



ASABE

CASSO/SNSAC Recognized Standards Procedures

Version 2
Approved 7/12/2026

1 Purpose

These procedures establish the process used by the Canadian Agricultural Systems Standards Oversight Committee (CASSO/SNSAC), also referred to as STC-03, to identify, approve, maintain and periodically review a list of recognized standards and deliverables relevant to Canadian agricultural and biological systems.

2 Definitions

2.1 Adoption

Standard officially recognized by Standards Council of Canada as being officially reviewed, balloted and approved by the committee of record through an accredited Standards Developing Organization (SDO) using a consensus based procedure.

2.2 Ballot

A structured survey provided to members of a group.

2.3 CASSO/SNSAC (STC-03)

The Canadian Agricultural Systems Standards Oversight Committee administered by ASABE to oversee standards activity for the benefit of Canada relating to agricultural and biological systems.

2.4 Consensus

General agreement characterized by the absence of sustained opposition to substantial issues and achieved through a process that considers and reconciles the views of all concerned parties.

2.5 Deliverable

A product of a development process including a standard, technical specifications and technical reports.

2.6 National Standard of Canada (NSC)

A standard developed by an SDO compliant to SCC's requirements for accreditation and adoption.

2.7 Recognized standard

An international or national standard that has been reviewed by STC-03 and determined to be relevant to Canadian interests but has not been formally adopted as a National Standard of Canada.

2.8 Standards Development Organizations (SDO)

An organization responsible for the development, publication and maintenance of standards and related deliverables.

2.9 Technical report

A document that provides information on the results of research, investigations or practical experience in a technical field. A technical report may include data, analysis, recommendations or explanations related to a specific subject. Technical reports are generally informative in nature and do not establish normative requirements.

2.10 **Technical specification:**

A document that establishes technical requirements to be fulfilled by a product, process, service or system. A technical specification may include performance criteria, design requirements or other provisions necessary for development, production, or implementation.

3 Recognized Standards List

- 3.1 Recognized standards are not subject to the formal consensus, approval or publication requirements associated with National Standards of Canada.
- 3.2 The Recognized Standards List identifies standards and other deliverables that may provide guidance and technical information relevant to Canadian agricultural and biological systems.
- 3.3 Any standard or deliverable developed outside of Canada may be considered for inclusion on the recognized list.
- 3.4 Recognized Standards:
- Provide informational reference for Canadian stakeholders
 - Do not constitute adoption as a National Standard of Canada
 - Do not undergo the full consensus and translation requirements associated with NSC development
- 3.5 For dated references, only the edition cited applies.
- 3.6 For undated references, the most recent approved edition applies, including amendments.
- 3.7 The approved Recognized Standards List shall be made publicly available on the ASABE website.
- 3.8 CASSO/SNSAC and ASABE staff shall not provide interpretations of recognized standards. The selection and use of any recognized standard remains the responsibility of the user.
- 3.9 ASABE staff shall maintain records documenting all approval actions related to the recognized standards list.

4 Selection of a Recognized Standard

- 4.1 Any member of CASSO/SNSAC may present an international or regional standard or deliverable for inclusion on the recognized list.
- 4.2 Proposals shall be submitted to CASSO/SNSAC leadership or ASABE staff and should include a brief justification explaining the relevance of the document to Canadian interests.
- 4.3 ASABE staff shall obtain a copy of the proposed document for committee review.
- 4.4 Approval for addition of a recognized standard shall be conducted by electronic ballot of STC-03 members.

- 4.5 Ballot options shall include:
- a) Approve
 - b) Disapprove
 - c) Abstain
- 4.6 A ballot shall be considered valid when more than 50% of STC-03 members cast a vote, with a minimum of six (6) votes.
- 4.7 Approval requires at least 75% of votes cast, excluding abstentions, to be in favor.
- 4.8 If the required numerical requirements are not met, the document shall not be added to the recognized list. A revised proposal with additional justification may be submitted at a future date.
- 4.9 Following approval, notification of newly recognized standards shall be communicated to STC-03 and made publicly available on the ASABE website.
- 5 Periodic Review of Recognized Standards**
- 5.1 Standards included on the Recognized Standards list shall be reviewed five (5) years after their initial inclusion, and every five years thereafter, to ensure they remain relevant to Canadian agricultural and biological systems.
- 5.2 The review may be conducted during a STC-03 meeting or through an electronic ballot.
- a) In the spring, staff will provide STC-03 with the list of standards scheduled for review that year.
 - b) During the fall meeting, CASSO shall review standards due for evaluation and determine whether each should be renewed or whether an electronic ballot is required to support further action.
 - c) If the committee determines during the meeting that the standard continues to be appropriate and valuable, the committee may renew the standard on the list for an additional five-year period.
 - d) If there are questions regarding the continued relevance of the standard, the committee may initiate an electronic ballot to determine whether the standard should be renewed, updated or removed from the list.
- 5.3 During the review process, the committee will consider if a standard should:
- Remain on the recognized list without change
 - Be updated to reference a specific edition (ie, converting a dated reference to an undated reference)
 - Be removed from the list
- 5.4 Official committee ballots require approval by CASSO using the same voting requirements defined for the approval of recognized standards.

6 Removal of a Recognized Standard

- 6.1 A proposal to remove a standard from the Recognized Standards list may be submitted at any time by a member of CASSO/SNSAC.
- 6.2 Removal proposals shall include justification and be submitted to CASSO/SNSAC leadership or ASABE staff.
- 6.3 Removal of a recognized standard shall be approved by electronic ballot using the same voting procedures and approval threshold applied to the addition of recognized standards.
- 6.4 When withdrawal of a recognized standard is associated with its approval as a NSC, removal from the Recognized Standards List shall occur simultaneously with the final approval of the NSC.
- 6.5 Upon approval, the standard shall be removed from all publicly available versions of the Recognized Standards List.

7 Revisions to Procedures

- 7.1 These procedures may be revised by approval of at least 75% of STC-03 members voting, excluding abstentions.
- 7.2 A ballot to revise these procedures shall follow the same validity and approval requirements defined for recognized standards, including:
 - a) A ballot is valid when more than 50% of STC-03 members cast a vote, with a minimum of six (6) votes.
 - b) Approval requires at least 75% of votes cast, excluding abstentions, to be in favor.
- 7.3 Upon approval, notification of the revised procedure shall be provided to the ASABE Standards and Technical Council and the STC-03 committee membership.