



ACCREDITATION CRITERIA FOR STANDARDS DEVELOPMENT ORGANIZATIONS ACCREDITATION

AC803

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PREFACE

The attached accreditation criteria have been issued to provide all interested parties with guidelines on implementing performance features of the applicable standards referenced herein. The criteria were developed and adopted following public hearings conducted by the International Accreditation Service, Inc. (IAS), Accreditation Committee and are effective on the date shown above. All accreditations issued or reissued on or after the effective date must comply with these criteria. If the criteria are an updated version from a previous edition, solid vertical lines (|) in the outer margin within the criteria indicate a technical change or addition from the previous edition. Deletion indicators (→) are provided in the outer margins where a paragraph or item has been deleted if the deletion resulted from a technical change. These criteria may be further revised as the need dictates.

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ACCREDITATION CRITERIA FOR STANDARDS DEVELOPMENT ORGANIZATIONS

ACCREDITATION

1 INTRODUCTION

- 1.1 **Scope:** These criteria set forth the requirements for obtaining and maintaining International Accreditation Service, Inc. (IAS), Standards Development Organizations (SDOs) accreditation. These criteria supplement the IAS Rules of Procedure for Standards Development Organizations.
- 1.2 **Overview:** Accredited SDOs complying with these criteria will have demonstrated they have the competent personnel, organization, experience, knowledge, quality procedures and commitment to develop normative documents in accordance with specified requirements. IAS-accredited SDOs operate under a documented management system. The management system includes the SDO's written standardization procedures, which provide a basis for control of standardization products, with periodic assessment of SDO's management practices by IAS. Although accredited SDOs are evaluated on their performance to consistently develop standardization products of the required quality, these criteria do not cover the standardization products themselves, nor the design or performance characteristics of the standardization products.
- 1.3 **Normative and Reference Documents:** Publications listed below refer to current editions (unless otherwise stated).
- 1.3.1 ISO/IEC GUIDE 2:2004 Standardization and related activities – General vocabulary
 - 1.3.2 ISO/IEC Directives, Part 1 – Procedures for the technical work – Consolidated ISO Supplement – Procedures specific to ISO
 - 1.3.3 ISO/IEC Directives, Part 2 – Principles and rules for the structure and drafting of ISO and IEC documents
 - 1.3.4 ISO/IEC Guide 17: Guide for writing standards taking into account the needs of micro, small and medium-sized enterprises
 - 1.3.5 ISO/IEC Standard 17000: Conformity assessment – Vocabulary and general principles
 - 1.3.6 ISO standard 9000:2015: Quality Management Systems – Fundamentals and Vocabulary
 - 1.3.7 ISO Standard 9001: Quality management systems – Requirements
 - 1.3.8 ISO Standard 19011: Guidelines for auditing management systems
 - 1.3.9 ISO Glossary – Guidance on selected words used in the ISO 9000 family of standards
 - 1.3.10 The International Standard Industrial Classification of All Economic Activities (UN/ISIC)
 - 1.3.11 Office of Management and Budget (OMB) Circular A-119 Revised–Memorandum for heads of executive departments and agencies

- 1.3.12 IAS Rules of Procedure for Standards Development Organizations Accreditation
- 1.3.13 IAS Rules of Procedure for Appeals Concerning International Accreditation Service, Inc.

2 DEFINITIONS

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

2.1 Related to Standardization

- 2.1.1 **Standardization Process:** The sequence of discrete, consecutive standardization procedures to be performed in order to develop a normative document. The standardization process may be used to edit, review, correct, amend, or revise a normative document.
- 2.1.2 **Standardization Procedure:** A set of consecutive, detailed instructions or activities on completing specific tasks as part of an overarching standardization process.
- 2.1.3 **Standardization Activities:** A set of performed actions to achieve fulfillment of a specific requirement.
- 2.1.4 **Standardization Product:** A normative document providing terminology, presenting test methods, specifying technical or service requirements, describing processes to establish its fitness for purpose or specifying requirements concerned with the compatibility of products or systems, at their points of interconnection, or providing a list of required stated characteristics, values, or data.

A standardization product is of voluntary use unless it is prepared in the context of mandatory provisions.
- 2.1.5 **Standards Development Organization (SDO):** An entity, public or private, able to demonstrate its ability to develop normative documents complying with these criteria.
- 2.1.6 **SDO Types:** Different types of Standards Development Organization, according to the way they perform standardization activities and their relation to other entities.
 - 2.1.6.1 **Type A-Standards Development Organization:** An organization providing standards development as a 3rd party, that is impartial and independent of the parties involved, that is from any 1st party (usually the manufacturer, factory, supplier, etc.) and 2nd party (usually the buyer, vender, merchandizer, end client, etc.) of any product or service, tangible or not.
 - 2.1.6.2 **Type B-Standards Development Organization:** An organization providing standards development, being a separate part of a parent organization or of a group of companies, providing standardization services only to its parent organization/ group of companies.

- 2.1.6.3 **Type C-Standards Development Organization:** An organization providing standards development, being part of a parent organization, providing standardization services to its parent organization or to other parties, or to both.
- 2.1.7 **Interested Parties:** Parties interested in a specific standardization field, coming from industry, associations, public administrations, academia and societal organizations or individuals.
- 2.1.8 **Standardization Committee:** A group, of experts representing interested parties and/or agencies, in a specific standardization field. The committee may have the form of group, committee, subcommittee, ad hoc group or any other equivalent description. A standardization committee must perform standardization objectively and participants' interests must be represented in a balanced way, so that the SDO's activities are performed without any predominant stated or derived interest.
- 2.1.9 **Standardization Request:** A request for the development of a normative document, being a public request, an identified standardization needed by the SDO itself or by a client.
- 2.1.10 **Client:** An individual or a legal entity, ordering a standardization product through a contract signed with the SDO.
- 2.1.11 **Standardization Ethics:** All SDO standardization activities and products must be conducted with integrity, transparency and a commitment to ethical values.
- 2.2 **Related to Accreditation**
- 2.2.1 **Highest Level of Authority:** The person occupying the highest position of authority within the executive management personnel of an SDO.
- 2.2.2 **SDO Executive Management:** Senior technical or administrative personnel of the SDO, with defined management competences.
- 2.2.3 **Appeal:** Documented request, to the SDO, by a person or organization using an SDO standardization product, for reconsideration, by the SDO, of the specific standardization document.
- Note:** Adapted from ISO/IEC 17000:2020, definition 8.6.
- 2.2.4 **Complaint:** Expression of dissatisfaction, other than appeal (2.2.3), by any person or organization to an SDO, relating to the activities of that SDO, where a response is expected.
- Note:** Adapted from ISO/IEC 17000:2020, definition 8.7.

3 ELIGIBILITY

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

4 REQUIRED BASIC INFORMATION

4.1 Accreditation Request

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

- 4.1.1 IAS Rules of Procedure for Standards Development Organizations Accreditation.
- 4.1.2 The requirements of these accreditation criteria.
- 4.1.3 Any additional compliance requirement on SDO's operation, placed by regulatory entities, when operating within their jurisdiction, as referred to Section 4.2 of the IAS Rules of Procedure for Standards Development Organizations accreditation.

4.2 SDO Fields of Expertise to be Accredited

- 4.2.1 The SDO's application shall define the field(s) of its expertise where it seeks to act as an IAS-accredited Standards Development Organization.
- 4.2.2 For the uniform presentation of the SDO's field(s) of requested standardization expertise, the economic sections presented in the UN International Standard Industrial Classification of All Economic Activities (ISIC), are used. Annex I presents the Classification according to ISIC, revision 4.
- 4.2.3 Additionally, the SDO may define specific division(s), groups or class(-es) in the economic sections it seeks accreditation to, according to ISIC classification. Examples are provided in informative Annex II.
- 4.2.4 The type (A, B or C) of the SDO seeking IAS accreditation, according to the independence criteria, as presented in Annex III through V.
- 4.2.5 Any regulatory requirements that, for the purpose of standards development activities, the SDO is required to comply with, as may be applicable.

4.3 Administrative Requirements

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

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

- 4.3.2 A standards development organization (SDO) that is part of a legal entity involved in activities other than standards development, shall be identifiable within that entity.
- 4.3.3 The SDO shall have documentation which describes the standardization for which it is competent.

- 4.3.4 The SDO shall have adequate provision (e.g., insurance or reserves) to cover liabilities arising from the standardization services it provides. In the case of a governmental SDO, the liability can be assumed by the State in accordance with national laws. In case the SDO forms a part of a larger legal entity, its liability can be covered by this legal entity.
- 4.3.5 The SDO shall have documentation describing the contractual conditions under which it provides the standards development activities, except when it provides such activities to the legal entity of which it is a part.

4.4 **Organization and Management**

- 4.4.1 The SDO shall be organized and managed to enable it to maintain the capability to perform effectively its standards development activities.
- 4.4.2 The SDO shall define and document the responsibilities and reporting structure of its organizational structure.
- 4.4.3 If the SDO forms a part of a legal entity performing other activities than standardization, the relationship between these other activities and standards development activities shall be defined.
- 4.4.4 The SDO executive management shall identify one person as technical manager who has overall responsibility to ensure that the standards development activities are carried out in accordance with these accreditation criteria. The person fulfilling this function shall be technically competent and experienced in the operation of the SDO. The SDO executive management may identify additional persons who will support the technical manager for ongoing standard development activities.
- 4.4.5 The SDO shall have a job description or other documentation for each position category within its organization involved in standards development activities.

4.5 **Personnel**

- 4.5.1 The SDO shall define and document the competence requirements for all personnel, that is staff (employees, contractors) and/or committee members (volunteers, experts and interested parties), involved in standards development activities, including requirements for education, training, technical knowledge, skills, and experience, when applicable. The competence requirements can be part of the job description or other documentation mentioned in 4.4.6.
- 4.5.2 The SDO shall employ, or have contracts with, persons with the required competencies, to perform standards development procedures.
- 4.5.3 The staff responsible for standards development shall be competent to the standardization process.

- 4.5.4 The standardization committee members or associated personnel shall be competent in the specific standardization field in upon which the standardization committee will work.
- 4.5.5 The SDO shall make clear to each person their duties, responsibilities, and authority.
- 4.5.6 The SDO shall have documented procedures for selecting, training and monitoring SDO staff involved in standardization activities.
- 4.5.7 The documented procedures for training (see 4.5.6) shall address the following stages:
 - 4.5.7.1 An induction period,
 - 4.5.7.2 A mentored working period with personnel experienced in standardization,
 - 4.5.7.3 Continuing training to keep pace with new or revised standardization procedures.
- 4.5.8 The training required shall depend upon the ability, qualifications, and experience of each member of the staff and other persons (e.g., committee members, contractors) involved in standardization activities, and upon the results of monitoring (see 4.5.9).
- 4.5.9 SDO Executive Management shall take care for monitoring staff involved in standardization activities for satisfactory performance. Results of monitoring shall be used as a means of identifying training needs (see 4.5.8).
- 4.5.10 The SDO shall maintain records of competence of each member of its staff involved in standardization activities.

4.6 Impartiality and Independence

- 4.6.1 Standardization activities shall be undertaken impartially.
- 4.6.2 The SDO shall be responsible for the impartiality of its standardization activities and shall not allow commercial, financial, or other pressures to compromise impartiality.
- 4.6.3 The SDO shall identify risks to its impartiality on an ongoing basis. This shall include those risks that arise from the standardization contracts, its standardization products, from its relationships, or from the relationships of its personnel, although such relationships do not necessarily present an SDO with a risk to impartiality.

Relationships that threaten the impartiality of the SDO can be based on ownership, governance, management, personnel, shared resources, finances, contracts, marketing, etc.
- 4.6.4 If a risk to impartiality is identified, the SDO shall be able to demonstrate how it eliminates or minimizes such risk.
- 4.6.5 The SDO shall have management commitment to impartiality.

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

4.6.6.1 An SDO providing third party standards development services shall meet the Type A requirements of Annex III.

4.6.6.2 An SDO providing first party standards development services, second party standards development services, or both, which forms a separate and identifiable part of an organization involved in the design, manufacture, supply, installation, use or maintenance of the items it standardizes and which supplies normative document development services only to its parent organization (in-house standards development) shall meet the Type B requirements of Annex IV.

4.6.6.3 An SDO providing first party standards development services, second party standards development services, or both, which forms an identifiable, but not necessarily a separate part of an organization involved in the design, manufacture, supply, installation, use or maintenance of the items it standardizes and which supplies normative documents development services to its parent organization or to other parties, or to both, shall meet the Type C requirements of Annex V.

4.7 Confidentiality

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

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

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

4.8 Complaints and Appeals

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

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

- 4.8.3 Upon receipt of a complaint, the SDO shall confirm whether the complaint relates to its standardization process.
- 4.8.4 The SDO shall be responsible for all decisions at all levels of the handling process for complaints and appeals.
- 4.8.5 Complaints and appeals process:
 - 4.8.5.1 The handling process for complaints and appeals shall include at least the following elements and methods:
 - 4.8.5.1.1 A description of the process for receiving, validating and investigating the complaint or appeal,
 - 4.8.5.1.2 Deciding what actions are to be taken in response to the complaint or appeal,
 - 4.8.5.1.3 Tracking and recording complaints and appeals, including actions undertaken to resolve them,
 - 4.8.5.1.4 Ensuring that any appropriate action is taken.
 - 4.8.5.2 The SDO receiving the complaint or appeal shall be responsible for gathering and verifying all necessary information to validate the complaint or appeal.
 - 4.8.5.3 Whenever possible, the SDO shall acknowledge receipt of the complaint or appeal and shall provide the complainant or appellant with progress reports and the outcome.
 - 4.8.5.4 The decision to be communicated to the complainant or appellant shall be made by, or reviewed and approved by, SDO executive management.
 - 4.8.5.5 Whenever possible, the SDO shall give formal notice of the conclusion of the complaint and appeals handling process to the complainant or appellant.
- 4.8.6 Investigation and decision on appeals shall not result in any discriminatory actions.

STANDARDIZATION PROCESS REQUIREMENTS

4.9 Standardization Process and Procedures

- 4.9.1 The SDO shall establish and implement processes and procedures for normative documents development.
- 4.9.2 The requirements against which a standardization process is performed are normally specified in regulations, standards, and specifications (such as those referred to in section 1.3 “Normative and Reference Documents” subsections 1.3.2, 1.3.3, 1.3.4 and 1.3.11) or contracts. Specifications can include client or in-house requirements.

- 4.9.3 The standardization process shall include necessary and adequate standardization procedures to develop a reliable normative document providing fitness for purpose.
- 4.9.4 The standardization process may refer to the initial development of a normative document, review, correction, amendment, revision, or withdrawal of an existing normative document issued by the SDO.

4.10 **Standardization Process Characteristics**

- 4.10.1 The SDO shall have and use adequate documented procedures on standardization process.
- 4.10.2 When the SDO must use, relevant to standardization, techniques or procedures which are not already implemented by the SDO, such techniques and procedures shall be identifiable, appropriate and fully documented.
- 4.10.3 SDO's standardization activities and products must be available to all interested parties, except if otherwise stated or derived from contractual and/or legal obligations.
- 4.10.4 All standardization processes, procedures, and activities relevant to the work of the SDO shall be maintained up-to-date and be readily available to the personnel.
- 4.10.5 The SDO shall have documented processes which ensure that:
 - 4.10.5.1 Work to be undertaken is within its expertise and that its structural organization provides adequate resources to meet the process requirements,
 - 4.10.5.2 The requirements of those seeking the SDO's services are adequately defined and special conditions are understood, so unambiguous instructions can be issued to personnel performing the standardization duties required,
 - 4.10.5.3 Standardization documents under development fulfill national, federal, peripheral or international mandatory provisions, if applicable,
 - 4.10.5.4 Work being undertaken is controlled by regular review and corrective actions,
 - 4.10.5.5 The requirements of the contract or work order have been met.
- 4.10.6 When the SDO uses information supplied by any other party or contractor as part of the standardization process, it shall verify the integrity of such information.
- 4.10.7 The standardization process shall include at least the following procedures/steps:
 - 4.10.7.1 Request for the development of a normative document or identification of a standardization need,
 - 4.10.7.2 Assignment of a project manager from the SDO staff,

- 4.10.7.3 Identification of the standardization subject matter,
- 4.10.7.4 In the case of an entity's standardization request, an agreement/contract between the requesting entity (assignor) and the SDO (assignee),
- 4.10.7.5 Identification of standardization request conformity to standardization ethics,
- 4.10.7.6 Identification of stakeholders,
- 4.10.7.7 Identification of relevant normative documents and publications to ensure there is no conflict, crossover or overlap,
- 4.10.7.8 Formation of an SDO standardization committee to develop the draft normative document, the members of which need to be independent of any external interest and convened by one of these members,
- 4.10.7.9 Appointment of the Secretary of the SDO standardization committee, between SDO personnel,
- 4.10.7.10 Drafting of the normative document content, according to standardization process, seeking consensus,
- 4.10.7.11 Configuration of the draft normative document, according to SDO drafting formats;
- 4.10.7.12 Linguistic and terminology review of the draft normative document content, according to established terminology,
- 4.10.7.13 Verification of the normative document requirements, if applicable,
- 4.10.7.14 Verification of the standardization process conformity to national, federal, peripheral or international mandatory provisions,
- 4.10.7.15 Publication of the draft normative document for public consultation, targeted at interested parties with an adequate interest in the subject matter,
- 4.10.7.16 Review of comments received from the public, consultation and resolution of any reported problems, by the standardization committee,
- 4.10.7.17 In case of further disputes, discussion by a steering/advisory group or technical management personnel to achieve a documented consensus-based final draft,
- 4.10.7.18 Final approval of the draft normative document, through documented balloting steps,

- 4.10.7.19 Standardization process review, by the project manager, to verify SDO procedures being followed and verification of standardization product conformity to standardization ethics,
- 4.10.7.20 Publication of the normative document.
- 4.10.8 Translation of the normative document, in any other language, if required, must be performed through a valid translation process.
- 4.10.9 SDO's standardization activities must be published, at least annually, through open, publicly available means.

4.11 Standardization Process Records

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

4.12 Standardization Process Report

- 4.12.1 The work carried out by an SDO, which is the development and publication of a normative document, shall be covered by a retrievable standardization process report.
- 4.12.2 A standardization process report should be developed, including the following elements:
 - 4.12.2.1 Identification of the SDO,
 - 4.12.2.2 Unique report identification and date of issue,
 - 4.12.2.3 Identification and title of the relevant normative document,
 - 4.12.2.4 Description of the ISIC section/division/group/class for which the SDO applied the standardization process,
 - 4.12.2.5 The type of the SDO, according to Annexes III through V,
 - 4.12.2.6 Signature or other indication of approval by the project manager,
 - 4.12.2.7 A statement of conformity to these accreditation criteria and any mandatory provision, if and when required, by the technical manager,
 - 4.12.2.8 Identification of the intellectual rights' owner of the specific normative document,
 - 4.12.2.9 Comparative presentation between initially planned and finally established through consensus, standardization product,
 - 4.12.2.10 Information on what has been omitted from the original scope of work, if applicable,
 - 4.12.2.11 Names and information on the persons involved in the development of the normative document,

4.12.2.12 In case SDO contractors were involved in the standardization process, the extent of their involvement and their deliverables.

4.13 Post Normative Document Publication Policy

4.13.1 The SDO must establish a post publication procedure to monitor the normative document performance and use, in terms of quality, scientific update and innovations and/or conformity to market or legal requirements.

4.13.2 The SDO management must appoint a person or committee to proceed to normative documents requirements interpretations, in case disputes or market interpretations occur, when used.

4.13.3 The SDO must establish a normative documents review policy in defined time intervals, or when required.

5 ADDITIONAL INFORMATION

MANAGEMENT SYSTEM REQUIREMENTS

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

5.1 By meeting the requirements of an ISO Management System (i.e., ISO 9001 or any accreditation standard of the series ISO/IEC 17000, or similar, or

5.2 By establishing a Management System with the following characteristics:

5.2.1 Management System Documentation

5.2.1.1 The SDO's highest level of authority shall establish, document, and maintain policies and objectives for the fulfilment of these accreditation criteria and shall ensure the policies and objectives are acknowledged and implemented at all levels of the SDO's structural organization.

5.2.1.2 The SDO's highest level of authority shall provide evidence of its commitment to the development and implementation of the management system and its effectiveness in achieving consistent fulfilment of these accreditation criteria.

5.2.1.3 The SDO's highest level of authority shall appoint a member of management who, irrespective of other responsibilities, shall have responsibility and authority which include the following:

5.2.1.3.1 Ensuring that processes and procedures needed for the management system are established, implemented, and maintained, and

- 5.2.1.3.2 Reporting to the SDO's highest level of authority on the performance of the management system and any need for improvement.
- 5.2.1.3.3 All documentation, processes, systems, records, etc., related to the fulfilment of the requirements of these accreditation criteria shall be included, referenced, or linked to documentation of the management system.
- 5.2.1.3.4 All personnel involved in standards development activities shall have access to the parts of the management system documentation and related information that are applicable to their responsibilities.

5.2.2 Control of Documents

- 5.2.2.1 The SDO shall establish procedures to control the documents (internal and external) that relate to the fulfilment of these accreditation criteria.
- 5.2.2.2 The procedures shall define the controls needed to:
 - 5.2.2.2.1 Approve documents for adequacy prior to issue,
 - 5.2.2.2.2 Review and update (as necessary) and re-approve documents,
 - 5.2.2.2.3 Ensure changes and the current revision status of documents are identified,
 - 5.2.2.2.4 Ensure relevant versions of applicable documents are available at points of use,
 - 5.2.2.2.5 Ensure documents remain legible and readily identifiable,
 - 5.2.2.2.6 Ensure documents of external origin are identified and their distribution is controlled,
 - 5.2.2.2.7 Prevent the unintended use of obsolete documents and apply suitable identification to them, if they are retained for any purpose.

5.2.3 Control of Records

- 5.2.3.1 The SDO shall establish procedures to define the controls needed for the identification, storage, protection, retrieval, retention time and disposition of its records related to the fulfilment of these accreditation criteria.

5.2.3.2 The SDO shall establish procedures for retaining records for a period consistent with its contractual and legal obligations. Access to these records shall be consistent with the confidentiality arrangements.

5.2.4 Corrective Actions

5.2.4.1 The SDO shall establish procedures for identification and management of nonconformities in its operations.

5.2.4.2 The SDO shall also, where necessary, take actions to eliminate the causes of nonconformities to prevent recurrence.

5.2.4.3 Corrective actions shall be appropriate to the impact of the problems encountered.

5.2.4.4 The procedures shall define requirements for the following:

5.2.4.4.1 Identifying nonconformities,

5.2.4.4.2 Determining the causes of nonconformity,

5.2.4.4.3 Correcting nonconformities,

5.2.4.4.4 Evaluating the need for actions to ensure that nonconformities do not recur,

5.2.4.4.5 Determining the actions needed and implementing them in a timely manner,

5.2.4.4.6 Presenting objective evidence of the actions taken,

5.2.4.4.7 Recording the results of actions taken,

5.2.4.4.8 Reviewing the effectiveness of corrective actions.

5.2.5 Preventive Actions

5.2.5.1 The SDO shall establish procedures for taking preventive actions to eliminate the causes of potential nonconformities.

5.2.5.2 Preventive actions taken shall be appropriate to the probable impact of the potential problems.

5.2.5.3 The procedures for preventive actions shall define requirements for the following:

5.2.5.3.1 Identifying potential nonconformities and their causes,

5.2.5.3.2 Evaluating the need for action to prevent the occurrence of nonconformities,

5.2.5.3.3 Determining and implementing the action needed,

5.2.5.3.4 Recording the results of actions taken,

5.2.5.3.5 Reviewing the effectiveness of the preventive actions taken.

6 LINKS TO REFERENCES

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

**Annex I
(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

**Annex II
(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			

Annex III
Independence Requirements for Type A SDOs

The SDO referred to in 4.6.6.1 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 which 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 (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,

Note: Reporting to the same higher level of management is permitted on matters other than design, manufacture, supply, installation, purchase, ownership, use or maintenance of the items to be standardized.
 - 1.4.4 Contractual commitments, or other means that may have an ability to influence the outcome of a standardization process.

Annex IV
Independence Requirements for Type B SDOs

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

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

Annex IV
Independence Requirements for Type C SDOs

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

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