

IAPMO PP-2:2017

Policies and Procedures
for Development of
National Standards of
Canada



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IAPMO PP-2:2017

Policies and Procedures

for Development

of National Standards of Canada

0 Scope

0.1 Development of Standards

This document, together with the Standards Council of Canada (SCC): *Canadian Standards Development, Program Overview* sets forth the policies and procedures for the consensus development of IAPMO Canadian standards, for composition, dimensions, and mechanical and physical properties of materials, fixtures, devices, and equipment used or installed in plumbing, mechanical, or building systems.

Note: *In this document National Standard of Canada (NSC) are referred to as "Standards".*

0.2 Policies and Procedures Language

In these *Policies and Procedures*,

- (a) "shall" is used to express a requirement, i.e., a provision that the user is obliged to satisfy to comply with this document;
- (b) "should" is used to express a recommendation but not a requirement;
- (c) "may" is used to express an option or something permissible within the scope of this document; and
- (d) "can" is used to express a possibility or a capability.

1 General

1.1 Administration

These *Policies and Procedures* shall govern the activities of the International Association of Plumbing and Mechanical Officials ("IAPMO") related to the development, approval, revision, reaffirmation, and withdrawal of standards.

1.2 Development and Maintenance

Development, reaffirmations, revisions, amendments/technical corrigenda (editorial changes), or withdrawal of standards shall be in accordance with Section 5.

1.3 Standards Development Objectives

1.3.1 Objectives

The objectives of Standards development are to promote health, welfare and safety of workers and consumers, the manufacturing of products, and expansion of green and emerging technology through development of safe and sustainable standards.

1.3.2 Performance

Standards shall be expressed in terms of performance rather than design or descriptive characteristics whenever possible. When it is determined that it is not possible to express the requirements in terms of performance, a rationale should be identified.

1.3.3 Conformity Assessment

Standards intended for conformity assessment shall contain a clear statement to that effect in the introductory pages. Requirements in such standards shall have a stated purpose and be based on measurable terms, to the extent possible.

1.3.4 Introductory Statement

Standards shall include a statement in the introductory pages indicating that the standard was developed in compliance with SCC: *Canadian Standards Development, Requirements & Guidance – Accreditation of Standards Development Organizations*.

1.3.5 Availability in Both Official Languages

1.3.5.1 General

Canadian standards shall be published in both English and French except when it is determined in accordance with Section 1.3.5.2 that a bilingual standard is not required.

1.3.5.2 Determination

The following criteria shall be applied to determine when a bilingual standard is not required:

- (a) no stakeholders' need;
- (b) no user base need;
- (c) no Authority Having Jurisdiction need;
- (d) no health and safety related needs;
- (e) for adoptions: no availability of International Standard, regional standard or other deliverable from source; and
- (f) for adoptions: no agreement with source committee to facilitate official translation.

The above criteria (a-f) shall be applied at any point, when the need is identified.

1.3.6 Strategic Need

The strategic need of key stakeholders and confirmation expressing the need (e.g. Authority Having Jurisdiction, industry, government, consumers) shall be identified.

This includes:

- (a) strategic need of key stakeholder (e.g. legislator, industry, government, consumers);
- (b) type of standard (international, regional, domestic standards and harmonization need);
- (c) up-to-date vs. outdated standard to ensure latest innovative/technology/safety features available for businesses;
- (d) intended to support national/regional/international certification programs;
- (e) stakeholder intention to transition to different standard;
- (f) type of maintenance (periodic, continuous, stabilized, best before date); and
- (g) use of "CAN" descriptor.

1.3.7 Geographical Representation

The standards committee shall include Canadian geographical representation appropriate to the subject area covered by the standard.

1.3.8 Misleading Standards

Standards shall be developed in such a manner as to minimize the possibility that the standards may be used to mislead consumers and other users of a product, process or service addressed by the standard. When identified, instances of standards being used to mislead should be resolved in accordance with the terms of this policy.

1.3.9 Place of Origin

Standards shall not intentionally be developed to create unnecessary obstacles to international or inter-provincial trade. Requirements such as third-party certification, place of origin, and approval of authorities having jurisdiction shall not be normative. When identified such obstacles shall be removed from the normative text of the standard in accordance with these policies and procedures. Non-normative specifications may be included in the form of informative material.

1.3.10 Safety Markings

Standards, when required by the standards committee, shall include safety markings to address safety issues. The appropriate cautionary text shall be provided in both English and French.

Note: *Safety markings depicting a graphical symbol without supplementary text are acceptable, such as the symbols provided in the International Standards series ISO 3864.*

1.3.11 National Adoption of International/Regional Standards and Other Deliverables

In addition to these policies and procedures, IAPMO shall comply with the *Requirements & Guidance – National Adoptions of International/Regional Standards and Other Deliverables* when adopting an ISO, IEC, or regional standard as a NSC.

1.4 Front Matter, Introduction and Content

1.4.1 Number and Title

The “CAN” descriptor shall precede the standard designation based on the identified strategic need in accordance with Section 1.3.6.

1.4.2 Front Cover Page

The following items shall be included on the front cover page of the standard:

- (a) The bilingual SCC logo, placed with other organizational logos, if any, or at the bottom of the page; and
- (b) The bilingual National Standard of Canada Symbol (NSC Symbol) placed with other identifying symbols, if any, or near the top of the page.

1.4.3 Introductory Pages

The Standards shall have introductory pages with the following content in the language(s) appropriate to the standard:

- (a) the established timeline for review of the standard;
- (b) SCC foreword in accordance with the Canadian Standards Development – Program Overview, Annex A;
- (c) statement indicating the standard was developed in compliance with the SCC Requirements and Guidance-Accreditation of Standards Development Organizations;
- (d) the names of the standards committee members or the number of standards committee members representing the interest categories described in Section 3.3;
- (e) statement of availability of the Standard, English text in the French version, French text in the English version in accordance with the Canadian Standards Development – Program Overview, Annex B;
- (f) statement indicating it is the responsibility of the user of the standard to judge the suitability of the Standards for the user’s purpose; and
- (g) ICS code(s).

1.4.4 Normative Content

The normative sections of Standards shall include the scope, normative references, technical requirements, and if applicable, normative annexes, and terms and definitions. If annexes are included, they shall be identified “normative” or “informative”.

2 Organization of Standards Committees

2.1 Standards Committees

The Standard Committee for a standard shall:

- (a) be established by IAPMO;
- (b) be responsible for developing and maintaining standards within IAPMO’s scope of accreditation;
- (c) have a sufficiently diverse membership to ensure reasonable balance (see Section 3.2.3);
- (d) include Canadian representation; and,
- (e) not be dominated by any single interest group (see Sections 3.3 and 3.4).

2.2 Secretariat

The Executive Committee shall be responsible for maintaining the Secretariat for the Standards Committees. The actions and activities of the Secretariat may be assigned to the V.P of Codes and Standards or the Standards Development Engineer. The Secretariat shall:

- (a) organize the Standards Committees;
- (b) provide administrative support, including secretarial services such as distributing agendas and minutes;
- (c) process membership applications and notification of employment changes;
- (d) determine the size of the Standards Committees and subcommittees;
- (e) approve appointments of alternates;
- (f) maintain all records pertaining to the Standards Committees, including committee activities, assigned standards, and membership rosters of Standards Committees, subcommittees, and task groups;
- (g) issue formal notifications;

- (h) offer standards for public review;
- (i) issue and administer ballots, conduct recorded votes at meetings, and participate in the resolution and disposition of negatives and late ballots;
- (j) publish approved standards and revisions thereto;
- (k) process interpretations;
- (l) oversee compliance with these *Policies and Procedures*, including legal review as necessary;
- (m) process appeals;
- (n) process revisions to these *Policies and Procedures*;
- (o) publish announcements in the media concerning standards activity, including work program announcements; and,
- (p) be responsible for ongoing maintenance and reporting of standards.

2.3 Official Records

2.3.1 Availability

Standards Committee records shall be available for directly and materially interested parties, subject to reasonable conditions of time, location, cost, and convenience.

2.3.2 Retention

Records related to new, revised, or reaffirmed standards shall be retained for a minimum of one complete standards cycle (i.e., until the standard is revised, withdrawn, or reaffirmed). Records concerning withdrawn standards shall be retained for at least five years from the date of withdrawal, or for a duration consistent with the audit schedule.

2.4 Executive Committee

The IAPMO Executive Committee shall:

- (a) consist of the VP of Codes and Standards Development, Executive VP of Business & Product Development, and an IAPMO Representative;
- (b) revise and approve these *Policies and Procedures*;
- (c) appoint the secretary of the respective Standards Committees;
- (d) work with the chairperson and secretary of the respective Standards Committee to govern the Standards Committees, which includes:
 - (i) appointing Standards Committee officers, upon consideration of recommendations from the respective Standards Committee;
 - (ii) appointing and categorizing Standards Committee members, upon consideration of recommendations from the respective Standards Committee chairperson;
 - (iii) terminating Standards Committee members; and
 - (iv) conducting periodic reviews of the Standards Committee membership, considering expertise, balance, geographical representation, and individual contributions, and taking into account changes in the nature of the committee's scope and changes in the interests of its members.

2.5 Correspondence

2.5.1 General

Correspondence from a Standards Committee or subcommittee member to the entire membership shall be forwarded to the Secretariat for approval and distribution. All official Standards Committee and subcommittee correspondence (e.g., meeting notices, agendas, reports and ballots) shall be distributed by the Secretariat. Copies of all correspondence between Standards Committee and subcommittee members, related to IAPMO standards activities, shall be forwarded to the Secretariat.

2.5.2 Confidentiality

All Standards Committee or subcommittee correspondence shall be considered privileged and confidential and shall not be used for publication or reference.

2.5.3 External Correspondence

External inquiries related to the Standards Committees, subcommittees and standards shall be directed to the Secretariat. Standards Committee and subcommittee members should advise individuals who contact them that responses to all inquiries are handled by the Secretariat.

3 Standards Committee

3.1 General

Membership on Standards Committees shall be open to all stakeholders, subject to the procedures in Sections 3.2 through 3.10.

3.2 Applications and Appointments

3.2.1 Application

Individuals seeking membership on a Standards Committee shall submit a written request to the Secretariat indicating their interest in the work of the Standards Committee and their qualifications, willingness to participate, and affiliation(s) that might affect their classification. Applicants shall identify their interest category (see Section 3.3).

3.2.2 Process

The Secretariat shall process all membership applications and notify the applicants and the Standards Committees of the actions taken on applications and their right to appeal (see Section 8). The secretariat shall document efforts to address the challenges of finding resources for participation.

3.2.3 Considerations

Members from diverse interest categories shall be sought with the objective of balance. In accepting or rejecting applicants, consideration shall be given to the following:

- (a) need for active participation by members of each interest group;
- (b) balance of members for each interest group;
- (c) potential for dominance by members of a single interest group;
- (d) extent of interest expressed by the applicant and willingness to participate; and
- (e) qualifications and ability to materially contribute to the work of the Standards Committee.

3.2.4 Appointments

Following consideration of the applications, the Executive Committee, upon consideration of recommendations from the respective Standards Committee chairperson, shall decide whether the applicant should be appointed as a member or not (i.e., accept or reject the application). Members shall be notified, in writing, when they are appointed to or removed from the Standards Committees.

3.2.5 Term

Members shall be appointed for 2-year terms and be eligible for reappointment.

3.3 Interest Categories

3.3.1 General

Members appointed to serve on the Standards Committee shall be classified as a representative in one of the following definitions:

- (a) *Producer (Manufacturer) Interest* – this category shall include those who are predominantly involved in the production (i.e., manufacture), promotion, retailing, or distribution of the subject products, materials, or services (e.g., manufacturers, distributors, licensors, developers, associations of any of these groups, and professional consultants to any of these groups).
- (b) *User Interest* – this category shall include those who are subject to the provisions of the standards or who voluntarily use the standards (e.g., testing laboratories, certification bodies, regulatory agencies, and standards developing organizations).
- (c) *General Interest* – this category shall include those who are neither producers nor users (e.g., academics, consumers, contractors and subcontractors, construction labor organizations, educators, researchers, and technical societies).

3.4 Balance of Representation

To ensure that Standards Committees have balanced representation, no single interest category shall constitute a majority of the voting membership of a Standards Committee.

3.5 Standards Committee Officers

3.5.1 Structure

Each Standards Committee shall have a Chairperson and Secretary. The Standards Committee or Executive Committee may also appoint a Vice Chairperson.

3.5.2 Term

Standards Committee officers shall be appointed for 2-year terms and are eligible for reappointment.

3.6 Size of Standards Committees

The Executive Committee shall determine the size of each Standards Committee (minimums and maximums) to ensure that

- (a) all necessary interests are adequately represented;
- (b) balance of representation is maintained and there is appropriate Canadian participation; and
- (c) the Standards Committee is able to function efficiently.

3.7 Alternates

Committee members may appoint standing alternates subject to the approval of the Executive Committee. The alternate's expertise should correspond to the member's interest category. Each alternate shall represent only one voting member.

Note: *An alternate is an individual authorized to act for a member of a committee in that member's absence.*

3.8 Representation of Organizations

There shall be no more than one voting member from any given company or organization on any given Standards Committee.

3.9 Termination of Membership

The Executive Committee may terminate the membership of an individual on a Standards Committee for cause, including inactivity. A Standards Committee member shall be considered inactive for failure to:

- (a) return two successive ballots; or
- (b) attend at least one Standards Committee, subcommittee, or task group meeting in a three-year period.

3.10 Changes in Employment or Affiliation

3.10.1 Notification of Changes

Standards Committee members shall notify the Secretariat of any changes in employment or affiliation affecting his or her categorization or voting interest and shall submit a new application if continued membership on the Standards Committee is desired. The application shall be processed in accordance with Section 3.2.

3.10.2 Review of Alternate

The continued participation of a previously appointed alternate shall be reviewed at the same time as that of the member changing affiliation or employment.

3.11 Subcommittees

Subcommittees (e.g. working groups) may be established by the executive committee for assisting with the development of standards or portions of standards. Subcommittees may provide recommendation to the Standards Committee prior to public review.

- (a) Membership on subcommittees may include persons who are not members of the Standards Committee.
- (b) Balance representation shall not be required on subcommittees.
- (c) Applications for membership on a subcommittee shall be in accordance with Section 3.2.
- (d) Quorum shall not be required.

4 Meetings

4.1 Notification

Written notices for meetings of Standards Committees shall be given at least 30 days in advance of the meetings. An agenda shall be prepared by the Secretariat and distributed prior to the meeting.

4.2 Guests (Open Meetings)

Standards Committee meetings are open to the public, except for executive sessions. Guests

- (a) shall not have the right to vote;
- (b) shall be entitled to receive copies of meeting reports if requested in writing; and
- (c) shall be permitted to express their views through the Committee Chairperson on the item being discussed.

4.3 Executive Sessions

Meetings shall be held in executive session, as necessary and when directed by the Standards Committee Chairperson, for considering administrative and other sensitive issues not related to the technical content of any standards or the disposition of ballots or public comments. Attendance at executive sessions shall be limited to committee members and the Secretariat.

4.4 Quorum

More than 50% of the members of a Standards Committee or a subcommittee (or their alternates) shall constitute a quorum for conducting business at a meeting. No special quorum requirements exist for subcommittees. Matters shall be deemed approved by the affirmative vote of a majority of the members present, except with respect to matters covered in Section 6. If a quorum is not present, actions on agenda items may be taken, but shall be subject to ratification by a letter ballot of the Standards Committee.

4.5 Parliamentary Procedures

On questions of parliamentary procedure, Robert's Rules of Order shall apply.

5 Notifications, Development, Public Review, and Publishing

5.1 Notifications of Standards Activities

5.1.1 General

The Canadian public shall be notified at specific stages in the development process through Notice of Intent (NOI) submitted to the Centralized Notification System (CNS) platform in accordance with the following:

- (a) The stages shall be completed in a timely manner.
- (b) Proposals for new standards or reaffirmation, revision, or withdrawal of existing standards shall be provided through NOI submitted to the CNS platform.
- (c) The content of the NOI's shall include:
 - (i) Designation number
 - (ii) Title
 - (iii) Scope
 - (iv) Project Need
 - (v) IAPMO's Contact information
 - (vi) ICS codes
- (d) IAPMO shall issue a new NOI when International harmonized stage code 10, Proposal stage, has not been met within a maximum timeframe of 12 months.

- (e) If substantive changes are made to a draft standard subsequent to public review, those substantive changes shall be subjected to an additional public review, in accordance with Item (c). The Secretariat shall determine whether listing of proposed standards actions shall be concurrent with the final Standards Committee ballot and whether announcement in other suitable media is appropriate.
- (f) Once a standard has undergone complete due process and is ready for publication, evidence shall be retained.
- (g) A final “Second Level” review of the standard shall be made by the Secretariat to verify compliance with the procedural and development process prior to publishing the completed standard.
- (h) Upon publication, a copy of the standard shall be submitted to SCC including electronic copies of new standards, new editions, amendments reaffirmations and the underlying metadata.
- (i) Upon Completion, the Canadian public shall be notified that a standard has been completed. Published standards may be commented at any time, and such comments shall be referred to the responsible Standards Committee or Subcommittee for consideration, as appropriate, in accordance with Section 5.1.2

5.1.2 Public Review Period

5.1.2.1 Sixty Day Public Review Period

Prior to final approval, Standards shall be available for public review for at least 60 calendar days except when it is determined that a 45-day public review is appropriate in accordance with Section 5.1.2.2. The Canadian public shall be notified of standards available for public review. The minimum information provided in the notice shall include:

- (a) the start and end dates of the review period; and,
- (b) indication of how and where to obtain a copy of the standard draft.

Note 1: *Any fees charged for this service, apart from the real costs of delivery, should be the same for foreign and domestic parties.*

Note 2: *The minimum period of 60 calendar days may be shortened with appropriate rationale and action to proactively inform affected stakeholders. Appropriate rationale may involve health and safety reasons for the public or the environment.*

5.1.2.2 Forty-Five Day Public Review Period

The public review period of a standard may be shortened to 45 calendar days when determined that urgent problems of safety, health or environment arise or threaten to arise. In this case, the Secretariat shall:

- (a) Proactively inform affected stakeholders where the draft standard can be obtained, and the public review period start and end dates; and,
- (b) Make the draft standard available in an electronic format within one day of a request.

5.1.3 Work Program

5.1.3.1 General

Standards development activities shall be tracked through use of the IAPMO Work Program Table.

- (a) The IAPMO’s Work Program Table shall be published at least once every six months.

Note: *To assist with SCC’s publication of the IAPMO Work Program content, it should be entered into the CNS in January and July.*

- (b) The IAPMO Work Program Table shall be publicly available, and a copy shall be provided upon request.

Note: Any fees charged for this service, apart from the real costs of delivery, should be the same for foreign and domestic parties.

- (c) Notice of the IAPMO work program shall include the name and address of the standardizing body, the name and issue of the publication in which the work program is published, the period to which the work program applies, its price (if any), and how and where it can be obtained.
- (d) The Work Program content shall be provided to SCC to be published on SCC's CNS platform.

5.1.3.2 Work Program Contents

The work program provided to SCC shall include the following:

- (a) The standard that is currently being prepared;
- (b) The standards published in the preceding period;
- (c) The classification relevant to the subject matter of the standard using the International Classification of Standards Codes (ICS);
- (d) The development-stage code and start date, based on the ISO International harmonized stage codes.
- (e) The public review comment period start and end dates; and,
- (f) References to any International Standards taken as a basis.

5.1.4 Identification of Duplication

The Secretariat shall monitor the Centralized Notification System (CNS) platform for possible duplication of existing standards. And, prior to drafting a standard, the Centralized Notification System (CNS) platform shall be used to identify duplicate standards. When duplication is identified or raised, the Duplication Resolution Mechanism (DRM) shall be used in accordance with Section 6.1 of the *Canadian Standards Development, Program Overview*.

5.2 Processing of Public Review Comments

5.2.1 Resolution of Public Comments

The Standards Committee shall attempt to resolve all public comments with the consideration of subcommittee (if any) input. If requested each commenter shall be notified, in writing, of the Standards Committee's decisions regarding the resolution and disposition of their comments. Such responses shall include reasons for deviations from relevant international/regional standards, and other deliverables if requested.

5.2.2 Consideration of Proposals

Proposals for the development of new or revised standards shall be considered in a timely manner.

5.2.3 Decisions on Comments

The Chairperson or Secretariat shall determine which comments are editorial and which are substantive (i.e. technical). Editorial comments shall be resolved by the Chairperson or Secretariat with the objector. Comments not related to the matters being offered for public review shall be ruled non-germane.

5.2.4 Non-persuasive or Non-germane Comments

Comments ruled non-persuasive or non-germane shall be considered resolved if, within 7 calendar days of receiving a notification, the commenter does not respond in writing indicating that he or she wishes to have the comment reported as unresolved.

5.2.5 Substantive Comments

Substantive (technical) comments shall be resolved by the Secretariat. All unresolved objections from the public review process and attempts at resolution shall be designated as such and recirculated back to the Standards Committee to afford members the opportunity to respond, reaffirm or change their vote.

5.2.6 Comments After Public Review Period

Comments received after the public review period has closed shall be considered in the same manner as new proposals for the next revision cycle.

5.3 Recording, Publishing, and Maintenance Including Amendments Reaffirmations and Withdrawals

5.3.1 Recording

Records of the standards development activities shall be prepared and maintained.

5.3.2 Publishing

Standards shall only be published following a “Second Level” review as required in accordance with Section 5.1.1(g) to verify compliance with the procedures of this document. Evidence of the “second level” approval shall be retained. Standards that have been approved by the Standards Committee for publication shall be published promptly, and made available under reasonable terms and conditions.

Note: Any fees charged for this service shall, apart from the real costs of delivery, be the same for foreign and domestic parties.

5.3.3 Maintenance

5.3.3.1 General

All standards shall be responsive to stakeholder needs and reviewed on a periodic basis to ensure they remain current and technically valid. The schedule for periodic review of each standard shall be included in the front matter of the standard and the Secretariat shall initiate the Standards Committee review of each standard within a reasonable established timeline. In the event that no updates are issued for a period of four years from the date of publication, action to update (new edition or revision), reaffirm, or withdraw the standard shall be initiated in accordance with these procedures.

5.3.3.2 Periodic Maintenance

Standards shall be kept current and relevant by committee review of the entire document and the outcome activity completion (publication or withdrawal) not to exceed five years from the date of publication.

5.3.3.3 Continuous Maintenance

When technical change is required, the IAPMO shall:

- (a) validate technical changes with the Standards Committee;
- (b) take appropriate action in order to address the issue(s); and
- (c) notify affected stakeholders/public.

5.3.3.4 Stabilized Maintenance

A standard under stabilized maintenance shall meet the following:

- (a) addresses mature technology/practices;
- (b) is not health or safety related; and
- (c) is a published standard that has been reaffirmed at least once.

5.3.4 Revisions

When an existing standard is revised to incorporate technical changes, it shall comply with the policies and procedures in this document.

5.3.5 Reaffirmation

A reaffirmation shall comply with the requirements specified in the policies and procedures in this document.

5.3.6 Withdrawal

When considering the withdrawal of a National Standard of Canada, the Standards Committee shall consider the impact on Canadian legislation, in particular where a standard may be referenced. If a NSC is withdrawn and is included in the listings of standards for sale, it shall be clearly identified as withdrawn. If it is sold, the status of withdrawn as an NSC shall be included on the cover of the standard itself. When a standard fails to meet the requirements of this document, the standard shall be withdrawn. The Canadian public shall be notified when a standard has been withdrawn.

6 Voting Procedures

6.1 General

The approval process shall be based on evidence of consensus reached by the Standards Committee. The approval process shall not be used to block or obstruct the promulgation of standards.

6.2 Ballots

Approval, revision, reaffirmation, technical changes, interpretations, and withdrawal of standards shall be approved by letter ballots or recorded votes of the Standards Committees. The Secretariat shall issue and canvass ballots. All voting members have the obligation to vote, and votes may be cast by the members or their alternates.

6.3 Voting

Each voting member shall vote using one of the following four options:

- (a) **Affirmative:** when the technical content of the draft is acceptable as presented.
- (b) **Affirmative with comment:** when the technical content of the draft is acceptable, and no substantive changes are required, except for editorial changes or clarifications.
- (c) **Negative with reasons:** when the technical content of the draft is deemed unacceptable, in error, or incomplete. Negative votes shall be supported with reasons. Whenever possible, the negative voter shall include specific actions to resolve the negative and change the vote to affirmative.
- (d) **Abstain with reasons.**

6.4 Voting Period

6.4.1 Ballots

Except for recirculation ballots, the time allotted to reply to a ballot shall be at least 21 calendar days. The time allotted to reply to a recirculation ballot shall be at least 7 calendar days. Ballots may be closed before the closing date if all the members of the consensus body cast their votes before the closing date. If the ballot closes prior to the deadline, the Secretariat shall notify the Standards Committee of such action 5 calendar days before the revised deadline date. If at the closing date there are insufficient returns to meet the numerical criteria for approval, the Secretariat, or with the concurrence of the Secretariat the Standards Committee chairperson may grant an extension of the voting period.

6.4.2 Recorded Votes During Meetings

Recorded votes during meetings may be taken and shall be conducted by the Secretariat. A notice that votes will be recorded shall be issued at least 21 calendar days prior to the meeting, and a copy of the proposed standard shall be included with the notice. Decisions shall be documented and changes to the standard made at the meeting shall be acceptable, provided they receive the necessary affirmative votes (see Section 6.5).

6.5 Numerical Criteria for Approvals

6.5.1 Conditions for Approval

Approvals, revisions, reaffirmations, withdrawals, substantive changes to and interpretations of standards shall be considered approved when the following conditions have been met:

- (a) more than 50% (simple majority) of the members who are eligible to vote cast affirmative votes; and;
- (b) the number of affirmative votes cast shall constitute at least two-thirds of the votes cast, excluding abstentions and negatives without reasons.

6.5.2 Resolution of Negative Comments

Approvals shall require, in addition to the numerical requirements of Section 6.5.1, that all negative votes with reasons be resolved in accordance with Section 6.7.

6.6 Ballot Records

6.6.1 Ballot Reports

Ballot results (together with the reasons for and disposition of any negative votes) shall be properly documented and recorded in such a manner that each member's vote is identified. The results of each vote on the standard shall be reported as follows:

- (a) number of voting members;
- (b) number of voting members voting affirmatively;
- (c) number of voting members voting negative with reasons;
- (d) number of voting members voting negative without reasons;
- (e) number of voting members abstaining with reasons; and
- (f) number of voting members not returning ballots.

6.6.2 Unresolved Objections

The ballot report shall be forwarded to the Standards Committee. All unresolved objections and attempts at resolution shall be designated as such and recirculated to the committee in accordance with Section 6.7.6.

6.7 Negative Votes

6.7.1 Decisions on Comments

The Secretariat or Chairperson shall determine whether comments received with a negative vote are technical (substantive) or editorial. Editorial comments received with negative votes may be

- (a) resolved by the Chairperson or Secretariat with concurrence of the voter; or,
- (b) be processed in accordance with Section 6.9.

6.7.2 Negative Votes

Negative votes with reasons may be resolved and dispositioned by the Standards Committee chairperson and the Secretariat by taking one or more of the following actions:

- (a) Attempt to resolve the negative vote directly with the voter and have the negative vote changed to affirmative.
- (b) Rule the negative vote non-persuasive if the Standards Committee chairperson and the Secretariat find the comment non-persuasive.
- (c) Rule the negative vote non-persuasive if the reasons for the vote have previously been considered and not accepted by the Standards Committee. Such decision shall be supported by committee records.
- (d) Rule the negative vote non-germane if
 - (i) it is not accompanied by supporting reasons; or
 - (ii) the supporting reasons are not relevant to the items being balloted.
 - (iii) Non-germane votes shall be considered as not cast for the two-thirds affirmative votes' requirement in Section 6.5.1(b).

6.7.3 Negative Votes by the Chairperson and Secretariat

For negative votes referred by the chairperson and the Secretariat, the Standards Committee may rule that:

- (a) The negative vote is persuasive and should be accepted. In this event,
 - (i) the change(s) to the standard shall be approved through a new ballot or a recorded vote at a meeting; and
 - (ii) with the concurrence of the voter, the vote shall be reclassified as affirmative.
- (b) The negative vote is persuasive but should be considered as future business. In this case, with the concurrence of the voter, the vote shall be reclassified as affirmative.
- (c) The negative vote is non-persuasive. The reasons for this decision shall be documented.
- (d) The standard should be put on hold for further study.

6.7.4 Rulings and Technical Changes

In all cases, the rulings and technical changes to the standards shall be confirmed by ballot or recorded vote and properly documented.

6.7.5 Non-persuasive or Non-germane Votes

When a negative vote is ruled non-germane or non-persuasive, the negative voter shall be notified, in writing, of the action, supporting rationale, and the right to appeal.

6.7.6 Notification of Activity

Unresolved objections, attempted resolutions to negative votes, and substantive changes made in a draft standard shall be reported to the appropriate Standards Committee to afford all members of that Standards Committee an opportunity to respond, confirm, or change their vote.

6.8 Negative and Abstention without Justification

Negative votes without justification, abstentions without justification, as well as unreturned and blank ballots, shall be considered not cast.

6.9 Comments

Comments accompanying affirmative votes, comments accompanying abstentions, and editorial comments accompanying negative votes addressed in Section 6.7 shall be considered by the Secretariat for submission as new proposals in accordance with Section 5.1.1.

6.10 Late Votes

Negative votes submitted after the closing date of a ballot should be considered new business and not delay the publication of the standard, unless the Standards Committee chairperson and the Secretariat decide otherwise.

7 Interpretations, Inquiries and Requests

7.1 Definition

An interpretation is a written clarification of the meaning of a specific provision(s) of a standard, as determined by the Standards Committee in response to a written request for an interpretation.

7.2 Requests

Requests for interpretations of standards shall be submitted in writing to the Secretariat and shall be forwarded to the chairperson. Requests for interpretation should be clear and unambiguous and phrased in such a way that a “yes” or “no” answer will address the issue. In addition, requests for interpretation should include:

- (a) the name and contact information of the individual requesting the interpretation;
- (b) name of organization the individual represents (if any);
- (c) the edition of the standard and appropriate sections or clauses for which the interpretation is being requested;
- (d) a concise explanation of the issue requiring a technical interpretation and, when appropriate, an illustrative sketch and supporting documentation defining the question;
- (e) an explanation of circumstances surrounding the actual field conditions; and,
- (f) any recommendations the requestor would like to make concerning a possible technical interpretation, along with appropriate justification or comments.

7.3 Processing Interpretations

7.3.1 Interpretations

Proposed interpretations may be prepared, in a timely manner, by the chairperson, Secretariat or another Standards Committee member with expertise on the particular subject.

7.3.2 Interpretation Requirements

All proposed interpretations shall be prepared in writing and shall be either:

- (a) submitted for ballot to the Standards Committee, and be approved in accordance with the criteria in Section 6.5; or,
- (b) submitted to the Executive Committee, and be approved through unanimous agreement.

7.4 Accepting Requests for Interpretation

Requests for interpretation shall not be accepted if the:

- (a) matter is known to be before the courts or an administrative tribunal; or
- (b) requests refer to
 - (i) a superseded or withdrawn standard; or
 - (ii) notes or informative appendices.

7.5 Notification of Interpretations

Notification of interpretations shall be sent in writing to the requester by the Secretariat.

7.6 Inquiries and Complaints

The Secretariat shall address, in a timely manner, inquiries and complaints from another SDO that has accepted the WTO/TBT Annex 3 Code of Good Practice for the Preparation, Adoption and Application of Standards.

7.7 Information Requests

The Secretariat shall provide standards development related information on request, within the limits of applicable privacy legislation.

8 Complaints and Appeals

8.1 Complaints

8.1.1 Submission of Complaints

Complaints must be submitted to the Secretariat in writing. The complainant shall state clearly the nature of the complaint(s) including justification for the complaint, any adverse effects, and a proposed action that would resolve the complaint.

8.1.2 Requirements for Direct Action on Complaints

Direct action will not be taken until the complaint is received in writing and supporting evidence has been provided.

8.1.3 Action on Complaints

The Secretariat will acknowledge, document and follow-up on all complaints conforming with Section 8.1.1, and will assign a person for handling of the complaint giving respect to matters of confidentiality, conflict of interest and impartiality. Staff will validate the complaint, seek additional information where necessary, investigate and reply to the complainant in a timely manner. If the complaint cannot be validated, the complainant will be informed.

8.1.4 Sharing of Information

Other parties may be involved in the investigation and information may be shared that is received from the complainant.

8.2 Process

Persons who have been or might be affected by any Standards Committee action or inaction shall have the right to appeal such action or inaction. The appellant shall file a written appeal with the Secretariat within 21 days of the date of notification of any action or, at any time, with respect to any action to which the appellant was not given notice or with respect to inaction. The written appeal shall state

- (a) the nature of the objection(s) including any adverse effects;
- (b) the procedures or the sections of the standard(s) that are at issue;
- (c) the action(s) or inaction at issue;
- (d) the specific remedial action(s) that would satisfy the appellant's concerns; and,
- (e) previous efforts to resolve the objection(s) and the outcome of each shall be noted.

When the appellant requests a hearing and the hearing is granted, the appellant shall be assessed a filing fee of \$500.00 to be posted following the granting of the request. This fee may be reduced or waived by the Executive Committee upon application of the appellant if good cause for reducing or waiving the fee is presented.

8.3 Response

Within 30 days of the receipt of the appeal, the Secretariat or Standards Committee chairperson shall

- (a) respond in writing to the appellant, addressing each topic in the appeal to the extent possible; and
- (b) attempt to resolve, informally and directly with the appellant, the appeal.

8.4 Appeals Panel

If the Secretariat is unable to informally resolve the appeal, the Executive Committee shall appoint an appeals panel within 30 days. The appeals panel will hold a hearing on a date agreeable to all participants, with at least 15 days notice. The appeals panel shall be impartial, consisting of three individuals who have not been directly involved in the dispute and who will not be materially or directly affected by any decision made regarding the dispute. Appeals submitted shall be registered with the SCC.

8.5 Conduct of the Hearing

The appellant shall be responsible for demonstrating improper action(s) or inaction(s), the adverse effects derived from such action(s) or inaction(s), and the efficacy of the requested remedial action. The Secretariat has the responsibility to demonstrate that the Standards Committee took all actions in question in compliance with these procedures and that the requested remedial action would be ineffective or detrimental.

8.6 Decision

The appeals panel shall render its decision in writing, within 30 days, stating its findings of fact and conclusions, with reasons therefore and citing the evidence. The Secretariat shall notify the appellant, SCC and the Standards Committee of the decision of the appeals panel, which shall be binding and final on all concerned.

9 Price Fixing, Conflict of Interest, Metric, and Patent Policies

9.1 Price Fixing

IAPMO shall ensure that standards are not developed as a means to fix prices, exclude competition or otherwise inhibit commerce beyond what is necessary to meet requirements of relevant technical regulations or other legitimate sectoral or local requirements for compatibility, environmental protection, health and safety.

9.2 Conflict of Interest

IAPMO shall ensure that committee members and IAPMO staff involved in standards development have no conflict of interest in carrying out their roles and responsibilities on the Standards Committee or subcommittee.

- (a) To ensure that the points of view and information participants contribute to the IAPMO standards development process can be accurately evaluated by others, participants should always endeavor to make known their business, commercial, organizational, or other affiliations that might affect their interests or points of view.
- (b) Additional Guidelines for those who serve as Chair of the Standards Committee, Subcommittee and Task Groups:
 - (i) The Chair should disclose to all members of their committee all known or potential conflict of interest or other circumstances that could influence their impartiality on a particular matter and must not preside during the committee's consideration of that matter. A conflict of interest is defined as any situation in that the committee's decision could substantially and directly affect the Chair's financial or business interest.
 - (ii) If the Chair discovers that a conflict of interest arises and is likely to involve a major activity of the committee or to continue over a considerable period of time, the Chair must advise IAPMO staff and seek direction as to whether the individual should continue in that role.
 - (iii) The Standards Committee Chair should avoid potential conflicts of interest in the appointment of all task group chairs. If, in the opinion of the Standards Committee Chair, an individual has a known or potential conflict of interest, or other circumstances that could influence the individual's impartiality, that individual should not be appointed to Chair the task group.

9.3 Patent Policy

IAPMO shall comply with the current *ISO/IEC Directives, Part 1, — Consolidated ISO Supplement — Procedures* specific to ISO.

9.4 Units of Measurement

Standards shall be developed using SI (metric) and if applicable, equivalent Imperial/U.S. inch/pound units or other units of measurement. ISO 80000 series of standards shall be used to ensure clear and concise application of SI units, including conversions to and from other systems of measurement.

9.5 Date and Time Units

All-numeric date and time units shall comply with ISO 8601.

10 Coordination and Harmonization

10.1 Reference

Standards shall reference and utilize, as much as possible, requirements from existing international and regional Standards. A list shall be created identifying the existing standards considered for reference during the standards development process. Good faith efforts shall be made to resolve potential conflicts between and among existing standards and candidate standards.

10.2 Definition of Conflict

Conflict within the standards development process refers to a situation where, viewed from the perspective of a future implementer, the terms of one standard are inconsistent or incompatible with the terms of the other standard such that implementation of one standard, under terms allowable under that standard, would preclude proper implementation of the other standard in accordance with its terms.

10.3 Standards Committees

Standards Committees shall make a good-faith effort to resolve potential conflicts and to coordinate standardization activities intended to result in harmonized standards. A “good faith” effort shall require substantial, thorough, and comprehensive efforts to harmonize a candidate and existing standards, and shall include, at minimum, compliance with all relevant sections of these *Policies and Procedures*.

10.4 ISO/IEC SCC Mirror Committees

Priority shall be given within the limits of resources to participate in the preparation of international and regional standards which are expected to be developed or adopted.

Note: *Harmonization of ISO/IEC SCC Mirror Committees with the technical committee of another SDO is done in accordance with CAN-P-1005.*

11 Revisions to These Policies and Procedures

11.1 Proposals

Proposals to revise these *Policies and Procedures* shall be submitted to the Secretariat in writing with the supporting rationale. The Secretariat shall submit the proposed revision(s) to the Standards Committees for comment and, subsequently, submit the proposed revisions and comments to the Executive Committee for resolution and approval.

11.2 Approval and Implementation

The Secretariat shall notify the SCC of approved changes and revisions to these *Policies and Procedures*.

Annex A

Referenced Documents

- CAN-P-1005 International Standards Development, Operational requirements for granting and maintaining SCC/SDO harmonization
(url: http://www.scc.ca/sites/default/files/migrated_files/DLFE-1709.pdf)
- ISO 3864 (Series) Graphical symbols -- Safety colours and safety signs
Part 1: Design principles for safety signs and safety markings
Part 2: Design principles for product safety labels
Part 3: Design principles for graphical symbols for use in safety signs
Part 4: Colorimetric and photometric properties of safety sign materials
- ISO 8601 Data elements and interchange formats — Information interchange — Representation of dates and times
- ISO 80000 Quantities and units,
Part 1: General
Part 2: Mathematical signs and symbols to be used in the natural sciences and technology
Part 3: Space and time
Part 4: Mechanics
Part 5: Thermodynamics
Part 7: Light
Part 8: Acoustics
Part 9: Physical chemistry and molecular physics
Part 10: Atomic and nuclear physics
Part 11: Characteristic numbers
Part 12: Solid state physics
- ISO/IEC Directives, Part 1, — Consolidated ISO Supplement — Procedures specific to ISO
- Standards Council of Canada (SCC): Canadian Standards Development, Requirements and Guidance – Accreditation of Standards Development Organizations
(url: https://www.scc.ca/en/system/files/publications/SIRB_RG_SDO-Accreditation_v0.1_2017-06-23.pdf)
- Requirements & Guidance - Approval of National Adoptions of Canada Designation
(url: http://www.scc.ca/sites/default/files/publications/Approval_of_National_Adoptions_of_Canada_Designation_2015-10-01.pdf)
- Requirements & Guidance - Approval of National Standards of Canada Designation
(url: http://www.scc.ca/sites/default/files/publications/Approval_of_National_Standards_of_Canada_Designation_2015-10-01.pdf)
- Program Overview

(url: https://www.scc.ca/en/system/files/publications/SIRB_POV_Cdn-Stds-Development_v0.1_2017-06-20.pdf)

WTO/TBT

World Trade Organization, Agreement on Technical Barriers to Trade
(url: https://www.wto.org/english/docs_e/legal_e/17-tbt_e.htm)

Annex B

IAPMO Standards Committees

B.1 Plumbing Standards Committee

The scope of the Plumbing Standards Committee (IAPMO “PSC”) shall be the technical committee in charge of development of plumbing product standards which incorporate test procedures for assemblies, devices, fixtures, appliances and materials pertaining to plumbing and piping systems which are in the interest of protecting public health. These product standards shall include requirements for safety, health and performance, and may also include requirements such as construction, maintenance and operation of equipment and materials.

B.2 Building Standards Committee

The scope of the IAPMO Building Standards Committee (“BSC”) shall be the technical committee in charge of development of building product standards which incorporate test procedures for building product assemblies, devices, and materials pertaining to building structural/component systems which are in the interest of protecting the public health. These product standards shall include requirements for safety, health and performance, and may also include requirements such as construction, installation, and maintenance.

B.3 Solar Water Heating Standards Committee

The scope of the IAPMO Solar Water Heating Standards Committee (“SWHSC”) shall be the technical committee in charge of development of solar thermal product standards which incorporate test procedures for assemblies, devices, fixtures, appliances and materials pertaining to solar thermal systems which are in the interest of protecting the public health. These product standards shall include requirements for safety, health and performance. They may also include requirements such as construction, maintenance and operation of equipment and materials.

Annex C

Standards Development Flow Chart

