

FOR INTERNAL USE ONLY

MANUAL
FOR
STANDARDS FORMULATION
(first revision)

ICS No. 01.110; 01.120

BUREAU OF INDIAN STANDARDS

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FOREWORD

Standardization is the process of formulating and applying rules for an orderly approach to a specific activity for the benefit and with the cooperation of all concerned, and in particular for the promotion of optimum overall economy taking due account of functional conditions and safety requirements. It is based on the consolidated results of science, technique and experience. It determines not only the basis for the present but also for future development, while keeping pace with technological developments world over. The evolution of the concept of standardization has helped in codifying the existing knowledge and in bridging the international barriers, it being a dynamic activity.

With the objective of harmonious development of standardization activity in India, the erstwhile Indian Standards Institution (ISI) was established in year 1947 (now Bureau of Indian Standards). Over the years various methods, procedures, etc. were established for execution of standardization activities in a more effective and efficient manner. As a policy, the standards formulation activity of BIS has been harmonized as far as possible with the relevant activities and procedures as laid down by the International Organization for Standardization (ISO) and International Electrotechnical Commission (IEC) keeping in view the Indian conditions and the national priorities. BIS, being a signatory to the “Code of Good Practice for the preparation, adoption and application of standards (Article 4 of TBT Agreement, Annex 3)” has accordingly aligned its standards formulation procedures.

This manual was first published in year 1990. Since then, many changes have taken place due to reasons like need for keeping pace with the emerging technologies, environmental issues trade priorities and other considerations at national and international front. Over the period various initiatives were undertaken by BIS to review this activity from time to time, which have also been incorporated in this revision. Some of these aspects include recommendations of the task force set up by BIS on time reduction for standards formulation, requirements of computerized standardization module, clarification on ‘Consensus’ which forms the basis for formulation of an Indian standard, revised guidelines for review of composition of the technical committees and international participation, other administrative orders issued from time to time, etc. The letters/proforma given in the manual are for general guidance only and may be suitably modified, as considered necessary.

Some of the major steps taken to improve the standardization activity include:

- a) Reduction in average time for standards formulation for Priority I = 12 months and Priority II= 24 months.
- b) Restructuring of technical committees for achieving greater transparency, enhanced and effective technical inputs, balanced participation of all stakeholders and streamlined functioning. In order to achieve these objectives to the extent possible, a review of the composition of the technical committees was carried out and efforts were made to appoint Chairmen from neutral bodies and give

- proportionate participation to all stakeholders like manufactures, consumers, consumer bodies, Govt. organizations, scientific and technical institutions/organizations, etc. while keeping the interests of the consumers paramount.
- c) Facilitating better participation of Chairmen, NGOs, consumer bodies, experts, etc. in standardization activity.
 - d) Outsourcing of Standards formulation activity to specialized organizations/experts in new and emerging technological areas and also for review/revision of existing Indian standards (on honorary basis), to bring them at par with the technological developments world over within the targeted time frame.
 - e) Creation of an alert system to review/update/revise Indian standards by identified core group set up by each technical committee for providing timely inputs for updation of the Indian standards in line with the latest technological developments, international standards or association standards/technical regulations etc. The objective is not only to safeguard the consumer interests in terms of safety, health, etc. but also to enhance the quality and productivity of Indian industry. In addition, an initiative has also been taken whereby all technical officers posted in departments other than standards formulation have been allotted standards based on their discipline, knowledge, experience and/or willingness and have been directed to provide their inputs for updation of Indian Standards.
 - f) Clarification was sought from the Additional Solicitor General who clarified that “consensus” with “substantial support” does not mean unanimity but having regard to the views of members reflecting different institutions/interests.
 - g) BIS has its own website www.bis.org.in and it has been decided to post information on this website relating to the programme of work, committee composition, wide circulation draft/P drafts and other relevant documents/information of public interest in order to make the standards formulation activity more transparent and interactive, and also more informative and user friendly to the outside world.
 - h) Several SOM decisions have been incorporated.

For effective working of the standards formulation activity, the following documents may also be referred to:

1. IS 12:2004 Guide for drafting and presentation of Indian standards
2. Manual for Member Secretary of Technical Committee of the Bureau (Doc:DDGT/Manual/01-0189)
3. Guidelines for Participation in the Technical Committee of the Bureau
4. BIS Act, 1986
5. BIS Rules, 1987
6. BIS (Advisory Committees) Regulations, 1987
7. Policy Guidelines for Standards Formulation, 1995 (Doc: S1/3)

While preparing this manual assistance has been derived from the following publications in addition to those mentioned above.

ISO/IEC Directives, 2001	Part 1 and Part 2
ISO/IEC Guide 2:1996	Standardization and related activities -- General vocabulary
ISO/IEC Guide 21:1999	Adoption of International Standards as regional or national standards
BS 0-1:1997	A standard for standards. Guide to the context, aims and general principles
BS 0-2:1997	A standard for standards. Recommendations for committee procedures
BS 0-3:1997	A standard for standards. Specification for structure, drafting and presentation
DIN 820-1:1994	Standardization principles
DIN 820-2:2000	Standardization – Part 2: Presentation of standards
DIN 820-3:1998	Standardization – Part 3: Concepts
DIN 820-4:2000	Standardization – Part 4: Working procedures

Note: 1. This Manual is for internal use of Bureau and shall not be quoted for any legal purpose.

2. This Manual shall be reviewed periodically as the need arises. However after every three years a complete review/revision of this Manual shall be undertaken.

MANUAL FOR STANDARDS FORMULATION

0. GENERAL

0.1 Under the Bureau of Indian Standards Act, 1986, Bureau establishes Indian Standards in relation to any article or process and amends, revises or cancels the standards so established as may be necessary, by a process of consultation with consumers, manufacturers, technologists, scientists and officials through duly constituted committees.

0.2 Standardization is an activity of establishing, with regard to actual or potential problems, provisions for common and repeated use, aimed at the achievement of the optimum degree of order in a given context. (ISO/IEC Guide 2:1996, definition 1.1)

1. SCOPE

1.1 This manual describes the general aims and principles of standardization in brief, explains functions of standardization set up in BIS, outlines the procedures governing the preparation of Indian Standards and routine activities followed to achieve the aim. This also includes relevant ISO/IEC directives for International Standards work. The procedures are aligned with the “Code of good practice for the Preparation, Adoption and Application of Standards” as required, BIS, India being a signatory to the WTO-TBT Agreement (Article 4, Annex 3 of TBT).

1.2 This does not include details about presentation and drafting of Indian Standards which is covered in IS 12:2004 Guide for Drafting and Presentation of Indian Standards.

2 AIMS OF STANDARDIZATION

2.1 Summary of Aims

By providing technical criteria accepted by consensus, standards promote consistent quality and economic production. They simplify manufacture and encourage interchangeability. They rationalize processes and methods of operation, making communication and exchange of goods and services easier. Their use gives confidence to manufacturers and to users alike.

The broad aims of standardization can be summarized as:

- a) Provision of means of communication amongst all interested parties;
- b) Promotion of economy in human effort, materials and energy in the production and exchange of goods
- c) Protection of consumer interests through adequate and consistent quality of goods and services;
- d) Promotion of the quality of life, safety, health and the protection of environment;

- e) Promotion of trade by removal of barriers caused by differences in national practices

3. PRINCIPLES OF STANDARDS WORK

3.1 General

Standardization involves both preparation and use of standards. These principles may be grouped under the following headings:

- a) Standard should be needed [*see 3.2*]
- b) Standard should be used [*see 3.3*]
- c) Standard should be planned [*see 3.4*]
- d) Standard should not be duplicated [*see 3.5*]

3.2 Standard should be Needed

The formulation of standards relies upon the willingness of all parties concerned to reach voluntary agreement among themselves for one or more stated purposes.

3.3 Standard should be Used

3.3.1 Application of standards relies upon voluntary commitment required in their preparation being extended to their use. The publication of a standard is of little value if it is not applied. The intended application of a standard should be clearly understood at the start and borne in mind throughout its preparation.

3.3.2 Standards should be written in a simple and clear way. Verification of compliance with specified requirements should always be possible within a realistic time and at a reasonable cost.

3.3.3 The legal enforcement of standards is discussed in **Annex A-8.3**.

3.4 Standards should be Planned

3.4.1 The social and/or economic benefits of a standard should be compared with the total cost of preparing, publishing and maintaining it. The committees responsible should consider whether it is likely to be feasible to prepare the proposed standard in a technically and commercially acceptable form in time to be of use. In areas of rapid development, the balance should be struck between the risk of inhibiting innovation by premature standardization and the danger of allowing the spread of divergent and mutually incompatible solutions to the same problem. If the latter occurs, the cost of subsequent standardization is likely to be much greater.

3.4.2 A standard expresses what has been established or is about to be established. The process of writing standard is essentially one of selection. A standard can contain only what the interested parties are prepared to agree on at the time it is written. Thus decision are needed on when and how it is appropriate to standardize in a rapidly developing industry or to satisfy new community needs relating to safety or the environment.

3.4.3 Standards should be reviewed at regular intervals and appropriate action taken. A standard that does not evolve in keeping with changing circumstances or technological advance may become irrelevant or inhibit progress. The review procedure for Indian Standards is explained in **5.11**.

3.5 Standards should not be Duplicated

3.5.1 Standardization can be pursued at different levels by individuals, firms, associations, countries, regions. For economy of total effort, a standard should logically be prepared at the broadest level consistent with meeting the needs of interested parties within an acceptable timescale. The simultaneous preparation, at different levels, of standards on identical aspects of identical subjects should be avoided as far as practicable.

3.5.2 For the same reason, any standards body embarking on a new project should take account of existing standards on the same subject, from whatever source. Even at international level, a de facto standard, suitable for formal adoption, may already be found to exist. In this respect the intended result of regional and international standardization is the ‘harmonization’ of different countries’ national standards through standards being adopted that are identical with, or at least technically equivalent to, those in other countries (*see 5.14 and 5.15*)

4 ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES FOR THE TECHNICAL WORK

4.1 Bureau has set up various committees to look after its activity. The Committee structure in respect of standard formulation activity is given in Fig. 1.

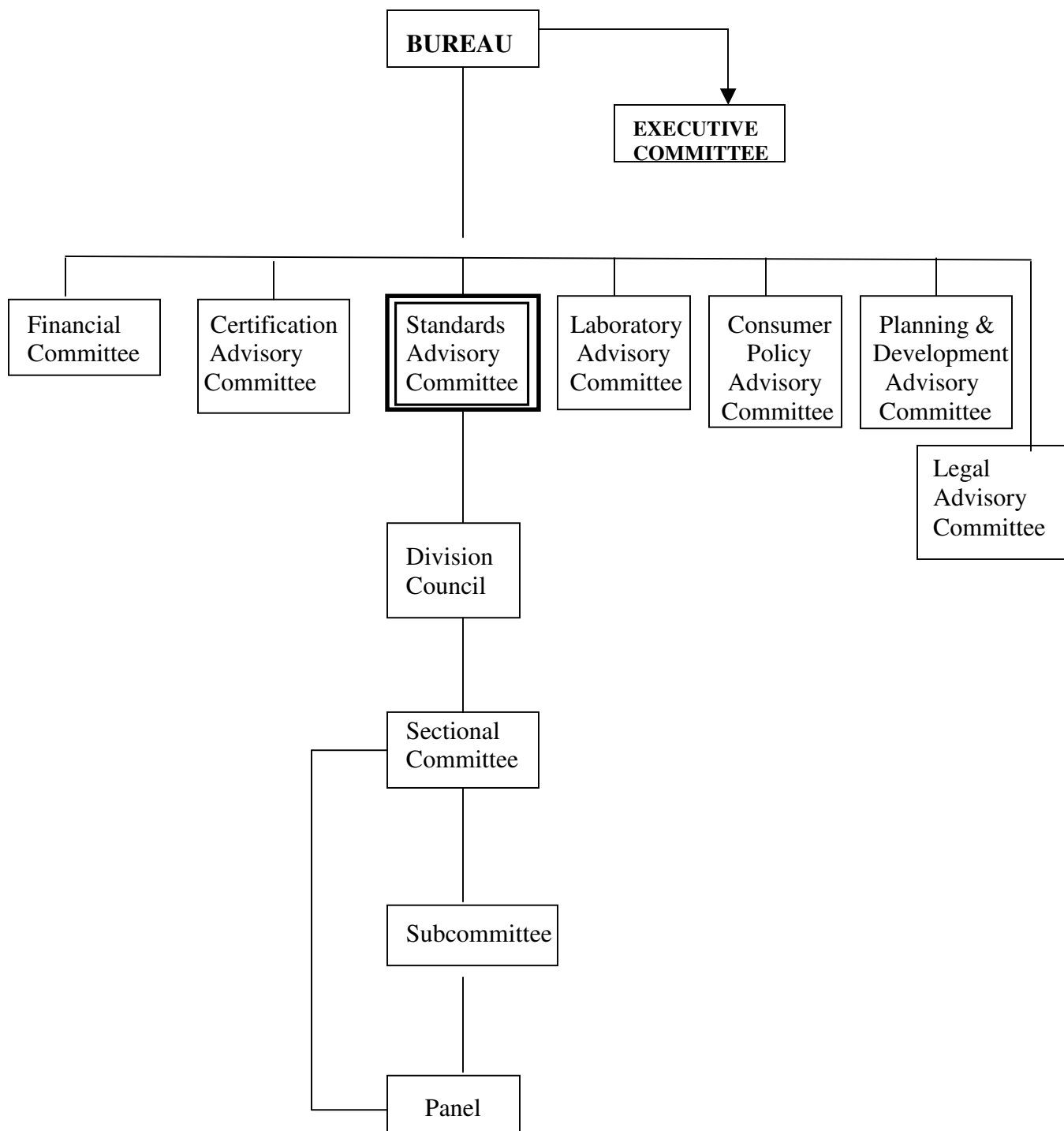


Figure 1

4.2 Standards Advisory Committee

4.2.1 For advising the Bureau on all policy matters, for efficient discharge of its functions etc. concerning standards formulation work an apex level Standards Advisory Committee (SAC) is constituted by Bureau. Its functions include advising the Bureau on:

- a) Harmonious development of Indian Standards;
- b) Establishment, publication and promotion of Indian Standards;
- c) Collaboration with other standards formulating organizations within the country and abroad;
- d) Bureau's role in the activities of international organizations in relation to standards;
- e) Setting up and/or dissolution of Division Councils, formulation of guidelines for their effective functioning and reviewing their activities periodically [see 4.2.2, 4.2.3 and 4.3].
- f) Other matters regarding standardization.

For the purpose of formulation of Indian Standards in respect of articles or process, technical committees of experts may be constituted. Such committees may include Division Councils, Sectional Committees, Sub-committees and Panels. The overall work is planned and coordinated by the SAC.

4.2.2 Composition of SAC

The SAC consist of a Chairman and twenty other members to be appointed by the Bureau from amongst its members (preferably those who are specially involved in standardization activities). The term of office of the Chairman and other members is two years or till the expiry of the tenure of their membership of Bureau, whichever is earlier and they are eligible for re-appointment. DG, BIS will be an ex-officio member and DDGT concerned will be Member Secretary of SAC.

4.2.3 The Chairman or any other member may resign from his office by forwarding his letter of resignation under his own hand to the President of the Bureau and such resignation takes effect from the date of its acceptance by the President or on the expiry of a period of one month from the date of its receipt by the President or on the expiry of the tenure of his membership of Bureau, whichever is earliest. When a vacancy occurs by resignation of a Chairman or any other member, the Bureau take steps to fill that vacancy by an appointment from members, as the case may be. Member so appointed will hold office for the remainder of the term of office of the Chairman or other member in whose place he/she is appointed.

4.2.4 The meeting of SAC shall be held at least once in twelve months. The notice is to be issued not less than 7 days in advance giving details of the venue and time. The agenda is to be sent at least 3 days in advance and proceedings issued after the meeting [*see 6* also].

4.3 Division Councils

4.3.1 A division council is a distinct committee of BIS, created by Standards Advisory Committee (SAC) and comprising of concerned officers of the Bureau and representatives of various interests such as consumers, regulatory and other government bodies, industry, scientists, technologists, testing organizations and Chairmen of Sectional Committees under the Division. These may also include consultants. Head of the department concerned shall be the member secretary.

Division Council shall be reconstituted once in every three years.

Major functions of a Division Council would be as follows:

- i) To advise on subject areas to be taken up for formulation of Standards in their respective areas keeping in view the national needs and priorities;
- ii) To set up Sectional Committees within their areas, define their scopes, appoint their Chairmen and members and co-ordinate their activities;
- iii) To give formal concurrence on new proposals for work,
- iv) To advise on matters relating to research and development needed for the establishment of standards or their revisions;
- v) To study the work of international organizations and their committees in standards formulation as related to the areas of work of Division Council and recommend on the extent and manner the participation in standardization activities at the international level;
- vi) To advise on implementation of established standards;
- vii) To receive and deal with activity reports and to make recommendations thereon to the Bureau concerning matters in which the decision of the Bureau is necessary;
- viii) To carry out such tasks as may be specifically referred to it by the Bureau/Standards Advisory Committee.

4.3.2 On the recommendations of SAC, the Bureau may approve restructuring of the Division Council, relaxing the scope and area of activities. The composition of the Division Council is reviewed by the SAC from time to time. Letters to be sent by the Member Secretary of the Division Council to the nominated organizations for sending their nomination [*see Annex B₁*].

4.3.3 *Chairman*

The Chairman of Division Council is appointed by SAC. A letter should also be addressed to the persons nominated as Chairman of the Division Council by the appointing authority to obtain his concurrence [*see Annex B₂*].

4.3.4 *Meetings [see 6 also]*

Generally one meeting is held at least once in a year but business is also transacted by proceeding through correspondence circulation.

4.3.5 *Principle and Alternate Representatives*

Authorities nominating members to Division Councils or other Committees are permitted to nominate, if they so choose, two representatives one to be known as Principal and the other Alternate subject to the following:

- a) The attendance of either representatives in the meeting constitutes participation of the nominating authority, but both may attend if so desired.
- b) Only the Principal representative has the right to vote, but in absence of the Principal, the Alternate representative may exercise this right, if authorized to do so by the nominating authority or the Principal representative.
- c) All documents concerned with the work of the Division Council shall ordinarily be sent to both the Principal and the Alternate representatives.
- d) In exceptional circumstances where a case is made out on the basis of regional representation or representation of special interests within an organization, more than one Alternate member may be accepted.

4.3.6 *Continuation of Retiring Members*

- a) A Chairman, whose term of office expires or who otherwise ceases to be a member of a Division shall continue to hold office until his successor is elected, appointed or nominated.
- b) A Council member whose membership expires shall, notwithstanding the expiration of his term, continue to hold office until his successor is appointed.

4.3.7 Title and Scope of Division Council

The title and scope of the Division Council shall be approved by Standards Advisory Committee (SAC) and shall not be amended without its approval.

4.4 Sectional Committees

4.4.1 Principles

4.4.1.1 The committee structure of BIS seeks to bring together all those with substantial interest in particular project, wherever possible through organizations representing the views of an industry sector, trade or other interest group such as organized consumers, regulatory bodies, consumer organizations, NGOs, etc. This achieves, economically, a wide measure of consultation and support in standards work. The basic principles are that BIS should carry out its task in the national interest, take account of all significant view points, secure their representation at all committee levels and, through its consultation procedures, have an authoritative body of opinion behind every Indian Standard. The list of Sectional Committees is available on BIS website.

4.4.1.2 Differences of views/opinions on the substance of a standard are not resolved by a formal vote. The normal means of reaching decisions is through consensus. This implies that objections have either been met, or are not maintained or are agreed to be such minor significance as not to warrant further delay to the work.

4.4.2 Constitution and Membership

4.4.2.1 A distinction is drawn between the constitution of a committee, i.e. the bodies represented, and the membership, i.e. the individual representatives nominated by those bodies to serve the committee.

4.4.2.2 Normally, sectional committees are constituted by the Division Council. The Bureau also may constitute a sectional committee to deal with a field not covered by Division Council. Such Committees together with their sub-committees and panel shall be subject to the rules as applicable to committees constituted by Division Councils.

4.4.2.3 Sectional Committees include concerned officer of the Bureau and representatives of various interests such as consumers, NGOs, regulatory and other government bodies, industry, scientists, technologists, and testing organizations and may also include consultants. However, consumer interests shall, as far as possible, predominate. In case non industry interests are less than two third, it may be reviewed by concerned activity head to ensure that $\frac{2}{3}^{\text{rd}}$ of the total representation on the committee is from non-industry. A Technical Officer of the Bureau shall be Member Secretary. Only relevant organizations/government departments/consumer organizations/regulatory bodies that are related to the subject should be offered representation. Organizations offered representation should be specifically appraised that they should nominate members who have expertise in the subject. There should be adequate representation from R&D

institutions in order to enable the committee to have technical inputs about latest developments.

4.4.2.4 Subject to the report to the appointing authority, a Sectional Committee may co-opt additional members, to make the committee more fully representative, provided that the predominance of consumer interests is maintained as far as possible.

4.4.2.5 When a technical committee first meets, members to be asked whether they know of any other directly interested organizations, which should be represented. Thereafter, the constitution should remain under review. The constitution and membership of an inactive committee should be reviewed when it is reconvened for new work. The organizations/ members representing for reasonably long time (more than 6 years) without participation/contribution may be substituted by new organizations who are capable of contributing in the new technologies/areas of the work.

4.4.2.6 *Size of Committees*

The size of a committee is often a compromise between a reasonably broad basis of representation and the need to restrict membership to workable numbers. Generally, a smaller membership will be appropriate for a committee dealing with detailed aspects of a standard, with wider representation being provided at the more senior committee levels.

4.4.2.7 In order to keep committees to a workable size, the strength of Sectional Committee is generally 25.

4.4.2.8 In each division, an adequate number of sectional committees may be set up to ensure that for each specific and well-defined field of work, a sectional committee becomes available without the necessity of having to set up too many unnecessary sub-committees. The structure of existing sectional committees may also be examined at appropriate stages and if necessary the work of the committee distributed in two or more new sectional committees to conform to this directive. In case Division Council agrees to transfer of Sectional Committees/subject to another Division Council due to any reason, the same should be referred to another Division Council. The decision of both Division Council should be reported to SAC and SAC's decision would be final.

4.4.2.9 A Sectional Committee may appoint sub-committees and/or panels.

4.4.2.10 Sectional Committees, sub-committees and panels may co-opt experts to assist them in their work. Individual experts may also be co-opted by committees for a given period or for a particular project.

4.4.2.11 Sectional Committees shall be reconstituted at least once every three years.

4.4.2.12 On the basis of decision of the appointing authority suitable letters to be written to the organizations concerned to convey the decision about reconstitution of the committee [see **Annex B₃** and **Annex B₄**].

4.4.3 *Terms and Conditions for Engaging Consultants*

The terms and conditions for engaging consultants in the work of the Division Councils and other technical committees and in the work relating to establishment of standards shall be as decided by the Executive Committee.

4.4.4 *TA-DA to Committee Members from BIS Funds*

TA-DA from BIS funds is not normally admissible to members for attending BIS Technical Committee meetings. However Rule 6(a) of BIS Rules and clause 4 of the BIS (Advisory Committee) Regulations provide for payment of Traveling Allowance to members representing such of the statutory and autonomous bodies specifically approved by the Executive Committee, Consumer Organizations and other experts in their personal capacity at the same rates as applicable to non-officials attending the meetings of the Committees set up by the Central Government. Traveling Allowance for entitled members will be as given in **Annex C₁**. The related proforma is given in **Annex C₂**.

4.4.4.1 Prior sanction of the Competent Authority should be obtained to provide TA/DA to the members as mentioned in **4.4.4**. The proforma to obtain sanction is given in **Annex D₁**. Further, it will be necessary to obtain administrative approval for sanction of TA/DA for each meeting separately [*see Annex D₂*], taking into account the essentiality of members presence in the meeting. In case the competent authority decides that expenditure on TA/DA is not to be incurred by BIS, the concerned member shall be informed at the time of notice of the meeting is sent, or as soon thereafter as possible.

4.4.5 *Title of Committee*

The title of a committee shall be approved by the appointing authority and shall not be amended without its approval.

4.4.6 *Identification of Technical Committees*

Sectional Committees (SC), Sub-committees (SubC) and Panels (P) are numbered sequentially. The number once allotted to a group is frozen and is not allotted to another even in the event of former getting dismantled. Committees are numbered as follows in alphanumeric code:

- a) Sectional Committees are assigned three-letter reference, The three letter identify concerned Division.

Thus TED is Transport Engineering Division.

- b) Sectional Committees, sub-committees and Panels are numbered as under:

TED 02, for instance is a sectional committee under TED. TED 02:2 is a subcommittee of TED 02; TED 02:2/P1 a panel of sub-committee TED 02:2;

TED 02/P1 Panel directly reporting to Sectional Committee; TED/P 1 directly reporting to the Division Council.

4.4.7 *General Considerations for offer of Representation*

4.4.7.1 In the appointment of committees the following general principles shall be kept in mind:

- i) Membership shall be offered to All-India or State Organizations in preference to individual firms or institutions.
- ii) Offer of membership to individual experts shall be made with great caution and only when a suitable person is not forthcoming as a representative of an organization, a firm or an institution.
- iii) Where the travelling allowance of any member has to be paid from BIS funds, the offer of the membership shall be made only with the previous concurrence of Executive Committee.
- iv) Except when a member is appointed in his personal capacity, a person vacates his membership on leaving his organization, firm or institution and a fresh nomination is sought from the nominating authority.

4.4.7.2 As soon as a technical committee is set up, the names of the organizations given representations on the committee should be included.

4.4.7.3 Standard letter should be addressed to the organizations requesting them to nominate their principal and alternate representatives on the committee. It should be ensured that letters for nomination of representatives on committee are addressed to proper authority. On receipt of replies, necessary entries should be made in the composition software [see **Annex B₅**, **B₆** and **B₇**].

4.4.8 *Scope of a Committee*

4.4.8.1 The scope is a formula precisely defining the limits of the work of a technical committee. The definition of the scope of a technical committee shall begin with the words 'standardization' Or 'Standardization in the field of ' and shall be drafted as concisely as possible. Scope of technical committees shall not refer to the general aims of standardization or repeat the principles that govern the work of all technical committees. Should it be necessary to specify the certain questions are outside the scope of the technical committee, these questions shall be listed at the end of the scope and be introduced by the word 'Excluded'. Before a Sectional Committee starts working, its scope of work shall be clearly outlined and approved by Division Council or Bureau. No subsequent amendment in the scope shall be made without approval of the appointing authority.

4.4.8.2 Proposal for creating new sectional committee to be made in the form given in **Annex E**.

4.4.8.3 To create a sub-committee under sectional committee a systematic approach to be made as laid down in **Annex F**.

4.4.8.4 *Delegation to subordinate bodies*

Responsibility for the technical content of a published standard rests with the sectional committee concerned. Much of the detailed work is normally delegated to sub-committees or panels. Sub-committees are officially constituted by sectional committees and the same rules apply with regard to the appointment of members as for sectional committees. A panel may also be constituted on a representative basis by the committee to which it reports or else may consist of individual experts. Efforts are required to be made to ensure that sub-committees and panels are not created unless adequately justified and that no project is unduly delayed by virtue of its having to go through different tiers until finalization.

4.4.9 *Chairman of Sectional Committee*

4.4.9.1 *Appointment of Chairman*

A Chairman shall be nominated by appointing authority, Bureau or Division Council, as the case may be. He should be from neutral organization preferably by designation from Government departments. Bio-data/Credentials of experts proposed for appointment, as Chairmen; need to be made available to the appointing authority.

Standard letter should be addressed to the person nominated as Chairman of Sectional Committee by the appointing authority to obtain his concurrence [*see Annex B₈*].

The Chairman shall preside over meeting of sectional committee. In his absence the committee shall elect one of the members present to preside for that meeting.

4.4.9.2 *Responsibilities [*see 4.7.2.6 also*]*

The Chairman of a sectional committee is responsible for the overall management of that sectional committee, including any sub-committees and panel [*see Annex B₉*].

The Chairman of a sectional committee shall

- a) Act in a purely national capacity divesting himself of an organizational point of view; thus he cannot serve concurrently as the nominee of an organization.
- b) Guide the secretary of the sectional committee or sub-committee in carrying out his duty.
- c) Conduct meetings with a view to reaching agreement on committee drafts.

- d) Ensure at meetings that all points of view expressed are adequately summed up so that they are understood by all present.
- e) Ensure at meetings that all decisions are clearly formulated and made available in written form by the secretary for confirmation.

4.4.10 *Review of Composition* [see 4.4.2.11]

- a) The composition of Sectional Committee shall be subject to revision by the appointing authority at any time after its appointment but, with a view to making such changes as may be considered necessary to make it more effective and fully representative of the interests concerned with the subjects allotted to it. The membership of the Committee shall be reviewed by appointing authority after three years of the first meeting of a new or reconstituted Sectional Committee.
- b) If a particular Sectional Committee does not meet within one year of its appointment, the appointing authority may consider the question of its continuance and/or revision of its membership.
- c) When the composition of a committee is revised or the committee is reconstituted, the attendance record of each member, involvement of members in other means shall be given in the agenda against his name. This may be entered in a separate column as illustrated below:

Suppose 'X' has been a member of a committee of which three meetings were held after his nomination and he has attended only two. The entry in the column would be 2/3. If other member 'Y' not able to attend any of the meetings but active in work of the committee by correspondence or otherwise a separate entry 'A' to be made against his name to indicate his active participation.

- d) After reconstitution of the committee, letter to be sent to member organization for updating the composition list. The decision of withdrawal also to be communicated [see Annex B₁₀].

4.4.11 *Withdrawal of Membership/Resignation*

4.4.11.1 Even though sectional committees and sub-committees are authorized to co-opt organizations/experts in their work, the need to subsequent withdrawal of representation once given when arising, should be carefully considered. The decision to 'drop' an organization from BIS work once represented is to be supported by adequate reasons and is taken by the constituting authority.

4.4.11.2 Organizations wishing to relinquish the representation given to them in the Technical Committee due to various reasons and Chairman, convenors desirous of

resigning from their positions shall do so after communicating the same in writing to the Secretariat. The Secretariat keeps the appropriate body informed of such development.

4.4.11.3 A suitable letter of thanks to be issued to the earlier Chairman of Sectional Committee [*see Annex B₁₁*].

4.5 Subcommittee

Subcommittees are set up by Sectional Committees to attend to a specific group of tasks.

4.5.1 The scope of work of subcommittee is defined by parent Sectional Committee. When the Sectional Committee finds that its scope is too wide for all issues involved to be considered by a full Sectional Committee meeting, it may create a subcommittee to deal with a well defined but specific area falling within its cope. Subcommittees are generally set up when tasks of considerably prolonged duration are envisaged for it. The sub-committee may be reviewed from time to time.

4.5.2 The parent Sectional Committee retains responsibility for the general guidance of the work of its subcommittees. Unless otherwise agreed to by the Sectional Committee, the subcommittees work is required to be approved by the Sectional Committee.

4.5.3 The convener of the subcommittee is appointed by the parent Sectional Committee. The secretariat responsibility of the subcommittee is generally assumed by the secretary of the Sectional Committee. However the convener is expected to play a lead role.

4.5.4 Sub-Committees shall be reconstituted at least once every three years.

4.6 Panel/Outsourcing

Panels are set up to look after specific and especially time bound tasks.

4.6.1 The scope of a Panel is defined by Division Council or the parent Sectional Committee or subcommittee when the sectional committee or subcommittee finds the need to constitute a small group of experts to study/report/work on a specific time bound task relating to its function, not otherwise facilitated by its regular structure, it may set up a panel. The panels groups are generally deemed to be ad hoc in nature and the parent committee may review the need to continue the panel or dissolve it once the task assigned to it is deemed to have concluded.

4.6.2 The convener of the panel is appointed by the parent body, which constitutes it. He functions as its secretary and is responsible for all documentation related to its function (see 4.9 also).

4.6.3 The panel reports to the parent sectional committee or subcommittee. The composition of the panel is decided by the parent Sectional Committee/subcommittee. The strength of the panel shall not normally exceed five. The compositions of the panels are reviewed periodically.

4.6.4 Division Council or Sectional Committees when finds the need to formulate standards in new and emerging technological areas and also for bringing up the existing standards at par with the technological developments world over, may consider giving the job to specialized organizations.

4.6.5 The tenure of the Panel shall be decided by the concerned sectional committee.

4.7 Notes for Members of BIS Committee

4.7.1 *Constitutional and Legal Responsibilities*

4.7.1.1 BIS technical committees are responsible for drafting Indian Standards. Many of these may be used as the basis of commercial contracts or for the manufacture of goods for sale. If a member of a committee has a direct interest in the subject under discussion, separate from that associated with his appointment to the committee, he should declare that he has such an interest and accept the committee's decision as to his attendance for that part of the meeting. The declaration and decision will be minuted.

4.7.1.2 BIS has legal responsibility for all the services it undertakes. Individual committee members share the Bureau's duty of care and should not withhold or misrepresent factors pertinent to the scope of a standard in any way that could contribute to the production of wrong information or a false or misleading statement.

4.7.1.3 Committee members who are the nominees of organizations are responsible for expressing their organizations' views, rather than their own, and for keeping their organizations well informed about current projects. Organizations should carefully consider how they will keep in touch with their nominees on Technical Committees. In particular they should ensure the major comments or criticisms are brought to the committee as early as possible and left not to the final stages.

Comments on documents at any stage, as well as on printed Indian Standards, though are welcome at all times, members should be informed to send them well in advance for inclusion in the agenda in order to consider them in the meeting. Comments received very late or brought along for tabling during the meeting will be liable not to be considered as other members have not had the opportunity to deliberate within their organization on these comments and form their viewpoint and are unable to put forth their views at a short notice

4.7.1.4 The effective working of a committee relies on an atmosphere of trust and confidentiality. Members should be free to submit and comment upon proposals and it is essential for the drafting of standards that they reveal all pertinent facts. Committee

deliberations are therefore to be treated in confidence and, apart from consultations within the organizations members represent, should not divulge, particularly to the media. In the normal course of events, the only public document issued during the preparation of a standard is the draft for wide circulation (public comment) announced in standards India and hosted on BIS website. P drafts for Standards are also to be hosted on website for comments.

4.7.2 *Maintaining Progress*

4.7.2.1 BIS is striving to save everyone's time and money, and to get standards quickly to those who need them. Slow committee work increases the costs of all concerned. Committee Chairmen may be therefore requested by secretaries to establish target dates at the start of each standards project. The aim should be to get the draft finally approved for printing within prescribed time norms and it should be followed as closely as possible.

4.7.2.2 Members have to ensure discipline with respect to deadlines and time tables in order to avoid long and uncertain periods of 'dead time'; this will lead to a significant acceleration of work even without changes in procedure. Similarly, to avoid re-discussion, members have the responsibility of ensuring that their technical stand point is established, taking account of all interests concerned at national level, and is made clear at an early stage. Members must recognize that substantial comments tabled at meeting are counter productive since no opportunity is available for other members to carry out the necessary consultations at home, without which rapid achievement of consensus will be difficult.

4.7.2.3 Decisions may not be unanimous on all points; some compromise is usually accepted in reaching consensus. If a member feels strongly that he has not received a fair hearing, he should speak to the committee Chairman and Secretary. If the problem is not resolved in this way, it may be taken up with senior BIS Officer. It should be understood, however, that the only way to make progress where strongly held opposing points of view exists is for one side or both to make concessions [*see 5.5.14*].

4.7.2.4 Matters that have been decided at an earlier meeting should not be reopened, unless the Chairman decides that some new factor has arisen. A member who is sole representative of an organization, missing a committee meeting and unhappy with a decision recorded in the minutes, should write to the member secretary without delay. The Chairman may otherwise rule that it would be out of order to raise the matter at the next meeting.

4.7.2.5 Chairmen are requested to avoid discussion in Committee on editorial points. The final draft does not go to the printers until the Sectional Committee Chairman and Chairman of the concerned Division Council have confirmed it.

4.7.2.6 Chairmen's duties are, in brief; to guide and control the discussions with the object of reaching balanced and prompt decisions; to exercise judgment without bias,

particularly as some committee decision have financial and legal consequences; and to keep in close touch with member secretary to ensure that work outside the committee is proceeding on time. The Chairman has the final responsibility for setting the pace at which technical decisions are reached, whether at meetings or by correspondence. He has the authority to overrule trivial objections, but is equally responsible for ensuring that the committee pays adequate attention to the views of a minority of members, which cannot constitutionally be over-ruled by force of numbers alone. If a Chairman has any problem in the work of the Committee on which the concerned Departmental Head, other senior Officers of BIS, might be able to help. He should get in touch with them at an early stage.

4.7.3 *Alert System in Committee*

An alert system, wherein a core group is identified by each Committee to give necessary timely inputs to the technical committee through the secretariat in order to keep the Indian Standards updated with the latest technological developments/international or relevant other national standards/technical regulations so that Indian Standards do not become outdated or irrelevant to the times. This group gives vital information on revision/updation of Indian Standards. Also, all technical officers in the field (ROs/BOs) have been directed to give their inputs and specifically officers have also been allotted some Indian Standards in their area of expertise or knowledge

4.7.4 *Attendance at Meetings*

BIS Committee work requires sustained cooperative effort. Documents should be studied thoroughly and members should do their utmost to attend all meetings [see 6.4]. A member unable to attend a meeting should nominate and brief a representative to ensure continuity in the discussions. The Member secretary should be informed when a representative is to attend [see 6.3].

4.7.5 *Drafting [see 5.3]*

To accelerate the committee's work, members are encouraged to undertake as much drafting as possible, in self-contained and self serviced panels where appropriate, and particularly through trade associations. To avoid extensive editing and retyping, members are advised, before embarking on such work, to consult IS 12 on the presentation of different type of Indian Standards.

4.7.6 *International Work*

4.7.6.1 Members nominated in the Panel to scrutinize ISO documents should bear in mind that they have been chosen for their special knowledge in the field. It is expected that members shall analyse the document on receipt of the same and send their views within the stipulated time to avoid delay in communicating the India's views to International organization. If any document received by the member is not of his interest

it should be communicated to the Secretary with a suggestion about expert on the subject, if possible [see 7.4.2.1].

4.7.6.2 Members invited to participate as delegate in international standard work shall note that they have been nominated for their expert knowledge and power of advocacy. As delegates representing India, they are responsible for putting forward India's view point agreed in the relevant BIS Committee.

4.7.6.3 Every international committee in which India participates has an equivalent/ mirror committee, usually a BIS committee, which appoints and briefs the Indian delegation. Every delegation has a leader who is its principal spokesman at the international meeting. If regulatory matters are involved, a member of the relevant government department serving on BIS Committee should be a member of the delegation.

4.7.6.4 Before the delegation leaves, at least one briefing meeting is held. The agenda and supporting papers are studied and advice given to the delegation on each item. Working documents for international committee should usually reach member bodies not less than six weeks in advance of a meeting. If, however, new information or fresh documents that have not been circulated prior to the meeting are likely to be submitted by another delegation, India's attitude to such new material should also be considered.

4.7.6.5 The following basic rules apply at all international meetings:

- a) The leader of the delegation is the first spokesman for India on every item. When a subject is under discussion in which a member other than the leader is an expert, the leader will have made prior arrangements for that member to speak.
- b) No member of the delegation should speak except by agreement with the leader.
- c) Although they may advise the International Committee on sector view points within India, delegates are expected at all times to represent India's view, and not that of the organization that appointed them to the BIS committee. They should follow the brief established at the briefing meeting.
- d) Sometimes an unforeseen development takes place owing to the introduction of a completely new factor into the discussions by another delegation. If discussion between the delegates is needed to determine India's attitude to it, the leader will request a short adjournment. In extreme cases, further information or advice can be sought from BIS by telephone/ fax/ e-mail or telex, or delegation can reserve its position.

- e) One member of the delegation should be appointed as a rapporteur to assist the leader in checking reports and brief minutes at the meeting, and to prepare a brief report on return.

4.7.6.6 If a committee member is unable to accept the brief agreed by the BIS Committee, he should not accept nomination as an Indian delegate.

4.7.6.7 The guide lines for appointment at ISO and IEC delegation are given in **Annex G**.

4.8 The membership of all technical committees should be reviewed by DDG periodically to ensure that adequate representation is given to all stakeholders and have a balanced representation without predominance of any specific group having vested interests.

4.9 Member Secretary

4.9.1 The member secretary besides being the secretary of the committee is also a member of the committee and is expected to play a full part in its technical work. The member secretary is especially responsible for:

- a) Arrangement of meeting in time in consultation with Chairman.
- b) Submission of documents, preparation of committee drafts, arranging for their circulation and treatment of the comments received.
- c) Preparation of meetings including
 - i) preparation of agenda and arranging for its circulation
 - ii) circulation of all documents on the agenda
 - iii) compilation of comments on documents which appear on the agenda.
- d) Recording of decisions taken in the meeting
- e) Preparation of the minutes of meeting and arranging for its circulation
- f) Assist the Committee in preparation of draft standards
- g) Implementation of decisions taken
- h) Coordination with standard work in related fields and collection of information from, for example, foreign standards, published papers and books.
- j) Guiding the committee on the principles and practices adopted by BIS and International Standard bodies.

- k) Updation of committee composition and Programme of work on BIS Website quarterly.

4.9.2 The Member Secretary has a particular duty to ensure the drafts for wide circulation and final drafts are prepared according to the guidance given in IS 12.

4.9.3 In all circumstances Member Secretary shall work in close liaison with the Chairman of the Sectional Committee.

4.9.4 The following would contribute to efficient functioning of the member secretary:

- a) full familiarity with the BIS Act, Rules and Regulations;
- b) awareness about the overall policies of BIS in relation to standards development work;
- c) being in position to advise the committee on any point of procedure or drafting;
- d) familiarity with the subjects dealt with by the committees handled by him in respect of economic data, national priorities, technological status of the industry in India and abroad, availability of standards in India and outside, any national regulations, laws etc.
- e) awareness of testing facilities in the country and of R&D work going on;
- f) awareness of any decision by higher level bodies such as Bureau, SAC, Division Council regarding the activities of the Sectional Committee for which he is responsible.
- g) awareness of the work accomplished and in hand with other related BIS Technical Committees.
- h) awareness of the work accomplished and in hand with other related BIS Technical Committees
- i) capacity to organize and independently carry out technical and administrative work of the committee and to influence and promote active participation on the part of the committee member, and
- j) command of language and clarity of expression

4.9.5 From experience, it has been found that member secretary requires frequent reference to some publications and documents. It is useful if the member secretary keeps

them as part of his reference documents so that their availability at any time is assured. A list of essential documents is given in **Annex H**.

4.9.6 The duties of the member secretary in relation to the management of committee include in particular:

- a) planning in advance the strategies and time schedules concerning the work under his charge with regard to survey of literature, collection of data, preparation of documents, committee meetings, research and investigations, coordination with other BIS departments and external organizations and promotional activities;
- b) collecting, analyzing and arranging of all related technical and administrative documentation
- c) consideration and utilization of technical contributions to the work by committee members, organizations in liaison etc, and evaluation of comments made;
- d) coordination of work that of the other Technical Committees including those of other Divisions and organization in liaison;
- e) feeding the committee with technical data, information on overseas standards etc with a view to upgradation of technological levels progressively to international standards;
- f) advising the committee on all procedural matters regarding setting up Technical Committees and its subsidiary bodies, periodical review of the performance, composition and scope of such committees;
- g) responsibility for representation on external committees and vice-versa and participation in their meetings;
- h) coordination with consumer interests in order to promote implementation of standards;
- j) functioning as spokesman for the committee along with its Chairman;
- k) registration of new items on the programme of work, continuous supervision of items on the programme of work and their advancement in accordance with the target dates established by the committee and its subsidiary bodies, if any;
- l) preparation of documents (taking care of technical and editorial aspects);

- m) preparation and arrangements of meetings (agenda, working documents etc), writing the reports and minutes of meetings; and taking follow-up actions on decisions taken.

4.9.7 *Forward Planning and Horizon Scanning*

Member secretary is to function as the guiding force to undertake and achieve work for BIS through the forum provided by Technical Committees and other platforms and official and personal contacts. It is essentially his vision to determine what useful work should be done by his committee at what time and also keep the work load at an optimum level (neither too heavy, causing bottlenecks nor too little, causing disinterest and indifference in the minds of committee members and organizations). Therefore, it may be advisable for member secretary to plan the work load and work content for at least five years hence. While doing so, he must anticipate technological, industrial and economic trends and collect necessary facts, figures, information and other material. In this task, publications and material from Planning Commission, Development Councils, and economic ministries of the Government, activities of other standardizing, certifying and regulatory bodies in the country, work programme of ISO, IEC and other standard bodies of advanced countries would be of great assistance. One of the major tasks of the member secretary is to assess the implementation status of published standards and plan their review or revision as required. In this task, the upgradation of the content of standards, desirably to international level would be the main objective.

4.9.8 *Liaison with External Committees and Organizations*

Since standardization work assists or influences the functioning of a large number of organizations in the country, it is to be expected that they would deal with matters which affects or are closely related to BIS work; either departmentally or through committees and other consultative mechanisms. It is for the member secretary to be aware of such activities in the other bodies and to use their existence for strengthening and disseminating work. He could also use their activities as an input to BIS committee work. These objectives can be achieved by a variety of strategies giving them representation in BIS Committees, getting representation to BIS on their committees. BIS participation in meetings, conferences etc organized by them are vice-versa.

4.10 *Liaison between Technical Committees*

4.10.1 Liaison shall be established where appropriate, with technical committees responsible for basic aspects of standardization (e.g. terminology, graphical symbol) or work of committee significantly relevant to activity of other committees. Liaison shall include the exchange of basic documents, including new work item proposals and working drafts.

4.10.2 The maintenance of such liaison is the responsibility of the respective technical committee secretariats.

4.10.3 The desirability of liaison between a sectional committee or sub-committee and other Sectional Committee(s) or Sub-committee(s) shall be taken into account at an early stage of work.

4.10.4 The liaison may be made effective through Organizations or individual member which are expected to make an effective contribution to the work of the Sectional Committee or Sub-committee. Such organizations or individuals are sent copies of all relevant documents and are invited to meeting.

4.10.5 In order to be effective, liaison must be operative in both directions, with suitable reciprocal arrangements.

4.11 Decentralization of Sectional Committees/Indian Standards

4.11.1 *Allocation of Sectional Committees*

Certain Sectional Committees may be transferred to RO/BO based on factors such as geographical considerations, concentration of industries expansion of present activity, etc. After allocation of such Sectional Committees to ROs/BOs, the following shall be followed:

- i) Officer in RO/BO handling such committees will report to the concerned Head of the Department of Standards Formulation for all work related to the Sectional Committee.
- ii) Parallel files may be maintained at BISHQ by the concerned Technical Department while original files will be with the concerned RO/BO.
- iii) For periodic review of committee work, the officer would report quarterly to Head of Department of concerned Standards Formulation Department.

4.11.2 *Allocation of Indian Standards*

Officers from departments other than Standards Formulation may choose standards on voluntary basis so as to develop specialization and act as member secretary/nodal officer for review/development of such standards thereafter.

Keeping in view the fact that officers in certification departments have direct interaction with the industry where the standards are to be implemented and have better opportunities to discuss the requirements of the standards and suggest changes/review wherever required in view of advancement of technology, regulatory/statutory requirements, standards or the subject brought out by the other bodies etc., standards under certification would be distributed by the Activity Head for standards formulation, taking into account the discipline/concentration of licences in the region, with the following objectives:

- i) Compilation and analysis of comments on printed/revised drafts in wide circulation and to send them to Member Secretary of concerned Sectional Committee;
- ii) Participation in the Technical Committee Meetings, whenever required, with the approval of DDGT;
- iii) To initiate steps for development/aligning of standards with technological advancements in the field world over;
- iv) To assist in critical review of the standard at the time of its reaffirmation; and
- v) Identify gap areas for updating the standards.

The Activity Head will inform concerned Technical Department the name of the officer and the IS adopted by him. A centralized record of the same shall be maintained by the Technical Department.

5. DEVELOPMENT OF INDIAN STANDARD

5.1 The Project approach

The primary duty of a technical committee or sub-committee is the development and systematic review of Indian Standards. Indian Standards shall be developed on the basis of a project approach as described below.

5.1.1 Project Stages

5.1.1.1 Table 1 shows the sequence of project stages through which the technical work is developed, and gives the name of the document associated with each project stage.

Table 1 Project Stages and associated documents			
Project Stage		Associated document	
		<i>Name</i>	<i>Abbreviation</i>
1.	Proposal stage	New work item proposal	NWIP
2.	Preparatory stage	Working draft	WD
3.	Committee stage	Preliminary draft	P
4.	Approval stage	Wide circulation draft	WC
5.	Publication stage	National Standard	IS/SP

- 5.1.1.2** The diagram in **Annex J₁** indicates the possibilities of omitting:
- a) the preparatory stage, in cases where a suitable draft is available for circulation as P-draft.
 - b) both preparatory and committee stages, in case where an existing standard from other source (e.g. ISO/IEC) is widely circulated for approval as National Standard.

- c) The Committee stage, in cases where a suitable draft is sent for W.C. for approval. (for example ISO/IEC documents).
- d) The approval stage, in cases where a committee decided on publication of a document for provisional use (e.g. tentative standard), otherwise the matter is urgent or non-controversial.

5.1.1.3 Annex J₂ gives a matrix presentation of the project stages, with a numerical designation of associated stages.

5.1.2 *Project Description and Acceptance*

A project in any work intended to lead to the issue of a new, amended or revised national standard. A project may subsequently be subdivided.

A project shall be undertaken only if the proposal has been accepted in accordance with relevant procedures [see 5.2 and 5.11].

5.1.3 *Programme of Work*

5.1.3.1 The programme of work of a Sectional Committee comprises all projects allocated to the Sectional Committee, including maintenance of published standards.

5.1.3.2 Projects shall be within the agreed scope of the sectional committee. Their selection shall be subject to close scrutiny in accordance with the policy objectives and resources of BIS.

5.1.3.3 Priority shall be given to those projects intended to lead to Indian Standards upon which other national standard will depend for their implementation. The highest priority shall be given to those projects having a significant effect on international trade and recognized as such by SAC/Division Council.

5.1.4 *Project Management*

The Secretariat of Sectional Committee or Sub-committee is responsible for the management of all projects in the programme of work of that Sectional Committee or Sub-committee, including monitoring of their progress against the agreed target date.

5.2 **Proposal Stage**

5.2.1 Requests for new Indian Standards or revisions of or amendments to existing standards may come from any Ministry of Central Government, State-government, Union territory administrations, Consumer Organization, Industrial units, Industry Associations, professional Bodies, Members of Bureau and Members of BIS technical committees. Source wishing to submit a proposal to BIS for new standardization work is first requested to furnish information explaining its significance, stating out in detail the scope

of the standard required and indicating the degree of support they can contribute e.g. in committee work, drafting, research or commitment to use the standard. Where standards have been formulated by the regulatory bodies which would be responsible for implementing them, BIS may consider adopting those standards as national standards in order to align with regulatory requirements.

5.2.2 The proposal shall be made using the form shown in **Annex K** and is to be given to member secretary.

5.2.3 In few cases when members propose new subjects to be taken up for standardisation in the Sectional Committee meeting, they may be asked to fill in the proforma beforehand, which is then considered by the Sectional Committee.

5.2.4 Availability of prescribed proforma for proposing new subjects for National Standard and the requirement to fill it should invariably be brought to the notice of committee members through Meeting Notice/Agenda of the meeting of Sectional Committee.

5.2.5 The proposal shall be analyzed by Member Secretary in the prescribed proforma [**Annex L**] for the consideration of Sectional Committee/Screening Committee (*see 3.4*). While scrutinizing the subject, following shall be kept in view:

- i) Whether it is likely to be feasible to prepare the proposed standard in a technically and commercially acceptable form in time to be of use .
- ii) What is the feasibility of achieving consensus on National Standard(s) in this subject area by the proposed target dates.
- iii) How many members, besides the proposer agree to the proposal and how many are ready to actively participate in the development of projects.
- iv) Whether any outside funding is possible.

A suitable questionnaire in this regard may be sent to all members.

While considering approval of the subject and fixing priority, summary of all the above information should be taken into account. The Screening Committee, which comprises DDGT-1 and all heads of Technical Departments, shall meet at least once in a month.

5.2.6 Only those subjects should be taken up which have potential to mature into a standard in the stipulated time.

5.2.7 The concerned Sectional Committee should then approve/disapprove a new subject and the concerned Division Council shall be informed for concurrence.

5.2.8 While approving the subject Priority shall be fixed as I or II based on the following guidelines:

Priority I – Whenever there is any demand from the government to prepare a standard on urgent basis or the need is felt by the Bureau, Standards Advisory Committee, Division Councils or Technical Committee for preparation of standard due to emergent need on urgent basis.

Priority II - All other subjects.

5.2.9 Important and voluminous work such as handbooks, National Building Code, National Electric Code, Code of Practice for General Construction of Steel, which involves additional effort and are not likely to be completed in the schedule specified for Priority I/II, may be termed as special project with the approval of concerned DDG.

Specific work plan indicating time frame for its completion, possibility of finance from any other source shall be worked out and got approved from Competent Authority.

5.3 Preparatory Stage

5.3.1 The preparatory stage covers the preparation of a draft as per the general principles and frame work laid down in **Annex A**.

5.3.2 Methodology for development of standard is given in **Annex M** and should be drafted in accordance with IS 12 .

5.3.3 The first document/draft under consideration at the proposal stage shall be called as Working Draft (WD). Subsequent revision of WD if required may be numbered as WD. 01, WD. 02 and so on. The working draft shall be modified to make it Committee Draft (P-draft) by the Member Secretary by collecting necessary information/data from members/ other sources, which may be necessary to fill the gap observed in the Working Draft. At this stage a small Panel may be constituted, if felt necessary.

5.3.4 The time schedule for a project for formulation of standards shall start from the P-Draft stage as given in the Table 2.

5.3.5 For Priority I subject, the first Working Draft should be available within 4 months. However, if it is not coming within 6 months, the subject may be changed to Priority II.

For Priority II subject, when the proposer has to submit the working draft, it should be made available within 6 months. However, if no working draft is made available within 12 months the subject may be kept dormant till the working draft is made Available.

5.3.6 A separate list should be maintained for such Work Items, which shall be included in the Programme of Work when it reaches the stage of Committee Draft (P-Draft).

5.3.7 P-draft so prepared shall be allotted a document number and entry to be made in the document register [*see Annex D₃*]. The document number shall be retained until the work on the project is completed or its deletion has been agreed upon. The document number to be indicated at the fourth cover page of the published standard.

Note: Document number consists of three elements

- 1) Three letter reference identifying division [*see* **4.4.6**]
- 2) Two digit numeric for Committee number
- 3) Document serial number (department-wise) e.g. TED 02(0005)

Table 2 TIME SCHEDULE FOR FORMULATION OF STANDARDS*Guidelines for Time Schedule to be followed*

Stage	Stage Details	Expected Time in Months for			
		P-II Category subjects (Normal Process)	P -II Category Subjects (Normal Process) when draft is not bulky, not involving drawing and comments on the draft does not require major changes in the draft	P-II Category Subjects (Fast Track Process)	P-I Category Subjects
A	Availability of P-Draft to Approval for WC	6 (Approval in Committee Meeting)	4 (Approval in Committee Meeting)	3 (Approval through Circulation)	3
B	Approval for WC to Circulation of WC	6	5	2	2
C	Circulation of WC Draft to Committee Meeting (Finalization)	9	8	8	4
D	Finalization of the Draft to sending of MSS to Press	4	4	4	2
E	Sending of MSS to press till the publication of standard	3	3	3	1
	Total Time	28	24	20	12

NOTES

1. Normal process involves at least two Committee Meetings, one for approval of the draft for Wide Circulation and other for finalization after completion of the Wide Circulation Draft.
2. Fast Track process shall involve only one meeting for finalization of the draft. It shall be adopted when there is no/editorial comment on the Committee Draft. Approval of WC shall be taken through circulation.
3. Subjects identified to be published as Dual Number standard shall follow fast track process. To further expedite the process, if there is no comment on wide circulation draft (dual number), the draft should be considered as finalized and be processed for printing with the approval of the Chairman of the Sectional Committee. In such cases time could be further reduced to 15 months.
If consensus is not reached to adopt it as dual number, normal procedure shall be adopted.
4. If any meeting is likely to be planned in less than 3 months required for wide circulation of a draft, wide circulation period may be adjusted with the approval of the committee so that the particular draft is also included in the Agenda.
5. Subject on 'Top Priority' shall be processed as per Priority I. However, if necessary, to further expedite the process, deviation at any stage shall be adopted with the approval of the Competent Authority.
6. There may be flexibility of time norms at individual stages as long as overall time taken is under control.
7. When a subject due to valid reasons can not be formulated in the stipulated time, a proper justification should be submitted to HOD for his approval.

5.3.8 Preparation of the preliminary draft standard may be assigned on voluntary basis to outside expert bodies, with relevant guidelines, to bring out more realistic and meaningful standards at national level. In such cases, the outside agencies will have full secretarial responsibility till completion of the preliminary draft standard, and BIS can continue to play pivotal role of coordination and facilitation of standards development through its Technical Committee structure at national level. This preliminary draft standard would then be considered by the Technical Committee as per procedure till its finalization as a national standard. The contribution of an organization would be acknowledged in the Indian Standards and members of that organization would also be considered for nomination to attend International Committee meetings. In certain cases, BIS may consider suitably financing organizations for developing Indian Standards and Special Publications.

5.4 Committee Stage

5.4.1 The first P-draft shall be circulated to all members of the Sectional Committee and concerned Sub-committee(s) and Panel(s) for comments, with a clear indication of the latest date for sending comments (not less than 3 weeks after circulation). [see **Annex B₁₂**].

It is recommended that comments be sent in a format as suggested **Annex O**.

The P-Draft shall be made available on BIS website for comments by anyone interested. In case of revisions, the full text of existing standard also to be made available to facilitate comments/inputs by technical experts across the globe.

5.4.2 With the exception of drafts for wide circulation for comments, papers issued to any BIS Committee are marked 'for BIS use only' and the contents are not used for any purpose other than the work of the committee. For briefing purposes it is, of course, often necessary to circulate papers within organization represented by the committee member; however, the wide distribution of documents when still in draft form may cause misunderstanding among people not closely associated with the project. For this reason committee papers are addressed to named individuals.

5.4.3 Committee members should not divulge to the press any decisions which may affect the work of the committee.

5.4.4 *Review of Comments*

Comment as and when received shall be scrutinised by the Member Secretary concerned for appropriate action. The work of the compilation of comments in smooth sequence editorially as well as technically, shall be completed after the closing date of submission of replies. The Member Secretary shall also formulate his recommendation on how each comment should be dealt with by the committee, arming himself with necessary material in support of his recommendation.

The Sectional Committee (or a delegated Sub-committee) reviews all comments of substance received on a draft standard. It may be appropriate for extensive comments to be considered by small panels within clearly defined policy guidelines from the main committee.

5.4.5 P-draft for discussion at the meeting normally shall be circulated well in advance of the meeting.

5.4.6 The decision to approve the P-draft as WC draft shall be taken on the basis of the consensus principle.

"Consensus: General agreement, characterised by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting agreements"

Note: Consensus need not imply unanimity.

In case of doubt concerning consensus, approval by majority for the P-draft to be accepted as WC draft; however, every attempt shall be made to resolve differences.

The secretariat of the sectional committee responsible for the draft shall ensure that subsequent draft fully embodies decisions taken either at the meeting or by correspondence.

5.4.7 Working Draft which has been approved by the Members of Sectional Committee either in meeting/by correspondence as Preliminary draft(P-Draft) without any comments/with editorial comments, may be circulated as Wide Circulation Draft with the approval of Department Head. However in case of comments of technical in nature are received, then it may be finalized either in consultation with the Chairman, Sectional Committee or referred to the Sectional Committee for further necessary action if so desired by Chairman, Sectional Committee.

5.4.8 When the working draft is attached with the proposal and is found to be in proper format by Member Secretary and Department Head following questionnaire, as is done in ISO, may be sent to the Members.

- a) Whether you agree to direct submission of the draft associated with the new work item proposal as Preliminary Draft _____Yes
_____No
- b) Whether you agree to submitting the draft associated with the new work item as proposed as Wide Circulation _____Yes
_____No

If No, to progression to Wide Circulation Draft, would you nevertheless agree with direct submission of the draft attached to new work item proposed as preliminary draft.
_____Yes _____No

If no comments or editorial comments are received on the P- Draft earlier circulated it may be issued in Wide Circulation with the approval of the Chairman of the Sectional Committee with necessary modification, if required.

5.4.9 In case of revision, the draft revision in the following case, shall be considered as P-Draft

- i) Draft revision prepared incorporating 3 Amendments
- ii) Committee has already decided about the modifications, to be incorporated

Such draft shall be prepared within 3 months of taking decision and shall be sent directly in wide circulation.

5.4.10 Working Drafts/P-drafts shall be required to be discussed in Sectional Committee Meeting for approval of Wide Circulation, if some technical comments are there or any of the member has disapproved the draft with proper justification.

Note: Conditional approval shall not be considered as approval.

5.4.11 In case of dual number standards, once the Committee has decided to adopt it, proper examination at departmental level shall be made to ascertain, whether the International Standard can be adopted as Dual number Standard or not. If it is found that International Standard is adoptable, it shall be considered as P-Draft and issued in Wide Circulation.

5.5 Approval Stage

5.5.1 A proposed Draft Standard when approved by Sectional Committee for wide circulation shall become a draft standard.

5.5.2 ICS number

A finalised draft should be sent to Library for allocation of ICS Number.

5.5.3 Consultation of draft is based on the following principles:

- a) A draft standard is normally available for public comment irrespective of its national or international origin [see 5.5.7].
- b) The consultative procedure is normally applied once only [see 5.5.11].
- c) In case of drafts based on international work the result of consultation is used to guide both the India vote on the international standard and the acceptability of the draft as Indian Standard. Such drafts are made available as early as possible, consistent with need to have the draft well enough formulated to be worthy of comment.

- d) Amendments affecting the technical content of published standards are normally made available for public comments.

5.5.4 At the same time, [see 5.5.1] an intimation shall be sent to all those who are expected to contribute excluding those indicated in appropriate mailing lists [see 5.5.6] requesting them to indicate whether they would desire to receive a copy of the draft standard in question for comments. Draft need be sent only to those from whom a request has been received.

5.5.5 The period of circulation shall be determined by the committee concerned but ordinarily it shall not be less than one month as otherwise provided.

5.5.6 Draft should be circulated under the signature of the departmental heads [see Annex B₁₃].

5.5.6.1 All covering letters for circulation of draft standards, draft revisions and amendments into wide circulation as also for proposed draft and finalized draft standard should be bilingual, that is in Hindi and English.

5.5.7 Distribution and Mailing List

- a) The distribution of a draft Indian Standard is given below:
- i) Key producers
 - ii) Key consumers
 - iii) Key technologists
 - ii) Licensees and recognized testing laboratories
 - iii) Central and State Government departments likely to be interested
 - iv) Members of the Sectional Committee
 - v) Members of the concerned sub-committee(s) and Panel(s)
 - vi) Members of the Division Council which have appointed the Sectional Committee
 - vii) Members of the other Sectional Committees), Sub-committee(s) and Panel(s) with whom liaison felt necessary
 - viii) Other National Standard bodies with whom exchange arrangements have been approved by BIS.
 - ix) Technical Departments, IR&TIS, Central Marks Department, Regional and Branch Offices of BIS
 - x) Draft to be put on BIS website
 - xi) Nodal Officer for the standard
- b) The mailing list shall be prepared after taking into account not only the subject of the Draft Indian Standard under reference but also the subjects of the standards to which reference has been made therein.
- c) The mailing list for each issue shall be prepared in duplicate and shall give the name and address of the persons to whom the draft is to be sent. A copy of

mailing list shall be maintained in the relevant file and the other used by Despatcher.

- d) The mailing list shall be reviewed by the Member Secretary from time to time, and in any case, once before every meeting.

5.5.8 Requisition for copies of draft standards shall be based on the final mailing list prepared, keeping approximately 10 percent extra copies of each draft for future use.

5.5.9 The comments received on wide circulation of the draft shall be scrutinized, compiled and brought to the notice of the committee for decision [*see 5.4.4 and 5.4.6*].

5.5.10 The sectional committee or a delegated sub-committee reviews all comments of substance received on the draft standard. It may be appropriate for extensive comments to be considered by small panels within clearly defined policy guidelines from the main committee.

5.5.11 Where comments reveal a lack of general consensus as to the ‘state of the art’ the sectional committee should reconsider the usefulness and scope of the standard or, exceptionally, consider the possibility of publishing a tentative standard [*see 5.16*].

It may also be opportune to review the constitution of the technical committee. If the content or structure of document is radically changed as a result of comment received, a second draft for public comment may be used.

5.5.12 Comments received are not normally acknowledged, but in ensuring that the committee takes comments properly into account, a member secretary should always consult with the Chairman of the committee the desirability of inviting leading contributors to discuss their comments with the committee if they do not belong to an organization already represented.

5.5.13 *Waiving of Wide Circulation*

If Sectional Committee considers that the subject matter of the draft standard is non-controversial in nature or the need for the standard is urgent, it may decide about dispensation with wide circulation. Possible implications of such measures should be kept into consideration while arriving at the decision and it should be supported by adequate justification.

5.5.14 *Consensus*

5.5.14.1 Clarification was sought from Additional Solicitor General by Legal Department (vide ref: Law/8/392/2004 dated 28 Jan 2004) and it was clarified that the word ‘consensus’ read with the phrase ‘substantial support’ indicates that the decision does not have to be taken on the basis of unanimity but having regard to the views of reasonably more than the majority of members reflecting different institutions/interests.

5.6 Publication Stage (*see* T-2 also)

5.6.1 *Preparation*

5.6.1.1 This stage covers the preparation for printing and distribution of Indian Standards. It is the responsibility of the Secretariat concerned to deal without delay with all necessary work in this stage, including preparation of press document and submission of the document to the chairman of Sectional Committee for authorization and Division Council for adoption.

5.6.1.2 The secretary shall arrange preparation of final version of draft standard, verify their technical content and editorial accuracy particularly their conformity with the official record of the committee's decisions and process them for publication. In due course, he shall also ensure scrutiny of the press proofs [*see* 5.6.4] and make a brisk check on the advance copy of the published standard. If any printed errors are detected, they should be promptly pointed out to the publication department.

5.6.1.3 When a reference is to be made in a standard to be published to standards under preparation, IS number shall be allotted to the standards under preparation and these numbers shall be referred to in the standard to be published. After the title of such standards, under preparation should be incorporated within brackets.

5.6.1.4 When the standards under preparation, are necessary adjuncts to the standards under print, explicit mention shall be made that matter falling within the purview of the Standard(s) under preparation should be subject to agreement between the concerned parties till the related adjunct standard is published.

5.6.2 *Approval for Printing*

5.6.2.1 When a sectional committee reaches consensus [*see* 5.4.6] on the content of the final draft and before publication can take place, approval of the edited manuscript [*see* 5.6.1.1] has to be formally recorded obtaining the signature of the responsible sectional committee Chairman and Division Council concerned.

5.6.2.2 The final draft shall be sent to the Chairman, Sectional Committee for authorization on behalf of Sectional Committee. Subsequently, the draft shall be sent to the Chairman, DC, for adoption on behalf of Division Council [*see* Annex B₁₄, Annex B₁₅ and Annex B₁₆].

5.6.2.3 In case either chairman decides that he cannot accept a particular draft on behalf of his committee for a given reason, the draft shall be presented to that committee for acceptance at a meeting or in circulation for a period of at least a fortnight.

5.6.3 *Press Copy*

5.6.3.1 The finalized draft standard (as per IS 12), in duplicate, as authorized by the chairman of Sectional Committee and approved by chairman division council, shall be

sent to Printing Department incorporating the four cover pages as per IS 12 with drawings for editing and subsequent printing along with particulars in proforma [*see Annex D₄*] indicating number of copies required. A soft copy of the finalized draft standard (as per IS 12) shall also be sent to the Printing Department.

5.6.3.2 The drawings should be such as would help in guiding designs. These are not intended to include too many details in the drawings, which would be necessary only for working drawings. In preparation of drawing the Indian Standards on Technical drawings should be strictly followed.

5.6.3.3 The printing department shall edit the draft and suggest changes, if any to the Member Secretary. No changes altering the technical aspect of the draft shall be made without the concurrence of the Member Secretary. If necessary, a fresh approval of the Sectional Committee Chairman shall be sought.

5.6.3.4 Editors, available with the printing department nevertheless bear considerable responsibility for, and exercise a significant influence upon the presentation and final content of standards. They examine the text to ensure that the intended meaning is clearly and unambiguously conveyed, having particular regard to possible interpretation in the light of BIS's duty of care, legal liability, house rules and publishing policy. They check for consistency in terminology, forms of expression, structure of presentation and for the accuracy of cross-references, spelling, punctuation, numbering and conventions such as unit symbols, abbreviations and foot notes.

5.6.3.5 It is the joint responsibility of the technical and editorial staff to ensure that manuscripts and drawings for publication are correct in all respects before proof begins, since changes to proofs are expensive, cause delay in publication and disruption to the work programme. Editorial staffs are available for consultation at any stage in the development of a standard. They can often provide solutions to problems that arise during drafting, based on the wide experience they gain from having to deal with full range of subjects covered by the drafts presented to them. Their advice at an early stage is frequently of value in avoiding difficulties that otherwise create delays at the production stage when time is particularly important.

5.6.3.6 In case of document for printing under dual number system a requisition slip for the relevant IEC/ISO standard to be attached with press copy [*see Annex D₅*].

5.6.3.7 To follow up the progress of printing of document information relating to document to be recorded in a well structured register [*see Annex D₆*] by the technical department.

5.6.4 Proof Copy

The proof copy duly compared with the manuscript and corrected by Proof Reader shall be reviewed by the Secretary concerned on receipt of the same from Printing Department (PTD). Any changes that seem to be very necessary in the page proofs, concerning the

presentation of text, drawings, tables, etc., shall be suitably marked and send back to PTD without any delay. Extensive changes at this stage shall be avoided.

5.6.5 The publication stage ends with the publication of standard.

5.6.6 *Notification and Gazetting of Standard*

As soon as the finalized draft standard has been adopted by the Chairman and IS No. is made available from PTD, the concerned head of the department and member secretary of the technical committee will get the same notified and gazetted within the stipulated period as per latest guidelines (At present the period is maximum 30 days as per the existing guidelines vide circular Ref DDGA/1:40 dated 14 July 2004).

If it is not possible to do the same due to some reasons within the stipulated period, the same shall be brought to the notice of the concerned Activity Head (DDGT-1).

5.6.6.1 *Procedure to be followed for gazetting of Indian Standards, Amendments to Indian Standards and Withdrawal of Indian Standards*

The concerned member secretary of the Technical Committee shall prepare the information for notification of establishment of the Indian Standard/Amendment to Indian Standard or withdrawal of Indian Standard as the case may be, giving details in proforma as per **Annex B₂₂**, and forward it to Government of India Press for publication in the Gazette of India.

5.7 **Distribution**

5.7.1 On receipt of information of availability of published standard, Section Officer/ PA of the Department concerned should send requisition slip to the respective unit of Printing Department for supply of requisite number of copies of the standard for sending to the concerned committee members as complimentary copy.

5.7.2 On receipt of complimentary copies these should be sent to members concerned of the Sectional Committee responsible for formulation of the Standard.

5.7.3 **Review of Progress of Project**

Regular review of the progress of the project shall be made. Flow Chart shall be made for every project to monitor the progress.

Wherever it is felt that due to complexity of subject, voluminous work, lack of consensus, data or any other valid reason; it would not be possible to follow the time schedule, a proper justification shall be submitted to Head of Department for his approval.

For any active project items shall be reviewed every year or during every committee meeting, whichever is earlier. All the pending subjects should be reviewed by all the departments.

- a) If it has not advanced within the time norms recommended at any stage, following action with the approval of the committee shall be taken, as appropriate.
 - i) Retain in the Work Programme with justification with revised schedule.
 - ii) Delete it from the Programme of active work.
 - iii) Reclassify it as New Work Item.
- b) If any active project is not expected to progress after three years at any stage, or if no longer has the necessary consensus, or

It is not expected to reach publication stage after 5 years, the following action with the approval of the Committee should be considered,

- i) Deletion from the Programme of Work, or
- ii) Reclassification as New Work Item.

For all those subjects, which are not deleted, actions should be taken to expedite the processing of the draft so as to follow the time schedule from next stage onwards as given in the Table 2.

5.8 Interpretation

5.8.1 Interpretation of an Indian Standard is made by the Sectional Committee responsible for it. Enquiries to BIS staff/officer are therefore directed to the appropriate Sectional Committee for consideration and decision. If a committee finds that the wording of the Standard requires modification to ensure clarity, the change is implemented by a published amendment. The clause(s) thus amended form the official reply by BIS to the original enquirer [*see Annex P*]. In case of enquiries for standards under certification, such matters need to be addressed on priority and procedure of consulting through correspondence needs to be adopted.

In case an amendment is called for, the same may be circulated for the views of the members. If no adverse comment is received either after the circulation to committee members or after wide circulation, as the case may be, Amendment can be considered for finalization after consultation with the Chairman of the Sectional Committee.

- NOTE : 1 The interpretation of Indian Standards in contractual disputes is ultimately a matter for the courts.
2. In adopting an International or other text, technical committees of BIS assumes responsibility for its subsequent interpretation as an Indian Standard.

5.8.2 Matters requiring interpretation of standard not published by BIS cannot be dealt with by sectional committee of BIS. These should be referred to the originating standards body.

5.8.3 If problems of interpretation arise from the extracts from Indian Standards reproduced in BIS Catalogue, the full text of the Indian Standard in question should always be consulted.

5.9 Amendments

5.9.1 Economy

The issue of amendments to Indian Standards is kept to the minimum for the maintenance of clear and correct publication. It is essential, however, to correct quickly an error that could be seriously or harmfully misleading.

5.9.2 Amendment Procedure

5.9.2.1 Typographical errors and reference changes are corrected as a matter of routine by issue of corrigendum. The technical amendment which alters and/or adds to previously agreed technical provisions in an existing Indian Standard require committee approval, and normally made available for public comment and require approval of the Chairman of Sectional Committee/Division Council concerned. Issue of an amendment (urgent or non-controversial) without circulation as a draft for public comment requires approval of the Chairman of the concerned Sectional Committee.

5.9.2.2 The Director General shall also have the powers to tentatively modify such of the provisions of an Indian Standard as in his view are necessary for expeditious fulfillment of any of the objectives of the Act.

The concurrence of the concerned Sectional Committee is duly obtained within six months of such actions.

5.9.3 Draft Amendments or Draft Revision of Indian Standards for which Standard Mark License have been Issued.

Member Secretary shall keep himself updated especially regarding the standards under mandatory certification, information on which is available on BIS website. Technical Committee shall take into account the implementation aspect while revising/issuing amendment to product standards.

When any department puts into wide circulation draft amendments or draft revisions of any standard for which Standard Mark license have been issued, they should be made available on demand as many copies of there are licensees for that product so the Marks Department who would forward them under a covering letter to the licensees for that product drawing their attention to the changes envisaged in the standard and asking for their comments from the point of view of standard marking.

Copies of the finalized versions of the amendments to the standards shall also be made available to Central Marks Department simultaneously when they are sent for publication with a covering note clearly indicating that this is being specially sent since it is under

certification. In case of finalized version of revised Indian Standards, the departmental heads should forward to the Central Marks Department such extract of the revised standards, which relate to the revision, if copies of finalized version of the standards are not available. All such copies sent either to publication or to CMD should be rubber stamped 'UNDER CERTIFICATION'. This would ensure top priority with publication in printing and due attention and action under CMD. Where Technical Departments are making photocopies of amendments or draft revisions, as far as possible six copies of such documents may be sent to CMD.

5.9.4 Regulations Referring to Standards

The amendment or revision of a standard referred to in a regulation requires consultation with the responsible government departments, representatives of which are either members of sectional committees or are co-opted for the particular discussion. The effective date of the change may need to be deferred until the corresponding regulation is amended.

5.9.5 Revision After Five Amendments

Unless there is some compelling reason, not more than five amendments should be issued for one edition of a standard. The Sectional Committee should consider a revision by the time the third amendment is being prepared.

5.10 Reprints

Reprints, as distinct from revisions, are arranged by Sales Section as a matter of routine. No alteration can be made to the text of a standard prior to its revision unless a separately published amendment has been issued. Published amendments are embodied in the text of the next reprint of the standard, which then carries a statement drawing attention to this. Once an amendment is incorporated into a reprint, the separate amendment ceases to be available from Sales Section.

5.11 Systematic Review

5.11.1 General Principle

Every standard should be reviewed by the Sectional Committee responsible not more than five years after publication for reaffirmation, revision, issuing amendments or declaration of obsolescence to establish whether it is still current and, if it is not, to identify and set in hand appropriate action. Circumstances may lead to any earlier review.

Note: Standards published by Electronics and Telecommunications Division Council are reviewed at a period not more than 3 years"

5.11.2 Options

When reviewing a standard, a committee has five options available:

- a) *reaffirmation* indicating continuing current of the standard without change;
- b) *amendment and reaffirmation* indicating the continuing currently of standard after necessary changes to bring it upto date;
- c) *revision* involving the routine procedure for new project and reaffirm for time being (*see 5.2 and 5.13*);
- d) *declaration of obsolescence* indicating by amendment that the standard is not recommended for use in new equipment but needs to be retained to provide for the servicing of existing equipment that is expected to have a long working life;
- e) *withdrawal* indicating that the standard is no longer needed.

By the above means BIS undertakes to ensure that Indian Standards reflect sound and modern practice at any point of time. Accordingly, if a committee is unwilling to confirm a standard with or without amendment, and is not prepared to embark upon a revision, then it should either declare the standard obsolescent or withdraw it.

5.11.3 Procedure

5.11.3.1 When a Standard is due for review, a thorough study shall be made about present position of base standard, technological development in the country (*see Annex B₁₇*). Letters shall be sent to the members of the relevant committee, along with available information, enquiring whether they consider the standard should be reaffirmed, amended and reaffirmed, revised, declared obsolescence or withdrawn. Following the receipt of comments and appropriate consultation on them with the Chairman or at a meeting, the committee notes or decides the action to be taken on the standard.

5.11.3.2 Reaffirmation

When a committee proposes that a standard be reaffirmed subject to amendment, action depends upon the importance of the amendments [*see 5.9.2.1*]. If these do not require consultation, the proposal to confirm the standard with minor amendment is announced. If a draft for public comment is needed, the proposal to confirm the standard after amendment is stated in the covering circular, but the text of draft amendment makes no reference to confirmation of the standard, and no separate announcement is made of the proposal to confirm it. The Member Secretary then proceeds to announce the confirmation as per decision of the committee on public comments.

5.11.3.3 Reaffirmation Marking

Departmental heads should periodically send list of reaffirmed standards to the Sales Department for marking [*see Annex B₁₈*]. On receipt of the list the Sales Department arranges for stock copies to be stamped with the month and year of reaffirmation. Entries

in the BIS Handbook, sectional list and position of work then be included for the reaffirmation year in parenthesis.

5.12 Withdrawal

Withdrawal of an Indian Standard shall be recommended by Sectional Committee. The proposal, with the reason for it shall be conveyed to the Division Council either by correspondence (*see Annex B₁₉*) for a period not less than a fortnight or in the meeting. If there is no objection to the recommendation it shall be referred to the Chairman of the division council for his approval(*see Annex B₂₀*). The withdrawal shall be announced through gazette notification. Simultaneously this should be communicated to all the Departments, Branch Offices and Regional Offices of the Bureau through a circular [*see Annex B₂₁*].

5.13 Revision

When it is proposed by the committee that a standard should be revised, the routine procedure for new project is followed [*see 5.3 , 5.5 and 5.6*]. The old version of the standard shall be taken as reaffirmed till the revised version is available.

Note: The procedure described in **5.2.1** for proposal and **5.3.3** for preparatory stage for new work item does not apply to the revisions resulting from systematic review of existing standard.

5.14 Adoption of ISO/IEC Standard (*see T-4 also*)

5.14.1 The principal objective underlying international standardization is to produce a standard, which the national standards bodies will adopt for use as a national standard. BIS and its counterparts in the major countries of the world are on record as endeavoring to use international standards at the national level wherever it is practicable to do so. India is a signatory to WTO Agreement on Technical Barriers to Trade (TBT), 1995. BIS has aligned its standards formulation procedure to the “Code of Good Practice for the Preparation, Adoption and Application of Standards”.

5.14.2 When Sectional Committee are deciding India’s vote on draft International Standards and the adoption of International Standard as Indian Standards, their overriding consideration should be India’s best interests. It should also be remembered that the resulting international standard may be used as a Harmonization Document and that a “Yes” vote returned on an unsatisfactory international draft will make it more difficult for India to resist its later adoption at the national level.

5.14.3 In all work on particular international project the prospect of converting the resultant document into a national standard should be kept firmly in mind. If a committee takes a contrary view [*see 7.4.6*] the reasons should be recorded and brought to the attention of DDG concerned.

5.14.4 If the responsible Sectional Committee considers that an Indian Standard should be prepared on the basis of an international text, it will need to make a draft for public

comment. This consultation may take place at any stage of the international work, and should not delay its progress. If, following public consultation at some stage, an international document in its published form is confirmed as acceptance for adoption as it stands, the resulting Indian Standard will also carry the number of the international standard.

5.14.5 International Standard shall be adopted, when so decided, as Indian Standard. The Standard shall be assigned a dual number (an IS number and ISO number or IEC number). Publication of the national standard is effected by the direct reproduction of the international text with addition of a national foreword and when necessary, national annexes (*see* IS 12). No change to the body of the international text either by statement or implication, can be introduced by these national elements.

5.14.6 If the responsible Sectional Committee does not intend to use the international text directly as the basis of an Indian Standard, the availability of the international draft text may be announced in Standard India and comments received by given date may assist the committee in determining the India's vote on the international draft. In the event of a subsequent decision by the committee to prepare an Indian Standard, procedure outlined in **5.14.4** will apply.

5.14.7 The following are typical cases where the procedure outlined in **5.14.6** may apply:

- i) The agreed international text although technically acceptable, is in conflict with current Indian legislation or with an existing Indian Standard called up in legislation.
- ii) The existence of an established Indian Standard or series of Indian Standards covering similar ground as the international standard, but in a different representation, makes it impracticable to adopt the international draft text.
- iii) The publication of an Indian Standard is considered unnecessary because the subject is not relevant at national level.
- iv) The international text is not self-contained and essential cross-reference material is not available in an Indian Standard and can not readily be provided in Indian Standard form.
- v) The international text consists solely of an endorsement of a national or international document, which either is not readily or can not be reproduced in Indian Standard form.
- vi) The draft standard on which India voted 'Yes' has been modified subsequently to an extent unacceptable to the BIS Committee.

5.14.8 Where a committee is prepared to adopt an international standard, but wishes to widen the coverage for national purposes, it may be possible by incorporating a National Annex or dividing the Indian Standard into parts, one of which is identical with the international standard (and hence will normally be dual-numbered), whereas the other parts will be presented as separate Indian Standard. If total alignment is not practicable,

a statement of the differences should be given in the foreword to the Indian Standard [see 5.3.3].

5.15 Recognition of Other Standard as Indian Standard

5.15.1 The Bureau may, in relation to a article or process, recognize any standard established by any other institution in Indian or outside as an Indian Standard with necessary editorial modifications.

5.15.2 The proposal for such recognition of the appropriate standard shall be made by the proposer as laid down in 5.2.1.

5.15.3 The proposal shall be made to the concerned DDG. When deciding upon the proposal it is to be ascertained that the following criteria are met:

- i) standard has been developed with significant participation and has a significant level of acceptance at National level;
- ii) The standard present no significant conflict with existing national/international standard;
- iii) There is no evidence that the standard contains unfair provisions;
- iv) There is no evidence of technical inadequacy of the standard;
- v) There is evidence that unacceptable reference to the documents or item can be avoided.

If he is satisfied that proposal shall be further processed then he shall

- a) settle the copy right and/or trademark situation with the appropriate authority, so that proposed text can be freely copied and distributed to the members of sectional committee without restriction;
- b) access in consultation with the relevant secretariats which sectional committee is competent for the subject covered by the proposed standard, and to ascertain that there is no apparent contradiction with other standard;
- c) if the subject-matter of the proposed standard does not fall within the scope of work of any of the existing sectional committee, refer it to the chairman of the Division Council scope of which is close to the subject under consideration for his recommendation regarding its recognition;
- d) If the subject-matter of the proposed standard does not fall within the scope of work of any of the existing sectional committees and if there is no Division Council scope of which is close to the subject under consideration, consult an adhoc experts committee specially constituted by him for this purpose, for recommendation regarding its recognition.

5.15.4 The proposed standard shall then be circulated to the committee so decided for comments. Comments if any received shall be dealt with the sectional committee or by a separate panel constituted by the sectional committee.

5.15.5 After deliberation of the committee, the text of the proposed draft to be amended as per requirement and sent for printing duly approved by the Chairman of the Division Council.

5.15.6 If it is impossible to agree upon a text meeting the above requirements, the proposal has failed and procedure is terminated.

5.15.7 Recognised Indian Standard shall bear IS number and be made available for sale.

5.16 Tentative (Provisional) Indian Standard

5.16.1 A tentative Indian Standard may be prepared when urgently needed but its technical accuracy cannot be established on account of technology being new or not having been proven commercially. It is, however, advisable to avoid as far as possible the issue of tentative standard.

5.16.2 The proposer as indicated in **5.2.1** may submit proposals to the Bureau for establishment of tentative standard. The proposal shall be accompanied by a draft of the tentative Indian Standard.

5.16.3 The draft tentative standard shall be processed as per the procedure indicated in **5.3** and **5.4** for approval and issue of tentative standard without wide circulation, after its adoption by chairman of Division Council concerned on its behalf.

5.16.4 The Sectional Committee shall decide the period of validity but this shall not exceed two years. Period of validity may be extended by not more than two years on a review by the Sectional Committee.

5.16.5 The foreword of the tentative Indian Standard shall clearly bring out the following:

- i) Need for preparing the tentative standard
- ii) Scope of its application; and
- iii) Period of validity.

5.16.6 The tentative Standard shall not be used for standard mark.

5.16.7 Before the expiry of the validity period, the tentative Indian Standard shall be considered by the Sectional Committee for establishing it as a regular standard. If the Sectional Committee is not in favour of its establishment as a regular standard, the tentative Indian Standard shall lapse after its validity period.

5.16.8 The title of such standards shall incorporate the wording “Tentative Indian Standard”. The designation would be in the normal series of IS numbering with addition of latter “T” immediately after IS designation number, before colon separating the year of adoption/publication.

5.16.9 The scope of such standards shall clearly bring out the fact that this standard under the “T” series is not amenable for certification.

5.16.10 When such standard is confirmed this should be brought in normal series by amending the designation, that is, deleting the letter “T”.

5.16.11 The usual note under the BIS certification clause should not appear but a modified note as given below shall appear :

Note: This Standard is used as a tentative standard in order to enable collection of data on the prescribed requirements and to gain experience on the test methods etc based on these, issuance of this standard, as a firm standard will be considered. In view of this, certification of product as per this tentative standard would not be possible under the BIS Act. The Standard is, however, recommended for wider implementation by the concerned.

5.17 All Indian Standards including tentative and recognized standards, their revisions, amendments and cancellations (withdrawal) shall be established by notification in the official gazette. Technical department shall arrange for such notification in the Gazette of India (*see 5.6.6*).

5.18 Permission to reproduce any part of Indian Standard should be sought in writing from the Director (Publication). While considering such cases, the financial aspect needs to be looked into in detail by Publication Department, before the request is forwarded to concerned technical department.

5.19 For development and continual improvement of Indian Standards, research and development work may be undertaken by BIS, if required with approval of Division Council [*see 4.3.1*]. For this purpose facilities/services available at BIS laboratories and other specialized laboratories, etc. may be utilized.

6. MEETINGS

6.1 Sectional Committee meetings are convened periodically to discuss various issues like processing of draft Indian Standards from stage to stage, reviewing and prioritizing the various items of work in hand, resolving controversies by consensus etc. Concerned secretary therefore, shall pay special attention to achieve successful deliberation in the committee meetings.

6.2 In planning meetings, account should be taken of possible advantage of grouping meetings of sectional committees and sub-committees dealing with related subjects, in order to improve communication and to limit the burden of attendance at meetings by members who participate in several sectional committees, sub-committees or panels.

6.3 A member unable to attend a particular committee meeting may send a representative but should always inform the member secretary prior to the meeting, preferably in writing. Representatives are listed in minutes but are not recorded in BIS membership records. The sending of a representative does not imply any change in the membership of the committee. Maximum two representatives from an organization will

be permitted to attend the meeting. In special circumstances, this requirement may be relaxed with the approval of DDG concerned.

6.4 If committee members continually fail to attend meetings, member secretaries are asked to make enquiries and, if appropriate, take steps either to encourage attendance or to obtain new nominations from the responsible organizations. Membership of Committee members who continually fail to contribute either through correspondence or by attending meetings for a period of three years/three consecutive sectional committee meetings shall be reviewed and recommended for withdrawal.

6.5 The first meeting of all sectional committees whether held in HQs. or outside shall be addressed by DG/DDG concerned. DDG concerned shall be consulted in fixing the date and venue for the first meeting of a sectional committee and an item should be included in the agenda, such as “Inauguration by DG/DDG” or “Welcome by DG/DDG”. In case either of them is unable to attend any such meeting, the member secretary should welcome the members on their behalf and suitably explain their absence.

6.6 Procedure for Calling a Meeting

6.6.1 *Fixing the Venue and Date of the Meeting*

The date of the meeting and venue shall be fixed by member secretary in consultation with the chairman/convenor, if it has not been decided already by the committee itself at its previous meeting. Even so, the concurrence of the chairman shall be sought before convening the meeting. The availability of room required for the meeting shall be ensured before proposing date to the Chairman. In fixing the venue of the meeting, the secretary shall bear in mind that the place of the meeting is so fixed as to:

- i) facilitate attendance of as many members as possible.
- ii) Give weightage to certain centres having particular bearing on the subject under discussion.
- iii) Satisfy special requests to the extent possible.
- iv) Avoid extensive sum total of travel, and
- v) Take notice of the local and gazetted holidays.

Note 1. If in a particular case, the Chairman’s concurrence cannot be obtained and there is an urgent need for convening the meeting, the secretary concerned shall act in consultation with the Head of the Department.

2. Due emphasis should be given to hold meetings of each committee periodically at BIS Headquarters.

6.6.2 *Reservation of Committee Room for the Meeting*

6.6.2.1 The room required for holding the meeting shall preferably be reserved well before the notice of the meeting issued, if not done earlier, and certainly before the issue of the agenda.

6.6.2.2 In case the meeting is to be held at BIS premises either at Headquarters or any Regional/Branch Offices, a reservation slip shall be sent to Administration Section (HQs)

for reserving the committee room and confirmation shall be obtain before issue of the notice to the members (*see Annex B₂₃*).

6.6.2.3 The assistance of the Regional or Branch Offices (ROs/BOs) may be sought if meetings are held in a town where ROs/BOs are functioning. The ROs/BOs are advised to seek the assistance of a local committee member in his region if the meeting is not to be held in the premises of the ROs/BOs.

6.6.2.4 For meetings held in a town outside Delhi and when no Branch Office is functioning, the assistance of local committee member and, where possible, of a committee member belonging to the organization in whose premises the meeting is to be held should be requested well in advance for making local arrangements in connection with the meeting.

6.6.2.5 The number of members likely to attend the meeting, the expected duration of the meeting and other particulars concerning the meeting should be furnished to the Branch Office or the local member whose assistance is being sought.

6.6.3 *Issue of Meeting Notice*

The Member Secretary shall ensure that sufficient advance notice (3 weeks minimum) of the meeting is given to the members. When a shorter notice is found unavoidable, the convenience of the chairman shall be ascertained in advance and the matter explained to the members at the time of meeting.

The notice convening a meeting shall include the time and date, venue (with telephone and fax number, if known) and the place where the meeting is to be held. The notice may include a reference to the important items proposed to be discussed in the meeting. Where the agenda is to be circulated separately, a note to the effect shall be added in the meeting notice. [*see Annex B₂₄*]

6.6.4 *Invitation to Meeting*

The Member secretary may extend with the prior knowledge of the Chairman/Departmental Head concerned an invitation to individuals or representatives of organizations whose presence is likely to be helpful in the discussions proposed to be held under the agenda. While all courtesy should be shown to the invitees when they participate in the discussion, they shall not be entitled to vote. Special care has to be taken by the member secretary to ensure that no financial commitment is made in these invitations.

6.7 Preparation of Agenda

The agenda shall cover all business required to be placed before the Technical Committee for deliberation/information/decision. It normally covers the following matters:

- a) Confirmation of minutes of the previous meeting.
- b) Item arising from the previous meeting.
- c) Review of its own composition and composition of its subcommittees/panels.
- d) Consideration of draft standards/amendments for finalization and for approval for public comments.
- e) Proposals for taking up new work items. Proposal shall be made in the proforma for proposing new subjects(see **Annex K**)
- f) Review of progress of on going work items & comments on IS
- g) Periodic review of standards (for reaffirmation, revision, withdrawal etc.) and proposal for amendment of published standards
- h) Position of work of the committee (List of published standards and stages of various documents).
- j) Report on international work, including alignment of national standards with IEC/ISO standards. Careful review of dual numbered Indian standards with corresponding work at international level to ensure that the corresponding version is the latest, forthcoming international meetings etc. in case of existence of such corresponding committee should be reported.

A typical agenda format covering essential items to be considered in a Technical Committee meeting is shown in **Annex Q**.

6.7.1 Systematic Approach in Preparation of Agenda

Since meetings are normally held once in a year, it is desirable to develop some systematic records/files to avoid omission in incorporation of item in agenda. These are listed below:

- a) Agenda point register – A committee wise record to be maintained to incorporate all the information, received/felt necessary to report to committee. Comments on published standards, documents to be maintained systematically to avoid difficulty in compilation when required,
- b) Liaison with other department – Outcome of liaison between the concerned committees to be reflected in the agenda. To make the thing effective, discussion between the concerned department is necessary before preparation of agenda. A copy of the agenda shall invariably be circulated to all departments concerned within BIS.

6.7.2 Other Measures in Preparation and Circulation of Agenda.

- a) At the earliest opportunity but not later than the issue of notice of the meeting, members may be requested to forward in writing suggestions for matters which they would wish to be included in the agenda.

When meetings are held in places where BIS Regional/Branch Office exist, the Member secretary shall see that the agenda and notice of the meetings are available in time with the Regional/Branch Office to enable the latter to answer queries made to it locally.

- b) Issue of agenda – the agenda shall be issued at least 2 weeks in advance.

Specimen letter for agenda circulation is given in **Annex B₂₅**.

- c) Supplementary agenda
 - i) Additional business matured for consideration after the issue of the agenda, including business of which notice has been given by members but which could not be included in the agenda, may be issued in the form of supplementary agenda.
 - ii) Supplementary agenda may be sent to members in advance where possible or distributed during the meeting.
- d) Character of agenda – Copies of the agenda of administrative committees shall be marked “Confidential” and those of Technical Committees “For BIS Use Only”.
- e) Special consideration to some organizations – Notice and agenda of the meetings to be sent to the Nodal Officer/Office of such organizations whose proposal has been accepted by BIS to do so. This is in addition to circulation of the members of such organizations.

Note – A register to be maintained by each department to record the following:

- 1) Name and address of the Nodal Officer/Office which has been identified by the organization of liaison with BIS.
 - 2) Nature of request about circulation and approval of the same.
- f) Points for discussion in committee meeting under item ‘any other business’ - It is customary to include an item with heading ‘any other business’ in the discussion under this item not already covered in agenda with the permission of the chairman.

- g) In case of first meeting of a sectional committee special item like 'Inauguration and scope of work including background to the formation of the committee' are included (*see* 6.5).

6.8 Agenda Copy for the Secretary

One copy of the Agenda, interleaved with blank sheets, shall be specially bound for the use of the member secretary to enable him to make notes in advance relating to different items of the agenda, references, previous history and any related information useful for the committee. This copy is meant for use by the member secretary at the meeting, for subsequent references and record. Additional blank sheet can be used to note various decisions and discussions during the meeting.

This copy shall serve as a master copy of the entire transaction of a meeting.

6.9 Further Action Prior to Meeting

6.9.1 The following materials to be collected before the meeting:

- i) Agenda and minutes of the previous meeting
- ii) Spare copies of agenda
- iii) Relevant draft standards/amendments along with the spare copies
- iv) Relevant standards including reference standards
- v) Reference books
- vi) Position of work
- vii) Necessary forms for claiming TA/DA
- viii) Form for recording attendance of the members. The form may be structured as indicated in **Annex D7**.
- ix) Tape Recorder with required cassettes.

Note: Member secretary may utilize this occasion to obtain up-do-date information on mailing address etc. so that BIS data base on Technical Committee membership is corrected if need be.

6.9.2 Briefing the Chairman

It is advisable for the concerned secretary to meet the chairman of the committee in advance to discuss the agenda and propose a plan of action for the meeting. If the Chairman desires, member secretary may provide him brief notes on the agenda items and prepared a draft for his opening remarks. Even otherwise, member secretary remain regularly in touch with the chairman regarding the committee work. It should be made clear to the Chairman that the Technical Committee has no mandate to go against the requirements laid down by concerned regulatory authority wherever they exist. The Technical Committee has no role to decide the date of implementation of their decisions.

6.10 Cancellation and Postponement of Meetings

If a meeting once called is postponed or cancelled for some reason or there is any change in the programme of the meeting, information shall be sent to all concerned, including the under mentioned.

- i) Committee members concerned
- ii) Invitees, if any
- iii) Regional/Branch Office concerned with a request to convey the information to local members.
- iv) The organization in whose premises the meeting was to be held
- v) Other persons who had been requested to assist in holding or to conduct the meeting

6.11 Action During Meeting

6.11.1 The member secretary shall reach the committee room at least half an hour before the meeting and ensure the following:

- i) Seating arrangements with attention to the acoustics of the room.
- ii) Supply of water and tea/coffee/cold drinks/lunch to members during the meeting.
- iii) That members on arrival can be directed to the room, placards and direction indicators being used where necessary, and
- iv) Arrangements made for taking a photograph at the meeting, if required (normally for Division Council Meeting or first meeting of sectional committee. If such meeting held in HQs. note to be sent to PR department in advance for necessary arrangement for photograph).
- v) Availability of tape recorder with required number of cassettes

6.11.2 The Secretary shall receive the members on arrival in the room, introduce himself to new members and special invitees and introduce the new members and invitees to others. All participants are made aware at the outset of the meeting that the meeting will be tape recorded.

6.11.3 The Secretary shall ascertain what assistance is readily available in the office where the meeting is held for typing, photocopying etc. for use of the members in course of meeting.

6.11.4 In case of meeting at headquarters, requisition for booking of staff car for use of committee members is to be sent to Administration Section. "Proforma for service required from BIS Canteen" (*see Annex B₂₆*).

6.11.5 In case of meeting held at places others than BIS premises, a member of the committee or the organization which has assisted in securing the committee room should be requested to attend to the preliminary arrangements, care being taken that the item of assistance are clearly conveyed in advance.

6.11.6 Light Refreshment

Member secretary shall familiarize himself with admissibility of expenditure on refreshments. He will ensure that suitable refreshment arrangements (tea, lunch etc.) are

made for the meetings. He shall also see that expenditure on refreshments does not exceed the admissible limit. He should also draw advance to meet the expenditure of refreshment before leaving his office to attend the meeting (*see Annex B₂₇*).

6.11.7 Where statement of expenditure are required to be submitted for accounting purposes, bills and vouchers for expenditure incurred for refreshments and other purchase in connection with the meeting shall be collected before leaving the place of the meeting.

6.11.8 *Hospitality from Outside Organization*

Normally there shall be no bar on accepting hospitality for a committee meeting from organization or individuals. While accepting such offers the secretary shall use his discretion in judging the ultimate purpose of the intending host.

If it is suspected that the host might publicize the occasion, the secretary may accept the offer on the understanding that the material for publicity, if any, shall be cleared by BIS least it should cause any embarrassment to any of the members of the committee at a later stage.

6.12 Order of Business

- a) The order of business shall be as stated in the agenda.
- b) Chairman or the Members may move resolutions at the start of the meeting for change in the order of business and the order shall be changed if a majority of the members are in favour.
- c) The Chairman may, at his discretion, move a change in the order of business at any time. The order shall be changed if there is no dissent.

6.12.1 The secretary, or on his briefing, the Chairman, is expected to introduce the more important items of the agenda when they come up for consideration. This should supplement the preamble given in the agenda but it should be brief and factual. The secretary should scrupulously abstain from expressing an opinion at this stage. Secretary should ensure that BIS policies and viewpoints are appropriately projected before the Committee. He should provide guidance to Committee on procedural matters, and ensure that the business is conducted in an orderly manner.

The Secretary should take notes of discussion during the course of meeting so that he can recall at a later date the background and rational to the decisions taken by the committee. Since Technical Committees work on the principle of consensus, the Secretary shall use his skill in resolving sharp differences among various members. Advantages may be taken of short breaks and lunch and tea intervals to resolve any sharp difference developed during the course of discussions. The secretary should be on the alert and advise the Chairman to consider short duration adjournments to enable members to settle the differences by discrete lobbying.

6.12.2 When introducing discussion on technical documents, the secretary shall provide, as required, previous history of the document, information on related Indian Standards, ISO/IEC standards/draft standards and draft standards of the other countries, information on technological development, export-import data and related laws, regulations etc. He shall apprise the committee of the decisions taken by the committee in its previous meetings and other similar material, which can help the committee in taking a proper decision.

6.13 Assistance received from persons outside BIS for holding the meeting and services rendered during the meeting should be appropriately recorded in the minutes and conveyed to person/his organization. When a member of the committee renders special meritorious service, the committee should record its appreciation suitably.

6.14 Proceedings and Minutes

6.14.1 General

- a) Proceedings are a brief record of the business transacted at meetings of Standards Advisory Committee and Division Council. This term shall not be used for record of business of other technical committee meetings.
- b) Minutes are a brief record of business transacted at meetings of all other technical committees of BIS.
- c) Proceedings and minutes should be brief and should not attempt to record all that was said and who said it as this may lead to endless correspondence.
- d) Proceedings and minutes are primarily meant for those who took part in the meeting and those who have to take action on them.

This should be made clear to the members and it should also be brought to their notice through the cover letter for circulation of Minutes that the minutes should not be publicized.

- e) Decisions are the most significant part of the minutes. These shall be stated clearly and without ambiguity.
- f) The member secretary shall ensure use of tape recorder for recording of the entire deliberations during the meeting. At the outset of the meeting, all participants are made aware that the discussions in the meeting will be recorded and recording can be done provided there are no objections. Individual participants shall have the right to require that the means of recording are switched off during a particular intervention if he or she so desires. Such recordings are intended to aid the secretary in preparing the minutes/report of the meeting and to resolve disputes concerning what happened at the meeting.

6.15 Action After the Meeting (see T-1.2 also)

6.15.1 After each technical committee meeting, Member Secretary will brief the concerned DDG about the controversial issues, if any, discussed in the meeting. DDG, in turn, will bring it to the notice of DG, wherever required.

6.15.2 Preparation of the Minutes

6.15.2.1 Draft minutes shall be prepared most expeditiously preferably within two weeks of the meeting. Every effort shall be made to obtain an early approval of the chairman for the draft minutes. In case of difficulty in obtaining the approval of the chairman in time, the draft minutes may be circulated to the members and got approval by circulation.

6.15.3 After the meeting a small write-up may be prepared incorporating significant information for publication in Standards India. The write up to be sent to Director (Foreign Language and Publication) for necessary action.

6.15.4 Refreshment expenditure should be certified and forwarded to Accounts Department. [see **Annex D₈**]

6.15.5 Meeting date and other particulars to be recorded in a register of the department for future reference. (see **Annex D₉**]

6.16 Circulation of the Minutes

a) To members

- i) The copies of the minutes, as approved by the chairman or otherwise [see **6.15.1.1**] shall be circulated to the members of the Sectional Committee, and to the members of sub-committees and panels, which meet conjointly with Sectional Committee. A dead line, not more than three weeks shall be fixed by which comments on minutes, if any, should reach the secretary and beyond which it will be assumed that the members concerned have no comments to make.
- ii) Should any comments be received and secretary is able to accept them, the correction shall be circulated to the members or recorded in the Agenda of the next meeting under the item ‘Approval of minutes of the last meeting’.
- iii) In the event of the secretary not finding it possible to accept the comments of the member, an attempt shall be made to reconcile the difference of view with the aid of chairman and reference can be made to the tape recorded deliberations, if required, but lengthy controversy or correspondence shall be eschewed and the matter reported at the next meeting at the time of presentation of the item “Approval of minutes of the last meeting”. The cassettes containing audio records of the deliberations of a meeting shall be in

the safe custody of the concerned member secretary and retained at least till the minutes of that meeting are confirmed. These may be retained for a longer period in case so desired by head of the department and then the cassettes/tape recorder shall be in the safe custody of head of the department. However, wherever there is controversy on any issue discussed during the meeting, then, in such an eventuality, DDGT will retain custody of such cassette(s).

b) To Secretaries of other Committees:

When the minutes deal with matters of direct interest to other committees, a copy of the minutes shall be passed on to the secretaries concerned, their specific attention being drawn to the portion of particular interest to them.

c) To the secretaries of Liaison Committees.

d) To the invitees.

Suggested letter for circulation of minutes is given in **Annex B₂₈**.

6.16.1 The secretary shall maintain a master copy of the minutes, with interleaved blank sheets, on which he shall note the action that has to be taken and persons or authorities who have to take it.

6.16.2 The secretary shall also mark on master copy the portions that are of interest to secretaries of the other committees and officers in the same organization/section.

6.17 Action on Minutes

Extracts from the agenda and minutes may also be placed in relevant files.

6.17.1 Action shall be started on normal and non controversial contents of the minutes without waiting till the dead line fixed for the receipt of the comments on the minutes.

6.17.2 Action on the remaining items of the minutes shall be started after dead lines.

6.17.3 Letters of recognition of meritorious services rendered by individual members of the committee may be issued signed by an officer not less than Head of the Department so that the communication may adequately recorded the appreciation of BIS as a whole. [see **Annex B₂₉** for guidance]

6.17.4 Normally, action on the minutes should be completed within four weeks after the dead line fixed for receipt of comments on minutes. Action copy of each meeting be maintained in the respective file.

6.17.5 After the expiry of four weeks, actions to be reviewed by concerned officer/staff.

6.17.6 The secretary shall keep a watch on the action taken, make a note in the master copy of the progress made from time to time and supplement the efforts by way of reminders or otherwise to ensure that action on any item does not stagnate or impede the progress of work.

6.17.7 The publication and reference materials borrowed from library shall be returned immediately after return from the meeting.

6.17.8 In case comment is received from member whether or not he was present in the meeting, conveying opposition to the decision taken in the Technical Committee meeting, the comment may be taken up in the next meeting for consideration, without stopping actions on the decision already taken.

6.18 Follow up Action on the Minutes

The secretary has to take follow up action of the minutes in order to further the work relating to the Technical Committees, and he must so time them that actions required to be taken up first are disposed of at the earliest, and so on. The following major actions are generally involved:

- a) As per the minutes, letters and other forms of communication might have to be initiated to establish contact with organizations and individuals in relation to work programme decided upon;
- b) Modifications of draft standards, drawings etc. as decided by the committee;
- c) Updating of mailing address, if any and circulation of documents and information to the interests and organizations for development of draft standards, eliciting comments as per the decision of the committee; and
- d) Any other work which needs immediate attention.

6.19 Supervision of Work and Periodic Monitoring of Progress

6.19.1 The secretary shall maintain a close supervision on the work assigned to his charge, with particular attention to time targets set on various projects. He shall also devise mechanism for monitoring the progress on existing work items and identify delays and slippages. He shall periodically review the progress of work or otherwise with his head of the department.

6.19.2 Soon after the meeting and after taking follow up actions, endeavour shall be made to make the technical work programme upto date.

7. INTERACTION WITH ISO/IEC IN FORMULATION OF INTERNATIONAL STANDARDS

7.1 General

BIS has a representative status on behalf of India and is the only representative of the country on:

- i) International Organization for Standardization (ISO)
- ii) International Electrotechnical Commission (IEC)

7.2 Participation in the work of ISO/IEC Technical Committees and Sub-Committees

7.2.1 All national bodies have the right to participate in the work of ISO/IEC technical committees and sub-committees. In order to achieve maximum efficiency and necessary discipline in the work, the intends of the relevant sectional committee as approved by the respective division council/SAC to be communicated to office of Chief Executive Officer (CEO) of ISO/IEC with regard to each technical committees or sub-committees if it intends.

- a) to participate actively in the work, with an obligation to vote on all questions formally submitted for voting within the technical committee or subcommittee, on enquiry drafts and final draft International Standards and, wherever possible to participate in meetings (P-members)
- b) to follow the work as an observer, and therefore to receive committee documents and to have the right to submit comments and to attend meetings (O-members)
- c) BIS may choose to be neither P-member nor O-member of a given committee, in which case it will have neither the rights nor the obligation indicated above with regard to the work of that committee.

7.2.2 Irrespective of the status within the technical committee or sub-committee of ISO/IEC the national body can vote on enquiry drafts and on final draft International Standards.

7.2.3 The Sectional Committees have the responsibility to organize, the national input in an efficient and timely manner, taking account of all relevant interests at the national level.

7.2.4 Membership of an ISO/IEC Sub-committees is open to P and O members of the parent technical committee.

7.2.4.1 Members of a technical committee *is* given the opportunity to notify their intention to become a P-member or O-member of a sub-committee at the time of its establishment.

7.2.4.2 Membership of a technical committee does not imply automatic membership of a sub-committee, notification is required of the intended status which is required to be decided by the corresponding Sectional Committee.

7.2.4.3 Beginning or ending membership or change in membership status of any ISO/IEC technical committee or sub-committee may be done by informing the office of CEO and the Secretariat of ISO/ IEC Committee Concerned.

7.2.4.4 The secretariat concerned notifies the Chief Executive Officer of ISO/IEC if a P-member of the technical committee or sub-committee has been persistently inactive in two consecutive meetings, either by direct participation or by correspondence, or has failed to vote on questions submitted for voting within the technical committee or sub-committee (such as new work item proposals).

7.2.4.5 If a ‘P’ member of an ISO/IEC technical committee or sub-committee fails to vote on an enquiry draft or final draft international standard prepared by the respective committees, the CEO reminds the national body of its obligation to vote. In the absence of a response to this reminder membership status in the respective committee automatically change to that of ‘O’ member. A national body having its status so changed may after a period of twelve months, indicate to CEO that it wishes to regain ‘P’ membership of the committee in which case it shall be granted.

7.3 Secretariat of Technical Committees and Sub-Committees

7.3.1 The Secretariat of a technical committee is allocated to a national body by ISO/IEC Technical Management Board.

7.3.2 The secretariat of a sub-committee is allocated to a national body by the parent technical committee.

7.3.3 Secretariat of a technical committees and sub-committees is allocated to a national body only if the national body-

- a) has indicated its intention to participate actively in the work of that technical committee or sub-committee,
- b) has accepted that it will fulfill its responsibilities as secretariat and is in a position to ensure that adequate resources are available for secretariat work [*see Annex R*]

Once the Secretariat of a technical committee or sub-committee has been allocated to the national body, the latter shall appoint a qualified individual as secretary (*see Annex R*)

7.3.4 *Assumption of Secretariat Responsibility by BIS*

7.3.4.1 The secretariat of an international committee can have a great influence on the speed and direction of work and on the structure and editorial quality of the resulting standard. The country proposing work on a project usually has the greatest interest in it and should be ready to act as secretariat if a new committee has to be formed, or the seriousness of its intentions may be doubted. Proposals to BIS for international work requiring a new committee should therefore be accompanied by a justification of the use of BIS staff time on secretariat duties.

7.3.4.2 In making this assessment it should be assumed that the secretariat should be kept at least for the time necessary to get the work programme well under way and the committee operating smoothly. Normally 10-year tenure should be regarded as the minimum. During this period the commitment will vary probably expand, involving increasing staff time, travel etc. It is not worth offering to take a secretariat unless this long term and expanding commitment can be continuously and properly supported.

7.3.4.3 The secretariat is responsible for monitoring, reporting, and ensuring active progress of work, and shall use its utmost endeavour to bring this work to an early and satisfactory conclusion. These tasks shall be carried out as far as possible by correspondence.

7.3.4.4 The secretariat is responsible for ensuring that ISO/IEC Directives and decisions of Council Board and Technical Management Board are followed.

7.3.4.5 The secretariat shall ensure the timely execution of the following:

- a) Preparation of committee drafts, arranging for their distribution and the treatment of the comments received;
- b) preparation of meeting including:
 - i) establishment of the agenda and arranging for its distribution
 - ii) arranging for distribution of all documents on the agenda, including reports of panels, and indicating all other documents which are necessary for discussion during the meeting;
 - iii) preparation of compilation of comments on documents which appear on the agenda.
- c) recording of discussions taken in a meeting and making these decisions available in writing for confirmation during the meeting;
- d) preparation of the minutes of the meetings;

e) preparation of reports to the Technical Management Board (TC Secretariat), or to the parent committee (SC Secretariat);

f) preparation of enquiry drafts and final draft International Standards.

7.3.4.6 The Secretariat of the technical committee or sub-committee is responsible for ensuring the equivalence of the English and French texts, if necessary with the assistance of other national bodies that are willing to take responsibilities for the language versions concerned.

7.3.4.7 In all circumstances, each secretariat shall work in close liaison with the chairman of its technical committee or sub-committee.

7.3.4.8 The Secretariat shall act in a purely international capacity, divesting itself of a national point of view.

7.3.4.9 The Secretariat of a technical committee shall maintain close contact with the office of CEO and with the members of the technical committee regarding its activities, including those of its sub-committees and working groups.

7.3.4.10 The Secretariat of sub-committee shall maintain close contact with the secretariat of the parent technical committee and as necessary with the office of the CEO. It shall also maintain contact with the members of the sub-committee regarding its activities including those of its working groups.

7.3.4.11 The Secretariat of ISO/IEC technical committee or sub-committee shall update in conjunction with office of the CEO the record of the status of the membership of the committee and maintain a register of the membership of its working groups.

7.3.5 *Relinquishing Secretariat Responsibility*

7.3.5.1 If it becomes clear to the responsible sectional committee that the maintenance of an ISO/IEC technical committee or sub-committee secretariat can no longer be justified, a letter should be sent by the DG to the central secretariat of the relevant international organization giving a minimum of 12 months notice stating the following points.

a) BIS has decided to relinquish the secretariat of the committee in question.

b) The secretary General is asked to canvass members to find an alternative holder of the secretariat.

c) BIS is prepared, in the interests of a smooth transition, to continue with secretariat responsibilities for up to one year, until a new holder is found.

d) If, at the end of one year, no alternative has been found, all the committee files will be sent to the Office of CEO for solution and onward transmission to the new secretariat

when it is found. If no secretariat can be found the Office of CEO will have all records relating to committee on hand to help it wind up its affairs.

If a sub-committee secretariat is to be relinquished the same actions to be taken, but the correspondence should be advised to the secretariat of the parent international technical committee and the files should be sent to it after a year. The CEO should be kept informed of the actions taken.

7.4 Guidelines on Processing of ISO/IEC Standards for Casting Vote (see T-3 also)

7.4.1 General

7.4.1.1. International Standards are developed through a sequence of project stages as follows:

Preliminary Stage	PWI
Proposal Stage	NP
Preparatory Stage	WD
Committee Stage	CD
Enquiry Stage	DIS(ISO)/ CDV(IEC)
Approval Stage	FDIS
Publication Stage	ISO, IEC or ISO/IEC

PWI, NP, DIS/CDV and FDIS are referred to the P members for voting.

Member countries are expected to examine these documents in the light of national work and export interests.

According to ISO/IEC Directives it is obligatory for those countries, which are member of the relevant TC to vote on an Enquiry draft and on Approval Draft.

Votes submitted by BIS shall be explicit:

- a) A positive vote may be accompanied by editorial or technical comments, on the understanding that the secretary in consultation with the Chairman of the technical committee or sub-committee and the project leader would decide how to deal with them. However, in case of FDIS, if the national body votes affirmatively, it shall not submit any comments.
- b) If BIS finds DIS unacceptable, it shall vote negatively and state the technical reasons. It may indicate that the acceptance of specified technical modifications will change its negative vote to one of approval, but it shall not cast an affirmative vote which is conditional on acceptance of modifications.
- c) In case a P-member has limited interest or competence in some subjects of the concerned TC, the member body and can then abstain at the time of voting.

7.4.1.2 Since ISO and IEC standards have been recognized under WTO standards code as instruments for removal of technical barriers to trade, casting vote on a particular

document will have implications when such standards are adopted under the WTO standards code. If a document is approved by India at this stage, it should be clearly understood that it would be incumbent upon the country to implement such an international standard under the WTO standards code.

7.4.2 *Constitution of Special Panels*

7.4.2.1 As recommended by the management, the departments shall constitute small panels for consultation on ISO/IEC draft international standards and questions submitted for voting. Past experience has shown that most of the time we receive no comments from the panel members and the departments interpret this lack of comments as approval. This situation shows that either the Panel members have no interest in the work of the TC in particular documents, or they are not right persons to be put on the Panel [*see 4.7.6.1*].

7.4.2.2 To generate more interest on DIS and to get more meaningful comments, it seems necessary in individual cases to identify industries/organizations dealing with the subject matter of draft international standard as also the associations, laboratories or other experts in that specialized area, and to obtain their comments/views also on the DIS. Such additional consultations would depend on the subject matter of each document.

7.4.3 *Analysis of FDIS & DIS*

7.4.3.1 In order to stimulate response from members of Panel/other organizations on finalized draft international standard (FDIS)/draft international standard (DIS), it is necessary that along with the FDIS/DIS a short summary be sent by the secretariat informing on the following aspects:

- a) Whether an Indian standard corresponding to the FDIS/DIS exists or not,
- b) If it exists, does it differ significantly from the FDIS/DIS and if so, in what major respects (this could be in tabular or other summary form),
- c) Is it intended/desirable to revise the Indian Standard to fall in line with the FDIS/DIS or is it intended /desirable to suggest change in the FDIS/DIS, and
- d) If no Indian Standard exists, is it intended/required to prepare an Indian Standard based on the FDIS/DIS.

7.4.4 The relevant documents are to be downloaded from ISO/IEC website and shall be circulated to the members of panel constituted for the purpose and to any other experts felt necessary to obtain comments on the documents by electronic means or otherwise.

7.4.5 Depending on the last date of voting indicated in the ISO/IEC documents, last date for receiving comments from experts should be indicated while circulating documents.

7.4.6 On receipt of the comments from the experts those should be analysed and edited suitably. The observations may be of following nature:

- a) approval of document as presented
- b) approval of the document with editorial or other comments
- c) disapproval of the document due to some technical reasons.

In case of situation c) indicated above, following should be mentioned:

“Acceptance of specific technical modification suggested will change our vote to approval”.

7.4.7 The documents along with the edited comments should be sent to the chairman of the concerned sectional committee for approval [*see Annex B₃₀*].

On receipt of the approval in respect of Enquiry Draft and FDIS from the concerned Sectional Committee, a proforma [*see Annex D₁₀*] to be completed by the member secretary and sent for the approval of head of the department. The voting may be done after the approval. Voting and commenting on technical documents of ISO/IEC is by their electronic voting system. It is no longer possible to submit votes on comments by any other means (letters, fax, e-mail). Ballot papers are therefore, no longer being prepared and are also not available for download from ISO/IEC website.

The head of the department shall monitor and ensure timely voting for technical committees and subcommittees where India is a P member.

7.4.8 In case of difference in comment on document, the issue to be referred to the convener of the specialist panel/chairman of Sectional Committee for his opinion.

7.4.9 On analysis of content of document generated from a technical committee to which India is O-member, if it is felt necessary to send some critical comment in the interest of the country, action should be initiated to convert O-membership to P-membership without delay [*see 7.2.4.3*].

7.4.10 Processing of the document for voting should be so planned that all the exercise may be completed well in advance and ballot should be sent by electronic means prior to the last date of voting.

7.5 Current IEC policy is that access will be authorized only for the officers of the IEC and officers (Chairman and Secretaries) of National Committees, technical committees and subcommittees.

7.6 The member secretary may be required to be in liaison with ISO/IEC TCs/SCs in the course of work .

8 DEPARTMENTAL DOCUMENTATION

8.1 At the end of each quarter each department should update position of work of the department indicating latest position of published standards and stages of different documents for hosting on BIS website as per the computer software programme.

8.2 Following symbols are to be indicated against the standards/documents /items, in the position of work to indicate aspect etc.

P.....	Product Standard
D.....	Dimensional Standard
C.....	Code of Practice
M.....	Method of test
G.....	Glossary/Terminology
S.....	Symbols
F.....	Safety
O.....	Others
#	Identical with ISO Standard
≠	Not identical with ISO Standard
=	Equivalent with ISO Standard
E.....	Extension of existing subject
R.....	Revision of existing
N	New Subject

Note- New subjects are required to be approved by the Division Council concerned to include in the programme of work of the committee (*see 5.2.7*)

8.3 Programme of work for every technical department should also bring out the relationship of national standard with corresponding IEC/ISO Standards where such relationship exists.

8.4 Various stages of the standards and documents shall be indicated as per computer software programme.

Sl. No.	Stage Title
1.	New Item
2.	Subject dropped
3.	P - Draft Standards Under Preparation
4.	Draft Standards Formulated
5.	Draft Standards Approved for Wide Circulation
6.	Draft Standards Issued in Wide Circulation
7.	Draft Completed Wide Circulation
8.	Draft Standards Finalized But Not Yet Under Print
9.	Finalized Drafts Under Print
10.	Standards Published

11. Printed Standards Reaffirmed
12. Standards to be Revised
13. Under Revision Where Documents are Available
14. Withdrawn Standards
15. Superseded Standards

8.5 Management Reports

By last working day of every month management control report (MCR), Time Taken Report (TTR) and Monthly Performance Report (MPR) in the prescribed proforma [*see Annex D₁₁, D₁₂ and D₁₃*] to be sent to P&C Department

Before 5th of every month a management information system (MIS) data in prescribed format [*see Annex D₁₄*] shall be entered in Standards Formulation Module.

8.6 Numbering System for Brochures/Miscellaneous Publications

8.6.1 All brochures and other miscellaneous publication shall be given a Code number for easy identification. This Code should be printed at the bottom right hand corner of the fourth/last cover page of the document. The code should contain following details:

- a) Issuing department – TD/PRD/RO/BO
- b) Type of document – Sectional list (SL), Classified list (CL), Overview (OV)
- c) Serial Number to be allotted by TDs/ROs/BOs to the document in serial order on yearly basis – 01, 02...
- d) Month and year of publication

An example of Code Numbering is as follows:

FAD/CL/02/06 90
 FAD = Food and Agriculture Department\
 CL = Classified list
 02 = Serial Number
 06 90 = June 1990 (MM YY)

9 FILING SYSTEM AND PROCEDURE FOR DISPOSAL OF OLD RECORDS

Annex S describes the filing system to be followed by Technical Departments and also the procedures for disposal of old records.

ANNEX A
(Item 5.3.1)

GENERAL PRINCIPLES AND FRAMEWORK OF STANDARD

A-1 OBJECTIVE

The objective of a National Standard is to define clear and unambiguous provisions in order to facilitate trade and communication. To achieve this objective, the National Standard shall

- be as complete as necessary within the limits specified by its scope;
- be consistent, clear and accurate.
- Take full account of the state of the art.
- Provide a framework for future technological development.
- Be comprehensible to qualified persons who have not participated in its preparation.
- The style shall be as simple and concise as possible.

A-2 HOMOGENEITY

Uniformity of structure, of style and of terminology shall be maintained not only within each standard, but also within a series of associated standards. The structure of associated standards and numbering of their clauses shall, as far as possible, be identical. Analogous wording shall be used to express analogous provision; identical wording shall be used to express identical provisions.

The same term shall be used throughout each standard or series of standards to designate a given concept. The use of an alternative term (synonym) for a concept already defined shall be avoided. As far as possible only one meaning shall be attributed to each term chosen.

These requirements are particularly important not only to ensure comprehension of the standard but also to derive the maximum benefit available through automated text processing techniques and computer-aided translation.

A-3 COHERENCE OF STANDARDS

In order to achieve the aim of coherence within the complete corpus of national standards, the text of every standard shall follow the relevant provisions of the existing basic national standards. This relates particularly to:

- standardized terminology;
- principles and methods of terminology;
- quantities, units and their symbols;
- abbreviations;
- bibliographic references;
- technical drawings;
- graphical symbols.

In addition, for specific technical aspects, the relevant provisions of general national standards dealing with the following subjects shall be respected:

- limits and fits;
- preferred numbers;
- statistical methods;
- environmental conditions and associated tests;
- safety.

A-4 PLANNING

In order to ensure the timely publication of a standard, or of a series of associated standards, a list of all aspects to be covered shall be defined before detailed drafting begins so that scope (s), structure (s) and inter-relationships can be established. These rules for the drafting and presentation of national standards shall be applied from the very beginning of the work and throughout all subsequent stages to avoid delay at any stage.

A-5 FRAME WORK

A-5.1 General Arrangement

The elements which together to form a standard are classified in three groups:

- preliminary elements are those elements that identify the standard, introduce its content, and explain its background, its development and its relationship with other standards;

- normative elements are those elements setting out the provisions with which it is necessary to comply in order to be able to claim conformity with the standard;
- supplementary elements are those elements that provide additional information intended to assist the understanding or use of the standard.

An arrangement often used for product standards is indicated in Table A-1.

Table A-1 Arrangement of Elements		
Type of element		Element
Preliminary		Title page Contents Foreword Introduction
	General	Title Scope Normative references
Normative	Technical	Definitions Symbols and abbreviations Requirements Sampling Test methods Classification and designation Marking, labeling, packing Normative Annexes
Supplementary		Informative annexes

Notes integrated in the text (*see A-5.5.3*) may be part of any element except the title page, the title, the and the footnotes.

A standard need not contain all technical normative elements shown and it may contain technical normative elements other than those shown. Both the nature of the technical normative elements and their sequences are determined by the nature of the standard in question.

A-5.2 Preliminary Elements

A-5.2.1 *Title Page*

The title page is prepared in a standard format. The number of the standard is allotted by publication department.

A-5.2.2 *Contents*

The cContents is an optional preliminary element, but is necessary if it enables an overall view of the standard to be obtained and facilitates its consultation. The contents should normally list only the clauses and the annexes. All the elements listed shall be cited with full titles.

A-5.2.3 *Foreword*

The foreword shall appear in every standard. ; it consists of a general part giving information relating to the adoption of the standard by the concerned division council. This is followed by giving as many of the following information as are appropriate:

- an indication of the committee which prepared the standard;
- an indication of any other national, international organization that has contributed to the preparation of the standard;
- a statement that the standard cancels and replaces other documents in whole or in part;
- a statement of significant technical changes from the previous edition of the standard;
- the relationship of the standard to other standards or other documents;
- a statement of which annexes are normative and which are informative;
- information about other parts of the standards, if any.

A-5.2.4 *Introduction*

The introduction is an optional preliminary element used, if required, to give specific information or commentary about the technical content of the standard, and about the reasons prompting its preparation. It shall not contain requirements.

A-5.3 General Normative Elements

A-5.3.1 *Title*

The wording of the title shall be established with greatest care. While being as concise as possible, it shall indicate, without ambiguity, the subject-matter of the standard in such a way as to distinguish it from that of other standards, without going into unnecessary detail. Any necessary additional particulars shall be given in the scope.

The title shall be composed of separate elements, each as short as possible, proceeding from the general to the particular. In general, not more than the following three elements shall be used;

- a) *An introductory element* indicating the general field to which the standard belongs (this can often be based on the title of the committee)
- b) *a main element* indicating the principal subject treated within that general fields;
- c) *a complementary element* indicating the particular aspect of the principal subject or giving details which distinguish the document from other standards, or other parts of the same standard.

Detailed rules for drafting of titles are given in IS 12:19882004

A-5.3.2 *Scope*

This element shall appear at the beginning of every standard, to define without ambiguity the subject of the standard and aspect(s) covered, thereby indicating the limits of applicability of the standard or particular parts of it. It shall not contain requirements.

A-5.3.3 *Normative Reference*

This element shall give a list of normative documents (in most cases standards), with their titles and publication dates, to which reference is made in the text in such a way as to make them indispensable for the application of the standard.

The list shall be introduced by the following wordings:

“The following standards contain provisions which, through reference in this text, constitute provision of this standard. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this standard are encouraged to investigate the possibility of applying the most recent editions of the standards indicated below:

The list shall not include the following:

- documents that are not publicly available;
- documents to which only informative reference is made;
- documents which have merely served as references in the preparation of the standard.

Such documents can be listed in an informative annex (see A-5.5.1) entitled ‘Bibliography’.

A-5.4 Technical Normative Elements

A-5.4.1 *Definitions*

This is an optional element giving definitions necessary for the understanding of certain terms used in the standard. The definitions shall be introduced by the following wording:

“For the purposes of this standard, the following definitions apply”

A-5.4.2 *Symbols and Abbreviations*

This is an optional element giving a list of symbols and abbreviations necessary for the understanding of the standard.

For convenience, this element may be combined with element A-5.4.1 in order to bring together terms and their definitions symbols, abbreviations and perhaps units, under an appropriate composite title, for example “Definitions, symbols and abbreviations”

A-5.4.3 *Requirements*

This element includes the following:

- a) all characteristics relevant to the aspect(s) of the product(s), process(es) or service(s) covered by the standard, either explicitly or by reference;
- b) the required limiting values of quantifiable characteristics;
- c) for each requirement, either a reference to the test method for determining or verifying the values of the characteristic (see A-5.4.5), or the test method itself.

A clear distinction shall be made between normative requirements and statements included only for information or guidance.

Contractual requirements concerning claims, covering expenses, etc. shall not be included.

In some product standards, it may be necessary to specify that the product shall be accompanied by warning notices or by instructions to the user or installer, and to specify their nature. On the other hand, requirements concerning use of installation as such shall be included in a separate standard since they are not requirements applicable to the product itself.

Standards listing characteristics for which suppliers are required to state values that are not specified by the standard itself shall specify how the values are to be measured and stated.

A-5.4.4 *Sampling*

This element specifies the conditions and methods of sampling, as well as the method for the preservation of the sample(s). This element may appear at the beginning of element A-5.4.5

A-5.4.5 *Test Methods*

This element gives all the instructions concerning the procedure for determining the values of characteristics, or for checking compliance with stated requirements, and for ensuring the reproducibility of the results. Where appropriate, tests shall be identified to indicate whether they are type tests, routine tests, sampling tests and so on.

Instructions relating to the test methods may be sub-divided in the following order (where appropriate):

- a) principle;
- b) reagents or materials;
- c) apparatus;
- d) preparation and preservation of test samples and test pieces;
- e) procedure;
- f) expression of results, including method of calculation and precision of the test method; and
- g) test report

Test methods may be presented as separate clauses, or be incorporated in element A-5.4.3 or be presented as Annexes (see A-5.4.8) or as separate parts. A test method shall be established as a separate standard if it is likely to be referred to in a number of other standards.

A-5.4.6 *Classification and Designation*

This element may establish a system of classification, designation and/or coding of products, processes or services that conform to stated requirements. For convenience, this element may be combined with element **A-5.4.3**.

A-5.4.7 *Marking, Labeling, Packing*

This element may specify the marking of a product (e.g. manufacturer's or vendor's trademark; model or type number). It may include requirements for the labeling and/or packaging of the product (e.g. handling instructions, hazard warnings, date of manufacture).

A-5.4.8 *Normative Annexes*

Normative annexes are integral parts of the standard which, for reasons of convenience, are placed after all other normative elements. The fact that an annex is normative (as opposed to informative – see A-5.5.1) shall be made clear by way in which it is referred to in the text, by a statement to this effect in the foreword (see A-5.2.3) and by an indication at the head of annex itself.

A-5.5 Supplementary Elements

A-5.5.1 *Informative Annexes*

Informative annexes give additional information, and are placed after the normative elements of a standard. They shall not contain requirements. The fact that an annex is informative (as opposed to normative – see A-5.4.8) shall be made clear by way in which it is referred to in the text, by a statement to this effect in the foreword (see A-5.2.3) and by an indication at the head of the annex itself.

A-5.5.2 *Footnotes*

Footnotes give additional information, but their use shall be kept to a minimum. They shall not contain requirements.

Footnotes shall be placed at the foot of the relevant page and be separated from the text by a short thin horizontal line on the left of the page.

Footnotes shall normally be distinguished by Hindu-Arabic numerals followed by one parenthesis: 1), 2), 3), etc, starting afresh on each page or forming a continuous numerical sequence throughout the document. (The latter method is more suited to documents produced using computer-aided text processing systems.) The footnotes shall be referred to in the text by inserting the same numerals, as superscripts, after the word or sequence in question: 1), 2), 3) etc.

In certain cases, for example in order to avoid confusion with superscript numbers, one or more asterisks followed by one parenthesis may be used instead, for example:

*), **), ***), etc.

A-5.5.3 *Notes Integrated in the Test*

Notes integrated in the test of a standard may be used only for giving information which is essential to the understanding of the document. They shall not contain requirements.

Notes should normally be placed after clause, sub-clause or paragraph to which they refer.

A single note shall be preceded by the title “NOTE” – , placed at the beginning of the first line of the text of the note. If two or more notes are grouped together, they shall be placed under the title “NOTES”, this word being on a line by itself; the text of each note shall then be preceded only by an Hindu-Arabic numerals at the beginning of its first line. Each group of notes shall be separately numbered, i.e. 1, 2, 3, etc.

If isolated notes occur at separate places within the same numbered sub-division of text they shall be designated “NOTE 1”, “NOTE 2”, “NOTE 3”, etc.

Alternatively, all notes integrated in the text may be numbered in a continuous sequence throughout the document. (This method is more suited to documents produced using computer-aided text processing systems)

In typewritten texts, all lines of a note shall be inset from the margin of the main text by at least five characters, so that the extent of the note can b correctly understood for printing purposes.

A-5.5.4 *Notes to Tables and Figures*

Notes to tables and to figures shall be treated independently from footnotes (see A-5.5.2) and note integrated in the text (see A-5.3). They shall be located within the frame of the relevant table or immediately above the title of the relevant figure. A separate numbering sequence shall be sued for each table and each figure. Such notes may contain requirements.

A-6 TYPES OF INDIAN STANDARDS

A-6.1 Special care should be taken to choose the type of standard required. Types of Indian Standards fall broadly into four main categories:

- a) terminology
- b) methods of test
- c) product standards (specifications)

- d) codes of practice, guides, recommendations.

A-6.2 In accordance with clause **A-7**, a specification should be drafted only when the intention is to specify requirements for compliance such that compliance can be objectively and unambiguously claimed and verified. The description 'Specification' should not be used in the titles of documents designed for other purposes, such as

- (1) classifications, for example, limited to the designation and description of different grades of a product; this type of standard has the same status as a glossary, and is quite different from a specification requiring use of a particular grade for a particular application.
- (2) methods for specifying or methods of declaration, which leave the detailed specification of the product or process as a matter for subjective decision by the purchaser or supplier; standardization is limited to the means of conveying the information.

A-6.3 Designation of Publications

There are at present two series of publication; general series and special series. General series shall be designated with the help of sequential numbers prefixed by IS and special series prefixed by SP.

A-7 SPECIFICATIONS

A-7.1 Function

A-7.1.1 A specification is detailed statement of a set of requirements to be satisfied by a product, a material or a process, indicating, wherever appropriate, the procedures for checking compliance with these requirements. The requirements should fall completely within the scope of the specification.

The characteristics covered by the requirements therefore depend upon the scope, in which regard the following questions need to be considered:

- a) What is to be standardized ?
- b) Who will be the parties involved in the use the standard?
- c) What are the requirements to be specified?
- d) What methods are necessary to judge compliance?

Although the final wording of the scope may not relate point by point to these questions, full account will have to be taken of them to give direction to the work.

A-7.1.2 The function of a specification is to provide a basis of understanding between purchaser and supplier. The purchaser (or customer) may or may not employ a designer whether architect, engineer or other agent. The supplier can be a manufacturer, fabricator or trader (e.g. a wholesaler). A fabricator may employ a consultant (designer); then the fabricator becomes the purchaser and the consultant the supplier as far as their own particular contract or agreement is concerned. Every Indian Standard specification should be written with the relevant purchaser/supplier interface in mind. It may convey information to other parties but the form of words adopted will normally only be appropriate to one interface.

A-7.1.3 It follows that a separate specification (or separately published Part or Section) applicable to each interface may be needed when a succession of interfaces is involved (e.g. manufacturer/wholesaler, wholesaler/retailer, retailer/individual customer). Care should be taken to avoid specifying requirements in one standard that can be compiled with only by someone concerned in a different area of control (e.g. requirements for the storage and end use of a product after it has passed through the hands of the party responsible for compliance with the specification).

A-8 STANDARD

Document, established by consensus and approved by an organized body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context.

Note: Standards should be based on the consolidated results of science, technology and experience, and aimed at the promotion of optimum community benefits.

A-8.1 Readership

Standards are generally intended for use by people who have suitable qualifications and experience in the subject with which they deal. In appropriate cases, attention should be drawn to this limitation by a suitable paragraph in the foreword or other suitable place, for example,

‘It has been assumed in the drafting of this Indian Standard that the execution of its provisions is entrusted to appropriately qualified and experienced people, for whose guidance it has been prepared’.

All standards include the following notice on the outside back cover:

‘Any person who, when making use of an Indian Standard, encounters an inaccuracy or ambiguity, is requested to notify BIS without delay in order that the matter may be investigated and appropriate action taken’.

A-8.2 Contract Considerations

It is the responsibility of contracting parties to invoke standard in contracts in such a way that their provision can be enforced between them. All standards include the following notice on the outside back cover:

‘An Indian Standard does not purport to include all the necessary provisions of a contract. Users of Indian Standards are responsible for their correct application’.

A-8.3 Legal Obligations (see 3.3.3)

Depending on the necessity and as per the decision of BIS the following wording in bold type either in the foreword or immediately after the contents list may be include in standards.

‘Compliance with Indian Standard does not of itself confer immunity from legal obligations’.

If there are particular legal requirements bearing on the scope of the standard, the following may be added:

‘In particular, attention is drawn to(state the requirements)

In Indian Standard codes of practice this wording is augmented as follows:

‘This code of practice represents a standard of good practice and takes the form of recommendations. Compliance with it does not confer immunity from relevant legal obligations. In particular attention is drawn to’
(where appropriate)

The following general wording is recommended for inclusion in the foreword of Indian Standards that describe or rely upon tests that are considered dangerous or that involve the use of substances constituting a health hazard.

‘This Indian Standard calls for the use substance and/or procedures that may be injurious to health if adequate precautions are not taken. It refers only to technical suitability and does not absolve the user from legal obligations relating to health and safety at any stage’.

Particular attention may then be drawn to individual hazards, the listing of which should not purport to be exhaustive. References may be included to other authoritative publications, whether from official, industrial or professional sources, that define good practice in relation to safety procedures.

A-9 HAZARD WARNING IN STANDARDS

A-9.1 It is the responsibility of a committee, when drafting or approving a standard involving hazardous materials, equipment or procedures to direct its attention to the safety aspects and to apply its expert judgment to them in a systematic way, using such techniques of hazard and risk analysis as may be appropriate. The reduction of hazards to a level that is reasonable to accept should always, figure amongst the important criteria when a committee selects one component or procedure in preference to another. The committee should take all reasonable precautions to ensure that a standard includes warning of any serious hazard that may arise in its use and foreseeable misuse, especially if this is liable to be overlooked by a reader who may not be expert in that particular area. A standard should also identify specific hazard warnings to be given in relation to the product, process or system which it covers. For hazard warnings on consumer products *see A-10.3*.

A-9.2 Guidance regarding specific hazard (involved, for example, in a test method) should be given in the form of notes at appropriate places in the text, prefaced by the word 'CAUTION' or 'WARNING'. The text should not be so loaded with warnings, however, as to lessen their impact on the user.

A-9.3 In addition, general warnings may be needed that apply to a whole standard or section of a standard, e.g. for a method involving the use of a hazardous substance or process. Appropriate guidance should be given at the start, either in the foreword or in a special section to which attention is drawn under the title. It is often useful to emphasize the need to employ only trained staff and to ensure adequate supervision.

A-9.4 Technical committees are responsible for including a warning note in all Indian Standard methods involving fire tests. This should be of a general or specific nature as appropriate, on taking precautions to safeguard the health of personnel conducting the tests against the risk of fire or inhalation of smoke and/or toxic products of combustion.

A-9.5 Reference should be made to regulations and to official publications, such as those of Health and Safety Executive, that need to be known to those reading and applying the standard. Such reference will usually be made in the foreword but, if it relates only to a small portion of the standard, a note in the text or a footnote may be more appropriate. No standard should however purport to give in this way an exhaustive or comprehensive set of official references.

A-9.6 A committee should consider the likelihood that a standard process or method of test may be applied for purposes for which it is not intended, and should, where necessary, include warnings against such misuse.

A-10 CONSUMER SAFETY

A-10.1 An appreciation of domestic factors is essential in arriving at acceptable safety levels. A hazards that is recognized by custom and practice as an integral and functional part of an appliance, such as the cutting edge of a knife, if usually accepted as a reasonable risk. On the other hand, concealed or unfamiliar hazards present a serious risk

to users. Certain hazards that are allowable in the more strictly controlled industrial environment may not be so in the home, where the user will not have the necessary technical knowledge to use the product safely. The needs of the very young, the elderly and the disabled require special attention as does the extent to which products are likely to be misused.

A-10.2 Data on injuries associated with a product, or with similar attributes in other products, help to create awareness of the hazards to be avoided. A committee should, however, be ready to take action on a published standard as soon as any appreciable weakness in the text is revealed, without awaiting a significant level of accidents.

A-10.3 In making provision for user instructions in manufacturers' literature, a consumer product specification should require or recommend appropriate warnings to be given in the interests of safety. Among basic considerations important to safety in use are the following.

- a) *Assembly and installation* - If an appliance needs to be installed by an expert, this should be clearly stated. If expert installation is not required, any risk associated with assembly or installation should be indicated and clear step-by-step instruction given.
- b) *Instructions for use* - A full description of the proper application of an appliance is required, together with an indication, where relevant, of its limitations. It is important to list both the 'dos' and 'don'ts' of product use. When describing the risks arising from misuse, unexpected or concealed hazards should be given particular emphasis and explicit instructions for safe use given. If use or misuse by young children, the aged or the disabled is considered likely, any additional risks should be brought to the user's attention. The importance of adequate care to the safe use of an appliance may need emphasis.

Recommendations should also cover appliances not in use, including the switching off and unplugging of electrical appliances, and the storage of articles out of reach of children.

- c) *Maintenance and servicing* - In appropriate cases the dangers of the 'do-it-yourself' approach and the importance of proper maintenance and servicing to ensure the continued safety of appliances should be emphasized with many appliances it is vital to leave all maintenance work to a suitably qualified person. However, where it is reasonable to envisage do-it-yourself maintenance for simple aspects, the standard should require that the product is designated in such a way that this is practicable.

ANNEX B₁
(Item 4.3.2)
OFFER OF REPRESENTATION ON DIVISION COUNCIL

Our Ref:
Subject: Representation on Division Council of
Bureau of Indian Standards

Dear Sir,

As you are aware, Bureau of Indian Standards is the National Standards Body of India.

One of the main activity activities of this Bureau is the development of National Standards, which is spread over various Divisions out of which is one of the division. The work of the division is managed by the council. The scope of this council is as under:

We are glad to inform that Standards Advisory Committee/Division Council has decided to offer representation to your organization on Division Council. We hope you will accept the offer and extend your cooperation and support to the National Standardization effort. You are requested to send your nominations for representation on the above Division Council. You may nominate two representatives (with their name, designation and addresses including e-mail) one of them as Principal Member and other one as Alternate Member. The Division Council shall be subject to reconstitution once every three years.

It may kindly be noted that traveling or daily allowance shall not be admissible to the members from BIS funds.

We shall appreciate receiving your reply at the earliest preferably by

Thanking you

Yours faithfully,

(Head of Department)

ANNEX B₂
(Item 4.3.3)

OFFER OF CHAIRMANSHIP OF THE DIVISION COUNCIL

Our Ref:

Subject : Offer of Chairmanship of the Division Council
of Bureau of Indian Standards (BIS)

Dear Shri

Bureau of Indian Standards has been functioning as the National Standards body of our country. Under the provisions of the Act of the Bureau, a Standard Advisory Committee (SAC) has been set up to advise the Bureau on matters relating to Standardization.

One of the main activity of this Bureau is the development of National Standards which is spread over various divisions out of which. is one of the division. The scope and composition of this Division Council is enclosed as annex.

I am glad to convey that SAC at its meeting decided to offer you the Chairmanship of the Division Council. I hope, you will accept the offer and extend your cooperation and support to the National Standardization effort. I shall appreciate receiving a confirmation of your acceptance to the above offer.

Your early reply will be very much appreciated.

With regards,

Yours sincerely,

Encl.: as above.

(Concerned DDG)

ANNEX B₃
(Item 4.4.2.12)

RECONSTITUTION OF TECHNICAL COMMITTEES

Confirmation about Continuance of Existing Member

Our Ref:
Subject: Reconstitution of Technical Committee

Dear Sir(s),

In accordance with the BIS rules, 1987 the Composition/Sectional Committee/Division Council has recently been reviewed and it has been decided to continue your representation.

I shall be glad if you kindly let me know whether you would like your representative (s), whose particulars are given below, to continue or you would like to make any change.

Principal Nominee

Alternate Nominee

Kindly let me have your reply by..... If no reply is received by that date, I shall presume that you would like the present representative(s) to continue.

If you wish to change the nominations, please provide us with full particulars of your new nominations together with complete address, alongwith telephone, and fax alongwithand address including e-mail particulars in enclosed annex.

Thanking you,

Yours faithfully,

Encl.: As above(Annex B₄)

(Secretary)

ANNEX B₄
(Item Annex B₃)

NOMINATION PROFORMA

.....DEPARTMENT

Committee Name : **Sectional Committee**

Committee Number : XY 12

Principal Member

General Interest : _____

Shri/Smt/Dr./Prof. : _____

Designation : _____

Name of Organization : _____

Address in full for
Correspondence
(with PINCODE) : _____

City : _____

Telephone No. : _____ Fax : _____

E-mail : _____

Alternate Member

General Interest : _____

Shri/Smt/Dr./Prof. : _____

Designation : _____

Name of Organization : _____

Address in full for
Correspondence
(with PINCODE) : _____

City : _____

Telephone No. : _____ Fax : _____

E-mail : _____

ANNEX B₅
(Item 4.4.7.3)

OFFER OF REPRESENTATION IN THE SECTIONAL COMMITTEE

Our Ref:

Subject: Representation in the Committee of BIS

Dear Sir(s),

I am glad to convey you that..... had has decided to offer a representation to your organization on.....Sectional Committee.

I hope you will accept this representation and let me have the name, designation and address including telephone, fax, e-mail number of your technical representative in the proforma enclosed.

May I add that BIS is anxious to give due consideration in its work to the views of your organization. It is, therefore, requested that suitable arrangements may be made to brief your representative on all matters on which he may have to express your organization's views. Furthermore, the possibility of implementing Indian Standards within your organization should always be borne in mind by your representative, from the earliest stages of their formulation.

The relevant extract from the guidelines for participation in technical committee work are reproduced overleaf.

An early reply would be appreciated.

Yours faithfully,

Encl.: As above(**Annex B₄**).

(Secretary)

ANNEX B₆
(Item 4.4.7.3)

**OFFER OF REPRESENTATION OF INDIVIDUAL EXPERT FROM
ORGANIZATION**

Our Ref:
Subject: Representation in the Technical Committee of BIS

Dear Sir (s) ,

I am glad to convey you that has decided to offer a representation to your organization on In this connection it has been suggested that, if there is no objection, you may kindly consider nominating, as your representative. I hope it will be possible for you to accept this representation. Please intimate the latest address including telephone, fax, e-mail of your representative.

May I add that BIS is anxious to give due consideration in its work to the views of your organization. It is, therefore, requested that suitable arrangements may be made to brief your representative on all matters on which he may have to express your organization's view. Furthermore, the possibility of implementing Indian Standards within your organization should always be borne in mind by your representative, from the earliest stages in their formulation.

The relevant extract from the guidelines for participation in technical committee work are reproduced overleaf.

An early reply would be appreciated.

Yours faithfully,

Encl.: As above.

(Secretary)

ANNEX B₇
(Item 4.4.7.3)

**EXTRACT FROM GUIDELINES FOR PARTICIPATION IN THE TECHNICAL
COMMITTEE WORK OF BIS**

1. Where an organization offered representation in BIS work feels that it has limited interests in the scope of activity of a committee it shall communicate so to the committee secretary before accepting the representation.
2. All organizations represented in a technical work of BIS I shall be conscious of the national role they play in the preparation of standards. They shall nominate the best available talent for this work and ensure that their nominees are fully briefed, and utilize all opportunity to express their organization's view point in the Bureau forums. For continuity of participation, it shall be ensured that representatives once nominated are continued as long as possible and changes where inevitable are proceeded smoothly and shall be communicated to Secretary without delay.
3. Organizations participating in the technical work of the Bureau may also consider initiating wherever possible formal standardization activity within the organization that would amongst other things aid participation and act as permanent liaison with Bureau on all standardization matters and shall coordinate adoption and implementation of national standards.
4. Organizations representing the interests of a group/association/federation may ensure that all constituent members (whose interest he/she represent) are consulted/kept informed of the committee work.
5. All expenses related to the nominees for participating in this activity are to be borne by the participating organizations.
6. Authorities nominating representatives as members of Sectional Committee of the Bureau, if they so choose, may nominate two representatives one to be known as the principal and the other as the alternate, subject to the following:
 - i) Generally one representative shall attend the meeting but if this department or body so desired both the principal and alternate may attend the meeting.
 - ii) Only the principal representative shall have the right to vote.
 - iii) In the absence of the principal representative, the alternate may exercise the right to vote.
 - iv) All documents concerned with the work of the technical committee shall ordinarily be sent to the Principal representative, if both principal and alternate representatives are located at the same station. However, if principal and alternate representatives are from different stations, all documents shall be sent to both the representatives.

- v) Organizations may, if they so choose, nominate experts by designation instead of by name.
- vi) In exceptional circumstances where a case is made out on the basis of regional representation or representation of special interests within any organization, more than one alternative may be accepted by the officer-in-charge of the Division.
- vii) Only the designated Principal/Alternate members can attend Sectional Committee meetings. In case of their absence, their representatives can attend the meetings. However, BIS should be given prior intimation in such cases. In any case, no more than two representatives from one organisation can attend the committee meetings.

7. Comments on documents at any stage, as well as on printed Indian Standards, though are welcome at all times, members are requested to send them well in advance for inclusion in the agenda in order to consider them in the meeting. Comments received very late or brought along for tabling during the meeting will be liable not to be considered as other members have not had the opportunity to deliberate within their organization on these comments and form their viewpoint and are unable to put forth their views at a short notice.

8. In case there is continual failure to contribute either through correspondence or by attending meetings for a period of three years/three technical Committee meetings by the members, the membership of such organizations will be recommended for withdrawal.

ANNEX B₈
(Item 4.4.9.1)

OFFER OF CHAIRMANSHIP OF SECTIONAL COMMITTEE

Our Ref:
Subject: Offer of Chairmanship of Sectional Committee

Dear Shri

I am glad to convey thatDivision Council decided to offer you the Chairmanship ofSectional Committee. I hope, you will accept the offer and extend your cooperation and support to the National Standardization effort. I shall appreciate receiving a confirmation of your acceptance to

I am enclosing relevant extract from the role of Chairman of the Sectional Committee.

Your early reply will be very much appreciated.

With regards,

Yours Sincerely

(Head of the Department)

ANNEX B₉
(Item 4.4.9.2)

ROLE OF CHAIRMAN OF SECTIONAL COMMITTEE

The duty of the Chairman of a Sectional Committee is to guide all the facets of the technical activity assigned to the committee. During meetings, he has the duty of ensuring that all the points of view are expressed and the decisions of the committee are adequately summed up so that they are understood by all present and can be recorded. Decisions should not contradict regulatory requirements where they exist. In carrying out this duty he acts purely in an impartial capacity and divestdivests himself of his organization's point of view and thus can not serve as a delegate for its interests. He may, however, ensure through his organization or through his alternate member that his organization's views are expressed in advance in its capacity as member. He shall on behalf of the Sectional Committee carry out the functions of the council in all emergent situations and routine matters.

Note - It may kindly be noted that no travelling/daily allowance shall be admissible from BIS Funds for attending the meetings of Sectional Committees or any other related committees.

ANNEX B₁₀
(Item 4.4.10)

WITHDRAWAL OF REPRESENTATION

Our Ref:

Subject: Review/Reconstitution of the Sectional Committee

Dear Sir,

The Division Council/..... Sectional Committee at its meeting held on at reviewed the composition of the Sectional Committee/reconstituted the Sectional Committee in the light of participation of your organization in the activity of the Sectional Committee and decided to withdraw representation of your organization.

I take this opportunity to thank you and your organization for the contribution made in the activity of subject committee and hope you would continue to extend your cooperation and support in all future work of the Bureau.

Thanking you,

Yours sincerely,

(Secretary)

ANNEX B₁₁
(Item 4.4.11.3)

THANKS GIVING LETTER TO PREVIOUS CHAIRMAN

Our Ref:
Subject: Restructuring ofSectional Committee

Dear Shri

The Division Council at its meeting held ondt..... reconstituted the Sectional Committee.

The Division Council placed on record your contribution for standardization in the field of as a Chairman of the Sectional Committee.

I take this opportunity to thank your organization and you in your personal capacity for the substantial contribution made in the work of the subject technical committee and for having conducted the proceedings of the committee as Chairman. I trust you would continue to extend your cooperation and support in all the future work of BIS.

Thanking you once again and with regards,

Yours sincerely,

(Head of Deptt.)

ANNEX B₁₂
(Item 5.4.1)

COVER FORMAT FOR CIRCULATION OF PRELIMINARY DOCUMENTS

PRELIMINARY DRAFT(S)

Document Despatch Advice

Ref.	Date

Technical Committee: _____

Addressed to:

Dear Sir(s),

Please find enclosed the following document(s) prepared by

Doc. No.	TITLE

Last date for comments: _____

Comments if any; may please be made in the format as given overleaf and mailed to the undersigned at the above address.

The document is also hosted on BIS website www.bis.org.in.

Thanking you,

Signature
Name
Designation

Encl.: As above.

ANNEX B₁₃
(Item 5.5.6)

**COVER FORMAT FOR CIRCULATION OF WIDE CIRCULATION
DOCUMENTS**

**DRAFT(S) IN
WIDE CIRCULATION**

Document Despatch Advice

Ref.	Date

Technical Committee: _____

Addressed to:

Dear Sir(s),

Please find enclosed the following document(s).

Doc. No.	TITLE

Kindly examine the draft standard(s) and forward your views stating any difficulties which you are likely to experience in your business or profession, if this/these is/are finally adopted as National Standard(s).

Last date for comments: _____

Comments, if any, may please be made in the format as given overleaf and mailed to the undersigned at the above address.

In case no comments are received or comments received are of editorial nature, you will kindly permit us to presume your approval for the above document as finalized. However, in case of comments of technical in nature are received then it may be finalized either in consultation with the Chairman, Sectional Committee or referred to the Sectional committee for further necessary action if so desired by the Chairman, Sectional Committee.

The document is also hosted on BIS website www.bis.org.in.

Thanking you,

Encl.: As above.

Signature
Name
Designation: HOD

ANNEX B₁₄
(Item 5.6.2.2)

**PROFORMA FOR AUTHORIZATION OF DRAFT INDIAN STANDARD
ON BEHALF OF
SECTIONAL COMMITTEE**

BUREAU OF INDIAN STANDARDS

Subject: Authorization of Draft Indian Standard, on behalf of the Sectional Committee

Sl. No.	Doc. No.	TITLE

In accordance with Clause (f) of sub-rule (6) of rule 7 of BIS Rules 1987, I enclose a copy of the draft Indian Standard Specification mentioned above finalized by the Sectional Committee, in the light of comments received from important producers, consumers, technologists, members of Division Council.

It is requested that this note and its enclosure(s) may be returned to this office as early as possible recording your authorization of the draft(s) as Indian Standard(s).

If no reply is received by, we may kindly be permitted to presume your authorization of the draft(s) as Indian Standard.

Encl.: As above.

(Head of Department)

Chairman, Sectional Committee
BIS U.O. No. dated

AUTHORIZED

(Chairman, Sectional Committee)

ANNEX B₁₅
(Item 5.6.2.2)

PROFORMA FOR ADOPTION OF DRAFT INDIAN STANDARD

BUREAU OF INDIAN STANDARDS

Subject: Approval of Draft Indian Standards Specification

Sl. No.	Doc. No.	TITLE

In accordance with Part II, Clause (f) of sub-rule (6) of rule 7 of BIS Rules 1987, I enclose a copy of the draft Indian Standard Specifications mentioned above finalized by the Sectional Committee, and its Chairman*, in the light of comments received from important producers, consumers, technologists, members of Division Council.

It is requested that this note and its enclosure(s) may be returned to this office as early as possible recording your approval of the draft(s) as Indian Standard(s).

* A copy of the Authorization by the Chairman, Sectional Committee is also enclosed.

Encl.: As above.

(Head of Department)

Chairman,Division Council
BIS U.O. No. dated

APPROVED

(Chairman, Division Council)

ANNEX B₁₆
(Item 5.6.2.2)

**PROFORMA FOR ADOPTION OF DRAFT INDIAN STANDARD,
IN CASE OF DISPENSATION OF WIDE CIRCULATION BY DC**

BUREAU OF INDIAN STANDARDS

Subject: Approval of Draft Indian Standards Specification dispensing wide circulation

Sl. No.	Doc. No.	TITLE

In accordance with Clause (f) of sub-rule (6) of rule 7 of BIS Rules 1987, I enclose a copy of the draft Indian Standard Specification mentioned above which has been finalized by the Sectional Committee dispensing wide circulation [vide Clause (e) of sub-rule 6 of rule 7 of BIS rule], is enclosed.

It is requested that this note and its enclosure(s) may be returned to this office as early as possible according your approval of the draft(s) as Indian Standard(s).

Encl.: As above.

(Head of Department)

Chairman,Division Council
BIS U.O. No. dated

APPROVED

(Chairman, Division Council)

ANNEX B₁₇
(Item 5.11.3.1)

REVIEW ANALYSIS OF PUBLISHED STANDARDS

Sl. No.	IS No.	Title	Base Standard with year of publication	Present position of Base Standard with year of publication	Remarks about significant changes	Action proposed

ANNEX B₁₈
(Item 5.11.3.3)

REAFFIRMATION OF INDIAN STANDARDS

Our Ref:

Subject : Reaffirmation of Indian Standards

The following Indian Standards have been reaffirmed during the month of _____ by the concerned Sectional Committee(s) for a period of 3/5 years:

Sl. No.	IS No.	TITLE

Director (Sales)/DPT/Director (Library) may please take suitable action for affirming the year of reaffirmation to the above mentioned standards.

(Head of Department)

Director (Sales)

DPT

Director (Library)

Copy to:

- i) All Regional Offices,
- ii) All Branch/Inspection Offices,
- iii) All Departments at HQ

ANNEX B₁₉
(Item 5.12)

WITHDRAWAL OF STANDARDS – APPROVAL OF DIVISION COUNCIL

Our Ref:

Subject: Approval of withdrawal of Indian Standard(s)

All Members of Division Council

Dear Sir(s),

On review of the standard (s) thesectional committee at its meeting held on at recommended to withdraw the standard(s) due to the following:

.....
.....

In view of above, I shall be thankful to have your approval to withdraw the above mentioned standard, at the earliest preferably by

Thanking you,

Yours faithfully,

(Head of Department)

ANNEX B₂₀
(Item 5.12)

**WITHDRAWAL OF STANDARDS – APPROVAL BY THE CHAIRMAN
DIVISION COUNCIL**

Our Ref:
Subject: Approval of withdrawal of Indian Standard(s)

Dear Sir(s),

On review of the standard (s) thesectional committee at its meeting held on at recommended to withdraw the standard(s) due to the following:

.....
.....

In accordance with Clause (k) of sub-rule (6) of rule 7 of BIS Rule 1987 I request that this note may be returned to this office at an early date recording your approval of withdrawal of the above mentioned Indian Standard(s).

(Head of Department)

Chairman, Division Council
BIS U.O. No.: Dated.....

Withdrawal of standard(s) Approved

(Chairman, Division Council)

ANNEX B₂₁
(Item 5.12)

WITHDRAWAL OF STANDARD – CIRCULAR LETTER

..... Department

Our Ref:

Date:

Subject: Withdrawal of Indian Standard(s)

It has been decided to withdraw the following Indian Standard(s) since the same has been replaced by/superseded by

This may please be noted.

(Head of Department)

Copy: 1.SO (.....Technical Department) - for Gazette notification

2.DPR - for press note

3. All ROs/BOs & IOs

4. All Departments at HQ

5. CL

ANNEX B₂₂
(Item 5.6.6)
PROFORMA FOR GAZETTE NOTIFICATION

**[TO BE PUBLISHED IN THE GAZETTE OF INDIA, PART -II, SECTION -3,
SUB-SECTION (ii)]**

Ministry of Consumer Affairs, Food and Public Distribution
(Department of Consumer Affairs)

BUREAU OF INDIAN STANDARDS

New Delhi, Dated _____

NOTIFICATION

In pursuance of clause (b) of sub-rule (1) of Rules (1) of Rule 7 of the Bureau of Indian Standards Rules, 1987, the Bureau of Indian Standards hereby notifies that amendments to the Indian Standards, particulars of which are given in the Schedule hereto annexed have been issued :

THE SCHEDULE

Sl.No.	No. and year of the Indian Standards	No. and year of the amendment	Date from which the amendment shall have effect
(1)	(2)	(3)	(4)

Copy of this Standard is available for sale with the Bureau of Indian Standards, Manak Bhavan, 9 Bahadur Shah Zafar Marg, New Delhi-110 002 and Regional Offices: New Delhi, Kolkata Chandigarh, Chennai, Mumbai and also Branch Offices: Ahmedabad, Bangalore, Bhopal, Bhubaneswar, Coimbatore, Guwahati, Hyderabad, Jaipur, Kanpur, Nagpur, Patna, Pune, Thiruvananthapuram.

Our Ref:
Date:

**TO BE PUBLISHED IN THE GAZETTE OF INDIA, PART -II, SECTION -3,
SUB-SECTION (ii)]**

**Ministry of Consumer Affairs, Food and Public Distribution
(Department of Consumer Affairs)**

BUREAU OF INDIAN STANDARDS

New Delhi, Dated _____

NOTIFICATION

In pursuance of clause (b) of sub-rule (1) of Rules (1) of Rule 7 of the Bureau of Indian Standards Rules, 1987, the Bureau of Indian Standards hereby notifies that the Indian Standards, particulars of which are given in the Schedule hereto annexed have been established on the date indicated against each:

THE SCHEDULE

Sl.N O.	No. & Year of the Indian Standards Established	No. & year of Indian Standards, if any, Superseded by the New Indian Standard	Date of Established
(1)	(2)	(3)	(4)

Copy of this Standard is available for sale with the Bureau of Indian Standards, Manak Bhavan, 9 Bahadur Shah Zafar Marg, New Delhi-110 002 and Regional Offices: New Delhi, Kolkata Chandigarh, Chennai, Mumbai and also Branch Offices: Ahmedabad, Bangalore, Bhopal, Bhubaneswar, Coimbatore, Guwahati, Hyderabad, Jaipur, Kanpur, Nagpur, Patna, Pune, Thiruvananthapuram.

Our Ref

Date :

**TO BE PUBLISHED IN THE GAZETTE OF INDIA, PART-II, SECTION-3,
SUB-SECTION (ii)**

Ministry of Consumer Affairs, Food and Public Distribution
(Department of Consumer Affairs)

BUREAU OF INDIAN STANDARDS

New Delhi, Dated _____

NOTIFICATION

In pursuance of clause (b) of sub-rule (1) of Rule 7 of the Bureau of Indian Standards Rules, it is, hereby notified that the Indian Standards, Particulars of which are mentioned in the Schedule given hereafter, have been cancelled and stand withdrawn.

THE SCHEDULE

Sl No.	No. & Year of the Indian Standards Cancelled	S.O. No. & Date published in the Gazette of India. Part-II, Section-3, Subsection(ii)	Remarks
(1)	(2)	(3)	(4)

ANNEX B₂₃
(Item 6.6.2.2)

RESERVATION OF COMMITTEE ROOM

Date	Day	Name of the Committee	Time	Place	Expected Members	Name of the Secretary

Section Officer/PA

DRA

ANNEX B₂₄
(Item 6.6.3)

ADVANCE NOTICE FOR MEETING

MEETING NOTICE

Our Ref:

Subject : Meeting Notice for Meeting of Sectional Committee

To,

Members of:

..... Sectional Committee

Dear Sir(s),

In consultation with Chairman, it has been decided to hold the Meeting of Sectional Committee as per the day/date, time and venue given below:

<i>Sectional Committee</i>	<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Venue</i>

The Agenda for the meeting is under preparation and will be sent to you in due course. You are also requested to forward any suggestion(s) for matters you like to be included in the agenda **well in advance**. Comments, which are sent very late or brought along for tabling during the meeting, deprive other members of the opportunity to discuss and arrive at a viewpoint within their respective organizations and are therefore liable not to be considered during the meeting. We would therefore appreciate, if such comments are sent in advance for the convenience of all concerned.

We hope, you would kindly make it convenient to attend this meeting and a line in confirmation, by FAX/Speed Post/E-mail would be highly appreciated.

Thanking you,

Yours faithfully,

Secretary

Note: You are also requested to forward any suggestion(s) for matters you like to be included in the agenda.

Copy to: Liaison Committees for information.

ANNEX B₂₅
(Item 6.7.2)

COVER FORMAT FOR CIRCULATION OF AGENDA

AGENDA

Our Ref:

Subject : Agenda for the Meeting of Sectional Committee

To,

The Chairman and Members of Sectional Committee

Dear Sir(s),

In continuation to our Meeting Notice of even number dated, please find enclosed a copy of the Agenda for the Meeting of Sectional Committee.

The schedule of the meeting is as given below:

<i>Sectional Committee</i>	<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Venue</i>

Where Principal and Alternate members of an organization are from the same station/office premises, one copy of the Agenda is being sent only to the Principal Member, who may kindly show this to his Alternate Member(s) as well.

Normally, only the nominated Principal and Alternate members attend the meeting. In case their representative(s) are being deputed in their absence, it would be highly appreciated if you can give us prior intimation. Proposals if any for items to be included for discussions or comments may please be sent to the undersigned at the above address.

We hope, you would kindly make it convenient to attend this meeting and a line in confirmation, if not already done so, by FAX/Speed Post/E-mail would be highly appreciated.

Thanking you,

Yours faithfully,

Encl.: As above.

(Secretary)

ANNEX B₂₆
(Item 6.11.4)

PROFORMA FOR SERVICE REQUIRED FROM BIS CANTEEN

Name of the Department: _____

Please arrange to serve the following during the meeting of
.....

Date	Place	Time	Service Required

Canteen Manager

Section Officer/PA

ANNEX B₂₇
(Item 6.11.6)

ADVANCE FOR REFRESHMENT

Name of the Department: _____

Sub: Advance for refreshments to be served to Committee Members

Please arrange to advance a sum of Rs.....(Rupees) to enable undersigned to meet the refreshment expenses in connection with BIS Committee Meeting(s) to be held atas per details given below:

Name of the Committee	Date	No. of Sessions	No. of members expected

Signature: _____

Name: _____

Designation: _____

Section/Department: _____

Date: _____

Head(Technical Department)
Director(Accounts Department)

ANNEX B₂₈
(Item 6.16)

SPECIMEN FORMAT FOR CIRCULATION OF MINUTES

MINUTES

DOCUMENT DESPATCH ADVICE

Ref.	Date

**TECHNICAL
COMMITTEE**

ADDRESSED TO:

.....
.....
.....
.....

Dear Sir(s),

Please find enclosed the Draft Minutes/Minutes of the
..... meeting of above referred
Committee/Subcommittee/Panel duly approved by the Chairman, Sectional Committee.

Last date for comments:

Comments if any, confined to the accuracy of recording, may please be mailed to the undersigned preferably by the last date for comments..... . If no reply received by this date, we may be permitted to presume your approval of the minutes as recorded.

Thanking you,

Yours faithfully,

Signature:
Name : (Member Secretary)
Designation:

Encl.: As above.

ANNEX B₂₉
(Item 6.17.3)

RECOGNITION OF CONTRIBUTION OF MEMBERS

Our Ref :

Subject : Contribution in Formulation of Standard on

Sir,

I am writing this letter to place on record the appreciation of the Bureau of Indian Standards the contribution made by (name of the organization) and its representative(s) Shri/Smt alongwith his/her team the valuable work done by them for the cause of standardization in the field of I have no doubt that Bureau through its various technical committees will continue to receive the cooperation and active support of Shri/Smt and their dedicated team of technical representatives.

Thanking you,

Yours faithfully,

(Head of Deptt.)

ANNEX B₃₀
(Item 7.4.7)

**APPROVAL OF CHAIRMAN, SECTIONAL COMMITTEE
ON VOTING OF ISO/IEC DOCUMENTS**

Our Ref:
Subject: Draft International Standard for Member Body voting

Chairman
.....Sectional Committee

Dear Sir,

As 'P' member of ISO/IEC/TCwe have received following Draft International Standards for member body voting (a copy of each is enclosed for ready reference):

The above mentioned draft International Standard(s) was/were circulated to the members of.....committee/panel for comments. The comments received are given in Annexure enclosed.

In view of the above, we propose to

- d) To send a positive vote.
- e) To send a positive vote with comments(in case of DIS/CDV).
- f) To send a negative vote(with reasons)
- g) to abstain.

send ourballot/with comments. Kindly let us have your approval on behalf of.....Sectional Committee at an early date.

Thanking you,

Yours faithfully,

(Member Secretary)

ANNEX B₃₁
(Item 7.4.4)

**LETTER TO MEMBERS FOR COMMENTS/VIEWS
ON VOTING OF ISO/IEC DOCUMENTS**

Our Ref:

Subject: Draft International Standard for Member Body voting

Member, Panel for Consideration of ISO/IEC documents.....Sectional Committee

Dear Sir,

As ‘P’ member of ISO/IEC TCwe have received following Draft International Standards for member body voting (copy is attached/enclosed for ready reference):

You are requested to examine these and give your opinion in light of the following:

- a) Indian standard corresponding to the FDIS/DIS:
- b) If Indian standard corresponding to the FDIS/DIS exists, how does it differ from the FDIS/DIS.
- c) Is it desirable to revise the Indian Standard to fall in line with the FDIS/DIS or is it desirable to suggest change in the FDIS/DIS, and
- d) If no Indian Standard exists, is it desirable to prepare an Indian Standard based on the FDIS/DIS.

On the basis of comments received, votes shall be submitted by BIS, for which the following options exist:

- a) A positive vote. It may be accompanied by editorial or technical comments. However, in case of FDIS, it shall not be accompanied by any comments.
- b) A negative vote, stating its reasons. It may indicate that the acceptance of specified technical modifications will change its negative vote to one of approval, but an affirmative vote which is conditional on acceptance of modifications shall not be cast.
- c) To abstain in case of limited interest or competence in some subjects.

Kindly note that your comments are important for projecting India’s point of view at the formulation stage of International Standards which may have to be followed by India, being signatory to WTO/TBT agreement. India should utilize this opportunity to give inputs for the International Standards while they are being formulated and it would be incumbent upon the country to implement an international standard for which it has sent a positive vote.

Thanking you,

Yours faithfully,
(Member Secretary)

ANNEX C₁
(Item 4.4.4)

**ENTITLEMENT OF TRAVELLING ALLOWANCE TO NON-OFFICIAL
MEMBERS OF THE BUREAU OF INDIAN STANDARDS, EXECUTIVE
COMMITTEE, ADVISORY AND OTHER TECHNICAL COMMITTEES**

C-1 Ordinarily members will be entitled to travel by train by AC 2 Tier sleeper or First Class. Travel by AC 1 class including Rajdhani Express may be permitted by BIS in the following circumstances including Rajdhani Express:

- a) When a person is required to travel in air-conditioned accommodation on grounds of health or because of very advanced age and/or infirmity.
- b) Where a person is or was entitled to travel in air-conditioned coach under the rules, of the organization to which he belongs or might have belonged before retirement.
- c) Where the Bureau is satisfied that the A.C.C. travel by rail is the customary mode of travel by the non-official concerned in respect of journeys unconnected, with the performance of Government duty.

C-2 In addition to the Rail Fare, for the journey by road between residence to the Railway Station and Railway Station to the place of meeting and vice-versa, road mileage by taxi-auto rickshaw as the case may be at the rates prescribed by the State Transport Authority will be paid.

C-3 If a journey between places connected by rail is performed by road, one will be entitled - to the prescribed road mileage applicable to the means of transport, namely, car/taxi as the case may be actually used limited to the rail fare by First Class.

C-4 Air Travel may be permitted if it is considered urgent and necessary for the following categories of members:

- a) Retired Government servants, who before their retirement were entitled to travel by air on official duty.
- b) Salaried employees of Universities, Institutions, Autonomous Bodies etc. who are entitled to travel by air under the rules applicable to them in their own organizations.
- c) Private individuals, who are reputed experts in their own disciplines.

C-5 In addition, the members will be entitled to Daily Allowance at the rate of Rs. 150/- per day if one stays in a hotel. If he makes his own arrangement, the entitlement will be Rs. 100/- per day.

C-5.1 The member who is a resident at a place where the meeting is held will be allowed only the actual cost of conveyance hired subject to a maximum of Rs. 75/- per day. Daily allowance will not be payable in such cases.

ANNEX C₂
(Item 4.4.4)

BILL FOR PAYMENT OF TA & DA TO COMMITTEE MEMBERS/EXPERTS

1. Name:
2. Name of Organization represented:
3. Basic Pay (if retired, last pay drawn be indicated):
4. Purpose of Journey:
5. Particulars of Journey:

	Station		Date & Schedule time		Mode of travel & Class used	Fare paid	
	From	To	Dep	Arr		Rs.	P.
Onward Journey							
Return Journey							

6. Details of conveyance expenses/road mileage:

Date	Station	Place		Conveyance used and distance	Amount spent	
		From	To		Rs.	P.

7. Details of Hotel/Hostel accommodation availed:

Station	Name of Hotel/Hostel	Period of stay		Amount spent*	
		From	To	Rs.	P.

* Hotel/Hostel bill to be attached.

Certified that:

- i) the claim for payment of air/rail fares/conveyance/accommodation charges is for the amounts actually spent by me.
- ii) TA-DA for this tour has not been drawn from any other source.
- iii) free boarding and lodging at the expense of Central/State Govt. or any other organization was not provided to me.

Signature _____
Name _____
Full address _____

Date:

**Certified that Shri _____ attended the meeting
of _____ held in
_____ at _____ on _____. He
represents _____ a non-profit
making organization/in personal capacity. Sanction of the competent authority for
payment of TA-DA is sent herewith.**

Signature
Departmental Head/Sectional Head

Admissibility

Total

124

ANNEX D₁
(Item 4.4.4.1)
PROFORMA FOR OBTAINING SANCTION/RENEWAL OF SANCTION OF
TA/DA TO COMMITTEE MEMBERS

_____Department

Ref No.:

Subject: Accord for Sanction of TA/DA to Committee Members

1. Name and designation of the Member :
2. Address :
3. Present Basic Pay and Scale of Pay :
4. Name of the organization represented/representation
sought in personal capacity :
5. Status of the organization, state details (IIT,
Educational Institution, Research Organization, etc.) :
6. Name of the committee, its meeting No. and date at
which it is proposed to offer representation/co-option :
7. Name of the Council/Committee/Panel on which
representation is being offered to the member with
payment of TA/DA from BIS Funds :
8. Other Committee(s)/Panel(s) under the department on
which he is represented :
9. Nature of representation
(Chairman/Convener/Member) :
10. Justification for the proposal :
11. Are there other members on the same committee/panel
for whom TA/DA is being borne by BIS? :
12. If yes, give details including full composition of the
council/Committee/Panel :
13. Any other relevant information :

Recommendation from Head of Department

* Sanction of TA/DA to Shri _____ of _____ or
in personal capacity may be accorded for traveling by Air/Rail (AC -1, AC-2 Tier
Sleeper/First Class) as per TA/DA rules of BIS for the period of 3 years from to date.

* Sanction accorded on _____ may be renewed for further period of 3 years for
reasons given below.

Signature of Head of Department

DDGT-I
DG

*Strike out what is not applicable.

ANNEX D₂
(Clause 4.4.4.1)

**PROFORMA FOR OBTAINING PRIOR APPROVAL FOR PAYMENT OF
TA/DA**

Travelling Allowance to Representatives of CSIR and Others

1. Name City
 2. Representing
 3. Meetings Attended
- | | TA Charged
from | Committee | Place | Date |
|--------------|--------------------|-----------|-------|------|
| a) CSIR | | | | |
| b) BISOthers | | | | |
4. Meeting to be attended
 5. Sanction requested to travel by Air/AC 1/AC 2tr
 6. This is normally admissible under rules
 7. Recommendation
 8. Office Note
 9. Sanctioned

Head

DAC

DDGT-1

ADGT

DG

ANNEX D₃
(Item 5.3.7)

SPECIMEN TO REGISTER DRAFT DOCUMENTS

Sl. No.	Date of Registration	Doc. No.	Title	Date of Circulation		Date of sending to PTD
				P-draft	WC	

ANNEX D₄
(Item 5.6.3.1)
PROFORMA FOR PUBLICATION OF STANDARD/SPECIAL
PUB./AMENDMENT

A. ADOPTED MANUSCRIPT FOR PUBLICATION

Doc. No./Amdt. No. _____

Title: _____

Press copy of the manuscript (duly adopted) is sent herewith (in duplicate) for publication with checked and approved press drawing(s)

- a) There are _____ figures and their position is as follows:
1. Fig. No. _____ same as Fig. No. _____ in IS _____
 2. Fig. No. _____ same as Fig. No. _____ in IS _____
 3. Fig. No. _____ same as Fig. No. _____ in IS _____
 4. Fig. No. _____ same as Fig. No. _____ in IS _____

Additional information, notes and captions appearing with the figures in the printed standards which will also appear with Fig. No. _____ have been given at the appropriate places in the manuscript.

- b) Drawings for Fig. No. _____ are attached.
- c) List of Indian Standards for possible use on blank pages attached.
- d) No. of copies required including the free mailing list is
- e) Size A5/A4/A3 sheet format
- f) Information for handbook of BIS publications is given below at B.
- g) Floppy enclosed.

Encl.: As above.

Signature:
Secretary
Date:

HOD
DPT

B. INFORMATION FOR HANDBOOK OF BIS PUBLICATION

IS/SP: _____ **Equivalence with ISO/IEC**

ISO/IEC Pub Ref:

Title: _____

Keywords (for index)

*Annotation _____ ICS Number

Secretary
Committee
Date

*Use overleaf, if necessary

ANNEX D₅
(Item 5.6.3.6)

**REQUISITION FOR DOCUMENT FOR PRINTING
UNDER DUAL NUMBERING SYSTEM**

Name of the Department.....

Our Ref:

Subject : Document for Printing under Dual Numbering System

The above mentioned document has been sent for printing under dual number system. Therefore, it is requested that following ISO/IEC Standard may be issued to the Publication Department.

The ISO/IEC Standard will be consumed in this process and hence shall have to be withdrawn from Library records.

Name & Designation of Secretary
Signature
Date

HOD

DLS

DPT

ANNEX D₆
(Item 5.6.3.7)

REGISTER FOR DOCUMENT SENT FOR PRINTING

Sl. No.	Doc. No.	Title	Date of Despatch to PTD	Date of receipt of Proof Copy	IS No.	Date of Return of Proof Copy	Date of receipt of Advance Copy

ANNEX D₇
(Item 6.9.1)

PROFORMA FOR ATTENDANCE SHEET

..... MEETING OF SECTIONAL COMMITTEE
HELD ON AT

Sl. No.	Organization Represented	Name(s) of Representatives	Signature
	 (Chairman)	

ANNEX D₈
(Item 6.15.3)

CERTIFICATE REGARDING REFRESHMENT BILLS

The bill(s) of Rs. placed below is/are for the tea/coffee/lunch served at the meeting of Sectional Committee/Subcommittee/Panel held on at

Particulars of the meeting and refreshments served are as follows:

<u>Date</u>	<u>Session</u>	<u>No. of Persons</u>
-------------	----------------	-----------------------

The charges billed for are reasonable and based on competitive rates.

An advance of Rs. was taken for this expenditure and may please be adjusted accordingly.

Signature

Name

Designation

Date

Encl: As above.

ANNEX D₉
(Item 6.15.4)

SPECIMEN FOR MEETING REGISTER

Sl.No.	Name of Committee and No.	Time	Date	Place

ANNEX D₁₀
(Item 7.4.7)
INFORMATION ON DIS/CDV/FDIS BALLOTS FOR SIGNATORY
AUTHORITY

Ballot on ISO/IEC/DIS/CDV/FDIS

Status of India's Membership on the TC /SC

P/O/Non-member

PART I

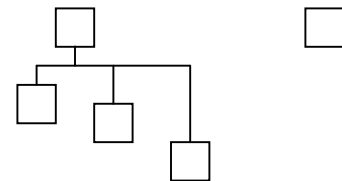
1. If India is 'O' or Non-Member of the TC, is it essential to vote: Y/N
2. Was the ISO/DIS/CDV/FDIS circulated to Sectional Committee/Subcommittee or Panel/Specially Constituted Panel? : Y/N
 - 2.1 If yes, were any specific view/comments received?:
 - 2.2 If no, basis for this vote:
3. India's vote comments at CD stage/vote at DIS/CDV stage:
 - 3.1 Background for not comments/ voting (in case of P-member):
4. Have other department(s), if interested in the document, been consulted: Y/N

PART II

1. National standard(s) dealing with the subject of the DIS/CDV/FDIS exist(s) YES
NO

- 1.1 The technical content of the national standard(s) and of the DIS

- a) are equivalent in total
- b) are equivalent with minor deviations
- c) are not equivalent



2. It is intended to issue new/revise national standard(s) on the subject

- 2.1 The technical content of the national standard(s) and of the DIS

- a) will be equivalent in total
- b) will be equivalent with minor deviations
- c) will not be equivalent

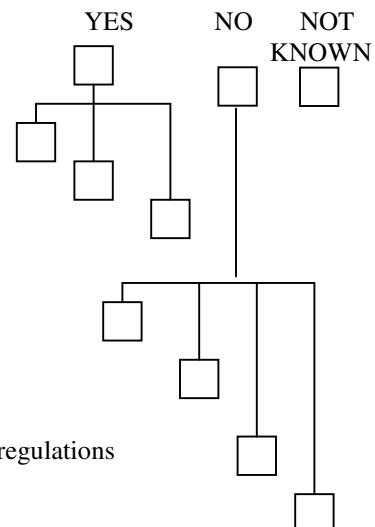
3. No national or revision of national standard is intended because

- 3.1 The International Standard will be used directly

- 3.2 Government regulations exist which are harmonized with the DIS

- 3.3 Implementation of DIS not possible due to conflicting governmental regulations

- 3.4 There is no interest in the subject



PART III

Any supplementary information/remarks

Departmental Head
 Signing Authority

Secretary of the National Committee

[Back to Department](#)

ANNEX D₁₁
(Item 8.4)
MONTHLY CONTROL REPORT

BUREAU OF INDIAN STANDARDS

MIS – TECHNICAL DEPARTMENT
(For the period 1st to last date of the month)

DEPARTMENT:
Month and year :

1 COMMITTEES/MEETINGS

Committees/Meetings	*DC (Division Council)	SC (Sectional Committees)	Subcommittees/ Panel
(1)	(2)	(3)	(4)
i) Committees (as on last day of the month) a) Number of committees b) Number of Members ii) Meeting held (During month) iii) Meeting not held for more than one year a) Active Committees b) Dormant Committees			

* Also give brief note on decisions taken in the meeting Annex.

2 PRELIMINARY DRAFT INDIAN STANDARDS

Prepared and Circulated During the month			Circulated but not considered by the committee for more than Six Months
New*	Revision*	Total	
(1)	(2)	(3)	(4)

* `P' drafts relating to national importance, economy, export/import, thrust area etc to be listed in Annex.

3 WC DRAFT INDIAN STANDARDS

Drafts Approved for WC			Draft sent in WC			P. Drafts approved for WC but not issued in WC for more than 3 months
New	Rev	Total	New	Rev	Total	(7)
(1)	(2)	(3)	(4)	(5)	(6)	

4 (a) FINALIZED DRAFT INDIAN STANDARDS

Draft Finalized			Finalized but MS not sent for printing for more than two months
New	Rev	Total	
(1)	(2)	(3)	(4)

4 (b) MS SENT FOR PRINTING

MS sent for printing								Average Time taken* upto `MS sent for printing				Standard s pending for printing for more than two and four months from the date `MS sent for printing'		Proof delayed beyond one week
New			Revision			Total for the month	Cumulative	For the month		Cumulative				
P-1	P-II	Total	P-1	P-II	Total			P-1	P-II	P-1	P-II			
(1)	(2)	(3) = (1)+(2)	(4)	(5)	(6)=(4)+(5)	(7)=(3)+(6)	(8)	(9)	(10)	(11)	(12)			

* Time to be reported in months taking up to two decimal places.

5 REAFFIRMATION/REVISION/WITHDRAWAL

To be reviewed under five year criteria	During the month						Number of standards under revision as on last day of the month		
	Reviewe d	Reaffir- med	Appro- ved for Amdt	Approv- ed for Revi- sion	Reco- mmen- ded for With- drawal	No. of Stand- ards With- drawn			
							Total	1-2 Years	More than 3 Years
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

6 ECO MARK

Draft for WC		Drafts sent in WC		Draft Finalized		MS sent for Printing	Standards identified	Amendments issued	Total so far
New	Rev.	New	Rev.	New	Rev.				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

7 HARMONIZATION

Standards Harmonized (Cumulative at the end of the month)							
ISO/IEC		EN Standards/Regulation/Directives			With Standards of other Bodies (Please Specify)	Total	Standards of Export-importance
Dual Number	Technical Equival-Ent	Standards	Regulations	Directives			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

8 PARTICIPATION IN ISO/IEC WORK

a)

ISO/IEC/TC/SC	Meeting		Meeting attended by India Member Body		Important Decision
	Date	Place	BIS Officers	Others	
(1)	(2)	(3)	(4)	(5)	(6)

b)

ISO/Document No./Title	Voting Without Comments	Voting With Comments	Ballots not sent by Due Date
(1)	(2)	(3)	(4)

9 CONFERENCE/WORKSHOP/MEETING ORGANIZED BY DEPARTMENT

Title of the Programme	Date	Place	Number of Participants	Highlights
(1)	(2)	(3)	(4)	(5)

10 CONFERENCE/WORKSHOP/MEETING ATTENDED (ORGANIZED BY OTHER BODIES)

Title of the Programme	Date	Place	Name of the Officer	Organized By	Title of Talk/Lecture/Paper if any
(1)	(2)	(3)	(4)	(5)	(6)

11 PROGRESS OF WORK IN HINDI

(To be sent every quarterly with MCR for the months of Jun, Sep, Dec and Mar Final)

12 OTHERS

13 ANY OTHER IMPORTANT ACTIVITY/WORK/ARTICLES CONTRIBUTED/ETC.

(PLEASE ENSURE ABOVE INFORMATION REACHES BY 5th OF THE MONTH)

Signature:

Department:

Date :

DP&C

Copy to: **DDGT Section**

Department:
No. of Officers:

Statement for the month:

<u>Sl. No.</u>	<u>Activity</u>	<u>During the Month</u>	<u>Achievements</u> <u>Cumulative upto the Month of Reporting</u>	<u>Target for the Year</u>
1	No. of Standards Reviewed			
2	No. of Sectional Committee Meetings held			
3	No. of documents sent for Printing			
4	No. of documents issued in Wide Circulation			
5	No. of Proposed Drafts circulated			
6	No. of ISO/IEC ballots sent (CD+DIS+FDIS)			
7	No. of man days of Officers spent on			

FORM 1

PROFORMA FOR WC DRAFTS ISSUED AND WITHDRAWAL OF IS

DEPARTMENT :

(For the period)

A) DRAFTS ISSUED IN WIDE CIRCULATION

Sl. No.	Doc. No.	Title	ICS No.	Date of Issue	Last date of Comments (15 th /28 th or 31 st of the month)
(1)	(2)	(3)	(4)	(5)	(6)

B) STANDARDS WITHDRAWN

Sl. No.	IS No.	Title	Reason of Withdrawal Obsolete/Superseded by IS	Month & Year of Withdrawal

C) STANDARDS PROPOSED TO BE WITHDRAWN

Sl. No.	IS No.	Title	Reason of Withdrawal	Last date for Comments on Proposed Withdrawal

D) REAFFIRMATION OF STANDARDS -

Name :
Designation :

ANNEX D₁₂
(Item 8.4)

TIME TAKEN REPORT

..... **DEPARTMENT**

Our Ref:

Date

DDGT – I Section may kindly refer to their note no. DDGT-I/TDH/40 and 1 May 2002 and 18 June 2002.

As desired, time taken report for the month of **200** is given below.

Time Taken Report for , 200

Category : **Priority – I/II**

Sl No.	Deptt.	Title of the draft standard sent to PTD followed by Doc No	Date when the subject was taken up for standardization	Date on which the MS was sent to PTD	Time taken in months upto two decimal places of month
(1)	(2)	(3)	(4)	(5)	(6)

D & H

DDGT- I with floppy

ANNEX D₁₃
(Item 8.4)

MONTHLY PERFORMANCE REPORT

Name of Department :

Period of Review :

1. Work Assigned :

2. Important :
Development

3. Meetings Attended :
(Convened by outside
agencies)

4. Seminars/Conferences :
/Workshops organized
and attended

5. Participation in :
ISO meetings

6. Other Activities :

MANAGEMENT INFORMATION SYSTEM

BUREAU OF INDIAN STANDARDS

STANDARDS FORMULATION

Priority

	P I	P II
Annual Target	Norm = 12 months	(Norm = 24/28 months)

Achieved During the Month	Total Formulated	With in the PI Norm	Average Time Taken in Months	Total Formulated	With in the PII Norm	Average Time Taken in Months
---------------------------	------------------	---------------------	------------------------------	------------------	----------------------	------------------------------

2 Standards Reviewed

Annual Target : Achieved During the Month :

3 Division Council Meetings

(Not held for more than one year)

4 Sectional Committee Meetings

(Number of meetings held during the month)

5 Standards Pending for Printing

Pending for printing for more than four months

P I

P II

Date:

For the Month:

ANNEX E
(Item 4.4.8.2)

PROPOSAL FOR NEW SECTIONAL COMMITTEE

Proposal for new sectional committee	
Date of Proposal	Proposal to be submitted to
Proposer	

A proposal for a new Sectional Committee shall be submitted to Division Council concerned when known. In case jurisdiction of Division Council is not clear this is to be referred to SAC. The Proposer may be a member of SC, Sub-committee, Division Council, or Member Secretary.

The Proposal (to be completed by the Proposer/Member Secretary)

Subject (the subject shall be described unambiguously and as concisely as possible)
Scope (the scope shall define precisely the limits of proposed new field of activity and shall begin with “Standardization of”).
Purpose and justification (the justification shall endeavour to assess the economic and social advantages which would result from the adoption of National Standards in the proposed new field)
Programme of work (list of principal questions which the proposer wishes to be included within the limits given in the proposed scope, indicating what aspects of the subject should be dealt with, e.g. terminology, test methods, dimensions and tolerances, performance requirements, technical specifications, etc.)
Survey of similar work undertaken in other bodies. (relevant documents to be considered: other national or international standards or normative documents)
Proposed composition, list the name of organizations who may actively contribute in the activity
Liaison organization, committees (list of organization, or committees with which co-operation and liaison should be established)
Other comments (if any)
Signature of Proposer
Comments/Decisions of Division Council/SAC
Signature

ANNEX F
(Item 4.4.8.3)

DECISION TO ESTABLISH A SUB-COMMITTEE

Date of Decision	Sectional Committee No.
	Sub-Committee No.

This form shall be completed by the secretariat of parent sectional committee concerned and be submitted to the committee for decision.

Title of Sub-Committee (the title shall be unambiguous and as concise as possible)
Scope (the scope shall define precisely the limits of proposed field of activity of the sub-committee and shall begin with “Standardization of ” or “Standardization in the field of”).
Purpose and justification (the justification shall explain why it is considered necessary to establish a subsidiary body within the parent sectional committee)
Programme of work (list of principal questions which the parent sectional committee wishes to be included within the limits given in the proposed sub-committee scope, indicating what aspects of the subject should be dealt with, e.g. terminology, test methods, dimensions and tolerances, performance requirements, technical specifications, etc.)
Proposed composition (list the name of organizations who may actively participate in the work of the sub-committee)
Liaison Sectional Committees/Sub-committees/Panels (list the Sectional Committees/Sub-committees/Panels with which co-operation and liaison should be established).
Other comments (if any)
Signature of Secretary

ANNEX G
(Item 4.7.6.7)

**GUIDELINES FOR APPOINTMENT OF ISO/IEC DELEGATIONS TO
ISO/IEC TECHNICAL COMMITTEES**

1. These Guidelines covers the procedure to be followed in processing and approval of Indian delegation of members to ISO/IEC technical committee meetings. There are two main steps to be followed:

- i) Proposing the names of the delegates to DG for approval
- ii) Obtaining Government of India's approval to delegation

2. In proposing the names of the delegation to DG maximum care and advance planning is required. The following guidelines are suggested in this respect:

i) Criteria for selection for members other than BIS:

- a) The need for participation in various international meetings is guided by the importance of the scope of the committees to India's trade, and the level of participation of corresponding national committee in international work and other policy decision of BIS.
- b) Members of the BIS delegation shall be from amongst the members of corresponding ISO/IEC committee in BIS/or an appointed panel for ISO work.
- c) The responsibility of the concerned nodal department handling national level work in the identified areas is very important in identifying the members of the Indian delegation.
- d) While selecting the delegation, the following shall be kept in view
 - i) knowledge and familiarity of the subject/scope coming up for discussion at the international meeting
 - ii) familiarity with the rules and procedures of business transacted in the meeting
 - iii) specialized technical knowledge and experience in the area, active participation in the ISO work through the corresponding national work
 - iv) knowledge of Indian and complementary positions on the subject and associated ability to put forth Indian view point.
 - v) Willingness to participate in Indian delegation and work within the brief agreed to.
 - vi) Agreement to bear all expenses for participation in the international meetings.
- e) Nodal department shall ensure that selection of outside delegation shall evolve prior approval of relevant national committee and/or Division Council as applicable. In case the Chairman of the technical committee is being nominated as part of delegation approval of Division Council Chairman shall be taken.

ii) Criteria for selection for BIS Officers

- a) The technical committees of ISO/IEC where India holds the secretariat, preferably the Secretary of the concerned committees should be appointed for the technical committee meetings. For participation in other ISO/IEC technical committee meetings, preferably the secretary of corresponding/mirror/equivalent committee should be considered and the delegation proposal would be processed in accordance with the internal policies of BIS.
- b) Officers without technical background or other technical officers having inadequate technical exposure to the related subject should not be recommended to attend the ISO/IEC technical committee meetings where the agenda items are technical.

3. The nodal department shall seek the approval of the Competent Authority (DG) for the outside delegation through IRD, after ensuring compliance to 2) i) above. Once the approval of the CA is obtained, nodal department shall inform the concerned ISO/IEC Secretariat about details of the members of the Indian delegation as well as the Indian delegates shall also be informed for further necessary actions. In case, a BIS officer is proposed to be included, this should be preferably cleared from DG separately.

4 The proposal of BIS officers should invariably be sent to IRD at least one month in advance and should include vigilance clearance as well as the concurrence of DDG(F).

ANNEX H
(Item 4.8.5)

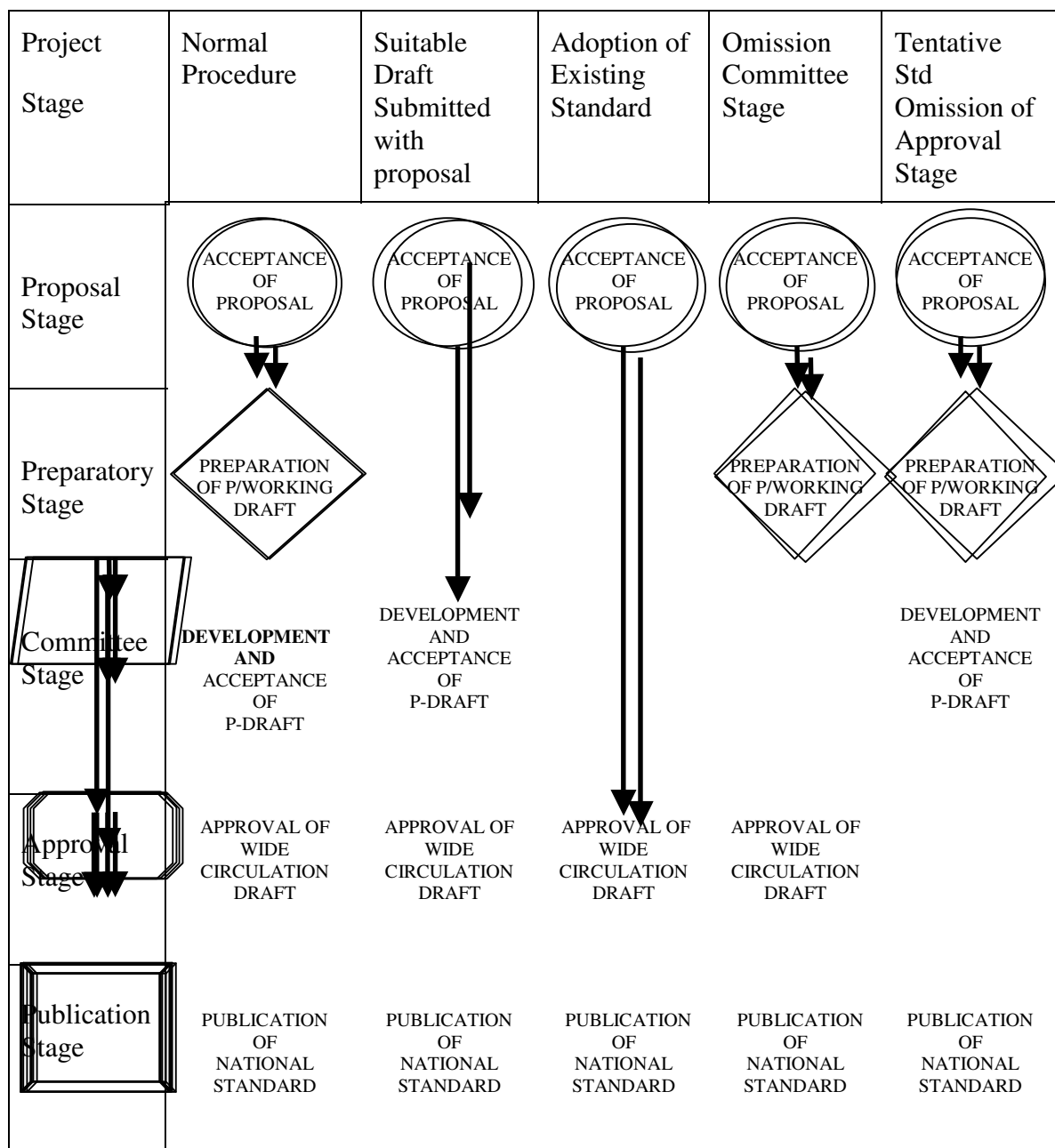
**ESSENTIAL DOCUMENTS AND MATERIALS REQUIRED
BY SECRETARY FOR REFERENCE**

1. Copy of each Indian Standards (current version as well as earlier version), with all amendments issued to the current version, arranged committee wise relating to his assigned work.
2. Master copies of Agenda/Minutes relevant to all Technical Committees handled by him.
3. One up-to-date set of Scopes and Composition Technical Committees under his jurisdiction.
4. Relevant portion of the Proceedings of the concerned Division Council.
5. BIS Hand Book.
6. Basic and reference Indian Standards related to the work of technical committees assigned to him, such as IS 12, IS 10005.
7. One copy of his departments' work programme.
8. Work programmes of other Divisions/Technical committees, which are of relevance for maintaining liaison.
9. Guidelines for participants in Technical Committee Work.
10. Manual for Member Secretaries of BIS Technical Committee.
11. ISO/IEC work procedures/technical directives.
12. Manual for Technical Department
13. CMD manual.
14. A set of promotional/publicity pamphlets issued by BIS.
15. Position of work of corresponding ISO/IEC technical committee.
16. Copies of statutory regulations/rules/standards related to the work assigned to him.
17. IS 1250:1958 Proof corrections for printers and authors.

ANNEX J₁
(Item 5.1.1.2)

OPTIONS FOR DEVELOPMENT OF A PROJECT

Simplified diagram of options:



ANNEX J₂
(Item 5.1.1.3)

MATRIX PRESENTATION OF PROJECT STAGES

To allow the monitoring of project development in a systematic way, the following table shows a two-digit representation of the principle steps (stages/sub-stages) involved. A project is registered as having reached each particular step when the action or decision indicated at that point has been taken.

Note- Third digit (sub-sub-stages) may be used to indicate:

- 1) No. of amendment issued at sub-stage 5.3 and 9.7
- 2) Progress between two sub-stages with following third digits.
.5 document under preparation
.6 document received by Secretariat
.7 document sent to Chairman for action

Sub-Stage/Stage	Action by BIS	Approval procedure initiated	Comments Analyzed	Action on Comments	Receipt for further action	Approval procedure initiated	Comments summarized & circulated	Action on comments	Approval for higher stage	Deferred/ Revision/ Cancellation
	0	1	2	3	4	5	6	7	8	9
Preliminary Stage 0					0.4 Proposal for new project received	0.5 Proposal for new project under review	0.6 Review summarized		0.8 Approval for new project	
Proposal Stage 1	1.0 Proposal for new project registered	1.1 Approval for new project initiated	1.2 Relevant information placed before appropriate authority	1.3 Need established					1.8 New project approved (1.7)	1.9 Proposal returned to submitter for further definition (1.8)
Preparatory Stage 2	2.0 Project registered/ incorporated in Programme of work	2.1 Collection of particulars to prepare P-draft initiated	2.2 Relevant information made available to the concerned drafting Panel						2.8 P-draft approved or registration	
Committee Stage 3	3.0 P-draft registered and allotted Doc. No. (2.4)	3.1 P-draft circulated	3.2 Comments circulated to the Committee	3.3 Recommended subsequent P-draft	3.4 Revised P-draft received	3.5 Subsequent P-draft circulated to members/ Panel	3.6 Comments received by Committee/ Panel		3.8 Approved for Wide Circulation (2.7)	
Approval Stage 4	4.0 Document registered for W.C.	4.1 Document circulated (3.1)	4.2 Wide Circulation completed (3.4)			4.5 Approved for Pub. dispensing Wide Circulation	4.6 Comments compiled circulated to members		4.8 Approved for Publication as National Standard	
Publication Stage 5	5.0 Approved for pub. but yet to sent for printing (4.1)	5.1 Manuscript including drawing prepared for printing	5.2 Document sent to PTD for printing (4.4)	5.3 Standard published (4.9)		5.5 Published standard under periodic review	5.6 Review completed	5.7 Standard reaffirmed (5.0)	5.8 Standard to be revised (5.5)	5.9 Standard under revision (5.4)
Reserved for future work 6										
Reserved for future work 7										
Reserved for future work 8										
Withdrawal 9	9.0 Withdrawal of standard proposed by Committee	9.1 Processing of withdrawal proposal initiated	9.2 Proposal circulated to DC for approval					9.7 Standard replaced by new edition	9.8 Standard replaced by another standard (5.3)	9.9 Standard withdrawn without being replaced (5.2)

Detailed flow chart of Option for Development of a National Standard is given in Annex J₃.

Note:

1. To reduce the number of characters in step numbers, the decimal point is to be avoided in practice. e.g. 2.1 to be written as 21.
2. The present practice of indicating steps are given within brackets. Proposed step numbers are to be followed from a specified agreed date.

For Sub-stage 18 only:

- | | |
|----|--------------------------------|
| 01 | Revision of existing standard |
| 02 | Extension of existing standard |
| 03 | Item under investigation |

PRIORITY CODE

PI Priority One

PII Priority Two

ASPECT CODE

1 Product Standard

2 Method of Test

3 Code of practice

4 Terminology/Glossary

5 Dimensional Standard

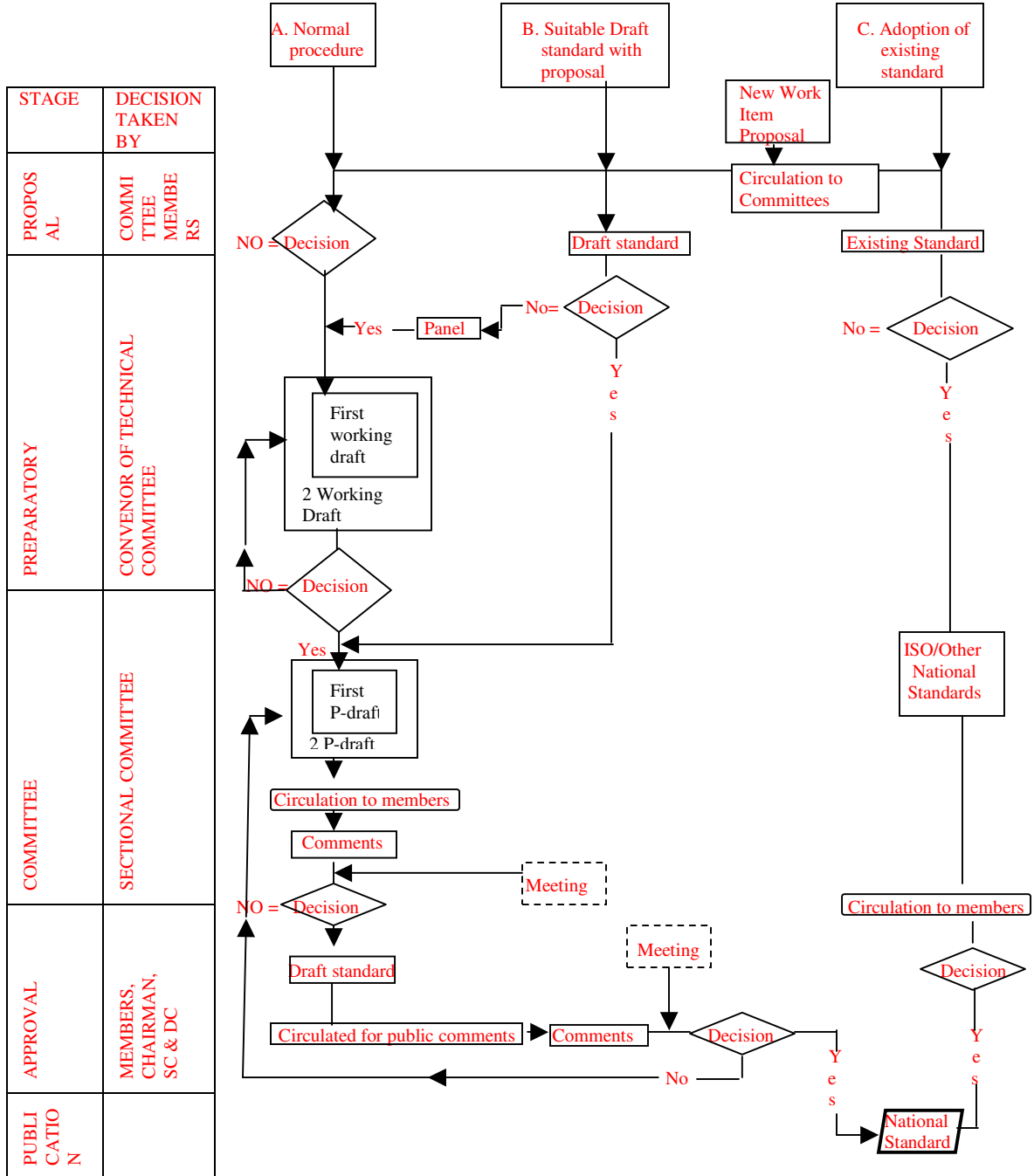
6 Symbols

7 Safety

8 Others

ANNEX J₃
(Item J₂)

**DETAILED FLOW CHART OF OPTIONS FOR
DEVELOPMENT OF A NATIONAL STANDARD**



ANNEX K
(Item 5.2.2)
PROFORMA FOR PROPOSING NEW SUBJECTS FOR
NATIONAL STANDARDIZATION

1. Proposer
(Name & Address)

2. Title

Note :-Indicate whether the standard required is for product specification/ methods of test/code of practice and define the subject in brief

3. Scope

Note :- Define the limits to be considered

4. Purpose and Justification

5. Likely users of standards and their inputs

6. Any related standard/series of standard/system standard required to make this subject standard complete

7. When the final Standard would be required

Note : - any time limit

8. Any specific bottlenecks without this standard

9. Bearing with Govt. legislation regulation, etc

10. Name and address of manufacturers/implementing industries/purchasing organization/component supplier/raw material supplier

11. Availability of test facilities

12. Whether related to variety reduction, export, health, safety consumer protection, mass consumption, energy conservation, technology transfer, technology upgradation, protection of environment & other national priorities.

13. Relevant supportive documents/standards

Note :- other national/international standards, company standard, technical & research papers, etc

14. R&D work done in India

15. Status of the industry in the country

16. Any foreign collaboration (give details)

17. Liaison with any organisation(s)

18. Preparatory work

a) whether draft attached

b) whether outline attached and draft can be prepared

c) no draft possible, if so, why ?

19. Whether this project can be funded by your organization or can it be sponsored by industry/ association/professional bodies/ministry? If yes, to what extent?

20. Whether your organisation would be interested to opt for BIS Standard Mark once the standard is published?

Date _____

Signature

NOTES

1. *It is desirable that information is provided by the proposer for all items of the proforma; in any case information against item 1 to 5 must be provided.*
2. *Write 'NA' wherever not applicable.*
3. *Add separate sheet to elaborate.*

ANNEX L
(Item 5.2.5)

PROCEDURE FOR EVALUATION OF PROPOSAL FOR NEW ITEM

After receipt of proposal the subject will be analysed under the following chart in which point rating will be given for each element based on the following three degrees:

High – 3

Medium – 2

Low – 1

While giving point rating, Member Secretary shall take into account the inputs contained in the Proforma received from the proposer. Elements, which are not applicable shall not be given any point. In the final analysis only the maximum points for all those elements which are applicable will be counted. If the total points scored is 65% of total applicable, the subject can be considered for acceptance.

Doc. No.:

Subject:

Sectional Committee:

ANALYSIS FOR APPROVAL OF NEW SUBJECTS

Sl. No.	Elements	High	Medium	Low	Remarks
1.a)	Expected implementation				
b)	Sales: Revision*				
	New Subjects**				
2.	Bearing with Govt. legislation/ regulations				
3.	National priorities				
4.	Effects on:				
a)	Export				
b)	Safety				
c)	Certifiability				
d)	Health				
e)	Variety reduction				
f)	Consumer protection				
g)	Energy conservation				
5.	Recovery of waste resources				
Sl.	Elements	High	Medium	Low	Remarks

No.					
6.	Protection of environment				
7.	Mass consumption				
8.	Technology transfer				
9.	Technology upgradation				
10.	Harmonization				
11.	Import Substitution				
12.	Filling up of gaps in system standardization				
13.	Other elements; if any				

i) Justification of MS

Signature _____
Name & Designation of MS _____

ii) Recommendation of TDH

Signature _____
Name & Designation of MS _____

iii) Decision of Screening Committee

Signature _____
Name & Designation of MS _____

ANNEX M
(Item 5.3.2)

METHODOLOGY FOR DEVELOPMENT OF INDIAN STANDARDS

M-1 TECHNICAL DRAWINGS, GRAPHICAL SYMBOLS

M-1.1 Technical Drawings

Technical drawing shall be in accordance with standards developed by “MGP 24 Drawings Sectional Committee”, CE 10 Planning, Bye-laws and Dimensional Co-ordination Sectional Committee.

M-1.2 Graphical Symbols

Attempt should be made to harmonize the existing standard in symbol with relevant ISO standards on symbols developed by ISO/TC 145, IEC/TC 3, SC A and SC 3C. A system of liaison to be introduced between the committees developing symbols to maintain uniformity in standardization of symbols.

M-2 UNITS AND TOLERANCES

M-2.1 Units

M-2.1.1 Values of physical quantities shall be expressed using only the units and their decimal multiples and submultiples specified in IS 1890, IS 10005. Any reference to units other than those specified in these standards may, if necessary, appear in a footnote or in an informative annex but shall not appear in the normative elements of the standard.

M-2.1.2 Existing standards which contain, in addition to values in units specified in IS 1890 and IS 10005 exact or appropriate equivalents in other units shall be withdrawn or be revised to comply with **M-2.1.1** on the occasion of their next five-yearly review.

M-2.1.3 Existing standards which contain values only in units other than those specified in IS 1890 and IS 10005 may be kept unchanged if their retention appears justified by the application enquiry at the time of their next five-yearly review but footnotes shall be added to give conversions to SI Units; further retention at subsequent five-yearly review shall however be subject to the approval of the Division Council concerned or SAC, as appropriate.

M-2.1.4 *Tolerance*

Value shall be specified together with their tolerance, or shall be indicated as being minimum or maximum values. Any values that is mentioned only for information shall be clearly distinguished from normative requirements.

M-3 ASSESSING THE NEED FOR A PRODUCT STANDARD

The following principles are expressed in terms of standards for products; they shall also be applied, where appropriate, to standards for process and services.

M-3.1 Expectations of Users

Though the necessity for product standardization is very much realised in the light of transfer of technology, trade, consumer protection, safety, health, environment and other important aims, it is also necessary that its limits and priorities must be defined to avoid over standardization. It is difficult to specify general criteria for the content of standards relating to products because the needs arising in different fields require a different approach depending upon the character of the product. However, some general principles are given in **M-3.2** to facilitate decision concerning the starting of standardization in relation to products.

M-3.2 Principles to be Considered

In assessing the need for a proposed standard related to a product, the following general principles should be considered.

a) The aim and purpose of the standardization effort

Is it expected, for example, to

- foster trade in the country and outside?
- protect consumers?
- answer to the needs of developing industries?
- assure interfacing, interchangeability, compatibility or interworking?
- improve safety and health?
- protect the environment?

b) The feasibility of implementing the standard

Will its effects be, for example, to

- restrict or encourage competition or new technology?
- enhance or reduce user options?
- benefits trading and other interests involved, or have negative effects
(for example by increasing production cost in order to improve safety)

c) The timeliness of the standard

Can it be verified that the development of the standard according to the target dates to be set is justified, taking into account expected advances in the relevant technology?

d) The priority attached to the proposal vis-à-vis the existing programme of, work in the technical field concerned.

e) Any necessary liaison and co-operation with other committees, bodies

f) Relevant existing standards and regulations or other documents (which may be International, other national from any sources) and the characteristics and levels so covered, taking into consideration the ~need for technical coordination of the new project with any such documents.

g) The possibility of accepting a well-established existing document as a national standard, with or without minor modification.

M-4 TECHNICAL REQUIREMENTS

The following principles are expressed in terms of standards for products; they shall also be applied, where appropriate, to standards for processes and services.

M-4.1 The Aim-Oriented Approach

M-4.1.1 Any product has an infinite number of properties, and only some of them are subject to standardization. The choice depends on the aims of the standard to be prepared, the overriding aim being to ensure fitness for purpose of the product concerned. Thus, a standard or series of related standards may address, inter-alia, questions of mutual understanding, health, safety, protection of the environment, interface, interchangeability, compatibility or interworking, and variety control.

A functional analysis of the product in question can help to identify the aspects to be included in the standard.

Note - In standards, the aims of individual requirements are not usually indicated (though the purpose of a standard and of some requirements can usefully be explained in an introduction). However, it is essential to identify these aims at the earliest possible working stage (not later than the first P-draft) to facilitate the taking of decisions regarding inclusion of the individual requirements.

In order to facilitate implementation by users, who may include not only manufacturers and purchasers but also certification bodies, testing laboratories and regulatory authorities who may wish to make reference to standards, the aspects of a product which will be separate interest to the various parties shall be clearly distinguished, either in separate clauses or sections of the standard or, preferably, in separate standards or parts of a standard. Such indication shall be made, for example, between

- health and safety requirements
- performance requirements
- dimensional requirements
- maintenance and service requirements, and
- installation rules

If the requirements are separated among several standards or parts, one of them shall enumerate all the requirements that are dealt with in the others.

Ensuring fitness for purpose may necessitate the specification of dimensional, mechanical, physical, chemical, acoustical, thermal, electrical, biological, ergonomical or other characteristics.

Products intended for various purposes or the use under various conditions (for example different climatic conditions), or by various groups of users, may require different values of some characteristics, each value corresponding to some category or level, intended for some particular purpose or conditions. These values may be included in one standard or in different standards, as appropriate, but it is essential that the correlation between purposes and values is clearly indicated.

Requirements concerning the fitness for purpose of a product are sometimes expressed in terms of the conditions, which must be satisfied in order for a designation or marking to be applied to a product (for example “shock resistant” in the case of a wrist watch).

M-4 .1.2 The promotion of mutual understanding usually necessitates the definition of terms used in the technical requirements, of symbols and signs, and the establishment of sampling methods and test methods, concerning each technical requirements specified in the standard.

M-4.1.3 If health, safety aspects, the protection of environment or economical use of resources are relevant to the product, the requirements shall be included because they may be mandatory and, if not harmonized, would constitute technical barriers to trade.

These requirements may need to have certain characteristics with limiting values (maximum or minimum) or closely defined sizes and, in some cases, even constructional stipulations (for example, to achieve non-interchangeability for safety reasons). The levels at which these limits are fixed shall be such that the element of risk is reduced as much as practicable.

Standards may, when relevant, specify technical requirements for packaging and conditions of storage and transportation of product, either to prevent hazards, contamination or pollution arising from inadequate packaging, or to protect the product.

Aspects such as requirements dealing with health and safety, and environment, etc. which could form part of governmental regulations, or standards made mandatory, shall receive priority when preparing a standard. To facilitate the principle of reference to standards in governmental regulations the relevant aspects shall be published in a separate standard or a separate part of a standard. When, however, such a separation is impracticable, such aspects shall be grouped together in one clause or section of the standard.

Environmental requirements are usually covered by governmental regulations rather than standards, although there are exceptions particularly in the electrotechnical field. However, the corresponding test methods shall, where appropriate, be standardized nationally.

M-4.1.4 In standards concerning products which are likely to be subject to certification in respect of some of their properties (safety, quality, accuracy, etc.), those requirements which are to be certified shall be separated from those which are not.

M-4.1.5 Interface, interchangeability, compatibility and interworking requirements, if relevant, are subject to standardization because they may constitute determining factors concerning the possible use of the product.

Standardization of a particular product may be limited to such aspects and disregard other aims. If the aim of standardization is to ensure interchangeability, both the dimensional and functional aspects of the product shall be considered.

M-4.1.6 Variety Control is an important aim of standardization of widely used materials, substances and elements such as fasteners, other machine parts, electronic/components and electric cables (for such reasons as world trade, economy or safety, where the availability of interchangeable elements is essential and standardization of a certain variety at the international level is justified).

Variety may relate to sizes as well as to other characteristics. The relevant standard shall contain the selected values (usually a series) and specify their tolerances.

M-4.2 The Performance Approach

Whenever possible, requirements shall be expressed in terms of performance rather than design or descriptive characteristics. This approach leaves maximum freedom to technical development. Primarily those characteristics shall be included that are suitable for universal acceptance. Where necessary, owing to differences in legislation, climate, environment, economics, social conditions, trade patterns, etc., several options may be indicated.

Notes

1. If the performance approach is adopted, care is 'necessary to ensure that important features are not inadvertently omitted from the performance requirements.
2. In the case of materials, if it is impossible to determine the necessary performance characteristics, the material may be specified but preferably with the inclusion of words"..... or other material which has been proved to be not less suitable". Attention is drawn to **M-8** concerning standardization of materials required for the end products.

Requirements concerning the manufacturing process shall usually be omitted in favour of tests to be made in the final product. There are, nevertheless, some fields in which reference to the manufacturing process is needed (for example, hot rolling, extrusion) or even in which an inspection of the manufacturing process is necessary (for example, pressure vessels) .

However, the choice between specifying by description or by performance needs

considerable judgment because specification by performance may lead to complicated testing procedures of long duration and high cost.

M-4.3 The Principle of Verifiability

Whatever the aims of product standard, only such requirements shall be included as can be verified.

M-4.3.1 Requirements in standards shall be expressed in well defined values (see also **M-2.1.4**). The use of such phrases as "sufficiently strong to" or "shall be of adequate strength" shall not be used.

M-4.3.2 Another consequence of principle of verifiability is that the stability, reliability or lifetime of product shall not be specified, if no test method is known by means of, which compliance with this requirement can be verified in a reasonably short time. A guarantee by the manufacturer, although useful, is not a suitable for such requirements. Guarantee conditions are considered to be outside the aspects to be included, being a commercial or contractual, and not a technical, concept.

M-4.4 Choice of Values

M-4.4.1 *Limiting Values*

For some purposes, it is necessary to specify limiting values (maximum or minimum).

Usually one limiting value is prescribed for each characteristic. In the case of several widely used categories or levels, several limiting values are required.

Limiting values of strictly individual industries importance shall not be included in a National Standard.

M-4.4.2 *Selected Values*

For some purposes, values or series of values may be selected, particularly for variety control and some interface purposes. They may be selected according to the series of preferred numbers given in IS 1076, or according to some modular system or other determining factors, as appropriate. For the electrotechnical field, recommended current, voltage and frequency are given in IS 11955 and IS 12360.

M-4.4.3 *Values to be Stated by Manufacturer*

There may be some properties of a product that should not necessarily be specified (even though they decisively influence the performance of the product), if any number of varieties may be allowed. For some kinds of textiles, for example, the wool content need

not necessarily be specified; it may, however, be required that the wool content be indicated on an informative level. The National Standard may enumerate all characteristics which can be chosen freely by the manufacturer but the values of which are to be stated by him. This statement may be in various forms (name-plate, label, accompanying document, etc).

The National Standard may also introduce some categories or levels of products or some qualifying terms and may require that such terms ("anti-magnetic watch"; "high fidelity apparatus"; tropical performance"; etc.) or figures or other codes be used only if the relevant requirements are met as demonstrated by applying a standardized test method.

For most kinds of complex products, such as electrical consumer goods, the listing of performance data (product information) to be supplied by the manufacturer is preferable to the inclusion of performance requirements provided that corresponding test methods are defined.

Note - Specifying that the values of a characteristic should be stated by the manufacturer instead of specifying the values themselves is not permissible in the case of health and safety requirements.

M-4.5 Product Sizes

If standardization on a single size is an ultimate goal for a given product, but there is more than one widely accepted sizes in use, technical committees may, if substantial support has been obtained within the committee, decide to include alternative product sizes in a standard. However, in such cases, every effort shall be made to reduce the number of alternatives to a minimum, taking the following points into account:

- a) the volume of trade in the sort of product involved shall serve as a criterion for "universal use", rather than the number of units concerned or the volume of production in those units.
- b) only such practices shall be taken into consideration as are likely to be in use in the reasonably foreseeable future (for example, five years or more) .
- c) practices which are based on scientific, technological or economic principles, such as economy of materials and conservation of energy shall be given preference.
- d) whenever alternative solutions are to be adopted nationally, they shall be included in the same standard and preferences for the different alternatives shall be shown in informative notes; the reasons for preferences shall be explained in the introduction to the standard.
- e) when agreed by the committee, a transitional period may be indicated during which the use of non-preferred values is permitted.

M-4.6 Avoidance of Repetition

M-4.6.1 Any requirement concerning a product shall be specified in only one standard:

that which is, according to its title, supposed' to contain that -requirement.

M-4.6.2 In some fields it may be desirable to establish a standard specifying genetic requirements applicable to a group of products.

M-4.6.3 If it is necessary to invoke a requirement elsewhere, this shall normally be done by reference, not by repetition.

Note - If, for convenience, the repetition of a requirement in another standard seems useful, this may be done, provided that it is made clear that the requirement is repeated for information only, and that an informative reference is made to the standard from which the requirement is reproduced.

M-4.7 Reference to Patented Items

If, in exceptional cases, technical reasons justify the preparation of a standard in terms which include the use of a patented item, there is no objection in principle to such a step, even if the terms are such that there are no alternative means of compliance. In such a case, the following procedures shall be complied with

- a) BIS cannot give authoritative or comprehensive information about evidence, validity and scope of patent and like rights but it is desirable that the fullest available information be disclosed. Therefore the originator of a proposal of such a kind shall draw the technical committee's attention to any known patent and like rights on a worldwide basis or any known pending applications, although BIS is not in a position to guarantee the authority of any such information.
- b) If the proposal is accepted on technical grounds, the originator shall ask any known patent holder for a statement that he would be willing to negotiate licences under patent and like rights with applicants throughout the world on reasonable terms and conditions. A record of patent holder's statement shall be placed in the relevant technical file and shall be referred to in the standard. If the patent holder does not provide such a statement, the technical committee shall not proceed with the inclusion of the patented item unless the respective division council gives permission.
- c) Should it be revealed after publication of the standard that licences under a patent and like rights cannot be obtained under reasonable terms and conditions, the standard shall be referred back to the technical committee for further consideration.

M-5 TEST METHODS, SAMPLING AND INSPECTION

Technical requirements, test methods and sampling are interrelated elements of product standardization and shall be considered together even though the different elements may appear in separate clauses in a standard, or in separate standards.

M-5.1 Definitions of Terms

Definitions of terms related to statistical methods are given in IS 7920 (pt 1 & 2). Definitions of terms related to quality assurance are given in IS 10201(Pt 1).

M-5.2 Test Methods

M-5.2.1 Test methods subject to standardization are those that are related to technical requirements

- that are, or are likely to be, specified in standards, technical specifications, or technical regulations, etc~;
- for which values are to be stated by supplier;
- that have a direct relationship to the performance of a product

M-5.2.2 When preparing standards on test methods, and when appropriate technical committees are encouraged to use well-defined reference materials if they are available.

M-5.2.3 Standard specifying test methods involving the use of hazardous products, apparatus or process shall include a general warning and appropriate specific warnings.

M-5.2.4 The standard shall specify the sequence of tests if the sequence can influence the results.

M-5.3 Alternative Test Methods

If more than one adequate test method exists for a characteristic, only one shall in principle be the subject of a standard. If, for any reason, more than, one test method is to be standardized, the referee (often called "reference") method shall be identified in the standard to settle doubts or dispute.

M-5.4 Choice of Test Methods According to Accuracy

M-5.4.1 The accuracy of the chosen test method shall be such as to allow unambiguous determination of whether the value of the characteristic to be assessed lies within the specified tolerance.

M-5.4.2 When it is considered technically necessary, each test method shall incorporate a statement as to its limit of accuracy.

M-5.5 Aspects of the Assessment of Conformity

M-5.5.1 A standard on test methods usually does not imply any obligation to carry out any kind of test. It merely states the method by which the assessment, if required and referred to (for example in the same or another standard, or in a regulation, or in a contract documents), should be carried out.

M-5.5.2 If a statistical method for the assessment of the conformity of a product is

prescribed in the standard, statements concerning conformity with the standard relate to the conformity of the population or the lot. If the standard is likely to be used for third-party certification, additional rules shall also be taken into account.,

M-5.5.3 If it is prescribed in the standard that every single item is to be tested according to the standard, then any statement concerning the conformity of the product with the standard means that every single item has been tested and that it has met the corresponding requirements.

M-5.5.4 The fact that test methods are in use that differs from that most acceptable for general application shall not be a reason for not specifying the latter in a standard.

M-5.6 Avoidance of Duplication and Unnecessary Deviations

M-5.6.1 Avoidance of duplication is a general principle in the methodology of standardization but the greatest danger of duplication appears in the field of test methods because a test method is often applicable to more than one product, or type of product, with little or no deviation. Before standardizing any test method, it shall, therefore, be determined whether an applicable test method already exists.

M-5.6.2 If a test method is, or is likely to be, applicable to two or more types of products, a standard shall be prepared on the method itself, and each standard dealing with a given product shall refer to it (indicating any modifications that may be necessary). This will help to prevent unnecessary deviations.

M-5.6.3 If, in preparing a standard related to a product, it is necessary to standardize some kind of testing equipment that is likely to be used for testing other products also, it shall be dealt with in a separate standard prepared in consultation with any committee dealing with such equipment.

M-6 DESIGNATION OF STANDARDIZED ITEMS

M-6.1 Designation Systems

Annex N describes a designation system to be used for nationally standardized items (products, test methods etc).

M-6.1 Use of the System

It is left to the relevant committee to decide whether requirements concerning designation are to be included in a given standard. If they are included, the requirements shall be in conformity with **Annex N**.

M-7 MARKING, LABELING AND DOCUMENTATION

M-7.1 Various Kinds of Marking

M-7.1.1 Standards may prescribe

- marking identifying the manufacturer and his address or responsible vendor (trade name, trademark or identification mark);
- marking identifying the product (model or type reference or designation)

M-7.1.2 Marking can be applied, inter alia, by means of plates (sometimes called ‘name plates’), labels, stamps, colours, threads (in cables), as appropriate.

M-7.1.3 If it is necessary to give prescriptions relating to rules for the handling of a product, warning, date of manufacture (or code indicating this) and date of expiry, etc, the corresponding requirements shall be included in the clause of the standard dealing with marking and labeling.

M-7.2 Requirements Concerning Marking and Labeling of Products

M-7.2.1 Marking, labeling and packing of products are complementary aspect to be included wherever relevant, particularly for consumer product.

M-7.2.2 Standards containing a reference to the marking of the product shall specify, where applicable,

- the content of any marking that is used to identify the product (**M-7.1.1**)
- the means of presentation of such marking (**M-7.1.2**)
- the location on the product, or in some cases on the package, where such marking is to appear
- other information as may be required (**M-7.1.3**)

M-7.2.3 If the application of a label is required by the standard, the standard shall also specify the nature of the labeling and how it *is* to be attached, affixed or applied to the product or its package.

M-7.2.4 Standards listing characteristics for which suppliers are required to state values that are not specified (*see M-4.4.3*) shall specify how the values are to be stated.

M-7.3 Requirements Concerning Documents Accompanying the Product

Standards may require that the product be accompanied by some kind of document (for example test report, handling instructions, other information appearing in the product package). When relevant, the content of such documents shall be specified.

M-8 STANDARDIZATION OF MATERIALS REQUIRED FOR END PRODUCTS

M-8.1 To obtain optimum results *in standardization*, *close* co-operation is necessary between the technical committees responsible for the standardization of materials used in these products.

M-8.2 The technical committee responsible for the end product, being ultimately responsible for all features concerning the quality of the product, is also responsible both for the minimum quality requirements for the materials needed, and for approving or adopting the technical solutions or specifications (and type and grade if relevant) for the material, tests, etc. proposed in response to these needs.

M-8.3 Standards concerning materials in the condition usually delivered by the materials manufacturing industries shall, however, be prepared and adopted only by the relevant technical committees for the materials. In these committees the material experts of all parties concerned shall co-operate; including those representing the materials manufacturers and the users.

M-8.4 A technical committee responsible for standardization of an end product shall take care that, where appropriate, the product standard includes the necessary specifications concerning the material(s) of which the product should be manufactured. This will not apply to a product standard prepared entirely in terms of performance characteristics.

M-8.5 The above specifications shall, whenever possible, be given by making reference to standard concerning the material, for example its nomenclature, specifications or test methods, etc. as prepared by the relevant technical committee (if one exists) responsible for that material.

M-8.6 If this is not possible, the product technical committee shall advise the material technical committee of its requirements and request that a suitable standard be prepared. For this purpose it shall provide the material technical committee with necessary information regarding the minimum requirements for the material needed. Further, it may, if it wishes, submit a specification or standard in draft form, or a draft amendment to an existing standard stating the end results or objective required.

M-8.7 The material technical committee concerned shall give adequate priority to dealing with the request received from a product technical committee, so as to ensure that the latter's work is not unduly delayed.

M-8.8 Product technical committees and materials technical committees shall liaise to ensure that the materials as specified by the former are likely to be readily available, i. e. that intelligent selection has been made from the ranges offered.

M-8.9 Products technical committee shall avoid adoption in their documents of test methods or specifications for materials which are not in accordance with those of relevant materials technical committees, before every effort has been made, mutually, to resolve the differences.

M-8.10 Differences or difficult cases, if any, shall be resolved by direct discussion between representatives of the technical committees concerned.

ANNEX N
(Item M-6)

DESIGNATION OF STANDARDIZED ITEMS

N-1 GENERAL

There are many circumstances in which, instead of using a lengthy description of an item, it is convenient to have a brief designation by means of which the item may be identified uniquely. Examples of this are references given to items in standards; in catalogues; in written communications; in technical and scientific literature; in the ordering of goods, materials and equipment; in the presentation of goods, etc.; on display and for sale.

This designation system is not a commodity code in which similar products having a particular application have identical codes. Nor is it a general product code in which any product is allocated a designation whether the product is standardized or not.

It provides a standardized pattern of designation from which a rapid and unequivocal description of an item is conveyed in communication.

The designation is no substitute for full content of the standard. In order to know what a standard is about, it must be read.

It is to be noted that a designation system should not necessarily appear in every standard that contains elements of choice. The prerogative of deciding whether to include a designation system in a given standard rests with the technical committee concerned.

N-2 APPLICABILITY

N-2.1 Each standardized item has a number of characteristics. The values associated with those characteristics (for example the volume of a molar solution of sulphuric acid used in a test method, or a range of nominal lengths in millimeters of countersunk head screws in a specification) may be either single (as in the volume of acid) or several (as in the range of lengths of countersunk head screws). Where only a single value is specified for each characteristic in the standard, it is sufficient only to quote the number of the standard and the identification is unambiguous. Where several values are given, the user has to exercise a choice. In this case it is not sufficient for the user to designate his need by quoting only the number of the standard in his order or prescription; he must also designate which value or values be required from the range.

N-2.2 The designation system described below is to be applied in the following standards.

N-2.2.1 A standard in which more than one choice is open in relation to a characteristics defined in the standard.

N-2.2.2 A standard which defines terms and symbols from which a selection has to be made in communicating information.

N-2.2.3 For a product or material, a standard which in itself, or by reference to other standards, provides a specification complete enough to ensure that the product or material conforming to it is fit for the purpose for which it is intended, and which contains alternatives in one or more of its requirements.

N-3 DESIGNATION SYSTEM

N-3.1 Each designation comprises a 'Description Block' and an "Identity Block".

Designation Block

Description Block (see N-5)	Identity Block	
	Indian Standard Number Block	Individual Item Block
	Max. 7 Characters (see N-6.1)	Recommended Max. 18 Characters (see N-6.2)

N-3.2 In the designation system, the standard number, which identifies all the required characteristics and their values, but unambiguously only those to which a single value has been assigned, is contained in the Standard number block, and the chosen values of those characteristics to which several values have been assigned are contained Individual Item Block. For a standard in which each characteristic is assigned only a single value, obviously no Individual Item block need appear in the designation.

N-4 USE OF CHARACTERS

N-4.1 The designation consists of characters. They shall be letters, digits or signs.

N-4.2 Where letters are used they shall be of Latin alphabet. For the use in the Identity Block and Description block there is preference should be for capital letters.

N-4.3 Where digits are used they shall be Hindu-Arabic.

N-4.4 The only signs permitted shall be the hyphen (-), the full point (.) and the multiplication sign (x).

N-4.5 In the designation, blanks may be inserted for better readability. However, blanks are not counted as characters and they may be omitted when the designation is used in automatic data processing.

N-5 DESCRIPTION BLOCK

N-5.1 Description Block shall be as short as possible and is preferably taken from the descriptors of the standard: that one which best characterizes the standardized item. When referring to the standard, the use of the Description Block is optional but when used it shall be placed in front of the Indian Standard Number Block.

N-6 IDENTITY BLOCK

The Identity block shall be composed in such a way that it designates the standardized item unambiguously. It consists of two consecutive blocks of characters, namely

- **the Indian Standard Number Block**, comprising a maximum of seven characters (the letters “IS” plus a maximum of five digits) ;
- **the Individual Item Block**, comprising a maximum of eighteen characters (digits, letters, signs).

In order to mark the division between the Indian Standard Number block and the Individual Item block, a hyphen (-) shall be the first character of the Individual item Block.

N-6.1 Indian Standard Number Block

The Indian Standard Number Block shall be as short as possible, for example IS 1 in the case of the first IS Standard. (Spaces for zeros may be added when recording on machine-readable medium (for example “IS 1” or “00001”).

N-6.1.1 If an Indian Standard is being revised and the former edition contained a method for the designation of the standardized item, care shall be taken that the designation to be prescribed in the new edition cannot lead to confusion with any designation applied according to the former edition of the Indian Standard. In general this requirement can easily be met and therefore it is not necessary to include the year of publication in the Indian Standard Number block

N-6.1.2 The same applies in cases when amendment sheets or other modifications are issued: they shall modify the designation of the standardized item accordingly.

N-6.1.3 If the Indian Standard consists of several parts issued and referred to individually, the number of the relevant part or its code, if so required by the Indian Standard) shall be indicated in Individual Item Block, preferably at its beginning, immediately after the hyphen.

N-6.2 Individual Item Block

The Individual Item block shall be as short as possible and constructed to best serve the purpose of the designation in the view of the committee, which prepared the standard.

In order to allow an unambiguous coding of the designatory items, which, for certain products such as chemicals, plastics and rubber, may still be numerous in spite of selections, the Individual Item Block may be further subdivided into several Data Block each containing specified information. These blocks shall be separated from each other by a separator, for example a hyphen. The meaning of the codes contained therein shall be bound by their position. One or more Data Blocks, therefore, can be suppressed but the empty space shall be indicated by doubling the separators.

N-6.2.1 The most important parameters shall appear first. Entries in plain language (for example :wool”) shall not be used as part of Individual Item Block, as otherwise there would be a need for translation; they shall, therefore, be replaced by coded entries. The key to such coded entries shall be provided in the Indian Standard concerned.

N-6.2.2 In the Individual Item Block, where the use of the letters I and O could lead to confusion with the numerical digits “one” and “zero”, they shall be avoided.

N-6.2.3 If the simplest way of enumerating the data required in the specification takes too many characters (for example “1500 x 1000 x 15” contain 12 characters and covers only the aspect of size without even specifying the tolerances), a double coding can be used in which all possibilities of an aspect are enumerated and coded with one or two (or more) characters (for example 1500 x 1000 x 15 = A, 1500 x 2000 x 20 = B etc.)

N-6.2.4 If more than one Indian Standard refers to a product, one of them should be chosen as a basis in which the rules for the designation of the product (composed of designation of the individual standardized items) should also be laid down.

N-7 EXAMPLES OF STANDARD DESIGNATION

N-7.1 The standard designation shall be specified and explained in the concerned standard.

N-7.2 The standard designation shall be explained either with a short text (see example 1) or schematically (see example 2). The standard designation and explanation of the characteristics shall be complete; indications only with points or in footnotes are not allowed.

In the explanation the characteristics shall be given in the same sequence as contained in the standard designation. Code should be added in the explanation after the corresponding indication within brackets (see example 1 and 31).

Example 1

Standard designation of a rotary knob, form B, with diameter d1 = 40 mm, for shaft diameter d2 = mm of moulded material (FS) :

Rotary knob IS 00000-B40x8-FS.

Example 2

	<u>Rotary knob</u>	<u>IS 00000</u>	<u>-</u>	<u>B</u>	<u>40</u>	<u>x</u>	<u>8</u>	<u>-</u>	<u>ES</u>
Description	-----								
Standard mark Number	-----								
Form	-----								
Diameter d1 in mm	-----								
Shaft diameter d2 in mm	-----								
Moulded material	-----								

Example 3

Standard designation of a cap nut, form A, of light series (L) for a pipe outside diameter of 12 mm of steel (St), phosphate coated (ph) and oiled (f) :

Nut IS 00000-AL12-St-ph-f

N-8 NATIONAL IMPLEMENTATION OF THE INTERNATIONAL DESIGNATION

N-8.1 National implementation of the international designation is applicable only when an International Standard is adopted as a national standard without change.

N-8.2 In national implementation of International Standards, the international designation is to be used without change. In such case, the national standard identification to be inserted between the Description Block and the International Standard Number Block and their may be maximum 8 characters in standards number block to accommodate ISO number.

Example –

If the international designation of a screw is:

“Slotted pan screw ISO 1580-M5x20-4.8”

Its national designation will be

Slotted pan screw IS 00000-ISO 1580-M5x20-4.8.

While IS 00000 is the identification of the national standard corresponding to ISO 1580 which has been adopted without change.

ANNEX O
(Item 5.4.1)

FORMAT FOR SENDING COMMENTS ON BIS DOCUMENTS

(Please use A4 size sheet of paper only and type within fields indicated. Comments on each clauses/sub-clauses/table/fig. etc be started on a fresh box. Information in Column 4 should include reasons for the comments and suggestions for modified wording of the clauses when the existing text is found not acceptable. Adherence to this format facilitates Secretariat's work)

Doc. No.: _____ TITLE: _____

LAST DATE OF COMMENTS: _____

NAME OF THE COMMENTATOR/ORGANIZATION: _____

Sl. No.	Clause/Sub-clause/para/table/fig. No. commented	Commentator/ Organization/ Abbreviation	Type of Comments (General/Editorial/ Technical)	Justification	Proposed change

ANNEX P
(Item 5.8.1)

**REPLYING QUERIES ON INDIAN STANDARDS AND CERTIFICATION
MARKING - POLICY DIRECTIVES**

Queries normally asked to the BIS relating to standards and clarifications, interpretations, deviations, etc, are usually from a variety of organizations, such as Govt. Deptts. Especially those connected with technical matters, purchasing departments and agencies, customs, laboratories and so on. The queries can be of a simple nature such as factual details of a standard, comparative statements, nomenclature, test equipment, testing facilities, etc. More involved questions are in relation to fixation of certain requirements of standards, interpretations, relaxations and the like. Some queries are partly commercial in nature and cover selection of grades of materials or products, contractual stipulations and penalties. Similar questions are also asked in respect of certification marks activity.

As replying questions by the Bureau and its individual officers might involve the Bureau in controversies. To avoid the said situation the following decision made at the 148 meeting of EC of erstwhile ISI to be followed.

P-1 BIS Dte. General may, in view of its competency to answer certain queries, continue to provide the necessary consultation service.

P-2 In replying queries on standards, sufficient care shall be exercised. The following are the guidelines on this aspect:

- a) Simple queries seeking information on standards shall be answered with exact factual information.
- b) Where technical opinion, deviations, relaxations, interpretations, etc, are involved, the Secretary of the technical committee shall not give his personal opinion. He shall base his reply on the recommendations of the concerned Sectional Committee or opinions expressed by the Chairman or any other member having expertise in that aspect. In such cases, the reply could take either of the following two forms:
 - i) In cases where the reply is sent even prior to consultations mentioned above:
“Concerning your enquiry, we regret to inform you that we are not able to give you an official interpretation of clauses in Indian Standards. In view of the possibility of the use of Indian Standards in commercial transactions, BIS officials cannot take such responsibility. However, questions of interpretations can be brought before the Committee responsible for the technical details of the standard who will consider what answer can be given and whether the standard needs to be modified to remove any ambiguity”.

ii)The Secretary should formally acknowledge the letter. He should then refer the matter to the Sectional Committee, Chairman or expert and after obtaining the opinion, suitably reply to the party. While doing so, the reply should contain the following paragraph:

“With further reference to our/your letter....., we may inform you that in view of the possible use of Indian Standards in commercial transactions, BIS officials cannot take the responsibility of giving official interpretation of clauses in standards. However, we referred your query to the Committee responsible for the preparation of the standard/Chairman of the Committee/expert in the Committee who have given the following interpretations”.

- c) A query suggestive of direct or indirect commercial or financial involvement should be dealt with in consultation with the concerned DDG and, where necessary, brought to the notice of DG, bearing in mind that we will not enter into interpretation of commercial or financial aspects.
- d) No advice shall be given on commercial aspects like rates for the supply of materials or penalty for supplies not conforming to the specifications.

P-3 In answering queries about certification marking, in addition to the guidelines covered in **P-2** above, the following shall be observed:

- a) In respect of a product bearing the Standard Mark and not found to be conforming to the relevant Indian Standard, BIS’s responsibility shall be only limited to getting it replaced by the licensee at his own cost.
- b) Where the defective product cannot be made available by the consumer to BIS, the Bureau cannot involve itself in securing any replacement or compensation as no investigation can be done and conclusions reached.
- c) Enforcement of a standard/amendment shall be taken to be effective from the last date of the month of printing a standard/amendment as shown in the title page.
- d) BIS shall not accept any liability for damage caused through inadvertent use of standard marked product.

ANNEX Q
(Item 6.7)
TYPICAL LIST OF AGENDA ITEMS IN SECTIONAL COMMITTEE MEETING

NOTE – This is a representative list of items only. The details to which the committee secretary would prepare the items their style of presentation, or the sequence for discussion may suit individual requirements.

AGENDA

TITLE OF SECTIONAL COMMITTEE/
SUBCOMMITTEE/PANEL

Number of the
Meeting

Date/Day_____

Venue:

Time_____

CHAIRMAN_____

MEMBER SECRETARY_____

Item 0 WELCOME AND INTRODUCTORY REMARKS

Item 1 CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

(Formally confirmation of the record of discussions held during the previous meeting to be taken)

Item 2 COMPOSITION OF SECTIONAL COMMITTEE/SUB-COMMITTEE/PANEL

(latest composition to be brought to the information of committee besides review of the same as the case may be)

Requests received for co-option on the committee to be considered.

Reconstitution of sub-committees and panels.

Item 3 ISSUES ARISING OUT OF THE PREVIOUS MEETING

Outstanding issues, follow up of the decision taken during the previous meeting etc., not covered elsewhere in the agenda to be discussed. (see **Annex K2**).

Item 4 DRAFT STANDARDS/AMENDMENTS FOR FINALIZATION

Necessary particulars of the drafts coming up for finalization together with summary of comments received when not circulated earlier) be included in the agenda to facilitate their orderly consideration.

Item 5 DRAFT STANDARDS/AMENDMENTS FOR APPROVAL FOR WIDE CIRCULATION

As in Item 4.

Item 6 ACTIVITIES OF THE SECTIONAL COMMITTEE/SUBCOMMITTEES/PANELS

To consider a review of activities not covered elsewhere in the agenda. Progress or lack of its ongoing work to be considered.

Item 7 REVIEW OF PUBLISHED STANDARDS

To consider comments/queries/proposals for changes received on published Indian Standards.

Item 8 TECHNICAL WORK PROGRAMME OF THE COMMITTEE

- To consider reaffirmation/revision of published Indian Standards
- To consider progress of work programme pending for long
- To consider new subjects for inclusion in work programme
- To allot work relating to work programme amongst participating interests

Item 9 INTERNATIONAL ACTIVITIES

- To consider information relating to work of corresponding ISO/IEC Technical Committees of relevance, drafts and possible Indian Comments on the same.
- Would specifically include status of Indian membership/degree of participation in corresponding ISO/IEC committees, meetings held, Indian delegations etc.
- Reporting work in progress for those International Standards which have corresponding dual numbered Indian Standards.

Item 10 ADDITIONAL ISSUES ARISING OUT OF IMPLEMENTATION EFFORTS, CERTIFICATION, CONFERENCES ETC.

Item 11 DATE AND PLACE OF NEXT MEETING

Item 12 ANY OTHER BUSINESS

Reserved to facilitate fresh items to be raised during the meeting not otherwise included in the Agenda.

ANNEX R
(Item 7.3.3)

**RESOURCES OF ISO/IEC SECRETARIATS AND
QUALIFICATIONS OF SECRETARIES**

R-1 DEFINITIONS

R-1.1 Secretariat: A national body to which has been assigned, by mutual agreement, the responsibility for providing technical and administrative services to a technical Committee or sub-committee.

R-1.2 Secretary: An individual appointed by the secretariat to manage the technical and administrative services provided.

R-2 RESOURCES OF A SECRETARIAT

A national body to which a secretariat has been assigned shall recognize that, no matter what arrangements it makes in its country to provide the required services, it is the national body itself that is ultimately responsible to Council for the proper functioning of the secretariat.

The secretariat shall therefore, have adequate administrative and financial means or backing to ensure:

- a) facilities for word processing in English and/or French, and for any necessary reproduction of documents;
- b) preparation of adequate technical illustrations;
- c) identification and use, with translation where necessary, of documents received in the official languages;
- d) updating and continuous supervision of the structure of the committee and its subsidiary bodies, if any; reception documents;
- e) reception and prompt dispatch of correspondence and documents;
- f) adequate communication facilities by telephone, telefax and electronic mail;
- g) access to internet
- h) arrangements and facilities for translation, interpretation and services during meetings, in collaboration with the host national body, as required
- j) attendance of the secretary at any meetings requiring his/her presence, including technical committee and/sub-committee meetings, attending committee meetings, working group meetings, and consultations with the chairman when necessary;
- k) access by the secretary to basic International Standards and to International Standards, national standards and/or related documents in the field under consideration;
- m) access by the secretary, when necessary, to experts capable of advising on technical issues in the field of the committee.

Whilst the Chief Executive Officer endeavours to send his representative to the first meeting of a technical committee, to meetings of technical committees with new secretariats, and to any technical committee or sub-committee meeting where such presence is desirable for solving problems, the office of the CEO cannot undertake to assist a secretariat, on a permanent or temporary basis, in carrying out its duties.

Note - In the case of IEC, a National Committee, accepting to undertake secretariat duties is required to become party to the IEC "Basic Agreement" (1984).

R-3 REQUIREMENTS OF A SECRETARY

The Individual appointed as secretary shall

- a) have sufficient knowledge of English and/or French
- b) be familiar with the IEC statutes procedure, or the ISO Constitution procedure, as appropriate, and with the ISO/IEC Directives.
- c) be in a position to advise the committee and *any* subsidiary bodies on any point of procedure or drafting, after consultation with the office of the CEO if necessary.
- d) be aware, of any councilor Technical Management Board decision regarding the activities of the technical committees in general and of the committee for which he is responsible in particular;
- e) be a good organizer and have training in and ability for technical and administrative work, in order to organize and conduct the work of the committee and to promote active participation on the part of committee members and subsidiary bodies, if any.
 - f) be familiar with the documentation supplied by the offices of CEO in particular the ISO/ITSIG Guide for the use of IT in the development and delivery of standards and the IEC Guide to use of information technology in the IEC.

It is recommended that newly appointed secretaries of technical committees should make an early visit to the office of CEO in Geneva in order to discuss the procedures and working methods with the staff concerned.

ANNEX S

(Item 9)

FILING SYSTEM AND PROCEDURE FOR DISPOSAL OF OLD RECORDS

S-1 OPENING OF FILES

S-1.1 Filing

Filing is the placing of paper in a cover, in a chronological order, according to a system so that any paper when required could be located quickly. Chronological order in the case of 'receipts' would be date of receipt in the office.

S-1.2 A separate file shall be opened for each subject. Where a subject is divided into different parts, a separate file may be opened for each part. Particulars of files opened in a department shall be entered in a file register.

S-1.3 Title of File

The title of file shall be as brief as possible, yet fully indicative of the subject matter of the file so as to identify it.

S-2 GROUPING OF FILES

S-2.1 Files may be grouped into the broad divisions:

- a) *Administrative:* Files pertaining to composition and meetings of committee etc.
- b) *Technical:* Files pertaining to technical matters, such as proposals for standards, investigations, draft standards, revisions of and amendments to published standards, foreign drafts and minutes of committees, ISO and IEC
- c) *General:* Files pertaining to symposia, conventions, committees other than those of BIS and any other subject which cannot be classified under any of the above two heads.

S-3 NUMBERING SYSTEM

S-3.1 Abbreviation of the department/Section shall be the first part of file number.

S-3.2 Administrative Files

The administrative files of a council or committee should be numbered with abbreviation of the council or committee concerned followed by 'A-1' for composition 'A-2' for meeting 'A-3' for other than those two mentioned above and similar other sub-divisions for other heads; whenever they arise.

Example :

- 1) TED/A-1 Composition of Transport Engineering Division Council
- 2) TED/A-2 Meeting of Transport Engineering Division Council
- 3) TED/A-3 Miscellaneous matters relating to Transport Engineering Division Council

S-3.3 Separate files shall be opened for different meetings of a Division Council, Sectional Committee and numbered as illustrated in the following example:

Example:

- 1) TXD/A-2.1 File pertaining to first meeting of TXDC
- 2) TXD/A-2.4 File pertaining to fourth meeting of TXDC
- 3) PC 01/A-2.2 File pertaining to the second meeting of PC 01

S-4 TECHNICAL FILES

S-4.1 A separate file for each specific subject shall be opened as early a stage of its development as possible. If not opened earlier, a separate file shall be opened as soon as proposed draft specification is prepared. All such files for specific subjects shall be numbered serially in the T-series under the Sectional Committee or Subcommittee concerned.

Example:

- 1) CED 10/T-1
- 2) CED 10/T-2

S-4.2 If considered convenient, the files may be closed at each stage of the draft, namely, preliminary, circulation and finalization, these stages may be shown in the number of the files by letter 'P', 'C' and 'F' respectively:

Example:

- 1) CED 2:1/T-4 P
- 2) CED 2:1/T-4 C
- 3) CED 2:1/T-4 F

S-4.3 In order to reduce the bulk of the technical files, the replies received during circulation of draft standards, etc. indicating 'Acknowledgement', 'No comments', 'Approval' etc, may be filed separately from comment folder and such files may be called lodged files and numbered as follows:

Example:

TXD 12/T-4 (L)

S-4.4 Technical Information

To preserve various technical informations, literature, articles, write-up etc. relating to technical committee files may be opened and numbered with abbreviation of Technical Committee followed by 'B1', 'B2' etc. depending on number of subjects.

Example:

MGP 01/B1 on SI Units
MGP 01/B2 on Preferred Numbers

S-4.5 IEC AND ISO Technical Committees

S-4.5.1 Files relating to IEC and ISO technical committees shall bear the number of the corresponding technical committees, subcommittees or working groups as the case may be.

Examples:

- 1) ISO/TC 10
- 2) ISO/TC20/SC1
- 3) ISO/TC30 WG 1
- 4) IEC/SC 22-1

S-4.5.2 To maintain informative correspondence from IEC/ISO lodged files may be opened.

Example:

ISO/TC 10(L)

Such files may disposed off at intervals.

S-4.6 General Files

S-4.6.1 The number given to a file shall consist of the following in the order given:

- a) Three letter abbreviation of the department followed by '/G'
- b) The number allotted to group head
- c) The number allotted to the sub-group head

S-4.6.2 *Group Heads*

Main subjects ordinarily dealt with under the group shall be known as group head and shall be allotted consecutive serial numbers, as shown in the example:

Reports of TED TED/G 2

Conference, Seminar TED/G 7

S-4.6.3 Sub-Group Heads

Group head may be divided into sub group head where considered necessary. These sub-heads shall be allotted consecutive numbers after group heads as shown in the examples:

Statistical report	TED/G 2:9
Industry wise Conference	TED/G 7:1

S-4.6.4 A list of respective group heads and sub-group heads shall be maintained in each department. A new group head or sub-group head shall be added to the list only with the approval of the Section Officer/Incharge.

S-5 PROCEDURE FOR DISPOSAL OF OLD RECORDS AND DOCUMENTS

S-5.1 Documents, Registers etc

S-5.1.1 *Draft Indian Standards and Other Technical Documents at various Stages* - Two copies of all draft Indian Standards/Technical standards at various stages of formulation may, in addition to the office copies kept in related files be maintained in the department till the related standard/document is published, the two copies should be disposed off as obsolete copies, in the manner prescribed in **S-5.1.1.1**.

S-5.1.1.1 All other spare and obsolete copies of draft standard(s) document(s) shall be passed on to the Administration Section for disposal as waste paper as soon as the work concerning a particular draft standard/document reaches the next stage.

S-5.2 Agenda and Minutes

S-5.2.1 Copies of agendas and minutes shall be kept in relevant files of technical departments and extra copies of these documents need not be maintained for a long time. However, if departmental head considers it necessary to maintain extra copies of some of the agendas and Minutes then two copies may be kept by department concerned for a period to be decided by the departmental head.

S-5.2.2 On completion of circulation of minutes only the Secretary's copy of the agenda and one copy of the minutes to be retained in the respective file.

S-5.2.3 All spare copies of these documents shall be passed on to the Administration Section for disposal as waste paper.

S-5.3 Registers

S-5.3.1 Document Register and Meeting Register to be maintained as specified. *Committee Membership Register*

Every attempt to be made to maintain the information in computer and to be updated as and when necessary. A copy of the latest computer output to be maintained in relevant file.

S-5.4 3 Files

General

All closed files which are not likely to be referred to frequently by the department concerned, shall be maintained in the specific place for old files till such time as the life is over in accordance with the procedure set out as following.

S-5.43.1 *Composition Files*

Every attempt to be made to maintain the information on Committee Membership in computer and to be updated as and when necessary. A copy of the latest computer output to be maintained in relevant file.

The files concerning the composition of the technical committee should be disposed of one year after the particular technical committee has been reconstituted, unless otherwise desired by the departmental heads.

S-5.43.2 *Meeting Files*

The files concerning minutes of meetings of technical committees shall be maintained permanently unless otherwise decided by departmental heads.

S-5.43.3 *Technical Files*

The technical files shall be retained for ten years after closing or till the revision of the relevant standard whichever is later. Each such files should thereafter be examined at two years' interval by the departmental head concerned with a view to decide whether this could be disposed of when no further reference is likely to be made to it or whether it should be kept in permanent record of BIS.

S-5.43.4 Lodged files may be disposed off after the publication of the standard.

S-5.43.5 *General Files*

The files relating to committees and conferences of other organizations, conventions organized by the BIS and other miscellaneous files shall be examined by the

departmental head at the end of each calendar year and such files as are not likely to be referred to in future, shall be disposed off.

S-5.43.6 ISO/IEC files to be reviewed after five years of opening and sorted out depending on the nature of importance of the documents.

ANNEX T

CHECK LIST OF ACTIONS

T-1 MEETING (*see 6*)

T-1.1 Prior to Meeting (*see 6.6 to 6.9*)

- i) Booking for meeting room.
- ii) Consent of Chairman of Sectional Committee about the date and venue of the meeting.
- iii) Issue of advance meeting notice to members.
- iv) Finalization of Agenda and its circulation.
- v) Invitation to interested person/organization.
- vi) Make note on Agenda copy for the Secretary.
- vii) Collection of advance for refreshment.
- viii) Intimation to BIS Club canteen for arrangement of refreshment (when meeting is at HQs).
- ix) Collection of documents/standards for the meeting.
- x) Booking of staff car for members (when meeting is at HQs)
- xi) Briefing the Chairman.

T-1.2 After the Meeting (*see 6.15 to 6.19*)

- i) Collection of receipt for expenditure for refreshment (when meeting is outside HQs).
- ii) Write-up for Standards India.
- iii) Preparation of minutes and sending it to Chairman for approval.
- iv) Return of specification etc. to library.
- v) Settlement of expenditure towards refreshment.
- vi) Communication of thanks to the persons/organization extended assistance in conducting meeting.
- vii) Circulation of minutes to the members.
- viii) Initiate action on the decision of the meeting.

T-2 PROCESSING OF FINALIZED DOCUMENT (*see 5.6*)

- i) Modification of document as per decision of the Committee.
- ii) Preparation of press drawings.
- iii) Collection of ICS numbers of the document from Library.
- iv) Authorization by Chairman of Sectional Committee.
- v) Adoption by Chairman, Division Council.
- vi) Enclosures to the document for sending to Printing Department
 - Standard Proforma
 - Requisition slip for issue of ISO/IEC Standards from Library (in case adoption of ISO/IEC Standard)
- vii) Cover note for document under certification for sending to CMD.

- viii) Registration of document in the relevant register of the department

T-3 PROCESSING OF ISO/IEC DOCUMENT FOR VOTING (*see 7.4*)

- i) Registration Downloading of document in from ISO/IEC website the relevant register in the department.
- ii)
- iii) Review of the document.
- iv) Circulation of the document to the expert panel.
- v) Compilation of comments.
- vi) Approval of Chairman of Sectional Committee about voting.Completion of ballot paper.
- vii) Completion of form for processing ballot paperapproval for voting by concerned secretary.
- viii) Sending of ballot paperform with relevant documents to DDG Head of the Department concerned for signature.
- ix) Send ballot voting to ISO/IEC and copy to IR&TISCby electronic voting system of ISO/IEC.
- x) Recording of voting date on the register mentioned at i) above to be maintained in relevant file.

T-4 PROCESSING OF ISO/IEC STANDARD FOR ADOPTION (*see 5.14*)

- i) Preparation of national foreword.
- ii) Decimal marker comma to be changed to full point or it should be suitably mentioned in national foreword that in Indian Standards it is current practice to use full point.
- iii) Designation if any exist in ISO/IEC Standard that should be suitably modified (*see N-8*).
- iv) All the referred standards to be reviewed and measures to be taken.
- v) Mistake noticed in ISO/IEC Standard to be referred in national foreword.
- vi) Additional information for national use to be incorporated in National Annex.
- vii) National Annexes shall bear IS number only and not dual number (i.e. IS/ISO or IEC number).Follow IS 12:2004 for presentation.

T-5 PERIODIC INFORMATION FROM DEPARTMENT

- i) Time Taken Report (TTR) and Monthly Performance Report (MPR) to be sent to DDGT-I by end of the month.
- ii) Management Control Report to be sent to P&C Department and Management Information System (MIS) Data fed in NIC soft ware by 5th of every month
- iii) List of Wide Circulation documents should be sent to Printing Department (PTD) and Information Technology Services Department (ITS) every month.
- iv) List of reaffirmed standards should be sent to Sales Department every month.

- v) Position of Work and Composition updated every quarter on software provided by ITS Department.