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CASSO/SNSAC Recognized Standards and Deliverable Approval Procedures

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Approved by CASSO/SNSAC (STC-03) on November 27, 2021

1 Terms

- 1.1 **Adoption:** standard officially recognized by Standards Council of Canada as being officially reviewed, balloted, and approved by the committee of record through an accredited SDO using a consensus-based procedure. Nationally adopted standards are available in both official languages, may have deviations from international standards, and may be cited in regulation.
- 1.2 **Ballot:** Structured survey provided to members of a group.
- 1.3 **CASSO/SNSAC Canadian Agricultural Systems Standards Oversight (CASSO)/Surveillance des normes des systèmes agricoles canadiens (SNSAC):** Committee administered by ASABE to make determination of standards activity for the benefit of Canada relating to agricultural systems, also referred to as STC-03.
- 1.4 **Consensus:** General agreement characterized by the absence of sustained opposition to substantial issues by a concerned interest, and by a process that considers the views of all parties concerned and reconciles any conflicting arguments.
- 1.5 **Deliverable(s):** A product of a development process including a standards, technical specifications, and technical reports
- 1.6 **National Standard of Canada (NSC):** A standard developed by an SDO compliant to SCC's Requirements & Guidance for a) accreditation of SDOs and for b) adoptions.
- 1.7 **Recognized standard:** reference to an international or national standard from another country, which the committee has reviewed and deemed relevant to Canadian interests; however, full adoption has not been pursued due to the resources required to review, audit, ballot, publish, and/or complete bilingual translation. This list is a low overhead method of conveying important and relevant standards to the public.
- 1.8 **Standards Development Organizations (SDO):** Organization, or part thereof, that accepts responsibility for the development, publication and maintenance of standards and other deliverables.
- 1.9 **Technical report:** a document that describes the process, progress, or results of technical or scientific research or the state of a technical or scientific research problem. It might also include recommendations and conclusions of the research. Unlike other scientific literature, such as scientific journals and the proceedings of some academic conferences, technical reports rarely undergo comprehensive independent peer review before publication.
- 1.10 **Technical specification:** A detailed description of technical requirements, usually with specific acceptance criteria, stated in terms suitable to form the basis for the actual design development and production processes of an item having the qualities specified in the operational characteristics.

2 Recognized Standards and Deliverable List

Recognized deliverables are used to provide information, direction, and support for Canadian needs regarding agricultural and related systems in lieu of the extensive resources required to develop or adopt a National Standard of Canada.

- 2.1** Any standard or deliverable developed outside of Canada may be considered for the Recognized Standards and Deliverable list
- 2.2** The list should be considered annually during the STC-03 meeting and revised as needed.
- 2.3** The recognized list of standards should reflect the needs of Canadian industry and organizations involved in agricultural and biological systems as communicated to STC-03 through their membership.
- 2.4** For dated recognized standards, only the edition cited applies unless noted. For undated recognized standards, the latest approved edition of the document (including any amendments) applies.
- 2.5** The approved list shall be made publicly available by ASABE through available media platforms.
- 2.6** No interpretation shall be made of the identified standards by CASSO or ASABE staff or members. The selection and use of any recognized standard is the responsibility of the individual using the standard.
- 2.7** Recognized standards shall be identified as possible sources of additional information and direction in lieu of NSC or any other Canadian SDO approved standards.
- 2.8** A recognized standard is not equivalent to an international or regional standard adoption, which are subject to a rigorous consensus-based SCC accredited process.
- 2.9** ASABE staff shall document all approval processes for recognized standards and deliverables.

3 Selection of a recognized standard

- 3.1** Any member of CASSO/SNSAC may present an international or regional standard or deliverable to be considered for addition to the recognized list.
 - 3.1.1** Presentation of additions to the recognized list shall be made to CASSO/SNSAC Leadership or ASABE staff via email or other written communication for documentation.
 - 3.1.2** All recommendations shall include a brief justification.
 - 3.1.3** ASABE staff shall obtain a copy of the proposed document for review purposes.
- 3.2** Approval for a recognized deliverable shall be by electronic ballot.
 - 3.2.1** **Vote choices shall be:**
 - a) approve
 - b) disapprove
 - c) abstain
 - 3.2.1.1** Comments may accompany any vote.

- 3.2.2** At least 75% of STC-03, less abstentions, who respond to the ballot shall vote “approve” to include a deliverable to the recognized list.
- a) If numerical requirements are not achieved, the deliverable is not added.
 - b) A deliverable may be recommended to STC-03 at a future date with amended justification if it does not achieve the required approvals for addition.
- 3.2.3 Notification of approved recognized documents shall be made to STC-03 and interested stakeholders via media notification and posting.
- 3.3** These procedures shall be amended by at least 75% of STC-03, less abstentions, who respond to the ballot voting “approve”.
- 3.3.1** Notification of approved amendment of these procedures shall be made to ASABE Standards and Technical Council and STC-03.