase                        | Repeat current phase                                                  | Cancel                                                       | Proceed                           |                                                                            |
| <b>00</b><br>Preliminary stage | <b>00.00</b><br>Proposal for PWI received                     | <b>00.20</b><br>Proposal for PWI under investigation  | <b>00.60</b><br>Close of investigation         | <b>00.92</b><br>PWI returned to submitter for further definition      |                                                              | <b>00.98</b><br>PWI cancelled     | <b>00.99</b><br>PWI recommended                                            |
| <b>10</b><br>Proposal stage    | <b>10.00</b><br>Proposal for new project (NP) registered      | <b>10.20</b><br>NP ballot initiated                   | <b>10.60</b><br>Close of voting                | <b>10.92</b><br>NP referred back to proposer                          |                                                              | <b>10.98</b><br>NP cancelled      | <b>10.99</b><br>NP approved                                                |
| <b>20</b><br>Preparatory stage | <b>20.00</b><br>Working draft (WD) registered                 | <b>20.20</b><br>WD consultation initiated             | <b>20.60</b><br>Close of comment period        |                                                                       | <b>20.93</b><br>Decision for new WD                          | <b>20.98</b><br>Project cancelled | <b>20.99</b><br>WD registration as CD recommended by WG                    |
| <b>30</b><br>Committee stage   | <b>30.00</b><br>Committee draft (CD) registered               | <b>30.20</b><br>CD ballot initiated                   | <b>30.60</b><br>Close of voting/comment period | <b>30.92</b><br>CD referred back to WG                                | <b>30.93</b><br>Decision for new CD ballot                   | <b>30.98</b><br>Project cancelled | <b>30.99</b><br>CD approved for registration as DSS                        |
| <b>40</b><br>Enquiry stage     | <b>40.00</b><br>Draft South African Standard (DSS) registered | <b>40.20</b><br>DSS circulated for public comment     | <b>40.60</b><br>Closing of public comment      | <b>40.92</b><br>Full report circulated: DSS referred back to TC or SC | <b>40.93</b><br>Full report circulated: Decision for new DSS | <b>40.98</b><br>Project cancelled | <b>40.99</b><br>Full report circulated: DSS recommended for SAC submission |
| <b>50</b><br>Approval stage    | <b>50.00</b><br>DSS registered for SAC approval               | <b>50.20</b><br>Master copy under preparation         | <b>50.60</b><br>Master copy submitted to SAC   | <b>50.92</b><br>Project referred back to CD by SAC                    | <b>50.93</b><br>Document referred back to DSS by SAC         | <b>50.98</b><br>Project cancelled | <b>50.99</b><br>Document approved for publication                          |
| <b>60</b><br>Publication stage | <b>60.00</b><br>Standard under publication                    |                                                       | <b>60.60</b><br>Standard published             |                                                                       |                                                              |                                   |                                                                            |
| <b>90</b><br>Review stage      |                                                               | <b>90.20</b><br>Standard under systematic review (SR) | <b>90.60</b><br>Close of review period         | <b>90.92</b><br>Standard to be revised                                | <b>90.93</b><br>Standard reaffirmed                          |                                   | <b>90.99</b><br>Standard to be withdrawn                                   |
|                                |                                                               |                                                       |                                                |                                                                       | <b>90.94</b><br>Standard to be amended                       |                                   |                                                                            |
| <b>95</b><br>Withdrawal stage  |                                                               | <b>95.20</b><br>Withdrawal ballot initiated           | <b>95.60</b><br>Close of voting                | <b>95.92</b><br>Decision not to withdraw standard                     |                                                              |                                   | <b>95.99</b><br>Standard withdrawn                                         |

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**Annex C**  
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**Competition law guidelines for participants in the South African National Standard development process**

**C.1 General**

This annex is intended as a supplement to the SABS Standards Guide 2, *Competition Law Guidelines for Participants in the Standards Development Process* to assist committee participants in understanding expectations for meeting competition law requirements that could affect standards development activities.

All committee participants are encouraged to question or report on conduct that they believe may contravene applicable competition laws. For clarification of competition laws, contact the legal team of your company. To report conduct believed to contravene applicable competition laws during national standard development activities, send an email to the SABS legal team at [legal@sabs.co.za](mailto:legal@sabs.co.za).

The information in this annex shall not be regarded as definitive legal advice, or as a substitute for the legal assistance and guidance available from legal entities.

**C.2 Competition law — High level overview**

**C.2.1 Purpose**

The purpose of competition laws is to maintain and encourage effective competition in the market place. South Africa has laws to protect a competitive marketplace by prohibiting certain activities that might reduce or prevent competition or harm consumers.

**C.2.2 Competition law and standards development activities**

Two key types of issues that could lead to compliance problems in the standards development process are collusion and exclusion. They can be described as follows:

- a) **Collusion** (improper cooperation between competitors): Standards development activities provide a forum in which market competitors have direct contact with each other to cooperate in consensus-based processes to achieve the goals of standards development. The SABS, its staff and its committee participants shall ensure that the opportunity for direct contact between competitors provided by standards development activities is based on the specific goals of standards development and does not stray into anti-competitive agreements or activities.
- b) **Exclusion** (inappropriate barriers to competition): Standards development activities should not unreasonably exclude or limit marketplace competition or create unreasonable barriers to market entry for new or innovative products. Standards set technical requirements. Any standard may therefore result in competitive advantage for some and disadvantages for others. Any such competitive effect should result from a standards-based decision on reasonable and sound technical grounds within the scope of the committee.

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### **C.2.3 Preventing entry into the marketplace**

Abuse of dominant position is a situation where one or more persons substantially or completely control a class of business and engage in a practice of anticompetitive acts that may substantially reduce competition in a market.

Anticompetitive acts are defined to include the adoption of product specifications that are incompatible with products produced by a competitor and are designed to prevent entry into, or eliminate competition from, a market.

When a committee is considering requirements in a standard that may have the result of reducing access of some competing products to the marketplace, they shall be mindful of this impact and only make such a decision where a consensus of the committee determines that this is the best technical resolution to achieve the proper goals and spirit of the standard and its scope. These reasons should be carefully documented.

## **C.3 Competition law compliance**

### **C.3.1 Severity**

In addition to the firm commitment by the SABS to support the principle of competition served by competition laws, the penalties that may be imposed upon committee participants involved in any violation of the law are so severe that every effort should be made to avoid any such violation.

Any individual or participating organization found to have knowingly misused their access to the standards development process in order to take an action that violates applicable competition laws risks being summarily removed by the SABS from the committee.

### **C.3.2 Inappropriate activities**

**C.3.3.1** The list given in C.3.3.2 is intended to assist SABS staff and committee participants to comply with applicable competition laws. This section provides examples only and is not exhaustive.

**C.3.3.2** The SABS, its committees, or other SABS activities, including SABS-sponsored social events, shall not be used for the purpose of:

- a) bringing about any agreement among competitors with regard to prices, terms or conditions of sale, distribution, volume of production, territories, or customers;
- b) discussing prices or pricing methods, production quotas, terms and conditions, or other limitations on either the timing or volume of production or sale or the allocation of territories or customers;
- c) exchanging, collecting and distributing among competitors any information regarding prices, pricing methods, or cost data; and
- d) discussing costs for the purpose of
  - 1) increasing, maintaining, or stabilizing prices, or
  - 2) reducing competition in the marketplace with respect to the range or quality of products or services offered.

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**C.3.3.3** No SABS activity or communication shall be used to include any discussion that might be seen as an attempt to prevent any person or organization from gaining access to any market or customer for goods or services, or to prevent any person or organization from obtaining a supply of goods or otherwise purchasing goods or services freely in the market.

Subject to other requirements for committee membership, no person shall be unreasonably or arbitrarily excluded from participation in any SABS activity or committee where such exclusion may impair that person's ability to compete effectively in any industry.

The primary purpose of standards development should not be the goal of blocking market access of new or competitive products.

**C.3.3.4** If the standard has a valid purpose (safety, for example), is preferably related to performance rather than design specifications, is developed by SABS processes following the rules for adequate consideration of all pertinent points of view, then the likelihood of a competition law violation should be minimal.

Care shall be taken to ensure that such standards are reasonable and cannot be employed as a device to fix prices, effect a boycott, exclude competitors, or control production.

NOTE Further guidance on Competition Law Guidelines can be found obtained from the SABS.

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