



ASABE

American Society of Agricultural
and Biological Engineers



**Standardization Procedures of CASSO/SNSAC
Canadian Agricultural Systems Standards Oversight
Surveillance des normes des systèmes agricoles
canadiens**

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Standardization Procedures of Canadian Agricultural Systems Standards Oversight (CASSO) Surveillance des normes des systèmes agricoles canadiens (SNSAC)

1 Introduction

1.1 General

This document applies to all activities related to standards development within CASSO/SNSAC. It covers requirements for ASABE Standards and National Standards of Canada.

1.2 Authority

ASABE has issued this document, which can be amended at its discretion, while maintaining compliance with SCC requirements.

2 Normative References

For dated references, only the edition cited applies unless noted. For undated references, the latest approved edition of the document (including any amendments) applies.

- *Canadian Standards Development Program Overview (CSD-POV)*
- *Canadian Standards Development Requirements & Guidance — Accreditation of Standards Development Organizations*
- *Program Requirements for the Centralized Notification System (CNS)*
- *SCC's Accreditation Services Accreditation Program Overview*

3 Definitions

ACCREDITATION: Formal recognition of the competence of an organization to carry out specific functions in accordance with established criteria. When such accreditation has been accorded by SCC, the SDO is a component of Canada's standardization network.

ACTION PLAN: Next steps and timelines to be followed as a result of SCC's Duplication Resolution Mechanism (DRM) decision.

BALANCED REPRESENTATION: Representation of interest groups in a technical committee such that no single category of interest can dominate the voting procedures. Commonly used interest categories may include, but are not limited to, general interest, producers, regulators and users.

BALLOT: Structured survey provided to members of a technical committee. See Annex A — Consensus Process Guidelines.

**CANADIAN AGRICULTURAL SYSTEMS STANDARDS OVERSIGHT (CASSO) /
SURVEILLANCE DES NORMES DES SYSTÈMES AGRICOLES CANADIENS (SNSAC):**
Committee administered by the American Society of Agricultural and Biological Engineers (ASABE) to make determination of standards activity for the benefit of Canada relating to agricultural systems.

CENTRALIZED NOTIFICATION SYSTEM (CNS): Public notice portal on SCC's corporate website of SDO Notices of Intent (NOI) to develop or adopt a new standard or other deliverable; new edition, amendment, reaffirmation or withdrawal of an already published standard; Work Program; and a listing of published standards under SCC's accreditation.

COMPLAINT: Expression of dissatisfaction, other than an appeal, by any person or organization, against SCC, SCC's Service Delivery Partner or an accredited or applicant organization, where a response is expected.

CONFLICT OF INTEREST: Situation in which a person or organization is involved in multiple interests (financial or otherwise), one of which could possibly corrupt the motivation of the individual or organization.

CONFORMITY ASSESSMENT: Demonstration that specified requirements of a particular standard relating to a product, service, process, system, person or body are fulfilled.

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.

CONSENSUS BODY: Voting members of CASSO involved in the approval of a project or the maintenance of published deliverables.

DELIVERABLE(S): Product of a development process.

DUPLICATION RESOLUTION MECHANISM (DRM): Standard Council of Canada's (SCC) process to manage duplication of standards and effort that have been raised. This involves a SCC-facilitated discussion between affected Standard Development Organizations (SDOs) to reach a timely outcome that is responsive to Canadian stakeholder needs. Details are found in [Canadian Standards Development Program Overview \(CSD-POV\)](#).

HARMONIZATION: The integration of work related to standards development activities involving the preparation of Canadian standards and International Standards with the objective of achieving the greatest practicable degree of commonality in accordance with policies and procedures of SCC and the applicable SDO.

INTERNATIONAL CLASSIFICATION FOR STANDARDS CODES (ICS): Standardized numbering system based on topic/industry to classify standards, used by International Organization for Standardization (ISO)

INTERNATIONAL ELECTROTECHNICAL COMMISSION (IEC): A non-governmental organization whose membership is composed of national committees and which is responsible for preparing and publishing International Standards for the electrical and electronic fields.

INTERNATIONAL HARMONIZED STAGE CODES: A number assigned to the various stages of a standards development track that a deliverable passes through on its way to publication.

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO): A non-governmental organization whose membership is composed of national standards bodies and which is responsible for preparing and publishing International Standards in fields other than electrical, electronic and telecommunication.

INTERNATIONAL STANDARD: An international standard published by any international standardizing/standards organization (such as ISO or IEC), and made available to the public.

MAINTENANCE: The action by the technical committee of reviewing a National Standard of Canada and adoptions; International Standard, regional standard, or other international/regional deliverable which results in its revision/amendment, reaffirmation, publication as a new edition, or withdrawal.

NATIONAL STANDARD OF CANADA (NSC): Standard developed by Standards Development Organizations (SDO) compliant to SCC's accreditation requirements.

PROJECT: Proposal whose Project Proposal Form (PPF.CAN) has been balloted and approved by CASSO.

PROJECT PROPOSAL FORM — CANADA (PPF.CAN): Form required for the consideration of a new standard project, a revision or withdrawal of a current published standard, or the adoption of an international standard or other deliverable.

PUBLIC REVIEW: An opportunity for the public to comment on a draft standard before final approval by the technical committee.

REAFFIRMATION: The declaration by the SDO that the technical committee confirms that the standard continues to be valid without necessitating any technical change and that it is still in conformance with applicable requirements.

REGULATION: A document specifying mandatory rules created by an authority through the powers established under legislation.

SECOND LEVEL REVIEW: Verification, conducted by the SDO at the end of the technical approval stage, to ensure compliance with the standards development process requirements.

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

STANDARDIZATION: The processes of formulating, issuing, and implementing standards to establish provisions for common and repeated use, aimed at the achievement of the optimum degree of order in a given context to address actual or potential needs.

STANDARDS DEVELOPMENT: Process based on the principles of the Canadian standards development system which includes the policies and procedures of an SCC-accredited SDO for the preparation, approval, publication and maintenance of standards.

STANDARDS COUNCIL OF CANADA (SCC): Canada's national standards body providing accreditation for national standards development and representing Canada in international standards development.

STANDARDS DEVELOPMENT COMMITTEE (SDC): Body of interested persons working on the development of a project with technical expertise related to the deliverable topic

STANDARDS DEVELOPMENT ORGANIZATION (SDO): An organization, or part thereof, accredited by SCC, that accepts responsibility for the development, self-declaration, or compliance with SCC's requirements for the publication and maintenance of standards.

SDO STANDARD: Consensus standard developed by an SCC-accredited SDO that is governed by SCC accreditation requirements that is not registered as a National Standard of Canada.

SUBJECT MATTER EXPERT (SME): Person identified as a technical expert for draft standard development and review. SME participation may be sought from other organizations and through public notice of balance need.

SUBSTANTIVE CHANGE: Change that directly and materially affects the technical intent or use of the standard.

Some examples of substantive changes are:

- a) 'shall' to 'should' or 'should' to 'shall'
- b) addition, deletion, or revision of requirements, regardless of the number of changes
- c) addition of or changes to normative references
- d) changes to normative numerical values regardless of reason

WORK PROGRAM: A document listing the standards the SDO is currently preparing which includes information relating to the development status and process that is included in the CNS posting.

WITHDRAWN STANDARD: A standard discontinued by an SDO and its responsible technical committee as it is no longer valid, represents the most current, reliable, and/or available information.

4 General Requirements

4.1 Consensus Process

- 4.1.1** All standards shall be developed and published through the ASABE Standards consensus process in accordance with these procedures.
- 4.1.2** ASABE maintains procedures for the development, publication and maintenance of its standards.
- 4.1.3** Upon request, ASABE shall make these procedures available to interested parties.

4.2 Identification of Canadian Interest & Need

The following primary areas of Canadian Interest shall be considered the beginning of the development process of a NSC, prior to the publication of the Notice of Intent (NOI) for a new standard or new edition to the extent possible as appropriate:

- a) Strategic need
 - b) Availability in both official languages
 - c) Geographical representation
- 4.2.1** Strategic need — Key stakeholders shall be identified and they shall confirm the need for the standard. Strategic needs include:
- a) Strategic need of stakeholder
 - b) Type of standard
 - 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, etc.)
- g) Use of “CAN” descriptor

4.2.2 Availability in both official languages — The standard is to be published in both of Canada’s official languages. 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

4.2.3 Geographical representation — ASABE Standards shall include Canadian geographical representation appropriate to the subject area covered by the standard. (See section 6.4.2.2.)

4.3 Avoiding Duplication

ASABE shall make every effort to address the need of the Canadian stakeholders and to not duplicate or overlap with the work of other SCC-accredited SDO’s or relevant international or regional SDOs.

4.3.1 The Central Notification System (CNS) of the SCC shall be monitored in order to identify any duplication. For further information on the CNS, refer to SCC document Canadian Standards Development Program Overview, which specifies the requirements to provide notices of intent, as well as published standards. The CNS is designed to provide a centralized search tool to identify the possible duplication of standards.

- a) In addition to monitoring the CNS, a search of published Canadian Standards and relevant international and regional standards shall be conducted prior to the development of a standard.
- b) In the event that duplication is identified, ASABE shall use the Duplication Resolution Mechanism (DRM) described in SCC document Canadian Standards Development Program Overview (CSD-POV), which specifies the requirements for the collaborative phase of the dispute resolution mechanism to address duplication of standards.

4.3.2 ASABE shall comply with the Action Plan resulting from the DRM process, defined under the CSD-POV.

4.4 Work Program

4.4.1 The expected timeline for development of projects shall be posted per SCC’s CNS in accordance with the requirements, with review completed by an ASABE staff administrator every six (6) months at minimum.

4.4.2 The work program shall include the following information:

- a) The standards ASABE is currently preparing
- b) The standards ASABE published in the preceding period
- c) International Classification for Standards (ICS) number system for each standard
- d) Development stage code and start date based on the ISO International harmonized stage codes
- e) Public review comment period start and end dates
- f) References to any International Standards taken as a basis
- g) The official name and mailing address of ASABE
- h) The name and issue of the publication in which the Work Program is published
- i) The relevant period to which the Work Program applies
- j) The price of the standard (if any)
- k) How and where the Work Program can be obtained

4.4.3 ASABE shall make the Work Program publicly available on the ASABE website. ASABE shall promptly provide or arrange to provide a copy of its most recent Work Program upon request. Any fees charged for this service shall, apart from the real costs of delivery, be the same for foreign and domestic parties.

4.4.4 A copy of the Work Program shall be posted to the SCC's CNS in accordance with the process steps found in the SCC document Canadian Standards Development Program Overview.

4.4.5 The work program demonstrates ASABE's compliance to the World Trade Organization agreement on technical barriers to trade. The ASABE website at <http://www.asabe.org> is used to notify interested parties of the work program. In addition, the SCC, Canada's representative for international standards development, publishes the existence of this work program by providing a web link to the CASSO/SNSAC Work Program on the SCC website.

4.5 International/Regional Harmonization

Where international/regional standards exist or their completion is imminent, they or their relevant parts shall be used as the basis for development of corresponding Canadian standards. Exceptions to this rule exist where such international standards or relevant parts would be ineffective or inappropriate because of insufficient levels of protection or fundamental climatic or geographical factors or fundamental technological problems as determined by the committee having responsibility. ASABE shall identify and create a list of the standards considered.

4.6 Standards Harmonization with International Community

4.6.1 ASABE, being a US entity, cannot represent Canadian participants in international standards development. ASABE has welcomed Canadian participation under our ANSI accredited standards development process and will continue to do so into the future.

- 4.6.2** Every effort shall be made to align domestic standards and regional adoptions with international standards as a move toward a single standard as the goal and to respect international agreements to minimize technical barriers to trade. Any deviations from original standards during adoption shall be minimal and determined by experts to be necessary.

4.7 National Adoption of International/Regional Standards and Other Deliverables

- 4.7.1** As a standards developer accredited by SCC, ASABE has authority to adopt a international standard within its scope as an NSC.
- 4.7.2** The recommendation to adopt an international standard as a NSC may come from any source. The decision to act upon the recommendation and start an approval review activity shall be made by ballot to the CASSO committee. The international standard shall go through the same stages as the revision and approval of any other existing standard with approval by the CASSO committee. The international standard may be adopted identically or with deviation (changes).
- 4.7.3** National adoptions shall be in accordance with the requirements of SCC, the SCC Requirements & Guidance — National Adoptions of International/Regional Standards and Other Deliverables.

4.8 Performance Based Standards

- 4.8.1** Standards shall aim to be performance based with special objectives and acceptance criteria, with the goal to meet the needs of the marketplace and promote open competition.
- 4.8.2** A rationale should be given when a standards committee determines it is not possible to express the requirements in terms of performance.

4.9 Trade

- 4.9.1** Standards should be developed to meet the needs of the market-place and should contribute to advancing trade in the broadest possible geographic and economic contexts. Standards shall not create unnecessary obstacles to international or provincial trade and respect international agreements to minimize technical barriers to trade ratified by Canada.
- 4.9.2** Action shall be taken to resolve obstacles to trade should they be identified.

4.10 Place of Origin

- 4.10.1** All standards committees shall be made aware that standards should neither be developed nor adopted so as to discriminate among products on the basis of the place of origin.
- 4.10.2** Whenever evidence of instances of standards being developed with discrimination based on place of origin is brought to the attention of ASABE standards staff, they shall ensure that the relevant committee is advised and that the appropriate corrective action is taken.

4.11 Price Fixing

- 4.11.1** Standards shall not be developed as a means to fix prices, nor to exclude competition or otherwise inhibit commerce beyond that necessary to meet requirements of relevant technical regulations or other legitimate sector or local requirements for compatibility, environmental protection, health and safety.
- 4.11.2** All standards committees shall be made aware of these requirements to safeguard competition and open commerce. Whenever any concerns of this nature are brought to the attention of ASABE, the ASABE staff shall ensure that the relevant committee is advised and the appropriate corrective action is taken.

4.12 Protection Against Misleading Standards

- 4.12.1** All standards committees shall be made aware that standards should not be developed so as to allow them to be used to mislead consumers and other users of a product, process or service addressed by the standard.
- 4.12.2** Whenever evidence of instances of standards being used to mislead is brought to the attention of ASABE, the ASABE staff shall ensure that the relevant committee is advised and that the appropriate corrective action is taken.

4.13 Patents

- 4.13.1** All standards committees shall be made aware that standards should not be drafted in terms that include the use of a patented item unless the use of such an item is justifiable for technical reasons, and the rights holder agrees to negotiate licenses with Interested Applicants, wherever located, on reasonable terms and conditions.
- 4.13.2** A published standard for which no patent rights are identified during the preparation thereof shall contain the following notice:

“Attention is drawn to the possibility that some of the elements of this Canadian standard may be the subject of patents rights. ASABE shall not be held responsible for identifying any or all such patent rights.”

- 4.13.3** A published standard, for which patent rights have been identified during the preparation thereof, shall include the following notice in the preface:

“NOTE — The user’s attention is called to the possibility that compliance with this standard may require use of an invention covered by patent rights. By publication of this standard, no position is taken with respect to the validity of any such claim(s) or of any patent rights in connection therewith. If a patent holder has filed a statement of willingness to grant a license under these rights on reasonable and nondiscriminatory terms and conditions to applicants desiring to obtain such a license, then details may be obtained from the standards developer.”

- 4.13.4** All drafts submitted for comment shall include on the cover page the following text:

“Recipients of this document are invited to submit, with their comments, notification of any relevant patent rights of which they are aware and to provide supporting documentation.”

4.13.5 If technical reasons justify the preparation of a standard in terms which include the use of items covered by patent rights, the following procedure shall be complied with:

- a) The originator of a proposal for a standard shall draw the attention of the committee to any patent rights of which the originator is aware and considers covering any item of the proposal. Any party involved in the preparation of a standard shall draw the attention of the committee to any patent rights of which it becomes aware during any stage in the development of the standard.
- b) If the proposal is accepted as a standard on technical grounds, the originator shall ask any holder of such identified patent rights for a statement that the holder would be willing to negotiate licenses under his/her rights with applicants throughout the world on reasonable and non-discriminatory terms and conditions. Such negotiations are left to the parties concerned and are performed outside of ASABE. A record of the right-holders statement shall be placed on file at the ASABE standards office:
<https://www.asabe.org/Publications-Standards/Standards-Development/National-Standards/ASABE-Standards-Patent-Release-Information>, and shall be referred to in the introduction to the relevant standard. If the right holder does not provide such a statement, the standards committee concerned shall not proceed with inclusion of the item covered by a patent right in the standard without authorization from ASABE.
- c) A standard shall not be published until the statements of the holders of all identified patent items have been received, unless ASABE gives authorization.
- d) Should it be revealed after publication of a standard that licenses under patent rights, which appear to cover items included in the standard, cannot be obtained under reasonable and non-discriminatory terms and conditions, the standard shall be withdrawn, and the subject referred back to the relevant committee for further consideration.

4.14 References to Certification or Administrative Requirements

ASABE shall not develop standards requiring third party certification. ASABE is not corporately linked to a certification body, quality system registrar or similar.

4.15 Standards for Conformity Assessment

4.15.1 The use of ASABE standards is voluntary.

4.15.2 ASABE standards intended for conformity assessment shall include a clear statement to that effect in the introductory pages.

4.16 Safety Markings

All safety markings with text shall be identified and created in both English and French. Internationally approved Graphical symbols, such as those depicted in ISO 3864 — *Graphical symbols — Safety colours and safety signs*, are acceptable for use without supplementary text.

4.17 Conflict of Interest

- 4.17.1** All parties involved in the development of standards through the SDO shall operate as individual experts in their field, topic area, or industry with the interest of Canadian users their primary concern. ASABE shall exercise due diligence to verify that committee members and ASABE staff involved in Standards development have no conflict of interest in carrying out their roles and responsibilities on the technical committee.
- 4.17.2** Should a participant, other than a user, find their personal or professional interest in conflict with the main objective of the development of a project, they shall state the conflict for the record and remove themselves from the development and final CASSO approval of the identified project.
- 4.17.3** Members of CASSO/SNSAC or any subcommittees, task groups or working groups shall, at the start of each meeting, declare the interest that they represent in the Standards published by the Committee, or the work of the Committee. Where other interests or concerns may, or may be perceived to, result in the member voting, or contributing in the discussion, in a fashion other than to promote their declared interest, the member shall declare a conflict and withdraw from the discussion and voting on the project concerned.

4.18 Declaration of Compliance with Accreditation Requirements

Standards and all deliverables shall indicate in the introductory pages that the standard has been developed in compliance with these procedures and the procedures and processes of the SCC.

4.19 Provision of Published Standards

Upon publication, ASABE shall submit to SCC electronic copies of new standards, new editions, revisions, reaffirmations and the underlying metadata.

Published standards may be commented on at any time, and such comments shall be referred to CASSO for consideration, as appropriate.

See section 6.1.1.7 Publication Stage (60).

4.20 Revisions and Reaffirmations

Revisions and Reaffirmations shall comply with the following requirements:

- a) Equal Access and Effective Canadian Participation to the Standards Development Process by Concerned Interests, step 6.3.
- b) Balance of Interests, step 6.4.
- c) Availability in Both Official Languages, step 4.2.
- d) Geographical Representation, step 4.2.
- e) Avoiding Duplication, step 4.3.
- f) Notice of Intent, step 4.2 and 6.6.1.
- g) Work Program, step 4.4.
- h) Technical Committee Approval, step 6.7.
- i) Number and Title, step 7.4.
- j) Front Cover Page, step 7.5.
- k) Introductory Pages, step 7.6.

5 Structural and Resource Requirements

5.1 Canadian Relevance

5.1.1 Need for a Standard in the Canadian Marketplace

- a) In order to determine the need for a Standard in the Canadian marketplace, an ASABE Project Proposal Form — Canada (PPF.CAN) form shall be completed by the proponent requesting the Standard.
- b) Any individual, committee, or organization, whether associated with CASSO/SNSAC or not, may express the need for development of a project, including proposals for new, withdrawal of, or revisions to standards.
- c) Completed Project Proposal Forms (PPF.CAN) shall be sent to ASABE staff by the project initiator. PPF.CAN may be found at PPF.CAN. See section 6.1.1.1. — Preliminary Stage (00), for additional details.

5.1.2 Appropriate participation of Canadian experts in technical committees CASSO shall be structured to contain a balance of interest areas and geographical representation appropriate to the subject area covered by standard (see section 6.4).

5.2 Legal Responsibility

ASABE shall maintain its status as a registered legal entity for the duration of the administration of Canadian standards. The Agricultural Manufacturers of Canada (AMC), acting as the Canadian presence in cooperation with ASABE, located at 5-725 Corydon Avenue, Winnipeg, Manitoba, R3M 0W4. Contact information: CASSO-SNSAC@a-m-c.ca 204-666-3518.

5.3 Separation of Management Activities

ASABE is not corporately linked to a certification body, quality system, registrar or similar.

See section 4.14.2 and Appendix A: ASABE — Standards Department Structure.

5.3.1 Organizational structure and responsibility Refer to Appendix A: ASABE — Standards Department Structure.

5.3.2 ASABE Standards and Technical Council (STC)

The ASABE Standards and Technical Council shall review specific standards actions as reported by the CASSO.

STC shall provide support and direction as needed, dependent on CASSO requests and Canadian interests.

5.3.3 CASSO/SNSAC Committee

- Shall be made up of a variety of stakeholders representing Canadian interests and geographic regions serving as Consensus Body (voting) members, Observing members, and Liaisons or Representatives of other organizations.

- Shall be open to all interested stakeholders. Contact ASABE staff (standards@asabe.org) or CASSO leadership to be added to the committee.
- Voting membership shall be determined by the interest area and geographic representation of the participants with a limit and balance of 4 to 6 persons representing any one interest area.
- Shall make determination on the approval of all project submissions of deliverables to be developed as NSC, or SDO standards or approved deliverables.
- May establish a Standards Development Committee (SDC) comprising any interested subject matter experts for the drafting of approved CASSO deliverable projects.
- Consensus Body members are responsible for the approval of Canadian deliverables reviewed within the committee or presented by the assigned SDC, as noted in these procedures.
- Shall make a report to the ASABE STC during regular posted meetings through appointed Liaisons to the ASABE STC.

5.3.4 Standards Development Committee (SDC)

- The SDC shall be established by CASSO for the research and draft development of a proposed deliverable.
- Membership in the SDC shall be open to any interested party providing that 2/3 of the members are associated with Canadian industry or interests.
- The SDC shall verify the technical expertise of the members involved and seek additional experts where needed, maintaining an updated roster.
- Effort should be made to engage needed expertise participation, interest area and geographic representation.
- No company or organization should constitute greater than 25% of the SDC.
- No single interest group or geographical area should constitute greater than 30% of the SDC as practical based on the subject and industry concentration.
- The SDC is responsible for the research of material and interchange of ideas and information between all interested groups. SDC members are ultimately responsible for identifying any information contained in other published, copyrighted documents.
- The SDC and any outside resources involved in the standards development are responsible for the technical accuracy of the document, and for clarity in communicating requirements.
- The SDC shall follow the requirements for format and content of draft standards as described by SCC guidelines.

- The SDC is expected to provide all documents pertinent to the development or revision of a project to the ASABE staff. Such documents should include, but are not limited to, draft standards, any revisions of the project PPF.CAN, the committee correspondence, and any data input.
- Documentation of SDC consensus review and approval for presentation to CASSO for review and approval of the document shall be in one of the following forms:
 - Ballot result showing a majority of SDC members in support
 - Transparent communication with response from a majority of SDC members in support

5.4 Continuity of Operations

5.4.1 The attributes of ASABE as a standards development organization that enhance the continuity of business operations include:

- a) A trained staff dedicated to the task of serving the public of Canada
- b) Highly developed facilities directed towards the aims and objectives of the organization
- c) An independent, not-for-profit, international scientific and educational organization dedicated to the advancement of engineering applicable to agricultural, food, and biological systems, since 1907
- d) Knowledge and a co-operative working relationship with those concerned in the fields of agricultural, food, and biological systems across Canada
- e) Published American National Standards (ANS) since 1964, the validity of which has been confirmed by long use
- f) Experience and knowledge encompassing the field of activities

5.4.2 Security of Documentation

All required documentation of technical committees, standards development and requirements shall be maintained at ASABE International Headquarters on secure servers on the premises with regular backup systems in place.

5.4.3 ASABE recognizes that the safety and well-being of employees, ongoing services to customers and survival of the mission are dependent on an effective and comprehensive business continuity program. The following steps are in place to enable ASABE to more effectively recover and/or continue its business processes in the event of business interruption and is activated when events adversely impact ASABE Standards staff, facilities, or information technology systems.

- Security of documentation — see section 5.4.2.
- Staff effectively work both at ASABE headquarters and at home.
- Standards staff cross-trained — see section 5.5 Staff Training .

5.4.4 For ASABE Standards Department structure, refer to Appendix A: ASABE Standards Department Structure.

5.4.5 For the history of ASABE, refer to Appendix B: History of ASABE.

5.5 Staff Training

5.5.1 Training of staff is monitored by the ASABE Director of Standards and Technical. A list of completed training courses is maintained by ASABE staff.

- a) ASABE mentor training in approved processes
- b) ANSI Training
 - ANSI Accredited Standards Developer Training
 - ANSI Essential Requirements
 - ANSI AIF (ANSI ISO Forum) & AIC (ANSI ISO Council) participation
 - ANSI Organizational Member Forum
- c) ISO training
 - ISO Directives updates
 - ISO/IEC Compliance Review
 - ANSI led general ISO training
- d) SCC training

5.5.2 ASABE Standards staff is knowledgeable about the development process and has the overall responsibility of guiding project leads, SDCs, and CASSO through the development process as well as verifying compliance to procedures and all requirements.

ASABE staff shall oversee:

- Verification of the Consensus Body for interest area balance and geographic representation
- Submission of CNS forms as required during the development or Maintenance Review process in the currently approved format
- Public posting of project information via the CNS, press releases, and other communications as available both prior to development and following publication as deemed appropriate
- General administration, contact, and support to any interested parties requesting participation or information regarding the project
 - a) documentation of all completed processes and due dates
 - b) administration of ballots
 - c) communication to the SDC, CASSO, and other interested parties regarding ballot status, results, comments, and resolutions
 - d) Second Level Review of all deliverable development and approval process per the approved *Standardization Procedures of CASSO/SNSNAC*
 - e) overall support, as needed

5.6 Facilities

- 5.6.1** ASABE offices provide the support staff and resources in standards development at ASABE International Headquarters, 2950 Niles Road, Saint Joseph, Michigan 49085, USA. Contact information: 269-429-0300; standards@asabe.org.
- 5.6.2** ASABE shall maintain its status as a registered legal entity for the duration of the administration of Canadian standards with the Agricultural Manufacturers of Canada (AMC), 5-725 Corydon Avenue, Winnipeg, Manitoba, R3M 0W4; acting as the Canadian presence in cooperation with ASABE. Contact information: 204-666-3518; CASSO-SNSAC@a-m-c.ca.

5.7 Record Keeping

- 5.7.1** ASABE maintains electronic records of all committee meetings, subcommittee meetings, task group meetings, working group meetings as made available by the development group, membership rosters, as well as records of all standard ballot drafts, ballots sent and received, comments and actions taken. Records are kept by ASABE for review by SCC, CASSO/SNSAC officers, staff and committee members. Project development records provided by SDCs and records generated by the ASABE Standards Department shall be retained to affirm compliance with SCC accredited Standardization Procedures of CASSO/SNSAC.
- 5.7.2** Project development records shall be retained for one complete publication cycle defined as a New edition, Reaffirmation, or Revision of the document.
- 5.7.3** Records pertaining to withdrawn standards shall be retained for five years from the date of withdrawal.
- 5.7.4** Records pertaining to inactive projects shall be retained for two years from the date of being declared inactive.
- 5.7.5** If the inactive project has had SCC paperwork submitted, records shall be retained for five years from the date of being declared inactive.
- 5.7.6** Records of general historical significance to the CASSO standards mission shall be retained through the relationship with ASABE. Historically significant documents are those that show significant progress in the standards program and/or show significant involvement with units of government, foreign countries, other societies, and associations in the furtherance of the principles of voluntary, consensus standardization.

6 Consensus Requirements

6.1 Documented Processes Based on Consensus

- ASABE maintains documented policies and procedures for the development, publication, and maintenance of its standards.
- Upon request, ASABE shall make these documented policies and procedures available to interested parties in a timely manner.
- These standardization procedures are available on the ASABE website: www.asabe.org.
- In the event that policies and procedures change, ASABE shall inform SCC.

6.1.1 Standards Development Process

- a) Annex A Consensus Process Guidelines provides detail on balloting requirements.
- b) Development of deliverables shall be tracked in the Work Program using the International Harmonization Stage Codes for deliverables and posted to the CNS platform. ASABE uses the ISONET development stage code system in the regular publication of its standards committee work programs. The codes describe the stage of development for each of the standards.

6.1.1.1 Preliminary Stage (00)

- a) The preliminary stage is the receipt of the proposal. Any individual, committee, or organization, whether associated with CASSO/SNSAC or not, may express the need for development of a project, including proposals for new, withdrawal of, or revisions to standards. Completed Project Proposal Forms (PPF.CAN) shall be sent to ASABE staff by the project initiator. PPF.CAN may be found here: [PPF.CAN](#).
- b) Completed Project Proposal Form shall include:
 - Project leader name and contact information
 - Proposed title in English and French
 - ICS Code (International Classification for Standards)
 - Identification if a safety related project (safety is noted in the title or referred to in scope)
 - Verification of metric units
 - Type of project (new standard, revision, withdrawal)
 - Previous version to be superseded if applicable
 - Rationale for project
 - Canadian need/relevance statement
 - Scope of the project
 - Project work plan including time frame for completion
 - Keywords
 - Stakeholders
 - Harmonized existing standards list
 - SDC Roster (technical experts)

The PPF.CAN shall be balloted to CASSO Consensus Body for Canadian relevance and project approval prior to CNS notification.

6.1.1.2 Proposal Stage (10)

- a) This proposal stage step is to confirm that a new Standard or a new proposal to an existing Standard is needed.

b) Publication of Notice of Intent (NOI)

When the technical committee has decided to develop or adopt a new standard, new edition, amendment or a reaffirmation or has decided to withdraw a previously published standard, a Notice of Intent (NOI) shall be provided to the (CNS) for 15 business days.

Content of the NOI shall include:

- designation number
- title
- scope
- project need
- contact information of the SDO
- ICS code(s)

ASABE shall issue a new NOI when the International harmonized stage code 10, Proposal stage, has not been completed within a maximum timeframe of 12 months.

ASABE shall update the NOI if there are substantive alterations to the scope and title of the originally proposed NOI.

6.1.1.3 Drafting Stage (20)

- a) Draft development of the deliverable in process.
- b) Bilingual development of all NSC is required unless:
- No stakeholders have a need for bilingual documents.
 - No user base has a need for bilingual documents.
 - No Authority Having Jurisdiction have a need for bilingual documents.
 - No health and safety related need for bilingual documents exists.
- c) Translation services shall be provided by an independent translation service skilled in technical translation.
- d) SDC begins draft development.

Copyright Material

All standards and deliverables produced by the SDO shall be protected by the copyright laws of Canada.

6.1.1.4 Committee Comment Stage (30)

- a) Documentation of development process
- b) Document number of SDC meetings
- c) SDC meeting notes or correspondence
- d) Drafts reviewed by the SDC

- e) Approval by SDC of draft deliverable for recommendation to CASSO for review and approval
- f) Documentation of SDC consensus is required prior to presentation to CASSO for review and approval stage.

6.1.1.5 Enquiry Stage (40)

- a) Ballot for approval, comment resolution, appeal if needed.
- b) Ballot to CASSO Consensus Body for review and approval of draft for publication.
- c) Notice of public review through the CNS platform for a minimum of 60 days which shall include the start and end dates of the review period.
- d) ASABE shall determine if a 45-day public review period is appropriate when urgent problems of safety, health or environment arise or threaten to arise. For a 45-day public review, the following actions shall take place:
 - ASABE shall proactively notify affected stakeholders.
 - This notification shall include where the draft standard can be obtained and the public review period start and end dates.
 - The draft standard shall be available in an electronic format, deliverable within one day of a request.
- e) Address comments submitted through CASSO ballot or CNS public review, see process in section Annex A, Section A.4 with comments reverting to SDC for resolution.
- f) Complete all comment resolution and approvals before advancing the document to final review and approval stages.

6.1.1.6 Approval Stage (50)

- a) ASABE Standards Staff, as assigned, provides the Second Level Review of the development and approval process per the Standardization Procedures of CASSO/SNSAC.
- i) Documentation for Second Level Review submission:
 - PPF.CAN
 - a) Canadian interest and need statement
 - b) International/Regional Harmonization list
 - c) Consensus Body Roster
 - Notice of Intent
 - Lack of Duplication
 - a) If the DRM process was involved, evidence of correspondence and resolution
 - Notice of Public Review
 - Documentation of CASSO ballot approval
 - Responses to any unresolved negative comments

- Evidence of SDC approval
 - Work Program during Standards development
 - Standard and abstract in English and in French if required
 - Any additional documentation or explanation for deviations from the prescribed procedures
- ii) ASABE Standards staff documents the process compliance, submitting any comments to the project lead for resolution.
 - iii) Once all concerns are resolved, the completed sign off form is forwarded to the ASABE Director of Standards for submission approval.
- b) Required documents shall be forwarded to SCC for review and approval upon completion of the Second Level Review.

6.1.1.7 Publication Stage (60):

- a) Upon receipt of approval from SCC, the publication process begins.
- b) Publication of a standard shall take place within six (6) months of SCC approval.
- c) Notification shall be made to affected stakeholders upon publication through various media postings and actively shared to interested parties.
- d) Electronic copies of new standards, new editions, revisions, reaffirmations, and underlying metadata shall be submitted to SCC upon publication.

6.1.1.8 Maintenance Review Stage (90):

- a) CASSO review of deliverable
- b) CASSO maintenance decision

See section 6.10.

6.1.1.9 Withdrawal Stage (95):

- a) For consideration of withdrawal of a standard, follow steps for initiation of a project to begin the withdrawal process.
- b) When considering the withdrawal of a Standard, ASABE shall notify the impacted legislative government departments (whether municipal, provincial, territorial or federal) in particular where a standard may be referenced, as well as Code development organizations.
- c) Upon completion of the full process, notification to affected stakeholders shall be made through various media notifications.
- d) Withdrawal of the standard from the catalogue with notice to third party resellers shall take place.
- e) Withdrawn standards should be removed from all listings of standards for sale. If a withdrawn standard is sold, a watermark indicating the withdrawn status shall be included on the cover page.

- f) Notification is made to SCC of withdrawal.
- g) When a standard fails to meet SCC's R&Gs for SDOs, ASABE shall withdraw the standard.

6.1.2 Discontinuance of Project or Proposal

6.1.2.1 Formal Committee Decision

Discontinuance of a project shall take place upon receiving minutes documenting discontinuance from CASSO.

- a) Notification to SCC.
- b) Notification to stakeholders noted in PPF.CAN in variety of media formats.

6.1.2.2 Individual Request Based on Inactivity

In cases where ASABE staff receives a written request to discontinue a project, the request to discontinue shall be communicated to all known interested parties. Unless a written justification is received within 30 days detailing a basis for continuation, staff shall discontinue the project.

- a) If justification for continuance is submitted, a project lead must be identified for the project.
- b) SCC shall be notified of project discontinuance.
- c) After 30 days, the project shall require resubmission of a completed PPF.CAN to reactivate activity.

6.1.2.3 Inactive Projects

Projects that have had no activity, process progression, nor any response from the project lead for at least two years may be discontinued administratively.

- a) The project lead and CASSO shall be notified of the pending status change and be provided two weeks to respond. If no adequate response is received by the stated date the project shall be noted as discontinued.
- b) SCC shall be notified of project discontinuance.
- c) A PPF.CAN shall be submitted to CASSO should there be a desire to develop a project that has previously been discontinued.

6.2 Proposals for Development of Standards

See section 6.1.1.1 Preliminary Stage (00) and section 6.1.1.2 Proposal Stage (10)

6.3 Equal Access and Effective Canadian Participation to the Standards Development Process by Concerned Interests

See sections 5.3.3. CASSO/SNSAC Committee and 5.3.4 Standards Development Committee (SDC).

6.3.1 In all committees, every effort shall be made to provide access to all concerned interests in Canada, and if appropriate, outside of Canada, where the scope of the standard has more than Canadian National Interest. Foreign nationals shall be permitted to participate (such as when there are few or no producers in Canada) as long as balance requirements are met.

6.3.2 Membership in all committees shall be open to all interested parties subject to the rules of committee balance of interests.

6.4 Balance of Interests

6.4.1 The CASSO committee roster is subject to periodic review to ensure that the requisite balance of interests is being maintained.

6.4.2 The CASSO committee shall have balanced representation of interest categories and geographical areas. The interest categories shall reflect Canadian national interest.

6.4.2.1 Interest Areas

- General interest — showing interest and relevant expertise not associated with the production, distribution, direct use, or regulation of the product(s), material(s) or service(s).
- Producer — predominantly involved in production (i.e., manufacture), promotion, retailing, or distribution of the subject product(s), material(s) or service(s).
- Regulator — representing any federal, provincial, municipal, other government body, Crown authority, or body/authority designated by a government responsible for regulating the acceptability, sale or use of the subject product(s), material(s) or service(s), and those bodies that enforce these rules and regulations.
- User — represent end users of the subject product(s), material(s), or service(s) and who are not involved in any way in production and/or distribution of the subject product(s), material(s) or service(s). Consumers are one type of end user, and may be defined as, individual members of the general public, or consumer organizations, purchasing or using property, products or services for private purposes.

6.4.2.2 Geographical Areas

- West Coast
- Prairies
- Eastern Canada
- Maritimes
- Other Provinces & Territories

6.4.3 Where consumer and public interest representation would provide the needed balance of interests, the standards committee shall identify and make efforts to secure support for equal access and effective participation of such interests. Evidence of this effort shall be retained.

6.5 Use of ISONET Harmonized Stage Codes and International Classification for Standards

ASABE uses the ISONET development stage code system in the regular publication of its standards committee work programs. The codes describe the stage of development for each of the standards. The stage codes are detailed in section 6.1.1 and the following website: <https://www.iso.org/stage-codes.html>.

6.6 Notification Requirements

See section 6.1.1 Standards Development Process and Annex A Consensus Process Guidelines

6.6.1 Notice of Intent (NOI)

See section 6.1.1.2b Publication of Notice of Intent (NOI).

6.6.2 Notice of Public Review

See section 6.1.1.5 Enquiry Stage (40).

6.6.3 Notice of Completion

Upon publication of a standard, notification of publication shall be posted to the ASABE website as appropriate to inform the Canadian public that a standard has been completed. In addition, a Press Release may be issued to inform the public of the details of the published document is available.

6.6.4 Notice of Withdrawal

When it has been decided to withdraw a standard, ASABE shall notify both the SCC and the public.

6.7 Technical Committee Approval Process

See sections 6.1.1.1 thru 6.1.1.5 of Standards Development Process.

6.8 Second Level Review

6.8.1 The Second Level approval stage is for monitoring the general functions of the standards development process in accordance with the SCC criteria and the accredited standards development procedures of ASABE. The Second Level Review provides a procedural review of all standards beyond the technical development level.

6.8.2 A Second Level Review shall be completed by ASABE staff before publication. See section 6.1.1.6.

6.9 Publication Process

See section 6.1.1.7.

All ASABE deliverables shall be published within six (6) months of approval.

6.10 Maintenance of Standards

National Standards of Canada (NSC) shall be kept current and relevant by technical committee review of the entire document and action to revise or reaffirm it on a schedule not to exceed 5 years from the date of its approval as an NSC. Amendments do not eliminate the requirement for a 5-year review of the entire document.

ASABE shall initiate and complete the maintenance review of each standard within the established procedural timeline, which is tracked by an internal, electronic database.

See section A.6 Maintenance Review of Standards for further details.

6.11 Maintenance Outcomes

- See Annex A — Consensus Process Guidelines — Maintenance Review Ballot, section A.7
- Section 6.10 Maintenance of Standards
- Section 6.1.1.9 Withdrawal Stage (95)

6.12 International Inquiries on Code of Good Practice

ASABE shall address, in a timely manner, inquiries and complaints from another SDO that has accepted the World Trade Organization/Technical Barriers to Trade Annex 3 Code of Good Practice for the Preparation, Adoption and Application of Standards.

6.13 Information Requests

6.13.1 ASABE shall provide standards development related information on request within the limits of applicable privacy legislation.

6.13.2 Interpretation Policy: ASABE shall not provide interpretation of its standards or deliverables.

6.14 Complaints and Appeals Mechanism

6.14.1 Complaints

All inquiries involving complaints received shall be addressed within 15 business days in an impartial and professional manner with notification to SCC, CASSO, and AMC leadership as deemed appropriate.

6.14.2 Appeals

- 1) **Appeal Content.** Appeals relating to standards shall be on procedural merit only. Any technical disagreements shall be considered during the normal standard development balloting and comment resolution process. An appeal based on a failure by the project lead and/or SDC to respond to a comment may be grounds for a procedural appeal.
- 2) **Appeals submission.** Any person shall have the right to appeal the procedure used for the development of a draft or current standard to ASABE. Appeals due to a particular action shall be limited to within 15 days of the written notification of the right to appeal. Appeals due to inaction may be submitted at any time. Before an appeal is submitted it is suggested that alternate options be fully explored. If an appeal is deemed to be the only resolution it shall be done following the processes outlined in these procedures.
- 3) **Submission Address.** All appeals, along with a proposed course of action, shall be submitted in writing to: ASABE Director of Standards, 2950 Niles Road, Saint Joseph, MI 49085, and may be supported by oral arguments. Appeals shall be heard at a scheduled meeting of the appropriate appeals body.
- 4) **Written Appeal.** The appellant shall include in the written appeal:
 - 1) The specific procedural step during development of the document that is at issue.
 - 2) The alleged action or inaction causing the appeal (it shall be incumbent upon the appellant to prove that action or inaction on the part of ASABE has caused an adverse effect).
 - 3) A proposed course of action.
- 5) **Appeal Response.** Within 60 days of receipt of the requested appeal, the ASABE Director of Standards (with assistance from the project lead or others, if necessary) shall issue a written response to the appellant, addressing each allegation. If the appellant is not satisfied with the responses of the Director and the project lead and wishes to pursue the appeal, the process outlined in the following procedural steps shall be followed.
- 6) **Appeals Body.** The appeals body shall be members or appointees of the ASABE Standards and Technical Council (STC). The appeals body members should be unbiased and not be directly and materially affected by the decision. The appeals body members shall not be CASSO participants. The appeals body shall be made up of between three to seven (3-7) voting members, preferably an odd number.

- 7) ASABE staff shall not serve on an appeals body.
- 8) If the appellant or CASSO disagree about the makeup of the appeals body, the dissatisfied party may request, in writing, removal of up to 10% of the appeals body with written specific reasons regarding the conflict of interest for each individual in question.
- 9) If the dissatisfied party believes that greater than 10% of the committee have a conflict of interest, the dissatisfied party shall request, in writing, that the STC consider appointing a different appeals body from within its membership.
- 10) Appeal Process. For all appeals, the following shall apply:
 - a) At least 50% of the voting members of the appeals body or their proxies shall be in attendance
 - b) Vote choices shall be “Grant the Appeal” or “Deny the Appeal”
 - c) All members or proxies in attendance shall cast a vote on the appeal
 - d) The voting choice that garners greater than 50% of the votes shall be deemed consensus
 - e) If consensus is not reached, the appeals body shall discuss the reasons and re-vote until consensus is reached
- 11) Hearing the Appeal. ASABE staff shall arrange for the appeal to be heard at a scheduled meeting.
 - a) Staff shall notify the appellant, in writing, of the appeal hearing date, time, and location, and shall place no undue burden on the appellant to attend the hearing.
 - b) All appeals body members shall be provided, in writing, the appeal and all relevant documents and correspondence.
 - c) A written decision shall be provided to the appellant, the SDC, CASSO, and appeals body within 60 days of the decision. Normal record retention requirements shall apply.
- 12) Grounds for Appeal. Any failure to follow these standardization procedures either through action or inaction, shall be grounds for an appeal and may be escalated to SCC through the process outlined in SCC’s Accreditation Services Accreditation Program Overview should all avenues be deemed unsatisfactory by the appellant.

6.15 Notification of Suits or Claims

ASABE shall promptly notify SCC regarding any suit or claim made against ASABE arising from a standard approved as an NSC and provide updates to SCC of the status of such claims.

7 Format Requirements

All NSC standards require the following information.

7.1 Normative Content

The normative content of a National Standard of Canada shall include the scope, normative references, terms and definitions, and technical requirements (including normative annexes). If annexes are included they shall be identified “normative” or “informative”.

7.2 Units of Measurement

The international system of units (SI) shall be the official unit of measurement in a National Standard of Canada. When no SI unit equivalent exists, such as trade sizes used in Canada, the trade size unit may be used.

7.2.1 If equivalent Imperial units are included, they shall be shown in brackets. Conversions expressed in the standards should be approved by the SDC.

7.2.2 ISO 80000 series of standards shall be used to apply SI units, including conversions to and from other systems of measurement.

7.3 Date and Time

Numeric date and time units shall comply with ISO 8601.

7.4 Number and Title

The “CAN” descriptor preceding the standard designation shall be used based on the strategic need found in section 4.2.1. See section 7.5.b.

7.5 Front Cover Page

The following items shall be included in the language(s) appropriate to the standard on the front cover page of the NSC:

a) “National Standard of Canada”

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

b) Standards designation as follows, ASABE/CAN NNNN MONYEAR, where “NNNN” denotes the standard number and “MONYEAR” denotes the month and year in which the SCC approved the Standard as an NSC

c) Title of the standard

d) “Prepared by” (list the interest area and geographic breakdown and committee name)

e) “Approved by” with the SCC logo, in both of Canada’s official languages format

7.6 Introductory Pages

The NSC shall be prepared using the appropriate SGML template to ensure that the introductory pages contain the following content in the language(s) appropriate to the standard:

- a) The established timeline for review of the standard
- b) SCC foreword as provided in the Canadian Standards Development Program Overview

The following statement shall be included in the introductory pages of the National Standard of Canada in the language appropriate to that standard:

ENGLISH VERSION

A National Standard of Canada is a standard developed by a Standards Council of Canada (SCC) accredited Standards Development Organization, in compliance with requirements and guidance set out by SCC. More information on National Standards of Canada can be found at www.scc.ca.

SCC is a Crown corporation within the portfolio of Innovation, Science and Economic Development (ISED) Canada. With the goal of enhancing Canada's economic competitiveness and social well-being, SCC leads and facilitates the development and use of national and international standards. SCC also coordinates Canadian participation in standards development and identifies strategies to advance Canadian standardization efforts.

Accreditation services are provided by SCC to various customers, including product certifiers, testing laboratories, and standards development organizations. A list of SCC programs and accredited bodies is publicly available at www.scc.ca.

FRENCH VERSION

Une Norme nationale du Canada est une norme qui a été élaborée par un organisme d'élaboration de normes (OEN) titulaire de l'accréditation du Conseil canadien des normes (CCN) conformément aux exigences et lignes directrices du CCN. On trouvera des renseignements supplémentaires sur les Normes nationales du Canada à l'adresse : www.ccn.ca.

Le CCN est une société d'État qui fait partie du portefeuille d'Innovation, Sciences et Développement économique Canada (ISDE). Dans le but d'améliorer la compétitivité économique du Canada et le bien-être collectif de la population canadienne, l'organisme dirige et facilite l'élaboration et l'utilisation des normes nationales et internationales. Le CCN coordonne aussi la participation du Canada à l'élaboration des normes et définit des stratégies pour promouvoir les efforts de normalisation canadiens.

En outre, il fournit des services d'accréditation à différents clients, parmi lesquels des organismes de certification de produits, des laboratoires d'essais et des organismes d'élaboration de normes. On trouvera la liste des programmes du CCN et des organismes titulaires de son accréditation à l'adresse : www.ccn.ca.

- c) ASABE Standards contact information
- d) The number of technical committee members representing the interest categories described in the Canadian Standards Development Requirements & Guidance — Accreditation of Standards Development Organizations

- e) Instructions for purchase
- f) Statement of availability of the NSC, English text in the French version, French text in the English version
- g) Statement indicating it is the responsibility of the user to judge the suitability of the NSC for the user's purpose
- h) International Classification for Standards (ICS) number(s)
- i) Statement indicating the standard was developed in compliance with SCC's R&Gs for SDOs.

8 Maintenance of Accreditation

8.1 Maintenance of Accreditation

ASABE shall continue to maintain procedures complying with the Requirements & Guidance for SDOs for the publication and withdrawal of standards contained herein.

When SCC issues revised or additional Requirements & Guidance for SDOs, the accredited SDO shall comply with them within a reasonable time period designated by the SCC's Accreditation Services Branch in order to maintain accreditation.

If ASABE does not maintain one or more approved NSCs within the accreditation cycle, ASABE shall submit written justification from the Director of Standards at the reaccreditation as to why they have not submitted any NSCs to SCC for approval and why their accreditation remains relevant. See section 2 Normative Reference: Canadian Standards Development Requirements & Guidance - Accreditation of Standards Development Organizations.

8.2 Assessments

The Standardization Procedures of CASSO/SNSAC and all deliverables produced within a twelve (12) month period shall be subject to an annual audit required by SCC for continued accreditation.

8.2.1 Documentation. All requested documentation shall be provided.

8.2.2 Audit Response Plan. Audit responses shall be determined as a result of the annual audit.

Annex A (Normative)

Consensus Process Guidelines

All standards and deliverables shall be developed using a consensus process as outlined below.

A.1 Ballots

A 'Ballot' shall be understood to be a 30-day period for review and comment on the question being presented unless otherwise clearly stated.

- a) Abstentions and disapprovals without comments shall be considered as "a vote not cast" and are not counted toward the numerical requirements for a valid ballot.
- b) A reminder should be sent approximately ten days prior to the close of the ballot to members who have not returned a vote. Additional reminders may be sent as needed.

A.2 Approval Requirements

Approval of a draft shall meet the following requirements.

A.2.1 Greater than 50% of the Consensus Body membership shall vote "approve" on the ballot.

A.2.2 AND at least 75% of the Consensus Body membership, less abstentions, and disapprovals without comment, who respond to the ballot shall vote 'approve' on the ballot.

- a) Disapproval votes shall be accompanied by comments or rationale and suggestions for changes submitted. This shall be clearly stated in the ballot language.
- b) If numerical requirements are not achieved, ballot extension(s) may be implemented.
- c) The total duration of a ballot, including extensions, should not exceed 60 days.
- d) If after the ballot extension(s) the participation has not met the minimum requirement for a valid ballot, the ballot shall be considered disapproved.

A.2.3 Vote choices shall be:

- a) approve
- b) disapprove with comments
- c) abstain

A.2.3.1 Any vote may be accompanied by comments.

A.2.3.2 Efforts shall be made to resolve all comments.

A.3 Disapproval Votes

A.3.1 Disapproval votes that are not accompanied by comments or suggestions relative to the proposal shall be considered as "a vote not cast" and shall not be considered for numerical consensus requirements.

- A.3.2 Disapproval votes with suggestions or comments not related to the proposal should be considered in the same manner as a new proposal. The commenter should fill out a new PPF.CAN to move forward with those comments.

A.4 Handling of Comments

- A.4.1 The project lead, with the SDC as needed, shall address any comments from the ballot, as well as any comments provided by outside parties.
- A.4.2 The commenters shall be provided the disposition of their relevant comments with justification in writing.
- A.4.3 The project lead should seek to achieve resolution of the relevant comments.
- A.4.4 Where relevant, commenters shall be requested to provide acceptance or rejection with clarification of the proposed resolutions in writing within a specified time frame (minimum of 15 days).
- a) The commenters shall be notified in writing that comment resolutions not responded to within the written specified time indicated shall be considered resolved.
 - b) Documentation shall be provided for any change in recorded vote following the close of a ballot and comment resolution. Staff may request a vote change following comment resolution.
- A.4.5 Following the completion of the comment resolution and with documentation of commenters' responses indicating acceptance or rejection of the proposed resolution, further actions may be considered. The project lead and SDC shall work with ASABE staff to determine the next course of action.
- A.4.6 Upon completion of comment resolution, the full SDC and CASSO shall be notified of the comments made, the proposed resolution and the result of the resolution including all changes made to the project draft. This may be communicated directly to the members and/or included in subsequent ballots.

A.5 Ballot Follow-Up Options

- A.5.1 A 15-day recirculation ballot shall be posted if comments cannot be resolved to the satisfaction of both parties and a standing disapproval exists. The scope is limited to the review of the unresolved concerns. This ballot is not presented to the observing members of CASSO. The ASABE staff shall provide the following materials in the recirculated ballot:
- a) a summary of the comments along with attempts at resolution and all correspondence involving unresolved objections and
 - b) 15 days to vote, reaffirm a previous vote, or change a previous vote.

- c) Members shall be notified that new items shall not be brought up during this voting period and that all votes from the immediately previous ballot are still valid, and that the 15-day ballot is an opportunity to change their vote if desired, or to vote if they did not do so previously. The last vote registered for each member shall be the vote of record.

Name	Original Ballot	Recirculation Ballot	Final Vote
John Doe	Disapprove	Approve	Approve
John Smith	Approve	(no vote)	Approve
Jane Doe	(no vote)	Approve	Approve

Example of Recirculation Ballot Tally

- d) Any comments that are not resolved by the recirculated ballot and comment resolution attempts require a notice in writing to the objector of their right of appeal through the process outlined in section 6.14.
- e) Documentation shall be forwarded with the approved project in the submission for the Second Level Review to the ASABE assigned staff.
- Submissions shall include any issues not resolved during balloting.
 - The rationale of why the issue could not be resolved shall be included in the report.

A.5.2 A 30-day recirculation ballot may be considered in consultation with the project lead. if the following conditions exist,

- a) the previous ballot result was “approve with comments”
- b) the substantive changes since the previous ballot or resulting from comment resolution are minimal

A.5.2.1 In the case of a 30-day recirculation ballot

- a) the scope of the ballot may be limited to only the changes made since the last ballot
- b) the ASABE staff shall provide the following materials in the recirculated ballot to the Consensus Body:
- The substantive changes shall be clearly identified.
 - Documentation of comment resolution.
 - At least 30 days to vote, reaffirm a previous vote, or change a previous vote.
 - The Consensus Body members shall be notified that during this 30-day recirculation ballot that all votes from the immediately previous ballot are still valid, and that the 30-day ballot is an opportunity to change their votes if desired, or to vote if they did not do so previously. The last vote registered for the Consensus Body member shall be the vote of record. See the example in section A.5.1.c.
 - If NSC, notice of public review shall be posted as required.

A.5.3 An entirely new ballot shall be posted if the initial ballot did not receive the requisite approval votes. All comment resolutions and draft modifications shall be identified in the ballot material.

- a) All changes made since the previous ballot are to be clearly identified in the draft presented in each iteration.
- b) The Consensus Body member balloting process shall begin anew, and Consensus Body members shall be notified that all prior vote(s) are considered null.
- c) All comments and attempted resolutions from the prior ballot shall be provided to the entire technical committee for the new ballot.
- d) The new ballot shall follow the process outlined in section 6.1.1.5 (Enquiry stage 40).
- e) If NSC, notice of public review shall be posted as required.

A.5.4 No further balloting in cases where:

- a) Any comments or disapproval votes have been reversed or withdrawn with appropriate documentation on file.
- b) The draft was approved with no comments or only editorial comments. No action beyond the editorial corrections is required before moving to Second Level Review. See section 6.1.1.6.

A.6 Maintenance Review of Standards

A.6.1 Balloting and ballot response direction shall include the following information:

- a) Reaffirm (editorial updates only).
- b) New edition (substantive technical changes, must be accompanied by a completed PPF.CAN with project lead identified for technical updates or changes).
- c) Revise (must be accompanied by a completed PPF.CAN with project lead identified for technical updates or minor changes).
- d) Withdraw (if it no longer serves a useful purpose). A PPF.CAN for withdrawal with a project lead identified shall be required and stated in the ballot directions to provide justification of withdrawal and initiate the process.

Note 1: Votes for New edition, Revision, or Withdraw shall not be considered for numerical consensus requirements unless a completed PPF.CAN is submitted to ASABE staff prior to the completion of the review ballot period, and a project lead identified. This shall be clearly stated in the ballot language.

Note 2: Votes for New edition, Revision, or Withdraw without meeting these criteria shall be treated the same as “vote not cast”. Submitted comments shall be filed for a future revision project.

- e) Abstentions shall be considered as “vote not cast”.

A.6.2 Vote options for Maintenance Review ballots shall be:

- a) Reaffirm
- b) New edition
- c) Revise
- d) Withdraw
- e) Abstain

A.6.2.1 If the recommendation of CASSO is to reaffirm, the identified editorial updates may take place with notation in the history paragraph and the current deliverable designation updated with the addition of (R20XX) if unchanged or (R20XXED) to indicate editorial updates.

A.6.2.2 If the recommendation of CASSO is a New edition with substantive technical changes or revise for minor technical changes, a PPF.CAN shall be completed and returned to ASABE staff as directed in the ballot. The approved Standardization Procedures of CASSO/SNSAC for completing a project shall be followed which comply with SCC's R&Gs.

If it is obvious that a revision in process will not be completed by the review ballot, CASSO may also choose to renew the deliverable as a Reaffirmation to be superseded by the revised deliverable upon publication.

A.6.2.3 If the recommendation of CASSO is to withdraw, a PPF.CAN shall be completed and returned to ASABE staff as directed in the ballot. The withdrawal process for a standard shall include:

- a) A press release communicating the intent to withdraw the standard should be sent to relevant stakeholders.
- b) If a press release is sent and after 60 days no responses of substance are received, the PPF.CAN shall be balloted to CASSO per the project development procedure and continue through the project approval and development process.
- c) Upon completion of the process and approval, the standard shall be removed from all sales lists with notification to SCC.

A.6.2.4 Administrative Withdrawal of a Standard if no clear determination is made during the Maintenance Review ballot.

- a) A press release noting the withdrawal of a standard should be considered
- b) CASSO shall be notified.
- c) SCC shall be notified of the withdrawal.
- d) The deliverable shall be removed from all sales lists.

A.6.3 Completion of Maintenance Review

- a) Results of all Maintenance Reviews shall be communicated to CASSO once approved by SCC.
- b) Standards shall be prepared for publication with updated history noting the approved action.

A.6.3.1 The date of SCC approval shall be recorded as the date of renewal (New edition or Revision) and noted on the standard and in the history paragraph.

A.7 Maintenance Review Ballot

A.7.1 All published deliverables shall undergo a Maintenance Review for relevance that does not exceed five years from the last approval date.

A.7.2 Vote options for Maintenance Reviews shall be:

- a) Reaffirm (minor editorial changes allowed, no technical changes)
- b) New edition (substantive technical changes)
- c) Revise (minor technical changes)
- d) Withdraw
- e) Abstain

Note: See section 6.10 for additional detail.

A.7.3 Determination of Maintenance Review by CASSO

- a) At least 30% or six (6) Consensus Body members of CASSO (whichever is greater) shall be required to review the document and vote for a valid ballot.
- b) To reaffirm the standard, greater than 50% of the votes, less abstentions and revise or withdraw without comments, shall be Reaffirm.
- c) A vote for New edition or Revision shall be accompanied by a completed PPF.CAN with the project lead identified in order to be counted. A vote for New edition or Revision without a PPF.CAN submission shall be considered as Abstain.
- d) If numerical requirements are not achieved, a ballot extension(s) may be implemented.
- e) If consensus is not reached, the standard is administratively withdrawn. Refer to section 6.1.1.9.

A.8 Aspects of Deliverables

- A.8.1 Recording Revisions. The dates of revision or renewal shall be recorded in the history paragraph of the standard. The history paragraph is an unnumbered paragraph at the beginning of the document.
- A.8.2 Technical Revisions. Changes, deletions, or additions that alter the technical sense of a standard shall require a PPF.CAN to be submitted and follow regular voting procedures and development processes.
- A.8.3 Revising Existing Standards. When submitting draft revisions of existing standards, all changes to the previous draft shall be noted for committee awareness using one of the following options:
- a) Proposed changes shall be clearly identified with explanation as needed. If proposed revisions and comments are extensive, "Track Changes" should be used in an electronic document.
 - b) If not using "Track Changes", the most recent version of the existing standard shall have proposed additions identified with an underline and proposed deletions identified with a strike through.
 - c) If changes are extensive and are unable to be identified clearly through "Track Changes" or other means, the current draft is to be included with the ballot along with the proposed draft for comparison purposes.
- A.8.4 Editorial Revisions
- a) Typographical errors in standards after publication should be identified to ASABE staff. The ASABE Director of Standards shall determine whether the proposed changes are substantive in nature. The Director shall make this determination and may choose to consult with the appropriate subject matter experts.
 - b) If the revision is deemed to be non-substantive and/or typographical, the changes shall be made by staff without requiring full CASSO approval.
 - The revision number and date of the corrected standard shall remain the same and the letters, "ED" shall be placed after the most recent approval or renewal date.
 - The history paragraph shall indicate that the document has been revised editorially.
 - ASABE staff shall notify CASSO and SCC and provide an updated document to SCC and resellers.
 - c) A revision of an informative annex is not considered a substantive change and would not require a ballot for approval. If the informative annex revision is the only modification to a standard or project, it shall be considered an editorial revision.
 - d) Editorial revisions may be made during the Maintenance Review process through the Reaffirm vote option noted in section 8.

A.8.5 Errors in Publication. Suspected technical errors or outdated information shall be brought to the attention of the ASABE staff. After confirmation by the chair of CASSO, a proposal for correction shall be submitted to the ASABE Director of Standards. The Director shall decide, in consultation with the chair of CASSO, whether to publish a corrigendum or to pursue a revision.

A.8.6 Corrigendum. Corrigendum are not issued to correct errors that can be assumed to have no consequences in the application of the publication, for example, minor printing errors. A corrigendum shall be issued to correct either:

- a) A technical error or ambiguity inadvertently introduced in editing or which could lead to incorrect or unsafe application of the standard (errors must have been introduced after the end of the technical committee ballot).

OR

- b) Information that has become outdated since publication, provided that the modification has no effect on the technical (normative) elements of the standard, for example include changes in the contact information for an organization or a link to an informational website, but not to a normative reference.

A.8.6.1 When a Corrigendum is Issued:

- a) The revision number and date of the corrected standard shall remain the same.
- b) The letters 'Cor 1' shall be placed after the most recent approval date.
- c) The history paragraph shall indicate that a corrigendum has been added and the date.
- d) ASABE staff shall notify CASSO and SCC.
- e) The notification of corrigendum shall remain on the published standard until the next scheduled Maintenance Review which is recommended for a New edition, Revision, or Reaffirmation.

**Annex B
(Normative)**

Balloting Guidelines Designations

B.1 Designations Assigned

Standards shall be identified as follows using appropriate alphanumeric designations assigned by ASABE Standards staff:

- B.1.1 If the project is endorsed by Standards Council of Canada (SCC) the designation shall be formatted as the example below.

Example: ASABE/CAN NNNN MONYEAR

- B.1.2 The letter(s) S, EP, or D shall precede the numeric designation of a standard, engineering practice, or data respectively. The numeric designation shall be retained even though classification as standard, engineering practice or data could change.

B.1.2.1 Standard (S). A definite terminology, specification, performance criteria, or procedure providing interchangeability; enhancing quality, safety, economy or compatibility; viewed as a proper and adequate model or example. Standards may include:

- Definitions, terminology, graphic symbols, and abbreviations;
- Performance criteria for materials, products, or systems;
- Testing procedures;
- Specifications or ratings regarding size, mass, volume, etc.

B.1.2.2 Engineering Practice (EP). A practice, procedure or guide accepted as appropriate, proper and desirable for general use in design, installation or utilization of systems or system components, and based upon current knowledge and the state of the art.

B.1.2.3 Data (D). Numerical values, including statistics, and relationships, either mathematical or graphical, organized, codified, and uniquely applicable to engineering in agriculture, food, and other biological systems. Data need not be free of variation.

- B.1.3 Technical revisions shall be indicated by adding to the assigned numeric designation a decimal denoting the number of times the document has been revised.

Example: CAN/ASABE NNNN.4 MONYEAR identifies a standard that has undergone its fourth technical revision.

B.2 Dating of Standards upon Approval or Review

- B.2.1 The date a standard is approved or the latest date of its revision shall be a part of the alphanumeric designation. The latest reaffirmation date shall be listed in parentheses after the approval date.

Examples:

New Edition or Revision:

ASABE/CAN NNNN.1 DEC2020 — The first new edition or revision was approved in December 2020

Reaffirmation:

ASABE/CAN NNNN.1 APR2004 (R2018ED) — The first new edition or revision was approved in April 2004, and the most recent reaffirmation with editorial updates in 2018 following a Maintenance Review

Appendix A (Informative)

History of ASABE

The American Society of Agricultural and Biological Engineers is an educational and scientific organization dedicated to the advancement of engineering applicable to agricultural, food, and biological systems. Founded in 1907 and headquartered in St. Joseph, Michigan USA, ASABE comprises members in more than 100 countries.

Agricultural, food, and biological engineers develop efficient and environmentally sensitive methods of producing food, fiber, timber, and renewable energy sources for an ever-increasing world population. The image above provides a profile of ASABE's membership and their contributions to society.

ASABE membership is open to all — engineers as well as non-engineers — who are interested in engineering and technology for agricultural, food, and biological systems. Learn more about the scope and history of the profession.

