SCC

Flexible Standards-Based Strategies and Solutions

SCC works within the standardization network to find ways to leverage standardization to meet the needs of all its stakeholders – from government to industry, to each Canadian we serve. Those needs are evolving and require new methods of establishing agreement and developing standardized requirements and guidance, and of doing so at a faster pace than ever before. SCC is responding by publishing guidelines to provide a broader portfolio of standardized tools to support public policy objectives, commercialization, as well as the health, safety and well-being of all.

The guidelines for this suite of deliverables apply to accredited and non-accredited processes, to better fit the changing marketplace and to have a more flexible and responsive standardization system. All deliverables are intended to uphold the integrity of the system by requiring participation of subject matter experts, consultation, collaboration, transparency, neutrality, and structure; this includes using relevant existing international standards whenever possible to prevent barriers to trade.

For more information, contact us at info@scc.ca

Standards
Council
of Canada

Open a world of possibilities.

Canada

NSC
National Standard of Canada

What it is

A standard developed by an SCC-accredited standard development organization following SCC-prescribed requirements and guidance, resulting in a full consensus document designated as a National Standard of Canada. Intended as the standard of choice for national use.

What it can do

Provides assurance that core development principles were followed, including:

- A consensus process to safeguard Canadian interests, considering views of all parties concerned, and addressing conflicting issues
- Effective and balanced participation
- Meeting international obligations and best practices for standards-development

When it's ready

18-24 months

Who develops it

SCC-accredited standards development organizations with established technical committees

Why it's used

- When health and safety is of paramount importance
- When consensus across diverse stakeholder groups is required/beneficial
- When the standard must be in English and French
- When there is a trade impact
- When time is not the dominant factor

TS
Technical Specification

What it is

A fast-track standards document developed under the direction of a qualified subject matter developer with appropriate experience in standards development.

What it can do

- Facilitates a faster and cost-competitive standardized document
- May be developed in a field where technology is undergoing rapid change and where speed of delivery is paramount
- Can serve as a precursor to developing an NSC

When it's ready

9-12 months

Who develops it

Open to accredited and non-accredited standards developers with appropriate standards development experience

Why it's used

- When there is a need for fast delivery
- When the technology may not be fully mature
- When a standard is needed to establish consumer confidence or competitive edge, such as for new technology
- When a full standard will be developed at a later date

ORD
Other Recognized Document

What it is

A temporary standards document developed by an SCC-accredited certification body, used to certify products in regulated areas. Developed following SCC-prescribed requirements & guidance for acquiring approval by relevant Regulatory Authority Advisory Bod[y/ies].

What it can do

- Enables validation and approval by regulators in fields where technology, or regulatory environment is undergoing rapid change and where speed of delivery, rather than full consensus, is paramount
- Can serve as a precursor to developing an NSC

When it's ready

12-18 months

Who develops it

SCC-accredited certification bodies

Why it's used

- When no Canadian recognized standard exists or existing standards are not fully applicable
- When the technology is new
- When the product or service is regulated
- When fast delivery is needed to allow time for a standard to be created or updated

PAS

Publicly Available Specification

What it is

A sponsored standards document developed under the oversight of a steering group of experts to satisfy an urgent market or policy need. Follows SCC-recommended guidelines, including public consultation.

What it can do

- Introduces standardization to broad or emerging areas and/or tests the value or validity of an approach or methodology
- Can also serve as the basis for more formal standardization

When it's ready

6-9 months

Who develops it

Open to accredited and non-accredited standards developers with appropriate standards development experience

Why it's used

- When there is a broad or urgent public need to reach general agreement on best practices
- When there is a need for stakeholders to negotiate in a transparent environment
- When there is an opportunity to map and influence future standards development
- When national visibility is necessary

WA

Workshop Agreement

What it is

A standards document of best practices produced through workshops with affected stakeholders, using a structured process following SCC-recommended guidelines.

What it can do

- Brings together thought leaders on new and emerging issues to discuss and agree on best practices
- Can be used to create understanding and co-ordination among stakeholders to help shape and influence future standards development

When it's ready

2-6 months

Who develops it

Open to accredited and non-accredited standards developers with appropriate standards development experience

Why it's used

- When the area of technology or service has many unknowns
- When the deliverable needs flexibility to suit the need
- When the standardization process is beginning
- When there is time for a phased approach that can be used to develop a full standard

CSG

Community-Sourced Guidance

What it is

Guidance developed using existing information collected and housed within a single online platform, allowing for continuous renewal of content and ease of access. Developed using SCC-recommended guidelines.

What it can do

Offers a publicly-accessible, online collaborative mechanism, using a structured approach, that captures current practice, state-of-the-art knowledge and stakeholder understanding on an emerging/evolving area or technology.

When it's ready

Project specific

Who develops it

Open to accredited and non-accredited standards developers with appropriate standards development experience

Why it's used

- When easy public access to guidance is necessary
- When the area of technology of service is rapidly changing and must be updated frequently
- When broad collaboration is useful or necessary, including globally
- When collaboration needs structure, credibility, transparency, and fairness.

NSC

National Standard of Canada

NATIONAL STANDARD OF CANADA · STANDARDS COUNCIL OF CANADA · CONSEIL CANADIEN DES NORMES · NORME NATIONALE DU CANADA

An NSC is a standard developed by an SCC-accredited standards development organization, according to SCC's Requirements and Guidance based on international best practices. These requirements may include, but are not limited to, achieving consensus of a balanced committee of stakeholders, holding public consultation, publishing in French and English, and respecting international trade considerations to prevent barriers to trade. NSCs may be nationally developed or may be adoptions of international standards.

An NSC:

▸ Works well for technologies and services that are mature and stakeholder consensus is somewhat established

▸ Provides assurance that the highest levels of standards development principles were followed for development

▸ Requires the most rigorous standards development process

▸ Can be product standards, test methods, codes of practice, guideline standards, and management system standards

▸ Is developed only by SCC-accredited standards development organizations

1. Need Identification

Establish the stakeholder need (e.g., industry, government)

2. Standards Landscape Review

Eliminate duplication and assess useful sources

3. Stakeholder Engagement

Identify and engage affected stakeholder and technical experts

4. Notice of Development

Public posting of intent to develop NSC

5. Draft

Draft technical committee content following the required process

6. Public Consultation

Post draft for public input

7. Review and Revision

Review and resolve technical committee comments, as applicable

8. Approval

Vote and approve based on technical committee consensus

9. Publication

Publish final content in French and English

10. Maintenance

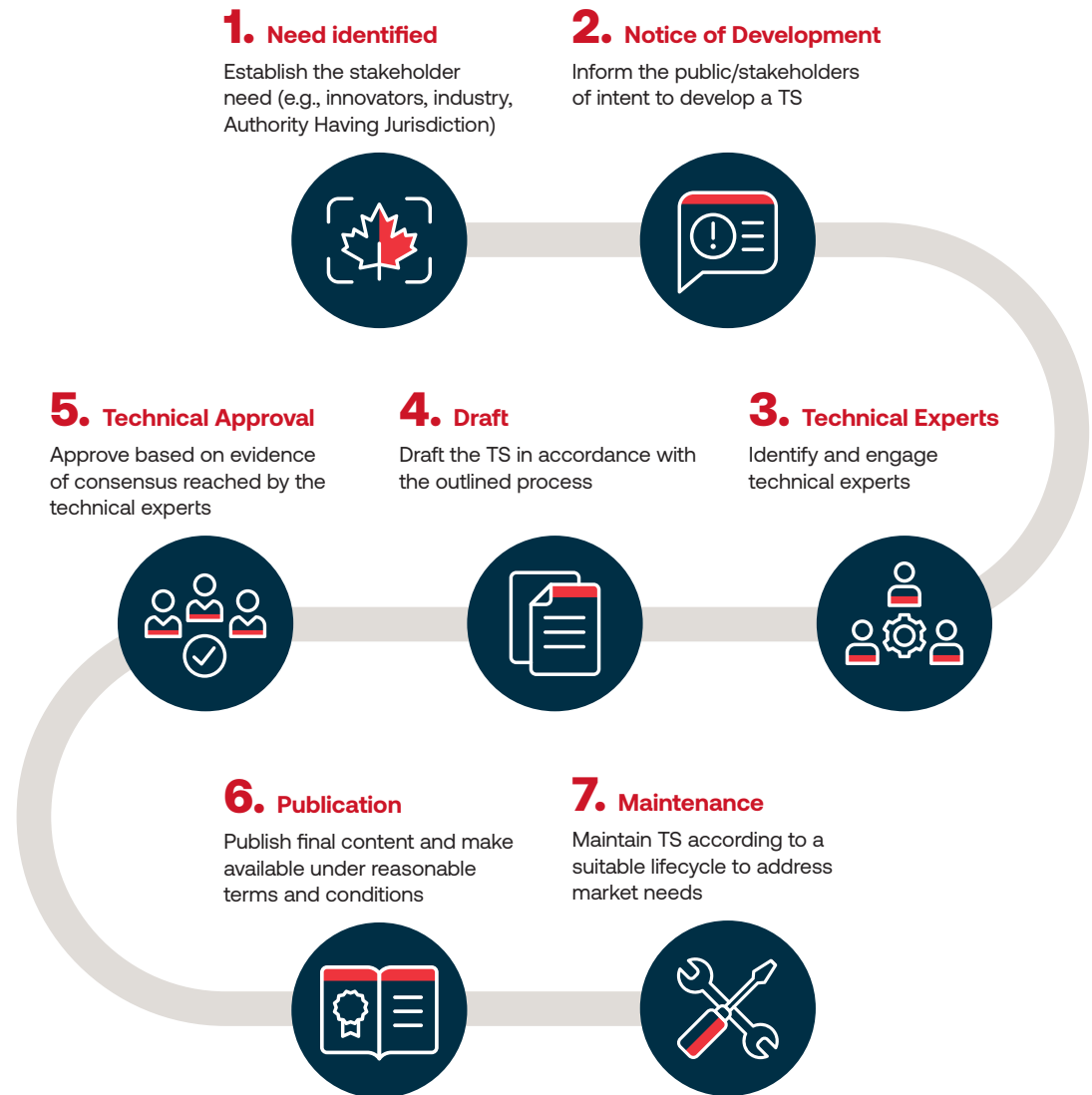Follow review and maintenance cycle, typically 5 years

TS

Technical Specification

A TS is a standards document developed to address the needs of a fast-paced and changing market or regulatory environment when an existing National Standard of Canada or international standard is not available. A TS can be used to fill a gap or to provide standardization for work still under technical development. It can also be used when developing and obtaining consensus for a full standard is not immediately possible. A TS is developed using a non-accredited process, under an accelerated timeline, and subject to the minimum of a limited peer review, with the option of full public comment.

A TS is:

▶ Developed by technical subject matter experts and/or interested parties, under the direction of a developer with standards development experience and subject matter expertise

▶ Developed following a sound project approval process, allowing for comment, reconciliation, and consensus

▶ A document that is expected to be superseded by the development of a full standard

▶ Ideal when speed of delivery is key, such as serving to facilitate commercialization

▶ Not restricted to accredited standards development organizations for development

1. **Need identified**
Establish the stakeholder need (e.g., innovators, industry, Authority Having Jurisdiction)

2. **Notice of Development**
Inform the public/stakeholders of intent to develop a TS

3. **Technical Experts**
Identify and engage technical experts

4. **Draft**
Draft the TS in accordance with the outlined process

5. **Technical Approval**
Approve based on evidence of consensus reached by the technical experts

6. **Publication**
Publish final content and make available under reasonable terms and conditions

7. **Maintenance**
Maintain TS according to a suitable lifecycle to address market needs

ORD

Other Recognized Document

An ORD is a document developed by a certification body, in the absence of a recognized Canadian standard, to establish safety and performance criteria for a new product or service. ORDs intend to assure Regulatory Authorities and industry associations that a level of safety or performance, equal to that of existing standards for similar functions, is being maintained. To be used for certification, an ORD must be validated by the applicable Regulatory Authority Advisory Bod[y/ies] (RAABs).

An ORD is:

▶ Intended as a temporary document for certification to allow time for full standard development

▶ Submitted with confirmation of intent to develop a standard

▶ Used to certify products and services in regulated areas, and must be validated by RAABs

▶ Ideal for new technology areas that have not yet been addressed through regulation or existing Canadian standards

▶ Developed by an SCC-accredited certification body

▶ A process unique to Canada

1. Need Identification
Submit information package to applicable Regulatory Authority Advisory Bodies (RAABs)

2. Need Confirmation
Submit to RAABs for validation of need (may be combined with Step 4)

5. Validation
RAABs review, CB revises as required to achieve validation

4. Submission
Submit package with final draft within 9 months of need confirmation

3. Development
Draft ORD, consulting applicable standards development organizations on technical content as needed

6. Publication
ORD published, information shared with SCC and stakeholders

7. Maintenance
ORD valid for 5 years, to be integrated into a standard, expired or, exceptionally, to be revised or revalidated

PAS

Publicly Available Specification

A PAS is a standards document suitable to be developed in response to an identified urgent market need. It is often developed at the request of a sponsor to serve the needs of an emergent market, technology, service or public policy interest. The PAS approach offers an effective means of quickly introducing standardization, and for testing the value or validity of a particular approach or methodology. It can also serve as the basis for subsequent development towards more formal standardization.

A PAS is:

- Sponsored by industry leaders, government and public sector, trade associations and professional bodies
- Developed by a steering group of stakeholders selected from relevant fields, in conjunction with public consultation, and drafted by a technical author, following a process of comment, reconciliation, and consensus
- A fast-track solution with a client-driven approach to develop, design and delivery of the document
- Ideal for establishing: a specification; code of practice; guide; method of test; vocabulary; or classification
- Not restricted to accredited standards development organizations for development

1. Sponsorship
Stakeholder need identified and PAS committed via contract

2. Scoping
Research into stakeholders, development of scope and base document by technical author, under dedicated project manager from the developer

3. Notice of Development
Inform public/stakeholders of intent to develop PAS

6. Public Consultation
Public consultation targeted at a selected review panel identified as having expertise and interest

5. Steering Group
Technical comment resolution by steering group of experts, chaired by member independent of conflicting interests

4. Draft
Sponsor/technical author drafts PAS and circulates to steering group for comment and general agreement

7. Finalize Draft
Comments from consultation discussed by steering committee to come to general consensus and resolution

8. Publication and Promotion
Final content with acknowledgement of sponsor is designed and delivered

9. Maintenance
After 3 years, interest of sponsor is assessed and document reviewed to determine its future

WA

Workshop Agreement

A WA is a standards document developed through a process meant to enable stakeholders to discuss, negotiate and begin coming to consensus in an open workshop environment, outside of a technical committee. A WA can be produced on any subject and is particularly useful in fields where there are many unknowns, such as emerging and fast-moving technological development, many stakeholders with varying interests, and/or few standards in the domain.

A WA can:

▶ Create visibility of the need for standardization in the targeted field

▶ Create understanding and co-ordination among stakeholders

▶ Help shape the future direction of the subject and influence future standards development

▶ Support other standardization deliverables

▶ Not restricted to accredited standards development organizations for development

1. **Proposal**
Identify need and rationale, along with preliminary documents, and potential stakeholders

2. **Notice of Development**
Inform public/stakeholders of workshop to raise awareness

4. **Draft**
Developer drafts WA, circulates for comment and general agreement

3. **Workshop(s)**
Hold workshop(s) to facilitate discussion and capture outcomes

5. **Publication**
Publish WA within two months of workshop date

6. **Maintenance**
Monitor and track feedback, review WA within 3 years

CSG

Community-Sourced Guidance

The first step in developing a useful and relevant standard in a subject area is to understand the existing landscape of standards and related documents. CSG collects this information into one, accessible platform, following a structured but non-accredited process. This allows users to better understand emerging or existing technologies, current practices, and developments. CSG can support further analysis to identify standardization gaps and opportunities, and the development of more formal standardization documents. This online information hub can enable a wide range of stakeholders to collaborate, locally, nationally, or globally, and help to build consensus.

CSG is:

▶ Ideal for broad subject areas where normal standardization deliverables are not suitable

▶ A way to raise awareness and credibility to the need for standardization in specific areas

▶ Useful to support other standardization deliverables

▶ Adherent to basic principles of standards development, including transparency, collaboration, and fairness

▶ Not restricted to accredited standards development organizations for development

1. Proposal

Identify need and rationale, along with preliminary documents, and potential stakeholders

2. Notice of Development

Inform public/stakeholders of intent to develop CSG

3. Platform

Provide efficient, moderated, accessible online platform with clear objectives

4. Content

Compile and add relevant and appropriate content, respecting principles of efficiency and ongoing maintenance

5. Maintenance

Maintain content according to identified lifecycle and project objectives