



May 6, 2024

TO: IAS ACCREDITED ORGANIZATIONS AND OTHER INTERESTED PARTIES

SUBJECT: Proposed Accreditation Criteria for Standards Development Organizations, AC803-2024-06-26 (GA/KE)

Hearing Information:

IAS Accreditation Committee

Wednesday, June 26, 2024

8:30 am (Pacific Time Zone)

WebEx Meeting – Refer to IAS website for details.

Dear Madam or Sir:

IAS is proposing a new Accreditation criteria for Standards Development Organizations (SDOs). These criteria were developed following discussions at the October 2023 IAS Accreditation Committee meeting, where IAS received support to establish this program.

You are cordially invited to submit written comments or to attend the WebEx committee hearing and present verbal comments. Written comments will be forwarded to the committee, **prior to the hearing**, if received by June 3, 2024. For your convenience, a comment form is provided. The link can be found on the Accreditation Committee meeting page on the IAS website, www.iasonline.org. Comments must be emailed to iasinfo@iasonline.org.

Parties interested in proposed revised criteria may deliver written communications and submissions regarding such proposed criteria to IAS within approximately 30 days of posting of the public notice on the IAS website. The committee shall be informed of all pertinent written communications received by IAS. Any relevant communication and changes to criteria arising from the written communication/submission shall be posted to the IAS website prior to the meeting.

Participants at the accreditation committee meetings shall have the opportunity to speak on the proposed criteria to provide information to the committee. Committee meetings are generally held by electronic means. Participants are responsible to ensure access to

appropriate computer equipment, software, and internet connectivity to ensure effective participation during the meeting.

Your cooperation is requested in forwarding to IAS, as noted above, all material directed to the committee. Prior to the hearing, parties interested in the deliberations of the committee should refrain from communicating, whether in writing or verbally, with committee members regarding agenda items. The committee reserves the right to refuse communications that do not comply with this request.

If you have any questions, please contact IAS at 562-364-8201. You may also reach us by e-mail at iasinfo@iasonline.org.

Yours very truly,

International Accreditation Service

IAS Management

Enclosures: Proposed AC803

cc: Accreditation Committee

18 **PROPOSED ACCREDITATION CRITERIA FOR STANDARDS DEVELOPMENT ORGANIZATIONS**
19 **ACCREDITATION**

21 **1 INTRODUCTION**

22 1.1 **Scope:** These criteria set forth the requirements for obtaining and maintaining International
23 Accreditation Service, Inc. (IAS), Standards Development Organizations (SDOs) accreditation.
24 These criteria supplement the IAS Rules of Procedure for Standards Development
25 Organizations.

26
27 1.2 **Overview:** Accredited SDOs complying with these criteria will have demonstrated they have
28 the competent personnel, organization, experience, knowledge, quality procedures and
29 commitment to develop normative documents in accordance with specified requirements. IAS-
30 accredited SDOs operate under a documented management system. The management system
31 includes the SDO's written standardization procedures, which provide a basis for control of
32 standardization products, with periodic assessment of SDO's management practices by IAS.
33 Although accredited SDOs are evaluated on their performance to consistently develop
34 standardization products of the required quality, these criteria do not cover the standardization
35 products themselves, nor the design or performance characteristics of the standardization
36 products.

37
38 1.3 **Normative and Reference Documents:** Publications listed below refer to current editions
39 (unless otherwise stated).

40 1.3.1 ISO/IEC GUIDE 2:2004 Standardization and related activities – General vocabulary

41 1.3.2 ISO/IEC Directives, Part 1 – Procedures for the technical work – Consolidated ISO
42 Supplement – Procedures specific to ISO

43 1.3.3 ISO/IEC Directives, Part 2 – Principles and rules for the structure and drafting of ISO
44 and IEC documents

45 1.3.4 ISO/IEC Guide 17: Guide for writing standards taking into account the needs of micro,
46 small and medium-sized enterprises

47 1.3.5 ISO/IEC Standard 17000: Conformity assessment – Vocabulary and general principles

48 1.3.6 ISO standard 9000:2015: Quality Management Systems – Fundamentals and
49 Vocabulary

50 1.3.7 ISO Standard 9001: Quality management systems – Requirements

51 1.3.8 ISO Standard 19011: Guidelines for auditing management systems

- 52 1.3.9 ISO Glossary – Guidance on selected words used in the ISO 9000 family of standards
53 1.3.10 The International Standard Industrial Classification of All Economic Activities (UN/ISIC)
54 1.3.11 Office of Management and Budget (OMB) CircularA-119 Revised–Memorandum for
55 heads of executive departments and agencies
56 1.3.12 IAS Rules of Procedure for Standards Development Organizations Accreditation
57 1.3.13 IAS Rules of Procedure for Appeals Concerning International Accreditation Service,
58 Inc.
59

60 2 DEFINITIONS

61 For the purposes of these accreditation criteria, the definitions given in ISO Guide 2, ISO/IEC 17000,
62 OMB CircularA-119 and the definitions that follow apply.

63 2.1 Related to Standardization

64 2.1.1 **Standardization Process:** The sequence of discrete, consecutive standardization
65 procedures to be performed in order to develop a normative document. The
66 standardization process may be used to edit, review, correct, amend, or revise a
67 normative document.

68 2.1.2 **Standardization Procedure:** A set of consecutive, detailed instructions or activities on
69 completing specific tasks as part of an overarching standardization process.

70 2.1.3 **Standardization Activities:** A set of performed actions to achieve fulfillment of a
71 specific requirement.

72 2.1.4 **Standardization Product:** A normative document providing terminology, presenting
73 test methods, specifying technical or service requirements, describing processes to
74 establish its fitness for purpose or specifying requirements concerned with the
75 compatibility of products or systems, at their points of interconnection, or providing a list
76 of required stated characteristics, values, or data.

77
78 A standardization product is of voluntary use unless it is prepared in the context of
79 mandatory provisions.

80 2.1.5 **Standards Development Organization (SDO):** An entity, public or private, able to
81 demonstrate its ability to develop normative documents complying with these criteria.

82 2.1.6 **SDO Types:** Different types of Standards Development Organization, according to the
83 way they perform standardization activities and their relation to other entities.

84 2.1.6.1 **Type A-Standards Development Organization:** An organization providing
85 standards development as a 3rd party, that is impartially and independently of the

- 86 parties involved, that is from any 1st party (usually the manufacturer, factory, supplier,
87 etc.) and 2nd party (usually the buyer, vender, merchandizer, end client, etc.) of any
88 product or service, tangible or not.
- 89 2.1.6.2 **Type B-Standards Development Organization:** An organization providing
90 standards development, being a separate part of a parent organization or of a group
91 of companies, providing standardization services only to its parent organization/
92 group of companies.
- 93 2.1.6.3 **Type C-Standards Development Organization:** An organization providing
94 standards development, being part of a parent organization, providing
95 standardization services to its parent organization or to other parties, or to both.
- 96 2.1.7 **Interested Parties:** Parties interested in a specific standardization field, coming from
97 industry, associations, public administrations, academia and societal organizations or
98 individuals.
- 99 2.1.8 **Standardization Committee:** A group, of experts representing interested parties
100 and/or agencies, in a specific standardization field. The committee may have the form
101 of group, committee, subcommittee, ad hoc group or any other equivalent description.
102 A standardization committee must perform standardization objectively and participants'
103 interests must be represented in a balanced way, so that the SDO's activities are
104 performed without any predominant stated or derived interest.
- 105 2.1.9 **Standardization Request:** A request for the development of a normative document,
106 being a public request, an identified standardization needed by the SDO itself or by a
107 client.
- 108 2.1.10 **Client:** An individual or a legal entity, ordering a standardization product through a
109 contract signed with the SDO.
- 110 2.1.11 **Standardization Ethics:** All SDO standardization activities and products must be
111 conducted with integrity, transparency and a commitment to ethical values.
112
- 113 2.2 **Related to Accreditation**
- 114 2.2.1 **Highest Level of Authority:** The person occupying the highest position of authority
115 within the executive management personnel of an SDO.
- 116 2.2.2 **SDO Executive Management:** Senior technical or administrative personnel of the
117 SDO, with defined management competences.

118 2.2.3 **Appeal:** Documented request, to the SDO, by a person or organization using an SDO
119 standardization product, for reconsideration, by the SDO, of the specific standardization
120 document.

121
122 NOTE: Adapted from ISO/IEC 17000:2020, definition 8.6.

123 2.2.4 **Complaint:** Expression of dissatisfaction, other than appeal (2.2.3), by any person or
124 organization to an SDO, relating to the activities of that SDO, where a response is
125 expected.

126
127 NOTE: Adapted from ISO/IEC 17000:2020, definition 8.7.

128 129 **3 ELIGIBILITY**

130 Accreditation services are available to entities that meet the requirements of these criteria.

131 132 **4 REQUIRED BASIC INFORMATION**

133 4.1 **Accreditation Request**

134 An SDO seeking IAS accreditation, shall submit relevant application, according to:

135 4.1.1 IAS Rules of Procedure for Standards Development Organizations Accreditation.

136 4.1.2 The requirements of these accreditation criteria.

137 4.1.3 Any additional compliance requirement on SDOs operation, placed by regulatory
138 entities, when operating within their jurisdiction, as referred to Section 4.2 of the IAS
139 Rules of Procedure for Standards Development Organizations accreditation.

140 141 4.2 **SDO Fields of Expertise to be Accredited**

142 4.2.1 The SDO's application shall define the field(s) of its expertise where it seeks to act as
143 an IAS accredited Standards Development Organization.

144 4.2.2 For the uniform presentation of the SDO's field(s) of requested standardization
145 expertise, the economic sections presented in the UN International Standard Industrial
146 Classification of All Economic Activities (ISIC), are used. Annex A presents the
147 Classification according to ISIC, revision 4.

148 4.2.3 Additionally, the SDO may define specific division(s), groups or class(-es) in the
149 economic sections it seeks accreditation to, according to ISIC classification. Examples
150 are provided in informative Annex B.

- 151 4.2.4 The type (A, B or C) of the SDO seeking IAS accreditation, according to the
152 independence criteria, as presented in Annex C.
153 4.2.5 Any regulatory requirements that, for the purpose of standards development activities,
154 the SDO is required to comply with, as may be applicable.
155

156 **4.3 Administrative Requirements**

157 4.3.1 The SDO shall be a legal entity, or a defined part of a legal entity, such that it can be
158 held legally responsible for all its standards development activities.

159 Note: a governmental standards development organization is deemed to be a legal
160 entity on the basis of its governmental status.

161 4.3.2 A standards development organization (SDO) that is part of a legal entity involved in
162 activities other than standards development, shall be identifiable within that entity.

163 4.3.3 The SDO shall have documentation which describes the standardization for which it is
164 competent.

165 4.3.4 The SDO shall have adequate provision (e.g., insurance or reserves) to cover liabilities
166 arising from the standardization services it provides. In the case of a governmental
167 SDO, the liability can be assumed by the State in accordance with national laws. In
168 case the SDO forms a part of a larger legal entity, its liability can be covered by this
169 legal entity.

170 4.3.5 The SDO shall have documentation describing the contractual conditions under which it
171 provides the standards development activities, except when it provides such activities
172 to the legal entity of which it is a part.
173

174 **4.4 Organization and Management**

175 4.4.1 The SDO shall be organized and managed to enable it to maintain the capability to
176 perform effectively its standards development activities.

177 4.4.2 The SDO shall define and document the responsibilities and reporting structure of its
178 organizational structure.

179 4.4.3 If the SDO forms a part of a legal entity performing other activities than standardization,
180 the relationship between these other activities and standards development activities
181 shall be defined.

182 4.4.4 The SDO executive management shall identify one person as technical manager who
183 has overall responsibility to ensure that the standards development activities are
184 carried out in accordance with these accreditation criteria. The person fulfilling this

185 function shall be technically competent and experienced in the operation of the SDO.
186 The SDO executive management may identify additional persons who will support the
187 technical manager for ongoing standard development activities.

188 4.4.5 The SDO shall have a job description or other documentation for each position
189 category within its organization involved in standards development activities.
190

191 4.5 Personnel

192 4.5.1 The SDO shall define and document the competence requirements for all personnel,
193 that is staff (employees, contractors) and/or committee members (volunteers, experts
194 and interested parties), involved in standards development activities, including
195 requirements for education, training, technical knowledge, skills, and experience, when
196 applicable. The competence requirements can be part of the job description or other
197 documentation mentioned in 4.4.6.

198 4.5.2 The SDO shall employ, or have contracts with, persons with the required
199 competencies, to perform standards development procedures.

200 4.5.3 The staff responsible for standards development shall be competent to the
201 standardization process.

202 4.5.4 The standardization committee members or associated personnel shall be competent
203 in the specific standardization field in upon which the standardization committee will
204 work.

205 4.5.5 The SDO shall make clear to each person their duties, responsibilities, and authority.

206 4.5.6 The SDO shall have documented procedures for selecting, training and monitoring
207 SDO staff involved in standardization activities.

208 4.5.7 The documented procedures for training (see 4.5.6) shall address the following stages:

209 4.5.7.1 An induction period,

210 4.5.7.2 A mentored working period with personnel experienced in standardization,

211 4.5.7.3 Continuing training to keep pace with new or revised standardization procedures.

212 4.5.8 The training required shall depend upon the ability, qualifications, and experience of
213 each member of the staff and other persons (e.g., committee members, contractors)
214 involved in standardization activities, and upon the results of monitoring (see 4.5.9).

215 4.5.9 SDO Executive Management shall take care for monitoring staff involved in
216 standardization activities for satisfactory performance. Results of monitoring shall be
217 used as a means of identifying training needs (see 4.5.8).

218 4.5.10 The SDO shall maintain records of competence of each member of its staff involved in
219 standardization activities.

220

221 **4.6 Impartiality and Independence**

222 4.6.1 Standardization activities shall be undertaken impartially.

223 4.6.2 The SDO shall be responsible for the impartiality of its standardization activities and
224 shall not allow commercial, financial, or other pressures to compromise impartiality.

225 4.6.3 The SDO shall identify risks to its impartiality on an ongoing basis. This shall include
226 those risks that arise from the standardization contracts, its standardization products,
227 from its relationships, or from the relationships of its personnel, although such
228 relationships do not necessarily present an SDO with a risk to impartiality.

229

230 Relationships that threaten the impartiality of the SDO can be based on ownership,
231 governance, management, personnel, shared resources, finances, contracts,
232 marketing, etc.

233 4.6.4 If a risk to impartiality is identified, the SDO shall be able to demonstrate how it
234 eliminates or minimizes such risk.

235 4.6.5 The SDO shall have management commitment to impartiality.

236 4.6.6 The SDO shall be independent to the extent that is required regarding the conditions
237 under which it performs its services. Depending on these conditions, it shall meet the
238 minimum requirements stipulated in Annex C, as outlined below:

239 4.6.6.1 An SDO providing third party standards development services shall meet the type A
240 requirements of Annex C, paragraph C1.

241 4.6.6.2 An SDO providing first party standards development services, second party
242 standards development services, or both, which forms a separate and identifiable
243 part of an organization involved in the design, manufacture, supply, installation, use
244 or maintenance of the items it standardizes and which supplies normative documents
245 development services only to its parent organization (in-house standards
246 development) shall meet the type B requirements of Annex C, paragraph C2.

247 4.6.6.3 An SDO providing first party standards development services, second party
248 standards development services, or both, which forms an identifiable, but not
249 necessarily a separate part of an organization involved in the design, manufacture,
250 supply, installation, use or maintenance of the items it standardizes and which
251 supplies normative documents development services to its parent organization or to

252 other parties, or to both, shall meet the type C requirements of Annex C, paragraph
253 C3.

254

255 4.7 Confidentiality

256 4.7.1 The SDO shall be responsible, through legally enforceable commitments, for the
257 management of all information obtained or created during the performance of
258 normative document(s) development.

259 4.7.2 When the SDO is required by law or authorized by contractual commitments to release
260 confidential information concerning a normative document or a specific standardization
261 process or procedure, the client or individual concerned shall, unless prohibited by law,
262 be notified of the information provided.

263 4.7.3 Information about the client obtained from sources other than the client (e.g.,
264 complainant, regulators) shall be treated as confidential.

265

266 4.8 Complaints and Appeals

267 4.8.1 The SDO shall have a documented process to receive, evaluate and make decisions
268 on complaints and appeals.

269 4.8.2 A description of the handling process for complaints and appeals shall be available to
270 any interested party, upon request.

271 4.8.3 Upon receipt of a complaint, the SDO shall confirm whether the complaint relates to its
272 standardization process.

273 4.8.4 The SDO shall be responsible for all decisions at all levels of the handling process for
274 complaints and appeals.

275 4.8.5 Complaints and appeals process:

276 4.8.5.1 The handling process for complaints and appeals shall include at least the following
277 elements and methods:

278 4.8.5.1.1 A description of the process for receiving, validating and investigating the
279 complaint or appeal,

280 4.8.5.1.2 Deciding what actions are to be taken in response to the complaint or appeal,

281 4.8.5.1.3 Tracking and recording complaints and appeals, including actions
282 undertaken to resolve them,

283 4.8.5.1.4 Ensuring that any appropriate action is taken.

284 4.8.5.2 The SDO receiving the complaint or appeal shall be responsible for gathering and
285 verifying all necessary information to validate the complaint or appeal.

- 286 4.8.5.3 Whenever possible, the SDO shall acknowledge receipt of the complaint or appeal
287 and shall provide the complainant or appellant with progress reports and the
288 outcome.
- 289 4.8.5.4 The decision to be communicated to the complainant or appellant shall be made by,
290 or reviewed and approved by, SDO executive management.
- 291 4.8.5.5 Whenever possible, the SDO shall give formal notice of the conclusion of the
292 complaint and appeals handling process to the complainant or appellant.
- 293 4.8.6 Investigation and decision on appeals shall not result in any discriminatory actions.
294

295 **STANDARDIZATION PROCESS REQUIREMENTS**

296 **4.9 Standardization Process and Procedures**

- 297 4.9.1 The SDO shall establish and implement processes and procedures for normative
298 documents development.
- 299 4.9.2 The requirements against which a standardization process is performed are normally
300 specified in regulations, standards, and specifications (such as those referred to in
301 section 1.3 “Normative and Reference Documents” subsections 1.3.2, 1.3.3, 1.3.4 and
302 1.3.11) or contracts. Specifications can include client or in-house requirements.
- 303 4.9.3 The standardization process shall include necessary and adequate standardization
304 procedures to develop a reliable normative document providing fitness for purpose.
- 305 4.9.4 The standardization process may refer to the initial development of a normative
306 document, review, correction, amendment, revision, or withdrawal of an existing
307 normative document issued by the SDO.
308

309 **4.10 Standardization Process Characteristics**

- 310 4.10.1 The SDO shall have and use adequate documented procedures on standardization
311 process.
- 312 4.10.2 When the SDO must use, relevant to standardization, techniques or procedures which
313 are not already implemented by the SDO, such techniques and procedures shall be
314 identifiable, appropriate and fully documented.
- 315 4.10.3 SDO’s standardization activities and products must be available to all interested
316 parties, except if otherwise stated or derived from contractual and/or legal obligations.
- 317 4.10.4 All standardization processes, procedures, and activities relevant to the work of the
318 SDO shall be maintained up-to-date and be readily available to the personnel.
- 319 4.10.5 The SDO shall have documented processes which ensure that:

- 320 4.10.5.1 Work to be undertaken is within its expertise and that its structural organization
321 provides adequate resources to meet the process requirements,
- 322 4.10.5.2 The requirements of those seeking the SDO's services are adequately defined and
323 that special conditions are understood, so that unambiguous instructions can be
324 issued to personnel performing the standardization duties required,
- 325 4.10.5.3 Standardization documents under development fulfill national, federal, peripheral or
326 international mandatory provisions, if applicable,
- 327 4.10.5.4 Work being undertaken is controlled by regular review and corrective actions,
- 328 4.10.5.5 The requirements of the contract or work order have been met.
- 329 4.10.6 When the SDO uses information supplied by any other party or contractor as part of the
330 standardization process, it shall verify the integrity of such information.
- 331 4.10.7 The standardization process shall include at least the following procedures/steps:
- 332 4.10.7.1 Request for the development of a normative document or identification of a
333 standardization need,
- 334 4.10.7.2 Assignment of a project manager from the SDO staff,
- 335 4.10.7.3 Identification of the standardization subject matter,
- 336 4.10.7.4 In the case of an entity's standardization request, an agreement/contract between
337 the requesting entity (assignor) and the SDO (assignee),
- 338 4.10.7.5 Identification of standardization request conformity to standardization ethics,
- 339 4.10.7.6 Identification of stakeholders,
- 340 4.10.7.7 Identification of relevant normative documents and publications to ensure there is
341 no conflict, crossover or overlap,
- 342 4.10.7.8 Formation of an SDO standardization committee to develop the draft normative
343 document, the members of which need to be independent of any external interest
344 and convened by one of these members,
- 345 4.10.7.9 Appointment of the Secretary of the SDO standardization committee, between
346 SDO personnel,
- 347 4.10.7.10 Drafting of the normative document content, according to standardization process,
348 seeking consensus,
- 349 4.10.7.11 Configuration of the draft normative document, according to SDO drafting formats;
- 350 4.10.7.12 Linguistic and terminology review of the draft normative document content,
351 according to established terminology,
- 352 4.10.7.13 Verification of the normative document requirements, if applicable,

- 353 4.10.7.14 Verification of the standardization process conformity to national, federal,
354 peripheral or international mandatory provisions,
355 4.10.7.15 Publication of the draft normative document for public consultation, targeted at
356 interested parties with an adequate interest in the subject matter,
357 4.10.7.16 Review of comments received from the public, consultation and resolution of any
358 reported problems, by the standardization committee,
359 4.10.7.17 In case of further disputes, discussion by a steering/advisory group or technical
360 management personnel to achieve a documented consensus-based final draft,
361 4.10.7.18 Final approval of the draft normative document, through documented balloting
362 steps,
363 4.10.7.19 Standardization process review, by the project manager, to verify SDO procedures
364 being followed and verification of standardization product conformity to
365 standardization ethics,
366 4.10.7.20 Publication of the normative document.
367 4.10.8 SDO's standardization activities must be published, at least annually, through open,
368 publicly available means.
369

370 4.11 **Standardization Process Records**

371 The SDO shall maintain a record system to demonstrate the effective fulfilment of the
372 standardization procedures, according to Section 5, and to enable an evaluation of the
373 standardization process followed.
374

375 4.12 **Standardization Process Report**

376 4.12.1 The work carried out by an SDO, that is the development and publication of a
377 normative document, shall be covered by a retrievable standardization process report.

378 4.12.2 A standardization process report should be developed, including the following
379 elements:

- 380 4.12.2.1 Identification of the SDO,
381 4.12.2.2 Unique report identification and date of issue,
382 4.12.2.3 Identification and title of the relevant normative document,
383 4.12.2.4 Description of the ISIC section/division/group/class for which the SDO applied the
384 standardization process,
385 4.12.2.5 The type of the SDO, according to Annex C,
386 4.12.2.6 Signature or other indication of approval by the project manager,

- 387 4.12.2.7 A statement of conformity to these accreditation criteria and any mandatory
388 provision, if and when required, by the technical manager,
389 4.12.2.8 Identification of the intellectual rights' owner of the specific normative document,
390 4.12.2.9 Comparative presentation between initially planned and finally established through
391 consensus, standardization product,
392 4.12.2.10 Information on what has been omitted from the original scope of work, if applicable,
393 4.12.2.11 Names and information on the persons involved in the development of the
394 normative document,
395 4.12.2.12 In case SDO contractors were involved in the standardization process, the extent
396 of their involvement and their deliverables.
397

398 4.13 Post Normative Document Publication Policy

- 399 4.13.1 The SDO must establish a post publication procedure to monitor the normative
400 document performance and use, in terms of quality, scientific update and innovations
401 and/or conformity to market or legal requirements.
402 4.13.2 The SDO management must appoint a person or committee to proceed to normative
403 documents requirements interpretations, in case disputes or market interpretations
404 occur, when used.
405 4.13.3 The SDO must establish normative documents review policy in defined time intervals,
406 or when required.
407

408 5 ADDITIONAL INFORMATION

409 MANAGEMENT SYSTEM REQUIREMENTS

410 The SDO shall establish and implement a management system that is capable of achieving the
411 consistent fulfilment of the present accreditation criteria, either:

- 412 5.1 By meeting the requirements of an ISO Management System (i.e., ISO 9001 or any
413 accreditation standard of the series ISO/IEC 17000, or similar, or
414
415 5.2 By establishing a Management System with the following characteristics:
416 5.2.1 Management System Documentation
417 5.2.1.1 The SDO's highest level of authority shall establish, document, and maintain policies
418 and objectives for the fulfilment of these accreditation criteria and shall ensure the
419 policies and objectives are acknowledged and implemented at all levels of the SDO's
420 structural organization.

- 421 5.2.1.2 The SDO's highest level of authority shall provide evidence of its commitment to the
422 development and implementation of the management system and its effectiveness in
423 achieving consistent fulfilment of these accreditation criteria.
- 424 5.2.1.3 The SDO's highest level of authority shall appoint a member of management who,
425 irrespective of other responsibilities, shall have responsibility and authority that
426 include the following:
- 427 5.2.1.3.1 Ensuring that processes and procedures needed for the management
428 system are established, implemented, and maintained, and
- 429 5.2.1.3.2 Reporting to the SDO's highest level of authority on the performance of the
430 management system and any need for improvement.
- 431 5.2.1.4 All documentation, processes, systems, records, etc., related to the fulfilment of the
432 requirements of these accreditation criteria shall be included, referenced, or linked to
433 documentation of the management system.
- 434 5.2.1.5 All personnel involved in standards development activities shall have access to the
435 parts of the management system documentation and related information that are
436 applicable to their responsibilities.
- 437 5.2.2 Control of Documents
- 438 5.2.2.1 The SDO shall establish procedures to control the documents (internal and external)
439 that relate to the fulfilment of these accreditation criteria.
- 440 5.2.2.2 The procedures shall define the controls needed to:
- 441 5.2.2.2.1 Approve documents for adequacy prior to issue,
442 5.2.2.2.2 Review and update (as necessary) and re-approve documents,
443 5.2.2.2.3 Ensure that changes and the current revision status of documents are
444 identified,
445 5.2.2.2.4 Ensure that relevant versions of applicable documents are available at points
446 of use,
447 5.2.2.2.5 Ensure that documents remain legible and readily identifiable,
448 5.2.2.2.6 Ensure that documents of external origin are identified and their distribution
449 is controlled,
450 5.2.2.2.7 Prevent the unintended use of obsolete documents and apply suitable
451 identification to them, if they are retained for any purpose.
- 452 5.2.3 Control of Records

- 453 5.2.3.1 The SDO shall establish procedures to define the controls needed for the
454 identification, storage, protection, retrieval, retention time and disposition of its
455 records related to the fulfilment of these accreditation criteria.
- 456 5.2.3.2 The SDO shall establish procedures for retaining records for a period consistent with
457 its contractual and legal obligations. Access to these records shall be consistent with
458 the confidentiality arrangements.
- 459 5.2.4 Corrective Actions
- 460 5.2.4.1 The SDO shall establish procedures for identification and management of
461 nonconformities in its operations.
- 462 5.2.4.2 The SDO shall also, where necessary, take actions to eliminate the causes of
463 nonconformities to prevent recurrence.
- 464 5.2.4.3 Corrective actions shall be appropriate to the impact of the problems encountered.
- 465 5.2.4.4 The procedures shall define requirements for the following:
- 466 5.2.4.4.1 Identifying nonconformities,
467 5.2.4.4.2 Determining the causes of nonconformity,
468 5.2.4.4.3 Correcting nonconformities,
469 5.2.4.4.4 Evaluating the need for actions to ensure that nonconformities do not recur,
470 5.2.4.4.5 Determining the actions needed and implementing them in a timely manner,
471 5.2.4.4.6 Presenting objective evidence of the actions taken,
472 5.2.4.4.7 Recording the results of actions taken,
473 5.2.4.4.8 Reviewing the effectiveness of corrective actions.
- 474 5.2.5 Preventive Actions
- 475 5.2.5.1 The SDO shall establish procedures for taking preventive actions to eliminate the
476 causes of potential nonconformities.
- 477 5.2.5.2 Preventive actions taken shall be appropriate to the probable impact of the potential
478 problems.
- 479 5.2.5.3 The procedures for preventive actions shall define requirements for the following:
- 480 5.2.5.3.1 Identifying potential nonconformities and their causes,
481 5.2.5.3.2 Evaluating the need for action to prevent the occurrence of nonconformities,
482 5.2.5.3.3 Determining and implementing the action needed,
483 5.2.5.3.4 Recording the results of actions taken,
484 5.2.5.3.5 Reviewing the effectiveness of the preventive actions taken.

485 **6 LINKS TO ADDITIONAL REFERENCES**
486

- 487 6.1 IAS – <https://www.iasonline.org>
- 488 6.2 UN International Standard Industrial Classification of All Economic Activities Revision 4 –
- 489 https://unstats.un.org/unsd/publication/seriesm/seriesm_4rev4e.pdf
- 490 6.3 International Standards Organization – <https://www.iso.org/home.html>
- 491 6.4 ISO/IEC Directives, Part 1 – Procedures for the technical work – Consolidated ISO Supplement
- 492 – Procedures specific to ISO –
- 493 <https://www.iso.org/sites/directives/current/consolidated/index.html>
- 494 6.5 ISO/IEC Directives, Part 2 – Principles and rules for the structure and drafting of ISO and IEC
- 495 documents – <https://www.iso.org/sites/directives/current/part2/index.xhtml>
- 496 6.6 ISO/IEC GUIDE 2:2004 Standardization and related activities – General vocabulary –
- 497 <https://www.iso.org/standard/39976.html>
- 498 6.7 ISO/IEC Guide 17: Guide for writing standards taking into account the needs of micro, small
- 499 and medium-sized enterprises – <https://www.iso.org/standard/67340.html>
- 500 6.8 ISO Glossary – Guidance on selected words used in the ISO 9000 family of standards –,
- 501 <https://www.iso.org/files/live/sites/isoorg/files/standards/docs/en/terminology-ISO9000->
- 502 [family.pdf](https://www.iso.org/files/live/sites/isoorg/files/standards/docs/en/terminology-ISO9000-family.pdf)
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**Annex A
(informative)**

Economic sections according to International Standard Industrial Classification of All Economic Activities (ISIC), rev.4

The 21 economic sections as presented in the International Standard Industrial Classification of All Economic Activities (UN/ISIC), are as follows:

Section	Description
A	Agriculture, forestry and fishing
B	Mining and quarrying
C	Manufacturing
D	Electricity, gas, steam and air conditioning supply
E	Water supply; sewerage, waste management and remediation activities
F	Construction
G	Wholesale and retail trade; repair of motor vehicles and motorcycles
H	Transportation and storage
I	Accommodation and food service activities
J	Information and communication
K	Financial and insurance activities
L	Real estate activities
M	Professional, scientific and technical activities
N	Administrative and support service activities
O	Public administration and defense; compulsory social security
P	Education
Q	Human health and social work activities
R	Arts, entertainment and recreation
S	Other service activities
T	Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use
U	Activities of extraterritorial organizations and bodies

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**Annex B
(informative)**

Examples of four (4) different SDOs seeking IAS accreditation, in different economic sections and levels, are presented in the following table:

SDO	Section	Division	Group	Class
I	C Manufacturing	22 Manufacture of rubber and plastics products	221 Manufacture of rubber products	2211 Manufacture of rubber tires and tubes; retreading and rebuilding of rubber tires
II	E Water supply; sewerage, waste management and remediation activities	38 Waste collection, treatment, and disposal activities; materials recovery	381 Waste collection	
III	M Professional, scientific, and technical activities	70 Activities of head offices; management consultancy activities		
IV	N Administrative and support service activities			

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Annex C
Independence Requirements for SDOs

C.1 Requirements for Type A-Standards Development Organizations

The SDO referred to in 4.6.6.3 shall meet the requirements below.

- 1.1 The SDO shall be independent of the parties involved.
- 1.2 The SDO and its personnel shall not engage in any activities that may conflict with their independence of judgment and integrity in relation to their standardization activities. In particular, they shall not be engaged in the design, manufacture, supply, installation, purchase, ownership, use or maintenance of the items to be standardized.
- 1.3 An SDO shall not be a part of a legal entity that is engaged in design, manufacture, supply, installation, purchase, ownership, use or maintenance of the items to be standardized.
- 1.4 The SDO shall not be linked to a separate legal entity engaged in the design, manufacture, supply, installation, purchase, ownership, use or maintenance of the items to be standardized by the following:
 - 1.4.1 Common ownership, except where the owners have no ability to influence the outcome of a standardization process,
Example 1: A cooperative type of structure where there are large numbers of stakeholders, but they (individually or as a group) have no ability to influence the outcome of a standardization process.
Example 2: A holding company consisting of several separate legal entities (s related entities) under a common organizational structure (holding company), where neither the related companies nor the holding company can influence the outcome of a standardization process.
 - 1.4.2 Common ownership appointees on the boards or equivalent of the organizations, except where these have functions that have no influence on the outcome of a standardization procedure,
Example: A bank financing a company insists on an appointee to the board who will overview how the company is managed, but will not be involved in any decision-making related to standardization matters.
 - 1.4.3 Directly reporting to the same higher level of management, except where this cannot influence the outcome of a standardization process,

555 *Note:* Reporting to the same higher level of management is permitted on matters other
556 than design, manufacture, supply, installation, purchase, ownership, use or
557 maintenance of the items to be standardized.

558 1.4.4 Contractual commitments, or other means that may have an ability to influence the
559 outcome of a standardization process.
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561 **C.2 Requirements for Type B-Standards Development Organizations**

562 The SDO referred to in 4.6.6.2 shall meet the requirements below.

- 563 2.1 Standards development services shall only be supplied to the organization of which it forms a
564 part.
- 565 2.2 A clear separation of the responsibilities of the standardization personnel from those of the
566 personnel employed in the other functions shall be established by organizational identification
567 and the reporting methods of the SDO within the parent organization.
- 568 2.3 The SDO and its personnel shall not engage in any activities that may conflict with their
569 independence of judgment and integrity in relation to the standardization process. In particular,
570 they shall not be engaged in the design, manufacture, supply, installation, use or maintenance
571 of the items to be standardized.

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573 **C.3 Requirements for Type C-Standards Development Organizations**

574 The SDO referred to in 4.6.6.3 shall meet the requirements below.

- 575 3.1 The SDO shall provide safeguards within the organization to ensure adequate segregation of
576 responsibilities and accountabilities between standardization and other activities.
- 577 3.2 The design/manufacture/supply/installation/servicing/maintenance and the standardization of
578 the same item carried out by a Type C-SDO shall not be undertaken by the same person. An
579 exception to this is where a regulatory requirement explicitly allows an individual person from a
580 Type C-SDO to undertake both the design/ manufacture/ supply /installation /servicing
581 /maintenance and the standardization of the same item, as long as this exception does not
582 compromise the standardization process.